

## ADMINISTRATIVE COUNCIL MEETING MINUTES

February 25, 2004  
Wednesday, 2:00 p.m.

The Administrative Council met at 2:00 p.m. on February 25, 2004, in the Board Room of Bldg. 10. Attending were Dr. David McLawhorn, Chet Jarman, Rhunell Boyd, Sandra Sauvé, Rhonda Sawyer, Wesley Beddard, Debra Baker, and Dorie Richter. Clay Carter, Judy Jennette, and the SGA representative were unable to attend.

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

### **I. Approval of January 28, 2004 Minutes**

The minutes of the January 28, 2004, meeting were presented for approval. Motion was made by Sandra Sauvé, 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 Marketing Committee Minutes of January 13, 2004 were submitted for approval. Two items were discussed. On page 2, next to the last paragraph which begins: There was then discussion.....Dorie Richter corrected the second sentence to show that “includes this question in the community satisfaction survey” (instead of the graduating student survey). On page 3, there was discussion on the 3<sup>rd</sup> from the last paragraph which reads as follows: Judy stated that as the FY 2004-05 budget is being developed, the Marketing Committee should request at least \$50,000 be restored to Marketing. The word “restored” was in question. After discussion, a decision was made that “restored” was acceptable. A motion was made by Debra Baker to accept the minutes as amended with Dorie’s input of the correct survey. Wesley Beddard seconded the motion and the Council voted unanimous consent to the motion. (See minutes on the CampusNet under Committees & Minutes link.)

Rhonda Sawyer reported that she had talked with John Farkas again regarding the issue of the fence around the drainage pond at Bldg. 10. Mr. Farkas does not feel that a fence is necessary. Ms. Sawyer had also contacted Raneé Singleton, Legal Counsel, and Ms. Singleton thinks that the College should put a fence around the pond. Ms. Sawyer is in the process of getting quotes to perform the work, and she will then present the information to the Property Committee for approval.

### **III. New Business**

Sandra Sauvé presented the February 11, 2004 minutes of the Admissions Committee Meeting. She also presented two handouts from the Allied Health Division supporting the request for changes in the admissions criteria policy. Ms. Sauvé then outlined the suggested changes and the justification for the changes. The intent is to adopt a standard admissions test for the ADN, MLT, and PNP programs. The test would be a test of

aptitude for admission not a placement test. Sandra Sauve' made a motion to accept the Admissions Committee Meeting Minutes which included the requests for admission policy changes in the allied health programs. Dorie Richter seconded this motion, and the Council gave unanimous consent to the motion. (See minutes on the CampusNet under Committees & Minutes link.)

Dr. McLawhorn directed everyone's attention to the College Foundation Board Minutes of January 29, 2004 and noted that these minutes were for information and did not require further approval. (Copy is attached for record.)

Dorie Richter requested approval for an item not listed on the agenda. She distributed copies of the minutes from the Evaluation Systems Committee Meeting of January 28, 2004. Ms. Richter reviewed recommended additions and deletions by the evaluations committee to two surveys—the Current Student Evaluation of College Services and the Faculty/Staff Evaluation of College Services. A motion was made by Dorie Richter to approve the Evaluation Committee Minutes as presented (which included the survey changes). Debra Baker seconded the motion, and the Council voted unanimous consent to the motion.

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

Ms. Richter continued her remarks with a progress report update. She distributed a copy of the College's performance-based budgeting accountability rating. There was some discussion on the EMT-I scores and a meeting will be held to review our procedures. Ms. Richter commented that during the recent conference she attended, she learned that a project is in place to review all standards for performance. In conclusion, Ms. Richter reminded attendees that mid-year long range progress reports are due.

Wesley Beddard reported that a schedule has been sent for makeup days due to snow. He indicated that instruction is working on fall schedules due March 22, as well as routine staff evaluations which are due on March 19.

Debra Baker indicated that the second Faculty Senate meeting is being planned. Two dates are under consideration for that meeting.

Rhunell Boyd gave details on the Staff Association chili cookoff. This event will be held March 9, Tuesday, in Bldg. 3. There is no charge to staff association members; all others are asked for a \$1.00 donation.

Sandra Sauve' reminded everyone of the Diversity Dinner scheduled for Friday, February 27<sup>th</sup> in celebration of Black History Month. She also said that Northside High School has expressed an interest to come to the campus for a career fair, and March 24<sup>th</sup> from 9:30 pm until 1:30 pm has been chosen for that event. Interest by Plymouth High School in a career fair has also been very positive.

Rhonda Sawyer told everyone that the financial auditors arrived on Tuesday, February 24<sup>th</sup> and would probably be on campus three to four weeks.

Chet Jarman encouraged the group to purchase \$5.00 tickets from Lou Stout to help the Beaufort County Relay for Life. The winner will receive five free lunches from the campus café. Mr. Jarman also advised everyone that the Even Start Adult Educator had resigned her position, and plans were being made to begin interviewing for that vacancy.

Dr. McLawhorn highlighted four upcoming dates that he wanted to emphasize as follows:

April 21 – Job Fair –Plans are underway to try to increase interest from industry and to increase advertising to get more of the general public on campus.

May 12 Employee Appreciation Luncheon

March 11 Committee of 100 Mtg. – Dr. Bill Shelton, Interim Chancellor at ECU will be the guest speaker

March 1 Executives Newcomers Luncheon

## **V. Adjournment**

The meeting adjourned at 3:20 p.m. The next meeting will be held March 31, 2004, at 2:00 p.m.

---

David McLawhorn, Chair