

ADMINISTRATIVE COUNCIL MEETING MINUTES
September 30, 2009
Wednesday, 3:00 p.m.

MEMBERS PRESENT

David McLawhorn
Phillip Price
Crystal Ange
Chet Jarman
Dorie Richter
Wesley Beddard
Clay Carter
Laura Bliley
Judy Jennette
Dixon Boyles
Sherry Stotesberry

MEMBERS ABSENT

SGA Representative

The Administrative Council met at 3:00 p.m. on Wednesday, September 30, 2009 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 August 26, 2009 Minutes

The August 26, 2009 minutes were distributed to all Administrative Council members prior to the meeting. Dr. McLawhorn called for corrections or a motion to approve. Wesley Beddard made a motion to approve the minutes with a second from Laura Bliley. 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. Faculty Senate Committee Minutes for the May 5, 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 Committee Minutes for the September 15, 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.)

Laura Bliley noted that the Furlough Policy has had a lot of discussion and that she has not received any feedback since the September 15 meeting. Dixon remarked that after attending the previous Admin Council meeting and the Faculty Senate meeting he felt Mrs. Bliley did a good job advocating to both groups. Dr. McLawhorn responded that the points from the Faculty Senate committee were well taken and understood but we have to report back to Raleigh. McLawhorn commented that it does not mean that we (Admin Council) are not sympathetic but sometimes our hands are tied.

Laura reported that she was not successful in getting someone from Industrial Technology to serve on the Admissions Committee.

Laura reported that Wesley Beddard had expressed his interest in working with the Instructional Affairs committee on the calendar. In the past, faculty has expressed concern with not being involved in the selection of make-up days. Wesley Beddard noted that he is waiting to hear from the Instructional Affairs committee on when they want to meet. The calendar will come back to our next Admin Council meeting in October.

3. Staff Association Committee Minutes for the September 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.) Sherry Stotesberry asked if a date has been set for the faculty/staff Christmas Luncheon. Wesley Beddard stated that the day is usually the 4th day of exams. The Faculty/Staff Christmas Luncheon is set for Thursday, December 17. Judy Jennette informed the group that the Special Events committee will meet in October to discuss the Christmas Luncheon. Crystal Ange noted that the SGA schedule is listed on the web page under Student Services.
4. Approval of Nursing Handbook Changes.
Laura Bliley presented and discussed the proposed changes to the Nursing Handbook. The proposed changes had been distributed electronically prior to the meeting. After much discussion, Wesley Beddard made a motion to table the request for changes to the Nursing Handbook until next month. With a second from Phillip Price the motion passed with an all ayes vote.
5. Approval to add MUS 210-History of Rock to the BCCC catalog effective Fall 2009 (*Curriculum Committee approved by electronic vote*). Wesley Beddard stated that we are currently receiving the course via Information Highway but think we may have someone to teach it in future semesters. Wesley Beddard made the motion to approve adding MUS 210-History of Rock to the BCCC Catalog effective Fall 2009. With a second from Clay Carter the motion passed with an all ayes vote.
6. Approval of Fall 2009 Surveys.
Dorie Richter stated that copies of surveys have been sent with a memo to all Division Chairs and Senior Staff. Dorie noted that she has not received any input since the memo went out. The Evaluation Systems Committee met yesterday to review the fall surveys. The surveys with changes had been distributed electronically prior to the meeting for review and approval. Dorie presented and discussed the recommended changes from the committee. After discussion and a few minor changes Wesley Beddard made the motion to approve the 2009 Fall Surveys as amended. With a second from Phillip Price the motion passed with and all ayes vote.

IV. Progress Reports

Dorie Richter:

- Completed Institutional Effectiveness Plan with the end-of-year report
⇒ Sent to the Planning Council

- ⇒ Posted on website
- Working on Information Technology Plan
 - ⇒ Almost ready for review
 - This plan is audited
- SACS monitoring report for 3.3.1.1 was submitted on Sept. 4
- The following surveys are going out this Fall
 - ⇒ Non-returning Student Survey (tied to performance standards)
 - ⇒ Employer Satisfaction Survey (tied to performance standards)
 - ⇒ Graduate Follow Up
 - ⇒ Instructor and Course Evaluation by Students
 - ⇒ NCIH: Instructor and Course Evaluation by Students
 - ⇒ Online Survey via BlackBoard
- Planning Council has an Assumptions Committee that looks at all the data and puts together short range goals (strategic objectives) for BCCC
- Planning Council meeting date is Wednesday, November 4 at 3:00
- Distributed grant activity report - Clay recommended this be sent electronically before the meeting

