

ADMINISTRATIVE COUNCIL MEETING MINUTES  
February 28, 2007  
Wednesday, 3:00 p.m.

**MEMBERS PRESENT**

David McLawhorn  
Phillip Price  
Chet Jarman  
Wesley Beddard  
Sandra Sauve'  
Dorie Richter  
Clay Carter  
Judy Jennette  
Judith Meyer  
Betsey Lee Hodges  
Dixon Boyles, Guest

**MEMBERS ABSENT**

SGA Representative

The Administrative Council met at 3:00 p.m. on Wednesday, February 28, 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 January 31, 2007 Minutes**

A draft of the January 31, 2007 minutes had been emailed to all Admin Council members prior to the February meeting for review. Dr. McLawhorn called for corrections or a motion to approve. A motion to approve the minutes as presented was made by Betsey Lee Hodges, with a second by Phillip Price. The minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

**II. Old Business**

None reported.

**III. New Business**

Dorie Richter distributed a copy of the Evaluation Systems Committee Minutes of its February 7, 2007 meeting. These minutes were approved electronically by the Committee prior to Admin Council. Also distributed for approval with the minutes were the existing Student Evaluation of College Services survey and the Faculty/Staff Evaluation of College Services survey. The minutes reflected the recommended changes to each of the aforementioned surveys. Ms. Richter pointed out a couple of examples of changes to the instruments, and she offered to answer any questions. Hearing no further discussion, Dr. McLawhorn called for a motion to approve. Dorie Richter made a motion to approve the minutes and the changes to the survey instruments as recommended by the Committee.

Phillip Price seconded Ms. Richter's motion. The Council voted unanimous consent. (See minutes on the CampusNet under Committees & Minutes link.)

Dr. McLawhorn welcomed Dixon Boyles to the meeting and confirmed the need for his future attendance by addressing item 2, "New Business," addition of the SACS Liaison position to the Administrative Council Committee structure. Wesley Beddard made a motion of approval for same, with a second from Sandra Sauve'. The Council voted unanimous consent to the motion.

Professional Development Committee Minutes from the May 3, 2006 and October 26, 2006 meetings were presented for information only (did not require a vote). (See minutes on the CampusNet under Committees & Minutes link.)

Dr. McLawhorn recognized Sandra Sauve' to discuss GPA. Ms. Sauve' stated that Registrar Rhunell Boyd had raised a question about developmental courses being figured into the College GPA. A lengthy discussion took place. Dr. McLawhorn commented that the common course library states that developmental courses are not college-level work. Ms. Sauve' explained that when one queries a print out of the "All A's" list or the "Dean's" list, students with developmental course credits end up on this list. The new software will post the courses taken (curriculum and developmental will show on a transcript), but developmental courses can be left out of the overall GPA. Ms. Boyd is recommending that we do this. Dr. McLawhorn questioned the impact on financial aid. Ms. Sauve' stated that Ms. Boyd had discussed the question with Harold Smith, Financial Aid Director, Wesley Beddard, Dean of Instruction, as well as with Ms. Sauve'. Ms. Meyer's understanding was that the GPA used for financial aid included developmental grades; she gave an example of a GPA of "1.9," but with developmental included equated to a "2.3." Ms. Sauve' commented that it was a student records issue; and that GPA used for financial aid can continue to include developmental grades. Dr. McLawhorn noted that the catalog should be edited to clarify any question as to how GPA is computed. Sandra Sauve made a motion to take advantage of the new computer software to only count curriculum courses when calculating GPA. Betsey Lee Hodges seconded the motion. The motion passed with all ayes.

