

ADMINISTRATIVE COUNCIL MEETING MINUTES
January 31, 2007
Wednesday, 1:30 p.m.

MEMBERS PRESENT

David McLawhorn
Phillip Price
Chet Jarman
Wesley Beddard
Dorie Richter
Clay Carter
Judith Meyer
Betsey Lee Hodges

MEMBERS ABSENT

SGA Representative
Judy Jennette
Sandra Sauve'

The Administrative Council met at 1:30 p.m. on Wednesday, January 31, 2007, in the Conference Room of Bldg. 1. Dr. McLawhorn called the meeting to order and then addressed agenda items as follows:

I. Approval of October 25, 2006 Minutes

A draft of the October 25, 2006 minutes had been emailed to all Admin Council members prior to the January 31 meeting for review. Dr. McLawhorn called for corrections or a motion to approve. Judith Meyer had a correction to her progress report on page 3. The sentence indicating the meeting scheduled with Clay Smith was corrected as follows: Ms. Meyer indicated that she has asked Clay Smith to do a workshop for College transfer students which is scheduled for October 31st. A motion was made by Wesley Beddard, with a second by Chet Jarman, to accept the minutes with the correction afore stated. The minutes as corrected were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

None reported.

III. New Business

Marketing Committee Minutes for the September 19, 2006 and November 15, 2006 Meetings were presented for information. (See minutes on the CampusNet under Committees & Minutes link.)

Dorie Richter distributed a copy of the Evaluation Systems Committee Minutes of its November 14, 2006 meeting. These minutes were approved electronically by the Committee prior to Admin Council. Also distributed for approval with the minutes were the employee performance evaluation instruments. Ms. Richter pointed out a couple of minor changes to the instruments, and she offered to

answer any questions. Phillip Price made a motion to approve the minutes and the changes to the evaluation instruments recommended by the Evaluation Systems Committee (as presented by Ms. Richter). Clay Carter seconded Mr. Price's motion. The Council voted unanimous consent to the motion. (See minutes on the CampusNet under Committees & Minutes link.)

Ms. Richter then distributed copies of the November 7, 2006 Planning Council Minutes with attachments. Dr. McLawhorn asked a question from the Planning Assumptions 2007-2008 data. He questioned item 9 on page 8 (placement testing data for developmental education classes), the "orientation" number for 2004-2005. Ms. Richter stated that Ms. Sauve' was reviewing the data that supported this table, and Ms. Richter stated that this number will be corrected. She will send all Council members a new handout with the corrected data. Chet Jarman made a motion to approve the November 7th Planning Council Minutes; Phillip Price seconded the motion. That motion passed with unanimous consent. (See minutes on the CampusNet under Committees & Minutes link.)

Two sets of Information Technology Committee Minutes (August 29, 2006 Meeting and October 24, 2006 Meeting) were presented for information only (did not require a vote). (See minutes on the CampusNet under Committees & Minutes link.)

IV. Progress Reports

Dorie Richter stated that the Mid-Year Progress Report had been mailed in the preliminary Board packets that went out on Tuesday. Ms. Richter stated that evaluations had been sent out to on-line distance learning students; she stated that 390 had been sent out via BlackBoard, with 95 having been returned. Ms. Richter reported that the NonReturning Student Survey results had been distributed to the Evaluation Systems Committee, Division Chair, and Deans. The Graduate Follow-up Surveys are getting mailed. The Evaluation Systems Committee meets February 8, 2007; the Title III annual report has been completed and sent, and Ms. Richter distributed a copy of the January, 2007 Grant Activity Report.

Betsey Lee Hodges reported that the Staff Association cook book sales are going well; Staff Association has been asked to support the United Way; and the first meeting of the new fiscal year is scheduled for next month.

Wesley Beddard reported that the College Academy courses for next year are in place and have been given to Beaufort County Schools. Mr. Beddard stated that approximately \$10,000 extra Perkins dollars had been allocated for vocational programs. In conclusion, Mr. Beddard stated that the Curriculum Committee needs to meet, and he is looking at a mini-mester after Spring break.

Judith Meyer stated that Faculty Senate will meet in February, but at this time she had nothing to report.

Clay Carter commented that not a lot was happening with evening off-campus, but he stated that the numbers are good and that on-campus at night was going well. Mr. Carter commended Brown McFadden, Danny Dahlman, and Brenda Rogers for their support, especially in the student locator in the new system and serving the needs of part-time evening instructors. In conclusion, Mr. Carter stated that the new semester at Mattamuskeet begins with good numbers.

Chet Jarman stated that a glitch in the end-of-course evaluations had been resolved. He gave some of the details on the upcoming truck driving program (Monday, Wednesday, Friday evenings/18 weeks/drive on weekends/cost down to \$981). Mr. Jarman stated that he and Melvin Lodge are working with Pam Cummings for the custodial position in Bldg. 8. In conclusion, Mr. Jarman stated that he is working on class visits/record improving for the Accountability and Credibility Plan for Continuing Education.

Phillip Price gave an update as follows from Administrative Services: In coordination with the upcoming truck driving classes, he is working on the driving pad bids and a storm water management plan. During a recent budget discussion at the Presidents' meeting, a 1% reversion is required. Mr. Price and Melvin Lodge are making building by building walk-throughs to help in planning for the county budget. Under consideration from network services is a plan to update one of the campus data lines from one MB to 10 MB (more band width) and Brown McFadden is pursuing ways to speed up BlackBoard. Phillip continues to coordinate work on the Faculty/Staff Manual; a new draft should be finished by next week, with an ultimate goal of a final draft by April. Personnel updates in the Admin Services area include moving full-time employee Sandra Brown from the Bookstore to help Pam Cummings (who is presently working part-time); transferring Norma Crutchfield to the Bookstore as Assistant Bookstore Manager; hiring Carrie Peed as a part-time Computer Support Specialist, and hiring Libba Lassiter for Norma Crutchfield's spot. Mr. Price noted that there are no new positions being added. In conclusion, Mr. Price commented on the recent NCFlex proposal, with a new sign up of 85 employees.

Dr. McLawhorn reported on his recent SACS orientation meeting in Atlanta. He commented on the Quality Enhancement Plan (QEP), which will be discussed at the February 6 faculty/staff meeting. He noted that the SACS on-site visit is scheduled for November 11, 2008. Dr. McLawhorn stated that Lieutenant Governor Beverly Perdue is unable to speak at the College May graduation. Dr. McLawhorn stated that the collaboration with our Early Childhood Program and Martin County Community Action had failed to take place, and he was working with the Beaufort County Schools to use the lab for a More-at-Four class. In conclusion, Dr. McLawhorn reminded all Admin Council members of the February 6, 2007 Board of Trustees meeting, with dinner beginning at 6:00 p.m.

The next meeting date is Wednesday, February 28, 2007 at 3:00 p.m. The meeting was then adjourned.

David McLawhorn, Chair