

ADMINISTRATIVE COUNCIL MEETING MINUTES

April 30, 2008

Wednesday, 3:00 p.m.

MEMBERS PRESENT

David McLawhorn
Wesley Beddard
Phillip Price
Sandra Sauve'
Dorie Richter
Kimberly Jackson
Ben Morris
Dixon Boyles

MEMBERS ABSENT

Clay Carter
Chet Jarman
Judy Jennette
SGA Representative

The Administrative Council met at 3:00 p.m. on Wednesday, April 30, 2008, 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 27, 2008 Minutes

A draft of the February 27, 2008 minutes had been emailed to all Admin Council members prior to the April 30th meeting for review. Dr. McLawhorn called for corrections or a motion to approve. Dixon Boyles requested that on page 2, Item 4 under New Business, the five general education competencies be listed. A motion was made by Phillip Price to approve the amended minutes with a second from Dorie Richter. The motion was approved with an all ayes vote. (See minutes on the Internet under the appropriate Committees & Minutes link.)

II. Old Business

Dr. McLawhorn commented on an item from the Faculty Senate minutes he had received re. developing a time line for the instructional calendar. Wesley responded that the 2010-2011 calendar should be available by January, 2009. Dr. McLawhorn asked Wesley Beddard to put something in a written format for the next Admin Council meeting, outlining a timeline, responsibilities/duties to go to Faculty Senate and then back to Administrative Council.

III. New Business

Item 1. Marketing Committee Minutes for the January 22, 2008 meeting were presented for information. (See minutes on the Internet under the appropriate Committees & Minutes link.)

Item 2. Admissions Committee Minutes for April 2, 2008. Sandra Sauve' referred to Item F on the minutes. The recommendation from the Admissions Committee is to charge a testing fee for the HOBET (range of \$20.00-\$30.00). Ms. Sauve' stated that this recommendation would go to the Board of Trustees via the Fee Schedule which Phillip Price includes in the June board packet. The fee suggested by the Council was \$20.00. Continuing, Ms. Sauve stated that Item G is a suggested change in the retest policy: On page 6 of the catalog

under "Minimum Requirements for Application Evaluation," the Admissions Committee recommends to delete the sentence: There is a 60-day waiting period between retests. Ms. Sauve' stated that Item H should be tabled and would be sent out electronically for approval. Ms. Sauve stated that Item J involved wording changes for documentation on home schoolers, page 5, item #1 and page 9. Sandra Sauve' made a motion to accept the Admissions Committee recommendations on Items F, G, and J on the April 2, 2008 Admissions Committee Meeting Minutes. Phillip Price seconded the motion. The Council voted acceptance of the motion.

Wesley Beddard raised a question re. the affect the ECHS would have on entering students into the system. At issue was the question of the code that would need to be written into the system. Dr. McLawhorn suggested that Wesley and/or Sandy check with other deans to determine the verbiage we need.

Item 3. Curriculum Committee Minutes for April 8, 2008 Mtg. Wesley Beddard reviewed the items addressed from the Curriculum Minutes by Division: Arts and Sciences; Business; Allied Health; and Industrial Technology. Due to the length of the list, rather than read each item, he asked if anyone had any questions on any of the items presented. Wesley Beddard made the motion to accept the Curriculum Committee recommendations with a second from Sandy Sauve'. The Council voted acceptance of the recommendations. In addition, Mr. Beddard distributed a copy of a handout which listed two courses that had never been presented to the Curriculum Committee and which needed to be included in the catalog. The two courses are BTC 181, Basic Lab Techniques, and BTC 250, Principles of Genetics. Mr. Beddard commented that these courses are part of our Bio-tech one plus one agreement with Pitt CC. He stated that Pitt offers the degree; we are not the degree credentialing institution and Pitt says that we can teach these courses. Wesley Beddard made a motion to add these two items to the catalog with a second from Dixon Boyles. The Council voted all ayes to the motion.

Item 4. Information Technology Minutes for the January 15, 2008 meeting were presented for information. (See minutes on the Internet under the appropriate Committees & Minutes link.)

