

ADMINISTRATIVE COUNCIL MEETING MINUTES

January 28, 2004

Wednesday, 11:00 a.m.

The Administrative Council met at 11:00 a.m. on January 28, 2004, in the Board Room of Bldg. 1. Attending were Dr. David McLawhorn, Chet Jarman, Judy Jennette, Rhunell Boyd, Clay Carter, Sandra Sauvé, Rhonda Sawyer, Wesley Beddard, and Dorie Richter. Debra Baker was unable to attend. SGA was represented by guest, Carrie Peed.

Dr. McLawhorn called the meeting to order and addressed agenda items as follows:

I. Approval of November 26, 2003 Minutes

The minutes of the November 26, 2003, meeting were presented for approval. Motion was made by Clay Carter, seconded by Chet Jarman, to accept the minutes as presented. Minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

The Professional Development Committee Meeting Minutes of November 3, 2003 were resubmitted for approval. A motion was made by Wesley Beddard with a second by Sandra Sauve' to accept the minutes as presented. Minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

III. New Business

Several sets of committee meeting minutes were submitted for approval. Dorie Richter presented the Planning Council Meeting Minutes of November 19, 2003 for approval. Sandra Sauve' made a motion, seconded by Judy Jennette, to accept the minutes as presented. Minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

Judy Jennette presented the November 17, 2003 and the January 12, 2004 Professional Development Committee meeting minutes for approval. Discussion of the November 17th minutes on a safety summit issue resulted in appointment by the President of an ad hoc committee. Sandra Sauve', Wesley Beddard, and Rhonda Sawyer will serve on this committee to help develop and implement a crisis situation plan. Following the discussion, Dorie Richter made a motion, seconded by Clay Carter, to accept the November 17, 2003 minutes as presented. Sandra Sauve' made a motion, seconded by Dorie Richter, to accept the January 12, 2004 minutes as presented. The Council voted unanimous consent on both motions. (See minutes on the CampusNet under Committees & Minutes link.)

Ms. Jennette also presented an informational copy of the Marketing Committee Meeting Minutes of January 13, 2004, for review, but requested to defer approval until the next Administrative Council Meeting. (Copy is attached for information.)

Rhonda Sawyer submitted a copy of the Health & Safety Committee Meeting Minutes of September 2, 2003, Revised December, 2003 for approval. Ms. Sawyer commented on two items in those minutes: lead test on firing range instructors and a fence around the drainage pond near Building 10. Discussion was held on both items. The fence issue will be referred to the Property Committee and/or legal counsel for further review. A motion was made by Rhonda Sawyer, seconded by Clay Carter, to accept the Health & Safety Committee minutes as presented. Minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

IV. Progress Reports

Ms. Jennette commented on one of the items that the Marketing Committee is pursuing. This item would allow a virtual tour of the campus, combined with a catalog, which could be put on a CD, available for students. To gather data to justify the feasibility of such a change, Ms. Jennette is working with Dorie Richter to add input into a questionnaire that is already being generated in-house.

Ms. Jennette commented on several items of interest: a Foundation book club luncheon that was held, a visit by the ladies of the Red Hat Society, the update to color for Campus Connection, an endowment in memory of Rita Toler by her family for an accounting student, the Foundation Board meeting being held tomorrow, January 29, 2004, and a press release from the NCCCS which outlined a bill by the State which matches one dollar of State funds for every two dollars raised by community college foundations up to a \$25,000 maximum. Ms. Jennette reported that the Foundation has met that requirement, and she is working with Rhonda Sawyer, Harold Smith, and Phillip Price to track the money. Recruitment scholarships are being pursued by the Foundation for the additional funds.

Carrie Peed, reporting for SGA, commented that the SGA was quite busy. Some of the items they are working on include a tee-shirt design, bulletin boards for Black history month, a student/faculty appreciation day, spring fling, blood drive, and Special Olympics.

Dorie Richter stated that she is working on mid-year progress reports which are due February 6. She is also working on the graduate follow-up survey and non-returning student survey for the performance standards, also due February 6. Ms. Richter reminded everyone of an Evaluations System Committee meeting this afternoon. She indicated that the Title III annual report is due tomorrow, and she gave a handout of the February, 2004 Grant Activity Report. She advised the group that she and Almeta Woolard would be attending an annual Federal Institutional Development and Undergraduate Education Service (IDUES) workshop in Washington, DC, February 1-4. Also, she and Almeta would be attending a Planning and Institutional Conference in Sunset Beach, NC, February 15-18.

Clay Carter commented on the positive feedback he had received from area rescue, emergency, health care, etc. personnel over the last week. Several people wanted to

thank him and the college for the training they had received at the College which helped them to get and/or keep the job they were doing.

Sandra Sauve' reported that enrollment is 1688, as compared to 1731 at the end of last year. She reminded everyone that the catalogs are here from Canada and can be picked up at the Admissions Office. The registration work group met last week and an information sheet is being printed to be used as a handout. Ms. Sauve' indicated that an inside drop box is under consideration and changes are in process for RAP registration.

Rhunell Boyd had nothing new to report from Staff Association.

Wesley Beddard reported that the Curriculum committee will meet within the next 2-3 weeks. He is looking at a mini-semester—8 week period March 8th to end of semester, 2-5 classes. Students full time can take courses at no charge. Students who had flu and had to drop could take an extra class. Classes will include FTE. Summer schedules are due Friday. Everything not taught by 12-month faculty will be self-supporting. Mr. Beddard informed everyone of the Eastern Deans Meeting to be held on campus February 6. The snow day of January 26, 2004 will be made up on Monday, March 31.

In his Continuing Education update, Chet Jarman indicated that Fall FTE '03 was 190 (up from 177). He indicated that Gayle Harvey, the State Small Business Center Director, was on campus today to audit the Small Business Center. He mentioned that Barbara Francisco was also affected by the upcoming moves of Andy Andreoli, etc. but he thought that any glitches had been resolved.

Rhonda Sawyer reported that we would get paid! Phillip Price, Controller, joined her department in November, and she and Phillip had been working lots of hours on the transition from the old (IIPS) system to the new (CIS) for payroll. She mentioned the W-2 problem was being addressed and new W-2's were being reprinted. Ms. Sawyer also mentioned that John Farkas would be making a 3-D computer image walk-through presentation on Tuesday, February 3rd to both the Board of Trustees and to Wesley Beddard and some of his staff on Building 11, the design development package.

Dr. McLawhorn reported some of the discussion at the recent Presidents' meeting. One item of concern is the need for the "formula restoration" by the State legislators. He also reminded everyone of the Board of Trustees meeting on Tuesday night, February 3.

V. Adjournment

The meeting adjourned at 12:20 p.m. The next meeting will be held February 25, 2004, at 2:00 p.m.

David McLawhorn, Chair