

ADMINISTRATIVE COUNCIL MEETING MINUTES
January 25, 2005
Tuesday, 3:00 p.m.

MEMBERS PRESENT

David McLawhorn
Wesley Beddard
Clay Carter
Judy Jennette
Phillip Price
Dorie Richter
Sandra Sauve'
Debra Baker
Almeta Woolard
Chet Jarman

MEMBERS ABSENT

Carrie Peed, SGA Representative

The Administrative Council met at 3:00 p.m. on Tuesday, January 25, 2005, in the Conference Room of Bldg. 1. Dr. McLawhorn called the meeting to order and addressed agenda items as follows:

I. Approval of October 27, 2004 Minutes

The minutes of the October 27, 2004, meeting were presented for approval. A motion was made by Wesley Beddard, seconded by Chet Jarman, to accept the minutes as presented. The minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

Judy Jennette talked with Rhonda Sawyer regarding the ambassador scholarships. Ambassador scholarships will be funded at \$250 each at the beginning and end of the fall semesters, for a total of \$500. Ms. Jennette is working with the family of the Wilkinson Endowment to fund ambassador scholarships. Earnings from that endowment should pay for tuition. Pell would be a separate issue, there would not be a penalty because of Pell, and the ambassador scholarship does not affect Pell.

III. New Business

The Admissions Committee Meeting Minutes of November 29, 2004 had been distributed prior to the meeting. Sandra Sauve' reviewed the minutes and commented on two points: the College can admit undocumented aliens (this issue was continued to obtain more information prior to establishing admission

policy), and second, the Admissions Committee approved the increase in the Test of English as a Foreign Language (TOEFL) score from 500 to 550. Dr. McLawhorn called for a motion to approve the Admissions Committee recommendation. Almeta Woolard made the motion, with a second by Clay Carter. The Council voted unanimous consent to the motion. (See minutes on the CampusNet under Committees & Minutes link.)

Minutes for Information Technology Committee Meetings for September 28, 2004 and October 19, 2004 had been distributed for information. Wesley Beddard stated the server for Blackboard had been purchased and the upgrade to Blackboard 6.1.5 had been completed. The Information Technology Committee had adopted an email notification sample which reads: E-mail correspondence to and from this sender may be subject to the North Carolina Public Records law and may be disclosed to third parties. Wesley Beddard made a motion to adopt the Information Technology Committee email disclaimer wording, to be automatically affixed to outgoing emails, and Debra Baker seconded the motion. The Council gave unanimous consent to the motion. (See minutes on the CampusNet under Committees & Minutes link.)

Marketing Committee minutes for the September 14 and November 9 meetings had been distributed. Judy Jennette pointed out that she had worked out an arrangement with WITN for year-round advertising at a cost of \$15,600. This package would include 260 ads to air over a 52-week period. Ms. Jennette also remarked that the Professional Development Committee had met on September 2, 2004, and if anyone had questions re. the minutes, she would be happy to address. (See minutes on the CampusNet under Committees & Minutes link.)

Dorie Richter reported that the Planning Council met on November 17, 2004, and a copy of those minutes were attached. (See minutes on the CampusNet under Committees & Minutes link.) Also, Ms. Richter distributed items from the January 24, 2005 Evaluation Systems Committee Meeting for approval. Ms. Richter reviewed the recommended changes for the "Employee Evaluation" section in the Faculty/Staff Manual, and the subsequent related forms—Administrator Evaluation by Supervisor, Instructor Evaluation by Supervisor, Supervisor Evaluation by Employee, and Staff Performance Evaluation by Supervisor. All four forms have been revised to delete the "exceeds expectations" scale. Dorie Richter made a motion to accept the changes recommended by the Evaluation Systems Committee as presented. Clay Carter seconded the motion, and the Council gave unanimous consent to the motion.