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

Dorie Richter stated that the Graduate Follow-up Survey was complete and should be distributed next week. Ms. Richter distributed copies of the distance learning Instructor & Course Evaluation by Students. She stated that 95 out of appx. 390 were returned. Judith Meyer commented that those instructors who teach on line (herself included), would like to see the comments for the specific courses taught as the feed back is important to an instructor. Ms. Richter also distributed a preliminary Performance-Based Budget sheet (orange). She commented that she had recently attended the planner's conference, and Keith Brown had given an update on the committee formed to review the twelve (12) standards. Some of the possible changes could reduce the number of standards from twelve to eight; requirement to meet all eight for a superior rating; increase

standard for basic skills from 75 to 80; pass rates in developmental, raising student retention from 60 to 65 (to name a few).

Judy Jennette stated that the Shareda Bailey endowment had reached the \$5,000 level. She gave the dates for the Croquet Tournament (May 12) and the Foundation Golf Tournament (May 18). Ms. Jennette stated that she had met with a focus group for billboard designs and signs should be up in April. Ms. Jennette reported that she has worked diligently to keep the bus route alive, but unless additional funding can be obtained by February 28, it will be discontinued. Ms. Jennette has talked with DOT representative Marvin Blount, et al to keep the bus running through July, and she will continue the cause. Ms. Jennette commented that the Foundation had received several memorials for Mr. Capps (Betty Stewart Capps' husband). In conclusion, Ms. Jennette stated that she, Tony Taylor, and Sandra Sauve' will meet with residents in Old Fort housing on March 6<sup>th</sup>.

Betsey Lee Hodges reported that staff members get pay-day treats and Staff Association has been asked to support the United Way.

Chet Jarman reported that the truck driving program has 15 students; he is working with Hyde County to partner an even-start project; and six (6) NEIT projects are underway.

Sandra Sauve' recapped some of the items from Student Services: Rhunell Boyd and Kelly Rouse are working on Career Fair; plans are underway for orientation this summer; thanks to faculty for 10% reports (due March 9); and improvements with changes in registrar's office and reduction in unneeded paper.

Judith Meyer stated that Faculty Senate met for the semester. She stated that the luncheon for part-time instructors will be May 7<sup>th</sup> (the Monday of exams). Ms. Meyer commented that plans continue for a Faculty of the Year plaque. In conclusion, she stated that Columbia High School is coming to the campus to visit.

Wesley Beddard reported that there will be a College Tech Prep evaluator on campus tomorrow. Mr. Beddard will attend the College Tech Prep conference in Greensboro and give a presentation on the College Academy. He stated that on March 15, he and Sandra Sauve' will be making a presentation on the College Academy on campus in the Bldg. 8 auditorium. In conclusion, Mr. Beddard stated that there would be Smart Board training in the near future, and the mini-semester registration starts tomorrow.

Clay Carter reported that he is working with Hyde and Washington County Schools on Tech Prep.

Dixon Boyles, SACS Liaison, commented that QEP meetings are on-going and the committee has met to look at compliance certification.

Phillip Price stated he had been reviewing the Governor's budget requests to the General Assembly (pay increase for faculty and professional staff; request to expand bandwidth at all 58 colleges (which would allow us to upgrade one of our connection lines). Mr. Price is working on the County budget; (due middle of March); the Faculty/Staff Manual, (SrStaff reviewing/proposed ideas for changes); and he concluded with changes in Personnel (Kathleen Griswold has left, two accountants on board (Libba Thomas and Brian Jones), new hires, Lexie Dobson, starting March 5<sup>th</sup>, and Claude Banks, custodian in Bldg. 8.

Dr. McLawhorn commented that he had talked with the President of Pitt Community College re. our running ads in the Daily Reflector for the truck driving program, and the president (Dr. Massey) was okay with us doing so. Dr. McLawhorn stated that county commissioners will be on campus for a breakfast meeting April 12<sup>th</sup>. He commented that the Governor's budget placed a lot of emphasis on "Earn and Learn." In conclusion, Dr. McLawhorn asked about the 08-09 Academic Calendar, and Wesley Beddard said he would begin work on the first draft.

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

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David McLawhorn, Chair