

ADMINISTRATIVE COUNCIL MEETING MINUTES
April 25, 2005
Monday, 3:00 p.m.

MEMBERS PRESENT

David McLawhorn
Wesley Beddard
Clay Carter
Judy Jennette
Phillip Price
Dorie Richter
Sandra Sauve'
Almeta Woolard
Chet Jarman
Debra Baker

MEMBERS ABSENT

Carrie Peed, SGA Representative

The Administrative Council met at 3:00 p.m. on Monday, April 25, 2005, in the Conference Room of Bldg. 1. Dr. McLawhorn called the meeting to order and addressed agenda items as follows:

I. Approval of February 23, 2005 Minutes

The minutes of the February 23, 2005, meeting were presented for approval. A motion was made by Almeta Woolard, seconded by Debra Baker, to accept the minutes as presented. The minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

None.

III. New Business

Judy Jennette presented the January 10, 2005 Marketing Committee Meeting Minutes and the January 11, 2005 Professional Development Committee Meeting Minutes as information items. (See minutes on the CampusNet under Committees & Minutes link.)

Sandra Sauve' presented the April 20, 2005 Admissions Committee Meeting Minutes. The Admissions Committee submitted Guidelines for an Admission Policy of Undocumented Aliens to Curriculum Programs at BCCC. After discussion of the policy and concerns expressed about the wording "that federal law prohibits the states from granting "professional licenses," Dr. McLawhorn

tabled the item until next month. Sandra Sauve' volunteered to obtain more information before a decision is made.

Debra Baker presented the September 14, 2004 Faculty Senate Meeting Minutes as an informational item. Faculty Senate is choosing a slate of officers and committee chairs, and this information will be presented at the next Admin. Council meeting. (See minutes on the CampusNet under Committees & Minutes link.)

Wesley Beddard reviewed the Curriculum Committee Meeting Minutes from both the March 15 and March 17 meetings. He explained the rationale behind the decisions affecting the curricula and answered questions from Council members. Sandra Sauve' made a motion to approve the March 15, 2005 Curriculum Committee Meeting Minutes. Chet Jarman seconded that motion. Wesley Beddard made a motion to approve the March 17, 2005 Curriculum Committee Meeting Minutes with a second from Sandra Sauve'. The Administrative Council gave unanimous consent to both motions. (See minutes on the CampusNet under Committees & Minutes link.)

Judy Jennette addressed the last two items of "Old Business." The Professional Development Committee requests the position of Personnel Officer be included in the composition of the Professional Development Committee. Phillip Price made this motion with a second by Wesley Beddard. The Council gave unanimous approval to this motion and the change will be reflected in the Faculty Staff Manual.

Ms. Jennette then presented the January 26, 2005 Beaufort County Community College Foundation Meeting Minutes as an item of information.

IV. Progress Reports

Dorie Richter reminded the Council of the June 8, 2005 Planning Council Meeting in Bldg. 10, Board Room at 9:30 a.m. She stated that the deadline to submit new plan/s to her office is May 27th. She stated that the Planning and Institutional Effectiveness office is working on the Faculty/Staff Evaluation of College Services and also a draft of the Community Satisfaction Survey.

Almeta Woolard gave an update on grants and the Staff Association. Ms. Woolard stated that the Student Support Services grant was approved for four years and approximately \$330,000 for year 1. She indicated that Mark Sorrells, Senior Vice President of GoldenLEAF toured our welding lab on Friday, April 15. The College is applying to GoldenLEAF for an economic catalyst grant of \$215,000 with a due date of May 2, 2005. Ms. Woolard stated that she is also working on a collaborative grant with ECU and Hackney in which the College would be a training partner in friction welding applications. This grant is due

June 3, 2005. The Staff Association is planning a May 24th pig pickin' in celebration of the 20th anniversary of the Staff Association.

Clay Carter reported that he and Camille Richardson had been testing sophomores and juniors at Mattamuskeet High School. He stated that Chris Craddock was taking the computer lab over to Mattamuskeet and May 5th was the last day for this process. He also stated that he had been talking with Keith Brown of Washington County on what it takes to have a community college site.

