

ADMINISTRATIVE COUNCIL MEETING MINUTES
March 29, 2006
Wednesday, 3:00 p.m.

MEMBERS PRESENT

Wesley Beddard
Clay Carter
Chet Jarman
Phillip Price
Judy Jennette
Dorie Richter
Sandra Sauve'
Judith Meyer
Sherry Stotesberry

MEMBERS ABSENT

David McLawhorn
Carrie Peed, SGA Representative

The Administrative Council met at 3:00 p.m. on Wednesday, March 29, 2006, in the Conference Room of Bldg. 1. Dr. McLawhorn had asked Wesley Beddard to chair the meeting. Mr. Beddard called the meeting to order and then addressed agenda items as follows:

I. Approval of January 24, 2006 Minutes

A draft of the January 24, 2006 minutes had been emailed to all Admin Council members prior to the March 29th meeting for review. Chairman Beddard called for corrections or a motion to approve. A motion was made by Clay Carter, with a second by Judith Meyer, to accept the minutes. The minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

Two items of "Old Business" were continued: the College Continuity Plan and the Smoking Policy. Judith Meyer reported that a New Student Orientation Meeting had been scheduled for April 12, 2006.

III. New Business

The November 16, 2005 Marketing Committee Meeting Minutes were presented for information. Judy Jennette commented that there was a lengthy discussion on the College catalog at that meeting. Feedback from the Committee included the importance of the catalog as a promotional tool and the frustrations expressed from students. Ms. Jennette stated that the Marketing Committee had conducted a survey and results indicated that students wanted a "hard" copy. Ms. Sauve' stated that target date to go to the printer is June 1st and all submissions for inclusion in the 2006-2008 (2-year catalog) are due April 17.

Minutes from the November 21, 2005 and February 7, 2006 Information Technology Committee Meetings were presented for information. Phillip Price shared as items for information from those meetings the decision to outsource Blackboard and the need for a user policy on checking-out/tracking of laptops.

Sandra Sauve' distributed minutes and handouts from the Financial Aid Committee Meeting of March 9, 2006. The Financial Aid Committee is recommending changes in the Financial Aid Satisfactory Academic Progress Policy. Two of the strongest points in support of the change to a standard 2.0 GPA requirement are that the Colleague System can be programmed to automatically check for the 2.0 GPA (which improves accuracy), and data suggests that students denied Financial Aid based solely on GPA is about 5% or less. Several items were mentioned during the ensuing discussion: completion rates vs. GPA; minorities on campus, setting standards, incentive to work harder, what affect on Huskins/Dual Enrollments, if any, to name a few. Sandra Sauve' made a motion to accept the committee's recommendation with a second from Phillip Price. The motion carried by a majority vote of 7 in favor with 2 opposed.

IV. Progress Reports

Phillip Price reported that there were no findings on the audit report, renovations were about 70% complete, and he anticipated the State Construction Office inspection the end of April.

Chet Jarman reported that 51 applicants had applied for the registration specialist position. He indicated that a decision should be reached by Friday, March 31, 2006.

Clay Carter gave an update on the recent Weyerhaeuser layoff. He stated that 14 students had signed up for the "surviving the layoff" class. Betsey Lee Hodges is teaching a segment of the class and Roy Parker, of Edward Jones, is teaching a section on managing money during difficult times. One council member inquired as to how the service area to those students was determined. Mr. Carter commented that BeaufortCCC, MartinCC, and COA were all represented at the preliminary meeting. In conclusion, Mr. Carter stated that 27 Mattamuskeet High School students were taking placement tests as part toward taking Huskins classes on our campus.

Judy Jennette reported that the Foundation Croquet Tournament in Bath is scheduled for May 21, 2006. The Foundation Golf Tournament is set for September 29, 2006. Ms. Jennette reminded everyone that the deadline for nomination of ambassadors is April 7, 2006. SGA representative for Admin Council, Carrie Peed, and Kristen Linnen have been selected as the BCCC recipients of the North Carolina Community College System Academic Excellence Award. Recipients will be honored at a luncheon in Raleigh on April 27, 2006. The Professional Development Committee is offering a workshop in response to the PACE Survey results. Lynn Bloch will conduct a workshop entitled, "The Reality of Now: How we Got There & What Do we Do About It?" Two different dates/three different times have been chosen to accommodate as

many schedules as is possible. Attendees will receive 3 hours of professional development credit. Ms. Jennette thanked Sandra Sauve' for the recent seminar she conducted on stress management. Reporting on a recent Planning/Marketing session, Ms. Jennette stated that a decision had been made to do away with "feel good advertising," and focus had shifted to "get people in seats."

Sandra Sauve' informed the Council that last week's Girls Night Out was a success with even better participation than last year. The two recent Job-Ready Workshops reached 37 students. Ms Sauve' commented that the Job Fair was coming up in April.

Dorie Richter distributed the April, 2006 Grant Activity Report. Ms. Richter stated that Planning and Institutional Effectiveness (P/IE) had helped prepare an employer survey for Art Keehne and had assisted the Business Division with an extra course evaluation survey. The department continues to work on regular report—IPEDES, survey results required by NCCCS for performance standards, distributing results for Graduate Follow up and Non Returning Students Survey, etc.

Sherry Stotesberry stated she had nothing to report from the Staff Association.

Judith Meyer reported that BCCC's Developmental Education Program has been selected as the North Carolina Association for Developmental Education's (NCADE) Outstanding Program for 2006. The NCADE Executive Board reviewed a nomination sent in by Ms. Meyer, which included a video of master students and letters of support. Ms. Meyer commented on the visit to campus by the North Carolina Community College Faculty Association's President, Cliff Mitchell, and its internal Vice President, Barbara Morrison. Ms. Meyer's suggested that Council members could access NCCCFA's website to view its most recent salary resolution for faculty and professional staff.

Wesley Beddard, Dean of Instruction, reported that he is working on the College's Tech Prep grants for the next two years cycle. Also, with the nursing expansion effort, multiple grant opportunities are being pursued (such as Kate B. Reynolds). Kay Walker Hauser has retired, and interviews for a new Business Division Chair will begin the week of April 10. Mr. Beddard gave an update on the "College Academy" concept and its progress to date. He stated that Ted Clayton has agreed to be the guest speaker for graduation, May 12.

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

David McLawhorn, Chair