Item 5. Information Technology Minutes for the February 12, 2008 meeting were presented for information. (See minutes on the Internet under the appropriate Committees & Minutes link.)

IV. Progress Reports

Dorie Richter:

- Distributed handouts as follows: copy of the Graduating Student Survey; Results of the Graduate Follow-Up Survey of the Spring 2007 Graduates; Results of the Faculty/Staff Evaluation of College Services; copy of the Community Satisfaction/Information Survey, Spring 2008; and the May 2008 Grant Activity Report. Administrative summaries for the Graduate Follow-up Survey and the Faculty/Staff Evaluation of College Services were also distributed.
- Ms. Richter stated that the Graduating Student Survey would be administered rehearsal evening; this survey is required for performance standards.
- Ms. Richter stated that the Community Satisfaction Survey would be sent out after graduation.

- Ms. Richter indicated that Planning Council is working on the end-of-year report and on the executive summary which will go to the Board of Trustees at the June meeting.
- Unit and sub-unit 'end-of-year' reports are due by the end of May.
- Planning Council Meeting is scheduled for Tuesday, June 10.
- Almeta Woolard is proceeding on the Title III grant which is due in about three weeks.

Dixon Boyles:

- Waiting to hear from off-site committee; date they gave is 5/13-16.
- Scheduled workshop with Chris Anson, Professor of Writing, at NCSU for June 5. The workshop included faculty teaching pilot courses for the QEP this fall. The courses are ART 111, CHM 151, CIS 110, and HIS 131.

Ben Morris:

- Faculty Senate meeting next Tuesday; to present new slate of officers

Sandra Sauve'

- Successful Job Fair (281 attended – 37 employers)
- Graduation: 192 graduates; 12 GED graduates; program is completed
- Graduate appreciation reception yesterday went very well
- Ms. Sauve commented that she will be involved with the ECHS interviews; she commented that there are 74 time slots, and the interviews will be with the students only, no parents.
- Lisa Bunting accepted the Early College Liaison position; she will be working with both Beaufort and Hyde Early Colleges.
- Sandra Sauve' will send out the announcement to the campus.

Kimberly Jackson:

- Staff Association is in process of electing officers. She has also been involved in selection of Staff Person of the Year

Wesley Beddard:

- Working to finalize "Instructor of the Year"; will be announced at awards luncheon
- College Tech Prep – met with Beaufort County Schools; almost written application for next year; due late May; very positive
- Setting up workshop with our instructors and high school faculty – millennial students
- Sandy and Wesley to discuss electronic device in classroom policy
- Nursing pinning is next Friday
- Dr. McLawhorn questioned if the college needed to revisit the solicitation policy.

Phillip Price

- Meeting tomorrow at 1:00 p.m. with John Farkas re. Long-Range Facilities Master Plan; first priority, Allied Health; second priority, renovation of Bldg. 3,
- Responding to a question by Wesley Beddard, Phillip Price stated that the facility grant has to be funded by the General Assembly and it could be as late as December before we knew anything.
- Handed out tabulation of goals from the Energy Conservation Work Group meeting.

- Two maintenance mechanics start tomorrow: Timothy Tuck and Lennie Paul
- One new custodian, Felton Smith, takes over for Linwood Woolard in Bldg. 11
- Financial Statements – no audit findings; we were 1 of 3 with none out of 9 total released to date.
- In response to a question from Sandra Sauve' re. State agencies and public schools going "smoke free," Dr. McLawhorn asked Phillip to do some checking on tobacco-free colleges/community colleges.

Dr. McLawhorn

- Service Awards Program – May 8th,
- ADN Pinning at 3:00 p.m. – May 9th
- Graduation at 8:00 p.m. – May 9th
- Summer hours work schedule has been sent out via email
- Dr. McLawhorn feels very positive about Scott Ralls' leadership of the community college system
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The next meeting date is Wednesday, May 28, 2008, 3:00 p.m. The meeting was then adjourned.

David McLawhorn, Chair