

ADMINISTRATIVE COUNCIL MEETING MINUTES  
January 31, 2008  
Thursday, 2:00 p.m.

**MEMBERS PRESENT**

David McLawhorn  
Wesley Beddard  
Clay Carter  
Phillip Price  
Chet Jarman  
Dorie Richter  
Judy Jennette  
Kimberly Jackson  
Sandra Sauve'  
Ben Morris

**MEMBERS ABSENT**

SGA Representative  
Dixon Boyles

The Administrative Council met at 2:00 p.m. on Thursday, January 31, 2008, 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 28, 2007 Minutes**

A draft of the November 28, 2007 minutes had been emailed to all Admin Council members prior to the January 31<sup>st</sup> meeting for review. Dr. McLawhorn called for corrections or a motion to approve. A motion was made by Phillip Price to approve the minutes with a second from Clay Carter. The motion was approved with an all ayes vote. (See minutes on the Internet under the appropriate Committees & Minutes link.)

**II. Old Business**

None Reported.

**III. New Business**

**Item 1.** Marketing Committee Minutes from the October 17, 2007 meeting were presented for information. (See minutes on the Internet under the appropriate Committees & Minutes link.)

**Item 2.** Planning Council Minutes from the December 4, 2007 meeting. Dorie Richter distributed copies of the electronically approved version (by the Planning Council) of the minutes. Phillip Price made a motion to approve the recommendation from the Planning Council with a second from Sandra Sauve'. The motion carried with an all ayes vote. (See minutes on the Internet under the appropriate Committees & Minutes link.)

**Item 3.** Change to 2008-2009 BCCC Instructional Calendar. Wesley Beddard stated that the requested change to the 2008-2009 calendar to celebrate Veterans Day (November 11) on November 26 (at Thanksgiving) was needed to accommodate the on-site visit by the SACS team (November 11, 12, 13). Phillip Price commented that the State payroll date is

the 26<sup>th</sup> but his area would address accordingly. Wesley Beddard made the motion to approve this change and Phillip Price seconded the motion. The Council voted unanimous approval to the motion.

**Item 4.** Early College High School (ECHS) 2008-2009 Instructional Calendar. Dr. McLawhorn had this calendar created for information using our template. He commented that the number of days of class (90) was greater in number than our schedule. One other observation that he made involved two dates in August, 2008 (the 8<sup>th</sup> and 15<sup>th</sup>). These dates coincide with the College summer schedule. After some discussion, the decision was made to observe August 8, Friday, as the last summer-hours, Friday-off day. The week beginning August 11, the College will return to an official five-day work week. Dr. McLawhorn indicated the need for College security, maintenance, and the café being available on August 8, Friday, to accommodate Early College students.

**Items 5 & 6.** Health & Safety Committee Meeting Minutes for November 1, 2007 and January 28, 2008 were presented as informational items. (See minutes on the Internet under the appropriate Committees & Minutes link.)

**Item 7.** Pandemic Influenza Plan dated January 28, 2008. A copy of this plan had been reviewed by the Health and Safety Committee, and it was emailed electronically to Admin Council members prior to this meeting. Phillip Price stated that the FTE Auditor, due on campus today, had requested a copy of the Communicable Disease and Pandemic Influenza in the Work Place Plans as part of the request for a copy of the Business Continuity Plan. Mr. Price indicated that the Pandemic Influenza Plan distributed is an interim plan in response to the direct request by the auditor. Clay Carter made a motion to accept the interim Pandemic Influenza Plan presented; Phillip Price seconded the motion. The motion passed with an all ayes vote from the Council.

**Item 8.** Lockdown Policy/Procedure dated January 28, 2008. A copy of this policy/procedure had been reviewed by the Health and Safety Committee, and it was emailed electronically to Admin Council members prior to this meeting. Phillip Price opened the discussion stating that he recommended removing the word "Policy" from the name of the document and its use as such; he indicated that it was actually a procedure. A general discussion followed on several questions, items of concern, .e.g., some of the items on the stated list of events that could require lockdown, the system of color coding, as this procedure was added to the flip chart, the fact that not all classrooms have the flip charts, not all instructors have keys to lock all the doors, the wording of the message to indicate lockdown, how to make the campus both inviting but still a safe campus, use of background checks, etc. Clay Carter asked Ben Morris if he would attend the Health and Safety Committee to discuss some of these issues. After much discussion, the Council recommended to return the procedure to the Health and Safety Committee and Clay Carter made this recommendation in the form of a motion which was seconded by Sandra Sauve'. The motion was approved with all ayes from the Council.

