

ADMINISTRATIVE COUNCIL MEETING MINUTES

April 27, 2004

Tuesday, 2:00 p.m.

The Administrative Council met at 2:00 p.m. on April 27, 2004, in the Conference Room of Bldg. 1. Attending were Dr. David McLawhorn, Wesley Beddard, Chet Jarman, Rhunell Boyd, Clay Carter, Dorie Richter, Debra Baker, Carrie Peed, SGA Representative, and guest, Penny Sermons. Judy Jennette, Sandra Sauve', and Rhonda Sawyer were unable to attend.

Dr. McLawhorn called the meeting to order and addressed agenda items as follows:

I. Approval of March 31, 2004 Minutes

The minutes of the March 31, 2004, meeting were presented for approval. A motion was made by Dorie Richter, seconded by Debra Baker, to accept the minutes with a minor typing correction. The minutes presented stated May 26, 2004, as the next meeting and should have shown April 27, 2004 as the next meeting date. The minutes were approved unanimously by the Council with the stated change. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

No old business was reported.

III. New Business

First item discussed was the Audio Visual Release Form. Penny Sermons gave a brief history of the form's existence. Ms. Sermons indicated that the form had been in existence a long time and had been used by the Learning Resource Center in the past. The purpose of the form is to get permission from a person being photographed for advertising/public relations purposes to give consent to the use of their photograph. Ms. Sermons had several comments for consideration. She suggested changing the title of the form to read: Consent and Release Form for Photo Imaging. She also suggested that the Council might want to consider having Ranee' Singleton, Legal Counsel for the College, review the form content. Ms. Sermons pointed out that the original form contained the first two paragraphs, and the third paragraph, beginning: I am 18 years of age or older.....had been added to the original form. Ms. Sermons felt that the Council might want to consider the form for campus-wide use. Several different applications were discussed—group pictures in the local paper announcing graduates, e.g., NA1 graduates; Huskins welding students, under 18 years of

age, being photographed in course promotional situations, e.g., welding; how the form should be distributed and by whom, etc. Rhunell Boyd was asked to check with Sandra Sauve' about the feasibility of having the form as a part of the student application. As the Director of Public Relations/Marketing, Judy Jennette, was not present, Dr. McLawhorn called for a motion to table this item until the next meeting. Wesley Beddard made a motion to table the item and Debra Baker seconded that motion. The Council voted unanimous consent to the motion.

Dr. McLawhorn directed everyone's attention to the second agenda item of new business, approval of the Information Technology Committee Meeting Minutes of March 23, 2004. Prior to a motion for approval, a discussion ensued. Dorie Richter had a question regarding the last paragraph of the first page. As the minutes suggested that a subcommittee be formed to review grants, Ms. Richter wanted some clarification on how this subcommittee affected her area in the approval process—was it now three (3) tiered? Another discussion regarding the Council's responsibility for approving minutes developed. It was noted that the minutes in question had been approved electronically (email) by the Information Technology Committee. Wesley Beddard raised the question of whether or not the Administrative Council should "approve" minutes as submitted or should the Council "accept" minutes as they are submitted for information. A decision was reached to not use the word "approval" of minutes on future agendas. Instead, the agenda would just list the minutes as submitted for information. Then, Dr. McLawhorn entertained a motion regarding the Information Technology Committee Meeting Minutes to clarify the composition of the subcommittee with the chairman of the Technology Committee and to include at least one faculty member on that subcommittee. Wesley Beddard made the motion and Dorie Richter seconded the motion. The Council voted unanimous consent to the motion.

IV. Progress Reports

Dorie Richter reported that the Current Student Evaluation of College Services is completed. Results will be distributed this week. Her office is working on the Technology Needs Assessment Survey and has received 46 of 180 (26%) surveys back thus far. Ms. Richter informed the Council that the Planning Council retreat has been scheduled for June 2, 2004, beginning at 9:30 a.m. in the Board Room of Bldg. #10. The purpose of the meeting is to present department/division plans for the upcoming year.

Clay Carter reported that details for the Kids College in Washington County will be forthcoming. At this time, plans are underway for five classes.

Debra Baker reported that Faculty Senate is in the process of electing Faculty/Senate officers. Nominees are as follows: Debra Baker, President, Mike Davis, Secretary, Judith Meyer, Vice President, and Suzanne Gray, Treasurer. The 2004 Excellence in Teaching Committee members are Debra Baker, Sandria McFadden, Rhunell Boyd, Gregg Allinson, Dixon Boyles and Wesley Beddard. Nominations are due to the committee May 7th, and are due to Dr. McLawhorn by May 27th.

Reporting for the Staff Association, Rhunell Boyd reminded everyone that nominations for "Staff Member of the Year Award" are due June 4th.

Wesley Beddard reported on two items. He stated that the Curriculum Committee met yesterday, April 26th and the next meeting will be in May. Three College Tech Prep Grants have been submitted—one for Beaufort County, one for Hyde County, and one for Washington County.

Chet Jarman reminded everyone of the College for Kids program and its upcoming registration.

Dr. McLawhorn briefly reminded everyone present of the upcoming summer work schedule and the Safety Summit. He stated that a video tape of the summit will be available for checkout through the LRC.

As several council members were attending the graduate recognition ceremony, the Administrative Council meeting adjourned at 2:52 p.m. The next scheduled meeting date is Wednesday, May 26th at 2:00 p.m.

David McLawhorn, Chair