

ADMINISTRATIVE COUNCIL MEETING MINUTES
March 26, 2007
Monday, 10:00 a.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Chet Jarman
SGA Representative

The Administrative Council met at 10:00 a.m. on Monday, March 26, 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 February 28, 2007 Minutes

A draft of the February 28, 2007 minutes had been emailed to all Admin Council members prior to the March 26th meeting for review. Dr. McLawhorn called for corrections or a motion to approve. A motion was made by Betsey Lee Hodges, with a second by Sandra Sauve', to accept the minutes. The minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

Dr. McLawhorn called for any items of "Old Business." Hearing none, he proceeded to "New Business" items.

III. New Business

The January 17, 2007 Marketing Committee Meeting Minutes were presented for information. Judy Jennette commented that there were no procedural changes and the minutes were presented as a matter of record.

Dr. McLawhorn recognized Wesley Beddard for an update on the academic/instructional calendar for 2008-2009. Mr. Beddard commented that the General Assembly is reviewing the public school calendar. He distributed copies of the 2007-2008 instructional calendar and photocopies of generic calendars for CY2008 and CY2009. A general discussion ensued. Some of the comments included the following: August 2008: Registration the 14th and 15th with FDC on the 18th; October 2008: Dates from 12th through 15th include System Conference and fall break; November 2008; SACS visit, the 11th/12th/13th; December 2008: during the Christmas break what days are vacation and what days are holidays; and in April

2009: Easter is on Sunday the 12th and May 2009: Graduation would be on Friday, May 15th. Mr. Beddard closed the discussion by stating that he would have a rough draft available before the next meeting.

IV. Progress Reports

Judith Meyer stated that she had nothing to report from Faculty/Senate.

Betsey Lee Hodges reported that the Staff Association was meeting on Thursday. Ms. Hodges indicated that it was time for nominations for the Superior IQ Awards within Staff Association and time to begin selection for the Staff Person of the Year, to be recognized at the May Service Awards luncheon.

Judy Jennette reported that the College 40th Anniversary celebration will be held on Friday, December 7th. The Foundation Croquet Tournament in Bath is scheduled for May 12, 2007 (brochure is ready) and the Foundation Golf Tournament is set for May 18, 2007 (brochure is ready). Ms. Jennette reminded everyone that Dave Clark will be on campus in April to take some Spring pictures using ambassadors, faculty and staff. Victor Rodgers is the graduation guest speaker, and Ms. Gray is using his resume' to develop a story for the paper. Ms. Jennette stated that she would be attending the Academic Excellence Awards luncheon in Raleigh on April 24th. The College's students being recognized are Marti Curtis and Stephanie Buck.

Sandra Sauve' informed the Council that the registrar's office is working on transcripts and retrieval from the new computer system. Rhunell Boyd and Lorie Smith attended a meeting on Friday which talked about faculty entering grades. Ms. Sauve' reminded everyone of the upcoming Girls Night Out function and the Job Fair on April 17th. She noted that the recent blood drive collected 52 pints with 18 new donors. Ms. Sauve' reported that Gamma Beta Phi has 22 new members, and in conclusion, she reminded everyone of the nursing expansion open house.

Clay Carter reported that he and Gary Burbage participated in the Washington County Job Fair. He indicated there was interest in the truck driving course. Mr. Carter also reported that the ads for the early childhood class generated several responses; but, unfortunately, there were not enough students to make the class.

Wesley Beddard reported that he is moving forward with the Agricultural/Biotechnology program--to the Curriculum Committee this month and then it is up to Raleigh for fall implementation. Mr. Beddard stated that he attended a Curriculum Review Committee meeting last week; many of the issues discussed were auditor issues. In conclusion, Mr. Beddard stated that he will be attending the NCACCIA spring conference in Atlantic Beach later this week.

Dorie Richter distributed a handout of the results for the 2006-2007 Graduate Follow-up Survey of Spring 2006 graduates. The Faculty and Staff Evaluation of College Services survey deadline is Friday. The information technology needs assessment is being reviewed; the Information Technology Committee meets April 10th. Ms. Richter stated in the area of program reviews that all drafts are out and the process is moving along. In conclusion, Ms. Richter distributed a copy of the April, 2007 Grant Activity Report.

Dixon Boyles gave an update on SACS. He commented that there are two timelines being worked on: 1. compliance certification (Almeta Woolard will write this report); 2. the Quality Enhancement Plan (QEP). Mr. Boyles stated that the selection committee met last Thursday to review the focus group notes; the committee came up with a recommendation, and the committee will present to the leadership team tomorrow. Mr. Boyles stated that the two top issues were communication—written and oral or computer communication. The next steps are to focus on two combined, gather data, review, and then write the Plan.

Phillip Price reported that 160 employees selected a minimum of one or more benefits from the NC Flex benefits package. Mr. Price stated that the open enrollment period ends March 30th. Mr. Price gave an update from the network services area, commenting that on Friday of last week a line to help bandwidth line was installed (upgraded from 1.5 to a 10.0 line). During spring break, network services staff worked on getting wireless access points working in several different building locations. In conclusion, Mr. Price stated that BB Enterprise was providing a server on line for test (cost to be determined); a GroupWise Lunch-n-Learn was planned, and he was working on Board of Trustee standing committee meetings to be held on Wednesday (March 28th).

Dr. McLawhorn distributed a copy of the proposed summer hours bulletin. He invited comments or changes from the group; Phillip Price suggested a sentence to clarify hours reported during 4th of July if the entire week was taken as time off. Dr. McLawhorn informed the group of a meeting with Stacey Shepherd of Washington Montessori, a public charter school, re. interest in an early childhood lab (equivalent to More at Four). Dr. McLawhorn closed by reviewing several upcoming calendar events: trustee committee meetings on March 28; Board of Trustees meeting on Tuesday, April 3rd in the campus café with dinner at 6:00 p.m.; the OLF meeting being held in Bldg. 10, multipurpose room also on Tuesday night, April 3rd; the nursing open house on April 5th; the joint trustee/county commissioner breakfast to be held Thursday, April 12th; and the cosmetology instructors conference to be held on Monday, April 16th. Dr. McLawhorn noted that Cosmetology had an inspection visit last week and it was an excellent visit. He noted that graduation is May 11th and the guest graduation speaker is Victor Rodgers.

The next meeting date is Wednesday, April 26, 2006 (time to be advised). The meeting was then adjourned.

David McLawhorn, Chair