

ADMINISTRATIVE COUNCIL MEETING MINUTES
February 23, 2005
Wednesday, 3:00 p.m.

MEMBERS PRESENT

David McLawhorn
Wesley Beddard
Clay Carter
Judy Jennette
Phillip Price
Dorie Richter
Rhunell Boyd for/Sandra Sauve'
Almeta Woolard
Chet Jarman

MEMBERS ABSENT

Carrie Peed, SGA Representative
Sandra Sauve'
Debra Baker

The Administrative Council met at 3:00 p.m. on Wednesday, February 23, 2005, in the Conference Room of Bldg. 1. Dr. McLawhorn called the meeting to order and addressed agenda items as follows:

I. Approval of January 25, 2005 Minutes

The minutes of the January 25, 2005, meeting were presented for approval. A motion was made by Dorie Richter, 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

The proposed instructional calendar for 2006-2007 was distributed by Rhunell Boyd. A motion to approve the calendar as presented was made by Wesley Beddard with a second by Clay Carter. The motion passed with unanimous consent.

III. New Business

Dorie Richter presented Evaluation Systems Committee Meeting Minutes for January 24, 2005 and January 31, 2005. A motion to accept both sets of minutes was made by Wesley Beddard with a second to the motion by Judy Jennette. The motion passed with unanimous consent. Ms. Richter also distributed the revised Student Evaluation of College Services, Spring 2005, and the Faculty/Staff Evaluation of College Services, Spring 2005. Both surveys had been previously approved by the Evaluation Systems Committee and the

Administrative Council indicated acceptance of the surveys as presented. (See minutes on the CampusNet under Committees & Minutes link.)

IV. Progress Reports

Clay Carter reported that he had met with the Washington County Board of Education to discuss classes and facilities available and how working together could benefit the community.

Rhunell Boyd gave a report in Sandra Sauve's absence. Ms. Boyd reminded everyone of the luncheon on Friday, February 25; she stated that security cameras had been installed in Bldg. 9; she remarked on the upcoming March job-ready workshops in Bldg. 10, and the Job Fair on Tuesday, April 19. Ms. Boyd reported that the workshops are designed to help prepare students to project a better image. She reminded everyone of the upcoming March 14th Girls Night Out event and showed a poster that is being circulated to promote the event. This function targets females to consider careers in non-traditional jobs.

Almeta Woolard gave an update on the Staff Association. Ms. Woolard outlined several items discussed at the February 10, 2005 Staff Association Meeting: a fund-raiser cook book to celebrate its 20th anniversary, and a pig pickin', the March 17th chili cook off, a fundraiser to provide a scholarship, and staff association participation for tsunami victims' relief efforts.

Judy Jennette commented on some of the focus for events for Black History Month—a theme luncheon, a Taste of African American Culture; Carroll Dashiell, ECU music professor, performs a jazz fest in the student lounge of Bldg. 9; and a work shop for faculty, staff, and students conducted by Renee' Smith of the NC Human Relations Commission. Ms. Jennette also commented on the WDN article in today's paper about the welding program at Southside High School. Ms. Jennette also reminded everyone of an upcoming Safety Summit by Hal Swindell and the April NCCCS Academic Excellence Awards luncheon in Raleigh.

Wesley Beddard updated everyone on the Great Teachers' Retreat held in Ocracoke from February 3-6, 2005. He stated that he had received good feedback and many favorable comments. He remarked about the Partnership East meeting on February 15 with Anne Faulkenberry, and he also stated that he had an upcoming Curriculum Committee Meeting scheduled and input was due on Monday, February 28. Mr. Beddard stated that the committee to produce the catalog was in place (spearheaded by Trish Woolard, Bebe Major, and Jenni Garris), with assistance by Sandra Sauve' and Wesley Beddard. Mr. Beddard invited everyone to participate in the March 7th open house from noon to 3 o'clock pm for Industrial Technology. This event is for campus personnel only.

Mr. Beddard stated that work continues on the “mini-mester,” and he also continues to work with Partnership East.

Chet Jarman stated that he attended a ribbon cutting in Havelock recently on Dr. McLawhorn’s behalf (Fayetteville Tech opened an affiliate office in Havelock). He also stated that approval had been received to offer classes at the Creswell facility, and he was looking for day-time instructors for masonry, carpentry, and electrical wiring.

Phillip Price reported that Linwood Woolard has been selected as the new custodian for Bldg. 8. Mr. Price stated that Jenni Garris and Chuck Hauser will be attending various CIS classes. The Eastern Region Business Managers Meeting is this Friday in Raleigh, and Mr. Price will be attending.

Dr. McLawhorn invited everyone to the Skills Center to hear Walter B Jones. He stated that the full Board had conducted two meetings in February, and he also noted that Trustee Floyd Lupton would not seek another term due to his declining health.

The next meeting date is Tuesday, March 29, 2005 at 3:00 p.m. The meeting was then adjourned.

David McLawhorn, Chair