

ADMINISTRATIVE COUNCIL MEETING MINUTES

November 24, 2009

Tuesday, 3:00 p.m.

MEMBERS PRESENT

David McLawhorn
Phillip Price
Crystal Ange
Dorie Richter
Wesley Beddard
Clay Carter
Laura Bliley
Judy Jennette
Dixon Boyles
Sherry Stotesberry
Chris Jones, SGA Vice President

MEMBERS ABSENT

The Administrative Council met at 3:00 p.m. on Tuesday, November 24, 2009 in the Conference Room of Bldg. 1. Crystal Ange introduced and welcomed Chris Jones, SGA Vice President to the meeting. Dr. McLawhorn called the meeting to order and addressed the agenda items as follows:

I. Approval of Administrative Council October 27, 2009 Minutes

The October 27, 2009 minutes were distributed to all Administrative Council members prior to the meeting. Dr. McLawhorn called for corrections or a motion to approve. Phillip Price made a motion to approve the minutes with a second from Crystal Ange. The motion was approved with an all ayes vote. (See minutes on the Internet under the appropriate Committees and Minutes link.)

II. Old Business

None reported.

III. New Business

1. Staff Association Minutes for the November 3, 2009 meeting had been distributed electronically prior to the meeting for information only. (See minutes on the Internet under the appropriate Committees and Minutes link.)
2. Faculty Senate Minutes for the October 27, 2009 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. Discussion of Furlough Policy - Phillip Price stated that since the last Admin Council meeting he has gone through his notes and researched what other community colleges have done with their Furlough Policy. Mr. Price noted that all relating executive orders specifically speak to trying to minimize the impact on classroom instruction. Mr. Price stated that we may have a little flexibility to tweak our current policy. Mr. Price will meet with Laura Bliley to discuss options to the policy. The change in policy would go to the February Board meeting. Mr. Price cautioned that even though we change the policy, the Governor can supersede us again. This item will be added under old business at the next Admin Council meeting.
4. Follow-up on nursing items - Dr. McLawhorn called on Laura Bliley for discussion. Mrs. Bliley noted the following:

- Late paperwork - will be addressed in individual syllabi
 - Cell Phones - campus policy will be re-stated in each syllabi
 - ATI testing - still formulating; will be looked at after Christmas (faculty sources of information and a plan to be presented to the Admin Council if it affects progression or graduation). The ATI TEAS test is not used for admission at this time. Further information will be provided at the January Admin Council meeting.
 - A compilation of student grades at the time of admission to the RN program for 2009 entry- ($\frac{1}{4}$ of the students that entered the Nursing Program had a C in anatomy ~ Mrs. Bliley noted that it is not true that everyone needs an A to get into the program). There is concern with the number of students that are dropping anatomy
 - If *Section C - Policies for the Nursing Programs* comes back to Admin Council the name will be changed to Nursing Regulations and Guidelines.
5. Approve 2010-2011 Spring Calendar - Wesley Beddard presented the proposed 2010-2011 Instructional Calendar. Mr. Beddard explained that some faculty had asked to know the make-up days in advance. After discussion of the two fall make-up days; it was decided that Mr. Beddard would remove the make-up days as indicated on the proposed calendar and notify all faculty in the form of a memo as to which days he is planning to use as make up days. The decision of make-up days falls on Mr. Beddard as Dean of Instruction.

Questions regarding the proposed calendar:

- Do we really need 4 exam days? Yes, because students with back to back classes may have multiple back to back exams. Most of our full-time students have 16-18 hours.
- Why was the Christmas holiday schedule changed? In the past, employees took 40 hours vacation, last year it was 48 hours vacation, and this year it is 56 hours vacation. Who and why was the decision made? The council voted to take Veteran's Day and Memorial Day as holidays. Also, the number of holidays at Christmas depends on the day of the week that Christmas falls on. Employees are given the opportunity to work December 21-23.

Wesley Beddard made the motion to adopt the 2010-2011 Spring & Summer Calendar removing the two Fall Semester make-up days October 11 and November 24 . Sherry Stotesberry seconded the motion. The motion passed with an all ayes vote.

