

ADMINISTRATIVE COUNCIL MEETING MINUTES
February 27, 2008
Wednesday, 2:30 p.m.

MEMBERS PRESENT

David McLawhorn
Wesley Beddard
Phillip Price
Chet Jarman
Sandra Sauve'
Dorie Richter
Judy Jennette
Kimberly Jackson
Dixon Boyles

MEMBERS ABSENT

Clay Carter
SGA Representative
Ben Morris

The Administrative Council met at 2:30 p.m. on Wednesday, February 27, 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 January 31, 2008 Minutes

A draft of the January 31, 2008 minutes had been emailed to all Admin Council members prior to the February 27th meeting for review. Dr. McLawhorn called for corrections or a motion to approve. Kimberly Jackson noted a typo on page 4. A motion was made by Wesley Beddard to approve the corrected minutes with a second from Phillip Price. The motion was approved with an all ayes vote. (See minutes on the Internet under the appropriate Committees & Minutes link.)

II. Old Business

Campus Safety Task Force Report to Attorney General Roy Cooper.

Dr. McLawhorn commented that much of the information was common sense and a matter of resources. He also indicated that the Health and Safety Committee was reviewing the report. Dr. McLawhorn stated that he was pleased with how campus police reacted to the recent incident near the campus (not a BCCC incident). Phillip Price commented that Brown McFadden is working on the potential to send a message directly to a computer screen through the GroupWise software.

III. New Business

Item 1. Foundation Board Minutes from the October 4, 2007 meeting were presented for information.

Item 2. Marketing Committee Minutes from the December 11, 2007 meeting were presented for information. (See minutes on the Internet under the appropriate Committees & Minutes link.)

Item 3. Evaluation Systems Committee Minutes from January 30, 2008 Meeting with associated instruments as attachments: Current Student Evaluation of College Services (short form); Faculty/Staff Evaluation of College Services (short form); Community Satisfaction Survey; and Employee Performance Evaluation Instruments and Guidelines. Ms. Richter highlighted the changes to the said instruments recommended from the Evaluation Systems Committee. Admin Council members made additional recommendations. Hearing no further discussion, Dr. McLawhorn called for a motion. Judy Jennette made a motion to approve the evaluation instruments and guidelines to include the amended changes from Admin Council. Sandra Sauve' seconded the motion. The Council voted unanimous approval to the motion. (Subsequent to the meeting, Dorie Richter emailed to the Evaluation Systems Committee and Administrative Council the instruments with the changes noted).

Item 4. Curriculum Committee Minutes from the February 26, 2008 meeting. (the previous day). Wesley Beddard stated that these minutes had been approved electronically yesterday by the Curriculum Committee. Mr. Beddard noted that it is a SACS requirement to identify competencies. He directed attention to Section A on the Curriculum Minutes, Arts and Sciences, item 1. The General Education Competencies under this heading included 6 listed competencies: Communication Skills, Computational Skills, Critical Thinking Skills, Interpersonal Skills, Technology Skills, and Research Skills. After discussion about the Research Skills Competency, a motion was made from Wesley Beddard to adopt the other five competencies listed. Dorie Richter seconded the motion. The motion was approved with all eyes from the Council. Item 2 under Arts and Sciences stated the need for a transfer course substitution form (sample attached) useable by Datatel which documents what a student is taking and what courses transfer for credit. Sandy Sauve' made the motion to approve the transfer course substitution form with a second from Chet Jarman. The Council approved the recommendation. Item B, Industrial Technology, was a recommendation from Division Chair Riley Mills (see curriculum minutes for complete text). Wesley Beddard made a motion to approve the motion from the Curriculum Committee with a second from Sandra Sauve'. The Council was in agreement with the recommendation.

IV. Progress Reports

Dorie Richter:

- Performance Standards – sent in data for student satisfaction & goal attainment standards; looks good
- Conducted 2 professional development workshops for new members; went well.
- Working on SACS compliance
- Working on Program Review follow ups
- Will work on Long-Range Plan mid-year progress reports after SACS compliance is in.

Dixon Boyles:

- Working hard on getting SACS Compliance sent in; due March 14, 2008.
- QEP Committee – objective is to improve written communication as opposed to oral communication.
- Substantive change issue – having a workshop April 24 in Durham

- Dorie Richter mentioned a meeting she attended in Southern Pines; they talked about substantive change
- Question posed re. Early College High School as a substantive change item

Judy Jennette:

- Staff Association – 2 contributions for scholarships
- April 22nd Open house for Allied Health; Art Keehnle wanted to bring attention to MLT program.
- Academic Excellence Awards in April – 2 students: Carolyn Gibbs and Daniel Morlock
- Marcia Norwood to attend Leadership Academy
- Billboard ads in place
- Two focus sessions led by Donna Dunn and Cynthia King

Sandra Sauve'

- Reminder of April 15th Job Fair
- Sweeping change in how GED tests are scored; Clay called OK re. questions; only campus in NC participating
- FTE Auditor – reminder to check prerequisites; diligent to switch program codes; process to audit Huskins courses; Change in testing – Camille Richardson is working on FTE report. Ms Sauve' stressed the importance of the information that is put into Datatel; need to do more internal auditing.

Kimberly Jackson:

- Staff Association donated two scholarships; they challenged Faculty Senate to match
- Ms. Jackson commented on the Staff Association "Apple Award" and the positive effect it had had on communications and building relationships. There have been ten honorees.

Wesley Beddard:

- SACS! SACS! and more SACS!

Chet Jarman

- Paula Adams is the new NA Coordinator.
- Interviews next week for Tyrrell Work Farm.
- Mr. Jarman commented on the recent successful Job Shadow event with the Chamber of Commerce.
- Sheila Sawyer - Administrative Assistant position

Phillip Price

- Exit conference with auditor on Monday
- Lunch-n-Learn on Faculty and Staff Policy Manual update scheduled
- Working with John Farkas on campus master plan; scheduling meetings to discuss
- Posting custodial position – Linwood Woolard to retire the end of April
- New Maintenance Mechanic, Gregg Latham, hired, decided to leave; to repost job
- Next week, - Dr. McLawhorn and Phillip to meet with county commissioners
- Last month Phillip attended web advisor training; consider for registration

Dr. McLawhorn

- Meeting on Thursday with John Farkas re. facility master plan; Will be talking with Chet Jarman, Leonard Hudson, Carolyn Hughes
- Leadership Team meeting on Monday; New principal Dr. Todd Blumenreich; coming to us from Southside High School.
- Changes forthcoming to accommodate ECHS: David Crosby moving out of Bldg. 10 to downstairs in Bldg. 5; Moving EMT out of B-10 into B-5 at night
- SACS info due to Almeta Woolard by 3/7/08 to be sent off by 3/14/08
- March 26th, Dr. Con Cameron, President of Guilford Technical Community College, to conduct seminar on Succession Planning for trustees, other invited presidents and HR directors
- April 1, Tuesday, Board of Trustees meeting

The next meeting date is Wednesday, May 28, 2008, 3:00 p.m. The meeting was then adjourned.

David McLawhorn, Chair