**Items 9 & 10.** Professional Development Committee Meeting Minutes for October 31, 2007 and November 7, 2007 were presented as informational items. Dr. McLawhorn made a comment about succession planning, what Guilford CC is doing and the work being done for a regional approach to professional development. (See minutes on the Internet under the appropriate Committees & Minutes link.)

**Items 11 & 12.** Information Technology Committee Meeting Minutes for November 14, 2007 and December 11, 2007 were presented as informational items. (See minutes on the Internet under the appropriate Committees & Minutes link.)

**Item 13.** Campus Safety Task Force Report to Attorney General Roy Cooper. Dr. McLawhorn asked to have this item continued at the February Admin Council meeting as an item under “Old Business.” He asked everyone to review the report and be prepared to discuss at the next meeting.

#### **IV. Progress Reports**

##### **Clay Carter**

- Stated that he visited with all the schools he serves except Creswell
- Washington County schools have expressed interest in highway classes for next year
- Good problem to have: 7 sites interested; cannot have 5 receiving – instructional problem
- Working with James Cahoon’s office on basic skills survey; helping him on a particular problem

##### **Ben Morris:**

- Reported that the Faculty Senate had purchased a plaque to display recipients of the “Faculty Member of the Year” award and had requested the plaque to be displayed in Bldg. 1 in the lobby area. Dr. McLawhorn indicated that he and others in administration would look for an appropriate location to display the plaque.

##### **Judy Jennette:**

- Reminded everyone of the Foundation Board meeting today, January 31.
- Scholarship Committee met to award Spring scholarships
- Working on the media awareness questionnaire to tally the results
- A focus group meeting is scheduled for 2/22/08 with Donna Dunn’s class
- Sample of College Academy postcard – ready to mail
- Marketing Committee met – suggestion: flavor of summer schedule to look less “high schoolish.”
- Judy Jennette and Sarah Hodges are working together on public relations
- Visit yesterday by students from Potter House
- April items – College Academy and Financial Aid

##### **Dorie Richter:**

- Working on surveys that tie into performance
- Employer Survey – this year had 37% return rate – exceptional as compared to previous years
- Working on Evaluation Systems minutes; minor changes to employee performance evaluations
- Distributed February Grant Activity Report for information
- Community Satisfaction Survey – scheduled for April
- Planning mid-year progress report sent to Board of Trustees
- Working on SACS compliance
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##### **Sandra Sauve’**

- Have 16 new computers in the testing room

- Will be at Wayne CC next week for a meeting
- Wesley Beddard and Sandy will meet on Monday night with the Home School Association

**Wesley Beddard:**

- Has talked with some folks about the ECHS – Hyde and Tyrrell are interested
- Two consultants from NCSU met today with members of QEP committee; very helpful
- Mattamuskeet has new highway room; equipment much better/flat screen TVs
- Dr. Moss has indicated that he will go to all the high schools to promote the College Academy

**Kimberly Jackson:**

- Staff Association general meeting is scheduled for February 21<sup>st</sup>

**Chet Jarman**

- Lynn Creech, NE Regional Training Director for Economic & Workforce Development is located in Bldg. 8 (Barbara Francisco's old office) at present.
- Five people have been interviewed for the Nurse Aid position and now the selection process is down to two.
- Have been receiving applications for the Basic Skills position at Tyrrell Work Farm
- Will begin interviews for the Community Services Coordinator position next week
- Has received 30 applications for the Administrative Assistant position
- Update on the truck driver training program: beginning the third class – has 16 students. Of 23 graduates, 16 have jobs

**Phillip Price**

- The State auditors have completed their audit – report forthcoming
- Submitted preliminary budget to the county commissioners
- Working on budget for ECHS – costs over next five years
- Promoted Milton King to custodian coordinator position; located in Bldg. 3 – will supervise custodians
- Sarah VandenBerg has been hired full-time as Accounting Specialist
- Lexie Dodson is working part-time
- The vacant maintenance mechanic position has been posted

**Dr. McLawhorn**

- Reminder of Board of Trustees meeting Tuesday, February 5, 2008
- Has meeting with FTE Auditor, Amanda Tolar

The next meeting date is Wednesday, February 27, 2008, 3:00 p.m. The meeting was then adjourned.