

ADMINISTRATIVE COUNCIL MEETING MINUTES
January 24, 2006
Tuesday, 8:30 a.m.

MEMBERS PRESENT

David McLawhorn
Wesley Beddard
Clay Carter
Chet Jarman
Phillip Price
Judy Jennette
Sandra Sauve'
Judith Meyer
Sherry Stotesberry

MEMBERS ABSENT

Dorie Richter
Carrie Peed, SGA Representative

The Administrative Council met at 8:30 a.m. on Tuesday, January 24, 2006, in the Conference Room of Bldg. 1. Dr. McLawhorn called the meeting to order and then addressed agenda items as follows:

I. Approval of November 30, 2005 Minutes

The minutes of the November 30, 2005, meeting were presented for approval. Dr. McLawhorn called for corrections or a motion to approve. A motion was made by Phillip Price, with a second by Chet Jarman, to accept the minutes. The minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

None reported.

III. New Business

Phillip Price presented the Administrative Systems – College Continuity Plan for approval. He explained that this was not the entire College Continuity Plan, but only the systems network administrative portion. The State auditor's office (especially in response to recent disasters) had requested this portion to be completed at this time. The Dean of Student Services and the Dean of Instruction requested additional time to review the Plan. To comply with the audit request, a motion was made by Phillip Price to give interim approval to the Administrative Systems – College Continuity Plan; Judy Jennette seconded the motion. The Council voted unanimous consent to the motion.

Judith Meyer, representing the Faculty Senate, began with two handouts. She stated that Faculty Senate was working through its three committees: Faculty Affairs, Student Affairs, and Instructional Affairs. She provided a handout with a

“Recommendation on Faculty Salaries.” She also provided Faculty Senate Minutes from its November 15, 2005 meeting. Dr. McLawhorn stated that he had talked with Kennon Briggs, re. leadership conferences that explain how State budgets work. Dr. McLawhorn thought it would be beneficial if faculty (to be coordinated with whom to attend/when, etc.) heard independent explanations rather than in-house details on how the State allocates funds. Continuing with committee input, the Student Affairs Committee recommended, and the Faculty Senate approved, a recommendation that smoking areas be moved away from building doorways. After much discussion, President McLawhorn said he would take the recommendation under advisement. In conclusion, the Student Affairs Committee recommended, and the Faculty Senate approved a recommendation that a committee/work group be set up to establish a new student orientation. Sandra Sauve agreed to this, suggesting that the group be made up from Student Services and the Faculty Senate student affairs committee members.

Judy Jennette had provided two sets of Professional Development Committee Meeting Minutes for information: October 26 and December 8, 2005. Ms. Jennette stated that the Professional Development Committee met January 10, 2006. Two Lunch-and-Learn opportunities have been scheduled; both will be led by Sandra Sauve'. Ms. Jennette is working with Lentz Stowe on a PD item, and she indicated that Hal Swindell is planning an upcoming Safety Summit. Applications have been received for Faculty Upgrade Allotment funds.

Dorie Richter had submitted two items as handouts: the 2005-2006 Non-Returning Student Survey and the February 2006 Grant Activity Report. In Dorie's absence and at her request, Wesley Beddard presented input re. the need for the “Faculty/Staff Evaluation of College Services Survey” this Spring, as the PACE had just been completed this past Fall. After discussion, Wesley Beddard made a motion not to do the Faculty Staff Evaluation of College Services Survey this spring, and to proceed with the survey again in Spring, 2007. Clay Carter seconded the motion, with unanimous consent from the Council. Dr. McLawhorn reviewed some of the nursing grants in progress with the nursing expansion project.

IV. Progress Reports

Sherry Stotesberry updated the Council on items from the Staff Association. Joyce Pitt was the recipient of the Superior IQ Award. A meeting is planned for mid-February. Membership is up. The fundraiser in progress is to publish a cookbook. Margie Cobb is the chairperson for this project.

Judy Jennette stated that she had been working with Harold Smith and Sandra Sauve' to help filter students with scholarship needs. Areas being reviewed include checking for duplication of services, other needs beyond Pell, many of the referrals need basic skills, and developing an intake sheet to document needs. Ms. Jennette reported that the NCCCS Academic Excellence Awards Luncheon has been scheduled for Thursday, April 27, 2006 at the Hilton North Raleigh. She shared the necessary recommended criteria for selection: must be currently enrolled; must have completed at least 12 semester hours.....; must

have a cumulative gpa of 3.25. A committee of Sandra Sauve', Wesley Beddard, and Judy Jennette has been formed to select two students from the College once the nomination process has been completed. Ms. Jennette stated that she had been contacted by Pat Brown of the St. Vincent DePaul Society re. a \$10,000 scholarship, and also by Don Belyeu to set up an endowment for night students. The Foundation Board Meeting is scheduled for Tuesday, January 31.

