

ADMINISTRATIVE COUNCIL MEETING MINUTES
September 29, 2010
Wednesday, 2:00 p.m.

MEMBERS PRESENT

David McLawhorn
Phillip Price
Crystal Ange
Chet Jarman
Judy Jennette
Dorie Richter
Laura Bliley
Dixon Boyles
Jo Linda Cooper

MEMBERS ABSENT

SGA Representative
Clay Carter
Wesley Beddard

OTHER STAFF PRESENT

None

The Administrative Council met at 3:00 p.m. on Wednesday, September 29, 2010 in the Conference Room of Bldg. 1. Dr. McLawhorn called the meeting to order and stated that due to the threat of inclement weather, BCCC will close today at 5:00 p.m. and open at 10:00 a.m. tomorrow. He then addressed the agenda items as follows:

I. Approval of Administrative Council July 28, 2010 Minutes

The July 28, 2010 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 as presented. Crystal Ange 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

By electronic vote, Jo Linda Cooper made the motion to "**add one staff person appointed by the Staff Association President to the following committees: Evaluation System, the Health & Safety, Information Technology Committee, Marketing/PR, and the Mission Review.**" (Refer to Ms. Cooper's email to the Administrative Council on August 4, 2010 and Dorie Richter's follow-up email on September 1, 2010.) *Revised structure for above committees are posted on the BCCC website under Faculty Staff Policy Manual Appendix II.*

Ms. Richter seconded the motion. By electronic/email vote, the motion was approved by ten individuals; one individual abstained.

Phillip Price recommended that Administrative Council consider going through and reviewing all of the committees and discussing with each committee chair the needs for their committee. Dr. McLawhorn appointed an ad hoc committee to review the structure of all college committees. Ad hoc committee members are: Phillip Price, Dorie Richter, Jolinda Cooper and Laura Bliley. He appointed Dorie Richter as Chair. The ad hoc committee will include evaluations and findings and report back to Admin Council. Any restructure will take place next year.

III. New Business

1. Faculty Senate Meeting Minutes for the March 16, 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.)
2. Marketing Committee Minutes for the May 4, 2010 and June 8, 2010 meetings had been distributed electronically prior to the meeting for information only. (See minutes on the Internet under the appropriate Committees and Minutes link.)
3. Approve Personnel Files Policy & Chain of Command Policy - Phillip Price stated that the personnel files policy has been modified to be in compliance with the Legislative Expansion of Personnel Records Subject to Inspection Laws approved by the General Assembly during their summer session of 2010. He then noted that the chain of command policy has been modified to delegate the authority to the president or his/her designee to enter into/sign contracts with outside agencies on behalf of the college to carry out its mission. The revisions will go to the Personnel Committee of the Board and then to the full Board for approval. Phillip Price made the motion to approve the Personnel Files Policy and the Chain of Command Policy as presented. Dixon Boyles seconded the motion. The motion passed with an all ayes vote. Once the policies are approved by the Board of Trustees the revisions will be posted to *the BCCC website under Faculty Staff Policy Manual Appendix I.*
4. Accept IRB minutes of the August 19, 2010 meeting - Dr. McLawhorn called on Dorie Richter to discuss the minutes and answer any questions. Mrs. Richter reviewed the minutes and minor modifications were made. Laura Bliley made the motion to accept the motions within the minutes with minor modifications. Dixon Boyles seconded the motion. The motion passed with a majority vote. Crystal Ange abstained from voting. The purpose (See minutes on the Internet under the appropriate Committees and Minutes link.) The purpose of the IRB committee change will go to the October 5 Board of Trustee meeting for approval.

The purpose would read
*"To review all federal grant proposals submitted by, or in collaboration with, the College to determine compliance with the federal guidelines specified in 45 CFR Part 46 protecting the welfare of human subjects used in research. To review any non-federal grant proposals **and/or activities** that may involve such research."*
5. Information Technology Committee Minutes for the April 27, 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.)
6. Mission Review Committee Minutes for the September 16, 2010 - Dr. McLawhorn called on Dorie Richter to present the recommendations from the committee. Mrs. Richter addressed the recommended revision to the BCCC Vision made by the Mission Review Committee. After discussion, Mrs. Richter made the motion to accept the BCCC Vision as presented by the committee. Judy Jennette seconded the motion. The motion did not pass with a 2 to 5 vote. Jo Linda Cooper abstained from voting. Mrs. Richter then addressed the BCCC Mission. Mrs. Richter made the motion to accept the BCCC Mission as presented with no changes. Chet Jarman seconded the motion. The motion carried with an all ayes vote. Continuing Mrs. Richter presented two additional goals recommended by the Mission Review

Committee. After discussion, Mrs. Richter made the motion to approve the two new long-range goals as amended. Phillip Price seconded the motion. The motion carried with an all ayes vote. (See minutes on the Internet under the appropriate Committees and Minutes link - See update to the BCCC Vision Mission Goals located under Institutional Effectiveness on the BCCC web-page)

7. Evaluation Systems Committee Minutes for the September 20, 2010 - Mrs. Richter reviewed modifications to the Graduate Follow-up Survey and Non-returning Student Survey. She then reviewed modifications to the NCIH Instructor and Course Evaluation by Students and guidelines and the Instructor and Course Evaluation. Mrs. Richter made the motion to approve the Graduate Follow-up Survey, Non-returning Student Survey, NCIH Instructor and Course Evaluation by Students and guidelines, and Instructor and Course Evaluation as presented. JoLinda Cooper seconded the motion. The motion passed with an all ayes vote. (See minutes on the Internet under the appropriate Committees and Minutes link - amended surveys listed under Institutional Effectiveness link.)