Clay Carter

- HRDCR Class in Washington County is going well
- Working on ESL(English as a Second Language) for Hyde County
 - ⇒ In partnership with the Chamber and their school system
 - ⇒ Hope to get and maintain a good number of students
- Have a good Horticulture instructor at the prison
 - ⇒ Will redo the rose garden without spending a lot of money
 - ⇒ Should start in a few weeks

Dixon Boyles:

- Monitoring Report sent in to SACS
 - ⇒ Have not received any feedback from the report
 - ⇒ The questions that were added to the surveys will give indirect measures to verify the competencies
 - ⇒ Working at the course level to identify some benchmarks that will give direct measurements that will be implemented in the spring
 - ⇒ Forming a new Steering Committee for the QEP
 - Will begin meeting in the next couple of weeks
 - Will begin collecting self assessment data
 - Will plug back into the QEP
 - ⇒ We are pretty much on schedule where we told SACS we would be - with the exception of the creation of the Writing Center

Judy Jennette:

- Golf tournament was last Friday
 - ⇒ A little less money than last year
 - ⇒ Had good response from the folks that attended
 - ⇒ Down about 7 teams from last year
 - ⇒ The afternoon time was full - the morning was a little hard to fill

- Meeting with Bianca Gentile and David Crosby on Friday to discuss potential grant opportunities with the City in our construction trades program
- Working with Ana McClanhan to get tickets at a reduced rate for students to see “Food Incorporated” at the Turnage Theater
- We were approached by the Department of Social Services - Laurel Miller to help them develop a broader base of foster care parents/families.
 - ⇒ Work with Theresa Edwards in Student Services to help get the word out
- Foundation board meeting held today-
 - ⇒ Approved the breakdown of how to spend the earnings on the Wilkinson endowment \$330,000
 - 50% Scholarships
 - 20% Corpus
 - 15% Faculty/Staff Awards and Foundation needs
 - 15% Professional Development
- Have been contacted by the County Manager in Hyde County about the paramedic equipment.
 - ⇒ He is interested in helping fund the request for equipment
 - ⇒ Should know something by the end of October
- Campus Campaign started today
- Special Events Planning Committee will meet later this month to start planning for the holiday events

Crystal Ange:

- Meet with Home School parents next Monday night at 7:00
- Ordered new TV for student lounge
- Incident form is posted on the web under “Forms”
- October 29 & 30 Halloween events going on through SGA

Wesley Beddard:

- Curriculum moving along well
- Working on the offerings for Early College High School
- Working on having some late start classes after the Martin Luther King Holiday
 - ⇒ Registration work group discussed putting some type of asterisk (*) or wording informing students that late start classes may affect their financial aid availability

Chet Jarman:

- Adult Spelling Bee through the Chamber of Commerce is coming up soon - if you have teams that would like to participate, let Chet know and he will provide registration forms
- Have submitted a letter to participate in the State Energy Sector Partnership Grant
 - ⇒ If approved, BCCC will find a certified instructor to teach students in weatherization
 - ⇒ If approved, up to \$600,000
 - ⇒ Would be a mobile van

Phillip Price:

- H1N1 posters are out around campus
- Working on ways to improve vending
- Finance Committee of the Board met and approved
 - Resolution opposing Executive Order 21
 - Two budget revisions
 - Modification to the supply markup percentage in the bookstore for lower cost items
- Property Committee of the Board met and approved
 - Recommendation that the proposed new Allied Health and Nursing building be a one-story building
 - In the process of transferring property to the county for the new building
- Employment contracts went out today
- Financial statements have been completed and mailed to the State Auditor's Office

Dr. McLawhorn:

- Board meeting scheduled for October 6
- Undocumented Immigrants Update
 - ⇒ Policy Committee met to create a policy recommendation that would allow the admission of undocumented immigrants if they meet the following requirements:
 - Must be a graduate of a US high school
 - Must pay out-of-state tuition, meaning no cost to NC taxpayers
 - May not displace a North Carolina or US resident
- Once the State Board of Community Colleges decides on a policy, the policy will then go through the review process outlined by North Carolina Administrative Code, Title 23. This process could take six to 12 months and will include opportunity for public comment.
- If the General Assembly or the federal government should establish a policy regarding the admission of undocumented immigrants, that decision would supersede the State Board's purview and would become policy based on state or federal statute.

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

The meeting adjourned at 4:45 p.m.

David McLawhorn, Chair