IV. Progress Reports

Crystal Ange:

- Received a memo from Ken Robol - he is stepping down as Advisor of Gamma Beta Phi
- Met with Judy Jennette and together will work hard to have scholarships out prior to the Fall Semester
- Partnering with Wachovia Partnership and East Carolina to have an Education Expo on March 17. Sandy McFadden will spearhead the Expo and will be working with Judy Jennette and Laura Bilbro-Berry
- SGA Celebration for day students is December 8
- SGA Celebration for night students is December 8 & 9

Judy Jennette:

- Met with Bagwell family with the proposal for the Rose Garden - we plan to proceed
- Doris Eakes Luncheon went well
- Plan to attend Donor II Training next week with Marcia Norwood

- Sent out the letters asking for end of the year donations to make up for loss in revenue from our investment - received a couple of thousand dollars already
- Working on Christmas tree decorations - Keyzers is catering Christmas Luncheon
- The old mobile computer van has been converted into a recruiting van - new decals have been applied. The Marketing Committee has discussed having the welding department install a hitch; so the van can be used in parades.

Dorie Richter:

- Non-returning Students Surveys
 - We are not getting back a lot of response
 - 84 students do not have phone numbers
 - Clay is helping follow up with students that have phone numbers
- Employer Satisfaction Surveys
 - Of 241 we have received 80 back
 - Will discuss next week with Almeta to see if we will do a 2nd mailing
 - Required to have 142
- Graduate Follow-Up Survey
 - Received about 15%
- On-line Surveys have been completed
- Instructor & Course Survey
 - In the process of scanning
- Planning Council Meeting scheduled for December 2 at 3:00
- Planning Association - Planning a virtual planning conference
- Planning to attend a Datatel workshop next week with Almeta
- Plan meet with Laura Bliley next week to review retention trends survey

Dixon Boyles:

- Everything is quiet with SACS

Clay Carter

- BLET Day Program
 - Good idea - very exciting
 - 6 new students in the last 2 days
 - Potential of 20 students
 - Will be with students doing the Career Readiness Certificate for the next 2 weeks (CRC - portable credential /program developed by the ACT Testing Company)
 - Class in Plymouth went well
 - Will satisfy Jobs Now stipulation

Chet Jarman

- Attended Assumptions Committee Meeting - went well
- 2 Interviews today for the Director of EMS position and 2 more next week
- Attended NCCC Adult Education Association Meeting last week
 - Combined Basic Skills, Small Business Center, and Adult Education in effort to save money
 - Dr. Ralls was one of the keynote speakers
 - Good information about fee waivers that will be shared at Senior Staff

Sherry Stotesberry

- Staff Association has a couple of Christmas ideas
 - Food Drive for Zion Shelter - please bring goods to donate

- Competition between buildings on campus
- Bell ringing for the Salvation Army
 - SGA is taking a door
 - Thanks to all the volunteers
- Downsized the number of poinsettias for door prizes at the Christmas Luncheon

Wesley Beddard

- Winding down to the end of semester
- Assumptions Committee
 - Look at our enrollment data and compare it with the demographics in our county
 - Taking steps to collect data in the future
- Several classes are already full for spring

Laura Bliley

- Faculty Senate has not met since our last meeting

Phillip Price:

- Good news from the State
 - Beginning the fiscal year we had to revert 5% of our budget; they gave us back 2% of what was reverted
 - Allowed us to add a few extra classes and purchase some equipment
 - Expect some spending restrictions by February
- New change for the Spring Semester
 - In the past, Senior Citizen's could take curriculum classes tuition free; now they can take 6 semester hours of curriculum classes tuition free.
- Construction plans for the new Allied Health Building are progressing nicely
 - Working on floor plan
 - A lot of input from nursing faculty
- Blackboard
 - The version we are on is somewhat problematic
- Working on filling vacant positions

Dr. McLawhorn:

- Met yesterday with the Leadership Team (interim superintendent, school board chair and vice chair)
 - Mr. Rivenbark resigned as interim superintendent
 - John Conway is named as acting superintendent
 - Discussed the Café - seems to be doing well
 - ECHS is going well - students are taking more college classes
- Shared article in Washington Daily News on worker retraining
- Next Board of Trustee meeting is February 2, 2010

The next meeting is scheduled for **Wednesday, January 27 at 3:00 p.m.**

The meeting adjourned at 4:25 p.m.

David McLawhorn, Chair