Clay Carter, Director of Evening and Off-Campus Programs, gave an update on the Weyerhaeuser layoff scheduled for the first week of March. He indicated that the average age for the laid-off employee is 48, and the average salary rate is \$24.50/hour. Mr. Carter is working with Martin CC and other councils of government that serve the area. Efforts are underway to identify potential students ASAP. One option under consideration is to pursue mini-mesters (courses such as CIS 111, ACA 118, etc.) for those people. Mr. Carter commented that of 22 students, recently displaced workers from National Spinning, we had lost only 3 to other jobs. He also stated that he had five Weyerhaeuser employees in an ongoing computer class in Plymouth.

Sandy Sauve', Dean of Student Services, stated that headcount on the 17th was 1,387 as compared to 1575 last year. She also indicated that the FTE report had been submitted last Friday and FTE was down 61 (678 last fall/compared to 617 this fall). Ms. Sauve' expressed concerns from the summary for the new CIS. She commented that Lorie Smith had entered an application which took almost ½ hour (normally a few minutes). She expressed the need for some kind of timeline with a built-in cushion of time to assure systems were working before an actual live situation was in progress. For example, several of the locally built programs, e.g., tracking for student support, will not migrate to the new CIS system. Ms. Sauve' shared some important upcoming Career Center dates/events: Job Ready Workshops (March 7th & 28th - 12:00 noon – 1:30 p.m.); Job Fair (April 11th in the "great" room in Bldg. 10, 10:00 a.m. to 2:00 p.m.) Reporting for Student Activity, Ms. Sauve' stated that to celebrate "Black History Month," two films are scheduled to be shown and also a diversity luncheon is planned. The films to be shown are "Remember the Titans" and Raisin in the Sun." Balloon-a-grams will be distributed again on the 14th (Valentine's Day).

Wesley Beddard, Dean of Instruction, reported that the Curriculum Committee meeting yesterday (the 23rd) was a lengthy meeting. There was a lot of information presented, and once he had the opportunity to distill the data, he would present for Council review. Mr. Beddard stated that the current catalog (which is a one-year catalog) is on the College website. Work is in process for the 2006-2008 catalog. Mr. Beddard commented on the "College Academy" concept which allows a dual-enrolled student the potential to acquire 44 hours of college credit by the time they complete high school. This concept is gaining favorable attention. In conclusion, Mr. Beddard stated that Spring FTE is down (not as much as fall), several courses start at Mattamuskeet next week (welding, English, ACA, cosmetology), and Bldg. 11 is being utilized by cosmetology and nursing classes (due to the renovations).

Chet Jarman, Dean of Continuing Education, reported that Cindy McGowan and Darlaine Cieszko were retiring; Business After Hours was tonight at La Te Da, and tomorrow the new Dean of Continuing Education from Pitt Community College, David Lusk, would be visiting with Mr. Jarman. Mr. Jarman indicated that he would be participating in Job Shadowing on Wednesday, February 1st. He also mentioned the Small Business Center tour set up for Wednesday, February 8th in New Bern (BOSCH). Mr. Jarman reported that Continuing Ed FTE for Fall was up by 8 (202 vs 194).

Phillip Price, Dean of Administrative Services, stated that Brown McFadden has taken the position of Network Administrator; Kathleen Griswold began work last week as Accountant for State Funds, and the Personnel Officer position is being reviewed. Bldg. 11 has been finalized, renovations have begun on Bldgs. 2 & 3, with a target completion date of April 9. Summation of comments from Wesley Beddard, Sandy Sauve' and Phillip Price re. CIS included: work with faculty on registration, need to do a pilot, don't wait until the last minute, need a time line with established deadlines, faculty training, "drop dead" dates established. Mr. Beddard indicated that he would talk with cohorts at the Eastern Deans Mtg on Friday to see what other Phase II A colleges (Carteret, Wilson, etc.) were doing re. these CIS issues. Mr. Price stated that the project to repair the PA system was in process. Upon completion, the system should be available in all buildings on campus. The practice of restricted announcements was agreed upon to be continued. Mr. Price gave an update on Maintenance Director, Mark Waters, health situation, and reported that he had sent an email requesting maintenance requests be routed to Phillip Price in the interim.

Dr. McLawhorn, President, reported that the Board of Trustees would tour Bldg. 11, prior to the Board meeting on February 7. Chancellor Ballard will be on campus on February 6 in Bldg. 10 Board Room. He will be arriving on campus after attending the Washington noon Rotary Club meeting. Dr. McLawhorn informed the Council of the January 25-27 Presidents' Mtg. at South Piedmont Community College in Monroe, NC. He also commented on the February 8 tour at Craven CC and Bosch. In conclusion, he shared some highlights from the Campus Master Plan which will be presented at the Board of Trustees Meeting on Tuesday, February 7.

The next meeting date is Wednesday, February 22, 2006. The meeting was then adjourned.

David McLawhorn, Chair