

ADMINISTRATIVE COUNCIL MEETING MINUTES

May 26, 2004

Wednesday, 2:00 p.m.

The Administrative Council met at 2:00 p.m. on May 26, 2004, in the Conference Room of Bldg. 1. Attending were Dr. David McLawhorn, Wesley Beddard, Chet Jarman, Rhunell Boyd, Dorie Richter, Debra Baker, Carrie Peed, SGA Representative, Judy Jennette, Sandra Sauve', and Phillip Price. Clay Carter was unable to attend.

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

I. **Approval of April 27, 2004 Minutes**

The minutes of the April 27, 2004, meeting were presented for approval. In referring to the minutes, Dr. McLawhorn pointed out that a decision on the Audio Visual Release Form was tabled at the April meeting. This item is carried forward to the June 30th meeting to allow Judy Jennette time to check with the local public schools on the form they are using. A motion was made by Wesley Beddard, seconded by Judy Jennette, to accept the April 27th minutes as presented. The minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

II. **Old Business**

None reported.

III. **New Business**

Wesley Beddard addressed three items of new business: Curriculum Committee Minutes for two meetings, April 26 and May 24, 2004, and a change to the July, 2003-2004 Instructional Calendar. Mr. Beddard reviewed briefly, item by item, the changes implemented by the Curriculum Committee. A motion to accept the minutes of the April 26, 2004 Curriculum Committee Minutes was made by Dorie Richter with a second by Debra Baker. The Council made two recommendations for changes in wording on the May 24th Curriculum Committee minutes regarding the ADN and Practical Nursing programs. Item II, Old Business, Section A, 1:...a progression policy in which students will be required to have a "C" average shall read:required to have a "C" average **as a minimum** between the two.....; Section A, 2:.....required to earn a grade of "C" in order to progress.....shall read:required to earn a grade of "C" **or higher** in order to progress. A motion was made by Debra Baker, with a second by Phillip Price, to accept the May 24, 2004 Curriculum Committee Minutes with the changes by the Administrative Council. Unanimous consent was given for both motions. At the

recommendation of the Registration Work Group committee, Mr. Beddard asked the Council to approve moving the July 12 FWD Advising Day to July 19th. This move would make the new student advising day right before RAP access. Sandra Sauve' made a motion to accept the change for the July calendar, seconded by Judy Jennette. The Council gave unanimous consent to the motion.

At this time Sandra Sauve' moved to go into closed session with a second by Chet Jarman. After the Council came out of closed session, a motion not to entertain the appeal was made by Judy Jennette, seconded by Wesley Beddard. The Council approved the motion by unanimous consent.

IV. Progress Reports

Dorie Richter reported that the IE Office is working on the Technology Needs Assessment (73/180—41% return rate) and the Graduating Student (134/173—77% return rate) Surveys. Ms. Richter reminded Council members of the Planning Council retreat on June 2, 2004, Bldg. #10, Board Room at 9:30 a.m. Finally, a copy of the Grant Activity Report for June, 2004 was distributed.

Debra Baker reported that Faculty Senate officers had been confirmed by electronic vote. Officers are as follows: Debra Baker, President, Mike Davis, Secretary, Judith Meyer, Vice President, and Suzanne Gray, Treasurer. September 18th has been tentatively selected as the date for the first faculty meeting.

Judy Jennette reported that the Foundation Board is meeting Thursday, May 27. The Foundation has received \$25,000 in matching funds from the State. The Foundation Board will use most of this funding to provide 2-year Industrial Technology scholarships. Recipients must maintain a 2.5 GPA. Ms. Jennette informed the Council that five new ambassadors have been selected. New ambassadors for 2004-2005 are as follows: Maria Teresa Baluis, Ella Gaynor, Susan Woolard, Edwin Godley, and Andrea Starkie. The Bobby Andrews Invitational Girls Softball Tournament is scheduled August 6-8. Proceeds from this event will provide scholarships for women involved in the Washington Girls Softball League to attend BCCC.

Sandra Sauve' reported on Health Occupations Basic Entrance Test (HOBET) testing. There has been a change using CPT as threshold. A test group will be taking the HOBET test shortly. HOBET is an admissions test that will be used in July for fall semester. Ms. Sauve' advised the group that a new student open house is planned in July and that the SGA calendar is getting ready to go to the print shop.

Carrie Peed stated that she had nothing to report for SGA at this time.

Rhunell Boyd informed the Council that votes are being received electronically for Staff Association officers for the term effective July 1, 2004. Officers nominated are as follows: President, Almeta Woolard; Vice-President, Kimberly Mullis; Treasurer, Lori Smith; and Secretary, Clara Ebron. Ms. Boyd also informed the group of the June 10th Staff Association and Faculty Senate cookout. The Staff Person of the Year has been selected and Clay Carter was chosen for this honor. Almeta Woolard is working on paperwork to include Clay Carter in the State competition and must submit this paperwork to Raleigh by June 4.

Wesley Beddard advised the Council that Bryan Oesterreich has been selected as Faculty Member of the Year and that paperwork will be mailed to Raleigh today. 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. Mr. Beddard plans to set up an advising center when RAP is open with plans to have three faculty members in the center all day. He anticipates costs for the center at approximately \$3,500.

Chet Jarman reminded everyone that the College for Kids program will kick off on Monday. He commended Lou Stout for an excellent job for Relay for Life and the collaborative efforts of Lentz Stowe and BCPRC for the successful Small Business EXPO on Saturday, May 15. An estimated 75-100 people attended the event. Mr. Jarman was pleased to report that FTE for the spring semester was up 14 (212 in '04 versus 198 in '03).

Phillip Price reported that Rhonda Sawyer would return to work on Monday, June 1st and he was working on budget items (1% reversion).

Dr. McLawhorn asked that the process for selection of staff and faculty persons of the year be started earlier next year so winners can be announced at the Employee Appreciation Luncheon. Dr. McLawhorn informed everyone present of the dinner meeting with the Board of Education and College trustees prior to the Board of Trustees meeting on Tuesday night. He also shared information he received at the most recent presidents' meeting in Raleigh regarding House Bill 1404, a bill to get salaries up to the national average.

The next scheduled meeting date is Wednesday, June 30, 2004 at 10:00 a.m. The meeting was then adjourned.

David McLawhorn, Chair