

ADMINISTRATIVE COUNCIL MEETING MINUTES

July 16, 2012

3:00 p.m.

MEMBERS PRESENT

Crystal Ange
Wesley Beddard
Phillip Price
Chet Jarman
Jay Anders
Clay Carter
Judy Jennette
Sandy McFadden
Almeta Woolard

MEMBERS ABSENT

Dr. Barbara Tansey, President
SGA Representative

OTHER STAFF PRESENT

None

The Administrative Council met at 3:00 p.m. on Monday, July 16, 2012 in the Board Room of Bldg. 10. In the absence of Dr. Tansey, Mr. Wesley Beddard called the meeting to order and welcomed new members: Mr. Jay Anders, Faculty Senate President; Mrs. Sandria McFadden, Staff Association President and Mrs. Almeta Woolard, Director of Institutional Effectiveness and Grants. Continuing he addressed the agenda items as follows:

I. Approval of Administrative Council April 23, 2012 Minutes

The April 23, 2012 minutes were distributed to all Administrative Council members prior to the meeting. Mr. Beddard 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 - None

III. New Business

1. Mr. Beddard called on Dr. Crystal Ange, Dean of Student Services, to present and discuss the revised Attendance Policy. Dr. Ange addressed the first change to the policy, "Instructors may exercise this authority by submitting a drop form to the registrar's office" she explained that once the instructor submits the form to the registrar's office, the student will be dropped from that class. The student will then receive a letter from the registrar's office notifying them that he/she has been dropped from the class. Mr. Beddard reported that several faculty members have been requesting this change for quite some time. Mr. Beddard will meet with the division chairs and explain this process. Continuing Dr. Ange addressed the Grade Appeal Procedure with the addition of "e" the Dean of Student Services submits a grade change report to the Instructor with the Appeals Committee decision attached and following up within 5 business days to ensure the change of the grade report is submitted by the instructor to the Registrar for the grade change as per the Appeals Committee decision. She explained that this keeps the division chairs from having to make the changes. Crystal Ange made the motion to approve the Attendance Policy as presented. Chet Jarman seconded the motion. Mr. Beddard called for

discussion. Hearing none, the motion passed with an all ayes vote. See Attachment A

2. Mr. Beddard called on Dr. Crystal Ange to address the recommended changes to the Safety Exception Policy. Dr. Ange explained that the State Board has given local community colleges Board of Trustees the option to adopt a policy to refuse admission to a student if the student is a threat or a danger to self or others. The addition to the current admission policy reads 7) Beaufort County Community College may refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When making a safety determination, BCCC may refuse admission/continued enrollment to an applicant when there is an articulable, imminent, and significant threat to the applicant or other individuals. If BCCC refuses admission on the basis of a safety threat, BCCC shall document the following: (1) Detailed facts supporting the rationale for denying admission; (2) The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and (3) The conditions upon which the applicant that is refused would be eligible to be admitted. (4) Applicants denied may appeal this determination utilizing the BCCC student appeals process. The contact office is Beaufort County Community College Dean of Students. The Board of Trustees would only be involved in the case of an appeal. Crystal Ange made the motion to approve the Safety Exception Policy as presented. Phillip Price seconded the motion. Mr. Beddard called for discussion. Hearing none, the motion passed with an all ayes vote. See Attachment B
3. Mr. Beddard called on Dr. Crystal Ange to address the change to the Student Appeals Committee. Dr. Ange stated that a change in the number of faculty is needed since BCCC now has 3 divisions instead of the previous 4. In an effort to achieve fairness and diversity, the committee members for hearings shall be chosen from a pool of faculty of (9). Each of the three divisions will choose 3 faculty members to serve on the Student Appeals Committee. A couple of minor word changes were made. For example, change the word conjunction to consultation. Crystal Ange made the motion to approve the Safety Exception Policy as presented. Judy Jennette seconded the motion. Mr. Beddard called for discussion. Hearing none, the motion passed with an all ayes vote. See Attachment C
4. Mr. Beddard addressed the recommended changes to the Mechanical Engineering Technology Certificates and Diploma from the curriculum committee. The changes were made to the Machinist Diploma D40320, Machinist Certificate C40320, and Machinist Advanced Certificate C40320B. (See attached) Sandy McFadden made the motion to approve the catalog changes to the Mechanical Engineering Technology Certificates and Diploma as presented. Phillip Price seconded the motion. Mr. Beddard called for discussion. Hearing none, the motion passed with an all ayes vote. See Attachment D
5. Mr. Beddard called on Mrs. Almeta Woolard to present the 2012-2017 Long Range Plan. The Long Range Plan was emailed to members of Admin Council prior to today's meeting for review. Mrs. Woolard stated that Mrs. McFadden noted a change to page 15 and the change had been corrected. Mrs. Woolard called for questions. Hearing none, Mrs. Woolard made the motion to accept the 2012-2017

Long Range Plan as presented with the correction to page 15. Phillip Price seconded the motion. The motion passed with any all ayes vote.

6. Mr. Beddard addressed the last item on the agenda – Campus Committee Structure. He stated that Dr. Tansey believes SACS' focus on continuous quality improvement is critical to the success of any community college in maintaining a "SACS ready" status. This necessitates keeping our focus on SACS at all times, following the changes and updates to the SACS standards and responding accordingly.

In order to help maintain our focus, Dr. Tansey reviewed and updated Appendix 2 – Structure of College Councils, Committees, and Teams. He distributed a draft of Appendix 2 (for info only). Mr. Beddard explained that Dr. Tansey has updated the purpose of each committee and most of the committees now have SACS criteria/standards attached to them - the committees will then be responsible to insure BCCC is in compliance with SACS. Senior Staff are in the process of reviewing the Campus Committee Structure.

Phillip Price made the motion to adjourn. Crystal Ange seconded the motion. The motion passed with an all ayes vote.

The next regular meeting date will be announced.

The meeting adjourned at 3:34 p.m.

Barbara Tansey, Chair