IV. Progress Reports - Updates

Dorie Richter

- End of the Year report for Planning is complete
 - Plan to post to the web next week
- Information Technology Plan is complete
 - Will go to Information Technology Committee for review next week
- Mission Review Committee met on September 16
- The Assumptions Committee (sub-committee of planning council) will meet sometime in October
- Planning Council is scheduled to meet November 9 at 3:00
- Evaluation Systems Committee met on September 20
- Met with Laura and nursing faculty to discuss "NLNAC"
- Fall IPEDS reports are submitted
- Estimated FTE report has been submitted
- Grant Activity Report distributed

Crystal Ange

- Held a workshop Tuesday on Classroom Management and the 2010 Student
- BCCC received a \$25,000 Minority Male Mentoring Grant - Tony Taylor will be working with the grant
 - 3-4 males have been identified that have demonstrated leadership qualities
- Joan Robson is the new Special Populations Coordinator
- Fall Fest scheduled for Tuesday, October 5
- Registration November 1-5
- In Mr. Beddard's absence, Mrs. Ange provided an update on Advising Weeks - Mr. Beddard will email faculty with instructions on how this will work
 - 2 weeks prior to registration students will set up appointments to meet with their advisors
 - Tuesday and Wednesday of that week students will go into the board room to a keying in center

- Faculty should be getting instructions on what this will look like as soon as Wesley gets back
- October 26 Blood Drive
- Mrs. Ange announced that Registrar Rhunell Boyd announced her intent to retire effective January 31, 2011.
 - Plan to meet next week with Dr. McLawhorn and Human Resources to work on the next steps for filling the Registrar position

Dixon Boyles

- No report from SACS

Laura Bliley - Update from Faculty Senate

- An ad-hoc committee of the Faculty Senate is currently working on new by-laws
- Ms. Becky Leach, Chair of Instructional Affairs will contact Wesley Beddard to find out when work on the new instructional calendar may begin - faculty appreciated having a lot of input on last year's calendar
- Question from Faculty Senate - Can Web-enhanced classes have a special code beside the course section to indicate them as such? Mr. Price noted that he could not remember about web-enhanced but this has been discussed at Registration Workgroup.
- There continue to be concerns with pre-requisite restrictions during registration and the time it requires for overrides. Mrs. Bliley stated that when issues arise they should be written down "documented" to determine if they are a common type of issue, so they can be fixed. Mrs. Ange noted that this came up at Registration Workgroup and Rhunell Boyd stated that folks could give her a call.
- Faculty Senate plan to start meeting the 4th Tuesday of each month for a while - with the exception of December and May.
- Clarification is needed if a student is absent from class for a religious observance - does this count as part of the 10%? Mr. Price stated that the policy does not say anything about excused or unexcused absences. Laura will clarify with Wesley Beddard and report back to Faculty Senate. Laura stressed that faculty want to be consistent.

Judy Jennette

- Currently reworking the structure of the Publication Committee and the way the committee functions
- This year the State Office has requested three entries instead of two for the art exhibit - will be working with Lou Stout on this
- Scholarship Applications have been modified and are now on the BCCC Website
 - Will send a campus wide email to let students know that applications are due November 8
 - November 17 - the committee will meet to review and award scholarships
 - Working hard to have more emergency funds set up for students - currently all monies have been spent
- Assumptions Committee will be rescheduled for sometime in October
- Billboard update - have contacted Fairway to do two billboards year-round (this is separate from the billboard in Plymouth - BCCC will have three billboard up this year)

- The Testimonial video and Avatar are now on the BCCC Website - they do not seem to be working like they should (will check with Tricia Woolard tomorrow)
- The Alumni Association kick-off meeting is scheduled for October 22 from 7:30 p.m. - 9:00 p.m. - encourage faculty and staff to attend.
- Marketing Committee met yesterday
- Foundation Board meeting scheduled for September 30 at 11:00 a.m.
- Christmas decorating information has been sent out - thank you to all the volunteers
- Plan to be on vacation next week

Jo Linda Cooper

- The Staff Association will be selling \$1 raffle tickets for \$50 gas card and a turkey and ham
- December 4, Bell Ringing with SGA at Belks in Washington
- Plan to begin work on the new Faculty Staff Directory

Chet Jarman

- Laurie Weston has been hired as the new Basic Skills Coordinator; she will begin work on Friday.
- October 19 is the Adult Team Spelling Bee
- Business Expo is tomorrow at the Civic Center

Phillip Price

- Employment contracts go out tomorrow for full-time and part-time employees
- We have started receiving information on the **EAGLE** Program - documentation for internal controls
- Bulk computer order has been placed
- Planning for the new Allied Health and Nursing building continues to move forward
 - Worked on qualifying contractors to bid on the project
 - Allocated additional equipment money for needs in Nursing and Med Lab
 - Hope to soon ask the county commissioners to consider bidding the project. Once BCCC signs off, we are transferring it over to the county commissioners - then it becomes their contract and their money.
- Camera system - there were some issues, but they have been worked out
 - Continue to wait for the parking lot cameras to be installed

The next meeting is scheduled for **October 27 at 3:00 p.m. (Date postponed until November)**

The meeting adjourned at 3:44 p.m.

David McLawhorn, Chair