

Beaufort County Community College Faculty Senate
General Meeting, September 24, 2002

Members Present

Albera, Emily	Farmer, Jackie	McFadden, Brown
Andreoli, Andy	Foster, Grace	McFadden, Sandria
Baker, Debra	Gipson, Laura	Mills, Diane
Bliley, Laura	Hardee, Caroline	Oesterreich, Bryan
Boyles, Dixon	Hauser, Kay	Parker, Donna
Cherry, Sharon	Hodges, Coley	Shepard, Joy
Clark, Kathy	Hoffman, Gordon	Smith, William
Crozier, Teresa	Huguelet, Thomas	Weston, Durwood
Dail, Robbie	Keehnle, Art	Whitley, Grace Ann
Davis, Mike	Leach, Rebecca	Williams, Bobby
Edwards, Sandra	Lee, Carolyn	Winstead, Cindy
Enecks, Dell	Matson, Jim	Woolard, Kay
Everett, Surry	McCotter, Jane	

Members Absent

Meyer, Judith
Pilson, Peggy
Walker, Patti

Guests Present

Jones, Mandy

Call to Order

Sandria McFadden, president, called the meeting to order at 12:05 p.m in Building 5, Room 14. She thanked the business division for providing the refreshments for this meeting.

Minutes

Minutes from the last meeting were distributed. Jim Matson noted that the name Tim Matson should read Tim Mattimoe on page two, paragraphs one and two. Laura Bliley moved that the minutes be accepted as corrected. Kathy Clark seconded the motion and the minutes were approved as corrected.

Treasurer's Report

Art Keehnle reported a current balance of \$374.12 in the treasury, including \$252.12 carried over from the previous year. Dues collected prior to the meeting today totaled \$121; Art indicated those dues were not included in the total reported.

Expenditures and donations since the last meeting are:

Event	Cost	Donations
Hot Dog Luncheon	\$34	\$ 9
Ice Cream Social	\$47	\$15

Guest Presentation

Mandy Jones gave a presentation on Invitational Education and distributed a BCCC Top 10 "How to Be" list.

Old Business

Kathy Clark reported that 35 faculty members participated in the ice cream social last April.

New Business

CampusNet (Intranet)

Sandria McFadden announced that the executive committee had decided to create a link for Faculty Senate publications on CampusNet. The membership roster and minutes from this meeting should be posted by the end of the week. Art Keehnle suggested publishing faculty pictures on the site, and Sandria McFadden suggested committee memberships also be published.

Purpose & Goals Committee

Betty Cochran has drafted a ***Purpose and Goals Statement*** for the Faculty Senate at the request of Sandria McFadden. A committee to review/revise the statement was established with Mike Davis, Laura Gipson, and Art Keehnle serving. The committee is to present its revision suggestions at the next meeting scheduled meeting.

Committees (Appointed by the Faculty Senate)

Changes to the committee assignments for the 2002-2003 year are:

- **Admissions Committee**—Andy Andreoli replaces Sandria McFadden

- **Student Appeals Committee**—Kay Woolard replaces Tom Powell

- **Publications/Information Committee**

Kathy Clark pointed out that the Faculty Senate was not complying with the rule that faculty who serve on this committee be a member of the English and Office Systems Technology faculty. Grace Foster (math faculty) is serving on this committee.

Some members indicated that a past Faculty Senate had recommended that this rule be eliminated. Sandria McFadden confirmed that the Faculty Senate had recommended this rule be eliminated from previous minutes dated September 29, 1998. No one present was aware if this recommendation had been addressed to the Administrative Council in 1998. Below is the motion that the Faculty Senate put forth on September 29, 1998.

The group discussed the rule that faculty on the publications committee come from the English and Office Technology areas. A motion was made that this rule be deleted from the *Staff-Faculty Manual*. The motion passed unanimously.

▪ **Publications/Information Committee Continued**

Kay Woolard stated that the college had grown much since the creation of this committee. Now there are many publications to be evaluated and it may be time for the college to reevaluate this process and perhaps appoint the proofreading and styling of publications as a responsibility of a staff division on campus.

Other areas that concern the faculty about this committee are:

- Difficult to proof documents without the source material.
- Difficult to proof documents with unfamiliar terminology (i.e. nursing vocabulary).
- Difficult to proof documents without knowing final form document will take (newspaper article, publication, etc.).
- Time consuming to serve on this committee.
- Nine-month faculty are not on campus to proof documents in the summer.
- Final documents often do not reflect revisions.

This led to much discussion about the absence of campus publications this year. The faculty voiced concern about beginning the fall semester without a catalog or a student calendar. Sandria McFadden agreed to address these concerns to the administration.

Social Committee

Laura Bliley spoke about the social that was held at her home last year. She requested input from the faculty regarding the type of social they wanted this year. Laura Bliley, Jane McCotter, Coley Hodges, Kathy Clark, and Sandria McFadden agreed to serve on this year's social committee. Judith Meyer (absent) was also placed on the committee at the suggestion of Kathy Clark.

Foundation

Sandria McFadden said that a new recognition system is being developed for the Foundation. Faculty members who are interested in seeing a "rendering" of the new recognition system (in the shape of Beaufort County) were encouraged to see Rhonda Sawyer or Judy Jennette.

Registration

Sandria McFadden said that many changes the faculty had suggested via e-mail to the Dean of Instruction had already been implemented. However, time has been set aside during the faculty workdays in October to discuss this topic. The title of the session is *Open Forum on Advising and Registration*.

Jim Matson moved that the faculty ask the Administrative Council to form a new committee for handling registration issues and that this committee be comprised of representatives from various groups who deal with registration. Sandra Edwards seconded this motion. Grace Foster asked if Matson's motion was requesting a Faculty Senate committee or a campus-wide committee. Since Matson had just departed, the faculty senate agreed that he meant a campus-wide committee with faculty representation. The faculty passed the motion to propose to the Administrative Council that a campus-wide registration committee be formed, which includes faculty representatives.

North Carolina Community College Faculty Association Representative

Art Keehnle asked the faculty for a volunteer to replace Angela Mason as the representative for the NCCCFA. Bryan Oesterreich volunteered. Kathy Clark moved that he represent the BCCC faculty in this organization. The motion was seconded by Dell Enecks and passed by the faculty.

Door Prizes

Faculty who paid dues prior to or during the meeting today were entered into a \$25 cash drawing. Art Keehnle and Debra Baker handled the drawing of the door prizes. Teresa Crozier won the \$25 cash prize. Names were also drawn for five "fun" gifts. The winners of those gifts were: Bobby Williams, Dixon Boyles, Kathy Clark, Jackie Farmer, and Peggy Pilson.

The meeting adjourned at 1 p.m.

Respectfully submitted,

Kathy Clark, Secretary

Handouts (Given out at the meeting)

- Agenda
- 2002-2003 Committee Assignment List
- Faculty Senate Standing Committees List
- Faculty Senate Constitution
- Purpose & Goals Statement
- BCCC Top 10 "How to Be" List/Invitational Education
- Minutes, dated March 26, 2002