Sandra Sauve' commended everyone who helped to make the April 19th Job Fair the huge success it was, especially Rhunell Boyd and Victor Rodgers. Maria Waters of Pinetown won the door prize donated by the SGA.

Judy Jennette reported that Coca-Cola was giving 400, one-time scholarships, \$1,000 per scholarship, for students attending 2-year degree-granting institutions. BCCC may nominate two candidates. Application deadline is May 31, 2005 for fall semester. Ms. Jennette stated that Evangeline McNiel, daughter of David and Lori McNiel had been awarded a Teaching Fellows Scholarship to attend UNCW. The Foundation has been given a \$10,000 scholarship endowment by Rebecca Farish in memory of her husband Robert "Bobby" Farish. Ms. Jennette also commented on the College for Kids article in the WDN today and she mentioned the pictures in the café' were to be taken down, returned, and she was working to rotate exhibits in the café.

Wesley Beddard updated everyone on the Excellence in Teaching nomination and selection process this year. A committee composed of the Faculty Senate President, the Staff Association President, the 2004 winner, 2 Division Chairs, and the Dean of Instruction as an ex officio member will review nominees and select three finalists for interviews. After interviews are completed, the committee will forward its recommendation to the President. Mr. Beddard also commented on the success of the Developmental Education and Academic Support Center Open House on April 18th. He praised faculty and staff for a fantastic job and participation.

Chet Jarman began by stating that Cindy McGowan had returned to work today. He invited everyone to the Basic Skills/GED Academic Fair and reception tonight, April 25, from 6:00 to 8:00 pm. There is a statewide campaign to raise awareness about the GED program. In conjunction with Judy Jennette's earlier comment, Mr. Jarman stated that the ad for College for Kids had worked well. Start date for College for Kids is June 20, 2005. Mr. Jarman gave details on an upcoming workshop, How to Start a Small Business, using SCORE counselors as presenters. Mr. Jarman stated that Carolyn Hughes was instrumental in the College becoming credentialed as an advanced EMS institution up to and including paramedic. This recognition is good for the EMS program and also for Ms. Hughes. Mr. Jarman stated that he will be attending the graduation ceremonies for the NC Community College Leadership Program Friday, April 29

at Johnston Community College. Betsey Lee Hodges is a recipient this year. Saturday, May 21 is the 2nd Annual Small Business Expo. Mr. Jarman stated that registration for the Administrative Professional Day seminar was the largest ever. Fall semester a new certificate in the NA1 program will be available, Home Companion Aide. Wednesday, April 27, a training session for Eastern Region Basic Skills directors will be held in Bldg. 8 auditorium

Phillip Price reported on the Bldg. 11 construction project. At the construction meeting last week, WIMCO stated the project was about 18% complete. The detention pond is almost complete and options are being considered to keep folks out of the pond area. Mr. Price is in the process of bidding out several items—insurance, heat, air conditioning. He will conduct a retirement lunch-n-learn seminar tomorrow, Tuesday, the 26th. In conclusion, Mr. Price stated that he is working on a “whistle blower” policy which is required for the Foundation and the State auditors should be on campus within the next couple of weeks.

Dr. McLawhorn recapped several recent and upcoming meetings—the April 5 Board of Trustees meeting; the April 12 County Commissioners/Trustees breakfast meeting; the April 15 GoldenLEAF meeting; a conference on May 10 to discuss expansion of the nursing program and nursing guidelines, as well as a reminder of the May 11 Service Awards Luncheon. Dr McLawhorn stated that the EEOC had found no grounds for complaint from a pending case. He will attend the NCCCS Academic Excellence Award luncheon in Raleigh on Wednesday, April 27 and the Spring NCACCP (Presidents’ Meeting) following the luncheon.

The next meeting date is Wednesday, May 25, 2005 at 3:00 p.m. The meeting was then adjourned.

David McLawhorn, Chair