

ADMINISTRATIVE COUNCIL MEETING MINUTES

November 23, 2010

Wednesday, 3:00 p.m.

MEMBERS PRESENT

David McLawhorn
Crystal Ange
Wesley Beddard
Phillip Price
Chet Jarman
Laura Bliley
Clay Carter
Jo Linda Cooper
Judy Jennette
Dorie Richter

MEMBERS ABSENT

SGA Representative
Dixon Boyles

OTHER STAFF PRESENT

None

The Administrative Council met at 3:00 p.m. on Wednesday, November 23, 2010 in the Conference Room of Bldg. 1. Dr. McLawhorn called the meeting to order and addressed the agenda items as follows:

I. Approval of Administrative Council September 29, 2010 Minutes

The September 29, 2010 minutes were distributed to all Administrative Council members prior to the meeting. Dr. McLawhorn called for corrections or a motion to approve. Crystal Ange made a motion to approve the minutes as presented. Phillip Price seconded the motion. The motion was approved with an all ayes vote. (See minutes on the Internet under the appropriate Committees and Minutes link.)

II. Old Business

At the last meeting, Dr. McLawhorn appointed an ad hoc committee to review the structure of all college committees. Dorie Richter stated that the committee will meet after the Christmas break.

III. New Business

1. Planning Council Minutes for the November 17, 2010 meeting had been distributed electronically prior to the meeting for information only. Phillip Price made the motion to approve the critical issue and short range goals as recommended by the Planning Council. Chet Jarman seconded the motion. The motion passed with an all ayes vote. (See minutes on the Internet under the appropriate Committees and Minutes link.)
2. Faculty Senate minutes for the September 7, 2010 meeting had been distributed electronically prior to the meeting for information only. (See minutes on the Internet under the appropriate Committees and Minutes link.)
3. Judy Jennette presented the proposed changes to the Publications Committee. Crystal Ange made the motion to approve the proposed changes as presented. Phillip Price seconded the motion. The motion passed with an all ayes vote. The approved changes will go into effect 2011-2012. The changes are listed in yellow below:

Composition: Appointed by:

(1) President	Position
(2) Dean of Instruction	Position
(3) Dean of Administrative Services	Position
(4) Dean of Continuing Education	Position
(5) Dean of Student Services	Position
(6) Director of Public Relations/Executive Director of Foundation	Position
(7) Lead Instructor, English	Position
(8) Director of Admissions	Position
(9) Learning Resources Center Director	Position
(10) Administrative Assistant to the President	Position
(11) Coordinator of Records & Special Programs - Continuing Education	Position
(12) Continuing Education Administrative Assistant/Cashier	Position
(13) Coordinator / Duplicating and Mailroom Services	Position
(14) Coordinator, Educational Media/Graphics Services	Position

4. Phillip Price discussed making two changes to the current 2010-2011 Instructional Calendar. He noted that the State has December 23 as a payday and the holiday as December 27. The request is to move the December 23 holiday to December 27 and move the Student Staff Faculty Vacation to December 23. Chet Jarman made the motion to approve the requested change to the calendar. Crystal Ange seconded the motion. The motion carried with an all ayes vote. The updated change will be posted to web page. Wesley Beddard discussed the possibility of building workdays into future calendars.
5. Wesley Beddard reported that he meets with a sub-committee of the Faculty Senate to develop the Instructional Calendar. He presented Option C as a recommendation from the sub-committee of the Faculty Senate. Mr. Beddard stated that his only real concern is July 5, 2012. The concern is that many students and staff may not attend on July.5. After discussion, Wesley Beddard made the motion to approve the 2011-2012 Instructional Calendar Option C as presented and endorsed by Faculty Senate. Phillip Price seconded the motion. The motion carried with an all ayes vote. Mr. Beddard noted that we will not have an exam week this semester. He discussed this with Division Chairs and asked them to see how this goes. He may bring back as a recommendation to make permanent. Mr. Beddard explained that faculty are still working the same number of days, but it will give 2 additional workdays which are desperately need for on-campus professional development. If the faculty like the non-exam week, he may bring an amendment back for approval after the first of the year.
6. Crystal Ange noted that ECHS Principal Dr. Blumenreich and Liaison Lisa Hill asked that regulations be put in place for the ECHS students to use the weight room. Mrs. Ange stated that she has been working with Dr. Blumenreich and Ms. Hill to come up with the following proposed regulations.
 - Year 1 and 2 students will not have access to the weight room outside of a college PED course which may require access.
 - Year 3 and above students will NOT have access outside of PED course requirements during the school hours of ECHS (currently 9 to 3).
 - In order to utilize the weight room, the ECHS students must participate in the regular BCCC student safety orientation.

Crystal Ange made the motion to approve the proposed regulations as presented. Phillip Price seconded the motion. The motion carried with an all ayes vote.

7. Request for Student Appeal – Mrs. Ange had distributed packets prior to today's meeting for review. Dorie Richter made the motion to go into closed session. Clay Carter seconded the motion. Upon returning to open session, Crystal Ange made the motion to grant the request to hear the student appeal. Wesley Beddard seconded the motion. The motion carried with an all ayes vote. Mrs. Ange stated that she will contact the student and notify them of the hearing date and time.