Sandra Sauve' distributed Instructional Calendars for 2005-2006 and 2006-2007 for review. Because of forthcoming changes to computer classes in the catalog, Wesley Beddard recommended (by way of motion) a one-year catalog for upcoming 2005-2006 and a two-year catalog starting with 2007-2008. Sandra Sauve' seconded this motion, and the Council voted unanimous consent. Discussion on the 2005-2006 calendar resulted in a decision to change

December 30th from a “SSFV” to a “holiday” and to change January 2nd, 2006 from a “holiday” to a “SFV.” Sandra Sauve’ made a motion to accept the 2005-2006 calendar with the noted change and Wesley Beddard seconded that motion. The Administrative Council voted unanimous approval to the motion. Dr. McLawhorn stated that the May 29, Memorial Day holiday would be celebrated on that day. The 2006-2007 Instructional Calendar was tabled for further study. At issue is the proposed December exam schedule and November 22nd as a possible “SFV” day. Sandra Sauve’ will take this recommendation back to the calendar committee of the Faculty Senate.

IV. Progress Reports

Debra Baker stated that a Faculty Senate meeting is planned for February but a date is yet to be determined.

Dorie Richter reported that the Title III annual report has been submitted. She stated that the Non-returning Student Survey results had been distributed and a second mailing for the Graduate Follow up Survey had been conducted. She added that the student survey data for the Annual Performance Accountability Report for student satisfaction and goal attainment had been sent to NCCCS. Ms. Richter also distributed a copy of the February, 2005 Grant Activity Report for information.

Almeta Woolard gave an update on the Staff Association. She stated that Staff Association had 51 paid members; Lorie Smith was the Superior IQ award recipient; \$245 was collected for the turkey and ham raffle; and the Staff Council will have a meeting tomorrow, January 26.

Judy Jennette stated that coverage by the WDN for the College had been good. She highlighted black cultural events scheduled (the Diversity Lunch, posters borrowed from the Arts Council on display in the campus café’ area), and several professional development topics in process—dealing with difficult people (Sandra Sauve’); retirement (Phillip Price); safety summit for new employees (Hal Swindell); and academic excellence (March 7th).

Sandra Sauve’ reported that communication with Beaufort County Schools is improving; the registration work group continues its work, and fall FTE is up slightly over fall of last year. Ms. Sauve’ commented on security issues and items being considered to insure safety and security.

Wesley Beddard updated everyone on the Great Teachers’ Retreat in Ocracoke from February 3-6, 2005. At this time, participation includes 15 instructors from BCCC, 4 from Ocracoke, and 4 from Mattamuskeet High School. Beaufort County Schools elected not to participate. Mr. Beddard informed the group about an upcoming career workshop, Girls Night Out, coordinated by Rhunell Boyd and Sandria McFadden. He reminded council members of the February 2, 2005 Job

Shadowing event. Tony Taylor and Betsey Lee Hodges are conducting an HRD class on test taking skills for National Spinning displaced workers to take placement tests. Mr. Beddard mentioned preliminary plans for a "mini-mester" in March using part-time faculty who are willing to teach.

Clay Carter stated that he is working on five classes "closer to home." These classes include early childhood classes, public speaking via the information highway (Bryan Oesterreich), computer, Old Testament history, and Spanish. At present, two classes have made in Washington County and two classes at Mattamuskeet.

Chet Jarman stated that FTE for Fall 04 was 195 (up 5 over Fall 03). Starting Friday, January 28, Continuing Education will have two people for Friday afternoon telephone coverage from 4:00 pm to 5:00 pm. Chet Jarman, David Crosby, and Lentz Stowe will be attending a WorkKeys Conference in Myrtle Beach, South Carolina, beginning tomorrow. Mr. Jarman reminded everyone that the United Way campaign is underway. He also commended Lentz Stowe and Jack Pyburn for their efforts for the Hackney NEIT project. Hackney received \$50,000 from NEIT funds.

Phillip Price reported that construction has started on Bldg. 11. He has begun the process to hire a controller, W2's are ready, and 1099's should be available by the end of the week.

Dr. McLawhorn reiterated Ms. Jennette's earlier comment that the Washington Daily News (WDN) coverage had been favorable to the College. He recapped some legislative issues of concern to the College, e.g., self-supporting classes, summer term funding, and continuation of the 5-year budget plan. In closing, Dr. McLawhorn reminded everyone of the Board meeting on Tuesday night, February 1, and the Foundation meeting, tomorrow, Wednesday, January 26th.

The next meeting date is Wednesday, February 23, 2005 at 3:00 p.m. The meeting was then adjourned.

David McLawhorn, Chair