IV. Progress Reports - Updates

Crystal Ange

- Interviewed yesterday for the Registrar position – a recommendation has been made to Dr. McLawhorn
- SGA is putting up the Christmas tree on Monday

Dorie Richter

- Working on tracking transfer students to private schools
 - The last few years we could not use the data because we had less than 10 transfer students.
 - 10 students have transferred to Mount Olive – we cannot use the data we collect this year. The data will have to be used next year because the performance standard for college transfer is always two year back.
- Planning Council meeting was last week and went well.
- Having problems with scanner – have contacted a service person
- Currently working on the
 - Employee satisfaction survey
 - Non Returning student survey
 - Required to have 25 returned we currently have 20
 - Graduate follow-up survey
- Met with Dixon, Wesley, and Jay on General Ed outcomes
 - Dorie will put data together
- Legislative Survey – Lou Stout is working on this
- IRB Board – we've had two requests to do research on our campus

Laura Bliley - Update from Faculty Senate

- Faculty Senate will not meet in November
- Communicated with Faculty about helping with the Christmas decorations

Judy Jennette

- The Scholarship Committee met last
 - Selected 20 recipients
 - Notices have gone out
 - Paperwork is being processed
- Started getting registrations to see The Lion King
- Staff and Faculty Member of the Year will be recognized at the Christmas Luncheon
 - Parking space will be designated January - December
- Special Events Committee has selected Mel & Vel to cater the Christmas Luncheon
- Christmas decorations start up next week
- City Christmas Parade is scheduled the 1st Saturday in December

Clay Carter

- Scheduled to meet with folks as Domtar next week
- Will be offering CRC in January

Jo Linda Cooper

- The Staff Association raised money for a scholarship
- Started canned food drive
- Selling raffle tickets for Sweet Retreat

Wesley Beddard

- At the next meeting – add change student classification hours
 - There is an issue in our catalog
- Quick registration worked well overall
 - This may be tougher to implement for the Fall Semester and may only work for the Spring Semester

Chet Jarman

- Attended a Weatherization Grant meeting last week.
- Marty Overholt received BPI certification
- Eva Peartree's hours have been changed to 9:00 a.m. – 3:30 p.m. Monday – Thursday and 9:00 a.m. – 1:00 p.m. on Friday's
- Update on CRC with Potash – 210 applicants
- Will attend a meeting on Nov. 29 with PAS to discuss CRC
- February and March will provide training to 170 local ABC Boards

Phillip Price

- Wesley Adams, Chair of the Health and Safety Committee recently met and discussed the following:
 - Fire drills
 - Report on workplace accidents during the past year
 - Report on campus safety and security
 - Review of OSHA required programs
 - Lock-down policy
- Pam Cummings discussed with the Professional Development Committee upcoming training for the Spring and Fall Semester's
- We are having heating and air issues in buildings 1, 2 & 3 (currently seeking quotes to replace HVAC controls in building 3)
- Recently opened bids for the building 8 & 2 roofing projects
 - Bids presented to the Board of Trustees at a called board meeting November 22
 - The low bid was approved
 - Expect to begin work in the near future
- Update on new Allied Health & Nursing Building
 - Plans continue to move forward
 - A joint meeting is scheduled December 6 with the Board of Trustees and the Beaufort County Board of Commissioners to discuss the project

- The architect will present an update on the design of the building along with a potential timeline for the project
- State Budget update:
 - The System Office in complying with the Governor requested a 10% budget cut
 - Raise tuition \$10 per credit hour
 - Proposed Basic Skills cuts
 - Received a proposed revision to the formula for how curriculum and continuing education programs are funded in the state
 - The change negatively impacted small colleges

David McLawhorn

- Presidents Search Update
 - The Board of Trustees wanted a years notice
 - In August, the Board of Trustees asked Dr. McLawhorn to stay an additional 6 months
 - To continue with the budget cycle
 - To continue to secure funding for the new Allied Health & Nursing building
 - The Search Committee of the Board continues to meet
 - The Search Committee has decided to hire a consultant, Dr. Donny Hunter to perform the search for the new president
- December 7, Board Christmas Social
- December 17, Christmas Luncheon
- January 26 – 28 BCCC is hosting the NCACCP Winter's President's Conference
 - Presidents from all community colleges across the State and System Office personnel will be on our campus these three days
 - All meetings will be held in Building 10
 - We have worked with ECHS and Leonard Hudson to use their classrooms
 - Meetings will be ½ day on Wednesday, all day on Thursday, and until noon on Friday
 - Wednesday – Friday meetings will be held in the Multi-Purpose Room and Board Room
 - Please let folks in your area know about this event
- January 18 – BCS Leadership Team Meeting
- Early College High School is going well
- Traveled to Fountain Power Boats on Tuesday
 - Announced 411 jobs
 - Plan to bring in 2 boat companies (Donzi & Pro-Line)

The next regular meeting date will be announced in January.

The meeting adjourned at 4:50 p.m.

David McLawhorn, Chair