

ADMINISTRATIVE COUNCIL MEETING MINUTES  
May 30, 2007  
Wednesday, 3:00 p.m.

**MEMBERS PRESENT**

David McLawhorn  
Wesley Beddard  
Clay Carter  
Phillip Price  
Judy Jennette  
Dorie Richter  
Sandra Sauve'  
Chet Jarman  
Betsey Lee Hodges  
Dixon Boyles

**MEMBERS ABSENT**

Judith Meyer  
SGA Representative

The Administrative Council met at 3:00 p.m. on Wednesday, May 30, 2007, in the Conference Room of Bldg. 1. Dr. McLawhorn called the meeting to order and then addressed agenda items as follows:

**I. Approval of March 26, 2007 Minutes**

A draft of the March 26, 2007 minutes had been emailed to all Admin Council members prior to the May 30<sup>th</sup> meeting for review. Dr. McLawhorn called for corrections or a motion to approve. A motion was made by Clay Carter, with a second by Phillip Price, to accept the minutes. The minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

**II. Old Business**

Wesley Beddard distributed current copies and proposed changes to the 2007-2008 Instructional Calendar. The basic change in the proposed calendar is to observe two holidays, Memorial Day and Veterans Day, in the actual months of the holiday. (Memorial Day observed the last Monday in May and Veterans Day, November 11<sup>th</sup>). This change necessitates adjustments to the month of December exam/Christmas schedule. After input from the group, a suggestion was made to change the proposed calendar 2007-2008 to show December 20 as an "SSFV" day rather than the "SFV" day proposed. Wesley Beddard made a motion to approve the proposed calendar (2007-2008) with the aforementioned December 20 change. Clay Carter seconded the motion. The Council voted unanimous consent.

Next, Mr. Beddard distributed copies of the proposed 2008-2009 Instructional Calendar. This calendar incorporated the Memorial Day and Veterans Day holidays in the actual months of the holiday, May and November, respectively. Mr. Beddard pointed out some of the issues encountered in a calendar to accommodate instruction, academic and staff needs, plus the issue of so many days of class, days for exams, etc. After some general comments, a decision was made to accept the 2008-2009 calendar as proposed. Sandra

Sauve' made the motion to accept, and Clay Carter seconded the motion. The Council voted approval with all ayes.

### **III. New Business**

Beginning with item 1, Dr. McLawhorn stated that three sets of minutes were provided for information: the February 7, 2007 Professional Development Committee meeting minutes; the January 23, 2007 and February 27, 2007 Information Technology Committee meeting minutes.

Continuing from the agenda, he recognized Sandra Sauve' to report on the Admissions Committee meeting minutes (December 5, 2006). Ms. Sauve' commented that the item re. revising SAT scores was resolved by the Curriculum Committee. Ms. Sauve' continued with the item on foreign high school graduates and transcripts (item F). After some discussion, questions surfaced (distinction between high school students or other students, who identifies an evaluating agency, must meet standards from a regionally accredited high school, what about home schoolers, privates?). Sandra Sauve' made a motion to accept the minutes (which included the SAT item), but to refer item F back to the Admissions Committee to be restated and resubmitted. Wesley Beddard seconded the motion and the Council voted unanimous consent.

The previous discussion affected item B on the February 9<sup>th</sup> Curriculum Committee minutes. Mr. Beddard reviewed the other items in those minutes. Dixon Boyles provided input on the three parts of the SAT and the recommendation by the Curriculum Committee as to interpretation of the scores. Mr. Jarman asked a question about item F, prerequisites for Datatel. Wesley Beddard made a motion to approve the Curriculum Committee minutes with the exception of item B, Foreign Student Enrollment, (which will go back to the Committee). Phillip Price seconded the motion and the Council agreed with all ayes.

Phillip Price asked for comments on the proposed LockDown Policy/Procedure which had been sent out via email. Comments ranged from typo errors, use of the National Standard color code alert, review by Health and Safety Committee, to capability of the paging system and communications during a lockdown, plus if this policy is part of a greater policy/procedure. This policy will be reviewed with attention to Admin Council members input and will be resubmitted at a later date.

Sandra Sauve' distributed two handouts: Minutes from the Financial Aid Committee Meeting of May 24, 2007 and a recommended revision to the Financial Aid Satisfactory Progress Standards Policy (which was yellow highlighted). The change to the policy is precipitated by the Datatel computer software and affects probationary status returning students who are ineligible and have to be entered into the computer system. The Financial Aid Committee recommended wording to be added to the existing Financial Aid Satisfactory Progress Standards Policy is as follows:

(NOTE: In order to implement this policy with the new computer system adopted by the NC Community College System, a probationary status must be assigned to all students who failed to show satisfactory academic progress at the end of the Spring 2007 semester.) Sandra Sauve' made a motion to accept the recommended policy change and Chet Jarman seconded the motion. The Council voted unanimous consent to the motion.

#### IV. Progress Reports

Dorie Richter distributed four handouts: the May, 2007 Grant Activity Report; results from the 2006-2007 Faculty/Staff Evaluation of College Services, results for the 2006-2007 Current Student Evaluation of College Services, and results of the Information Technology Needs Assessment, Spring 2007. Ms. Richter stated that the results had been distributed and had been posted on the intranet. In conclusion, Ms. Richter stated that the upcoming Planning Council was scheduled for June 6 at 8:00 a.m. in the Bldg. 10, Board Room.

Betsey Lee Hodges reported that the Staff Association cookout was scheduled for June 19<sup>th</sup> (with a rain date of June 26<sup>th</sup>) and that new officers would be elected to take office in July.

Dixon Boyles gave an update on SACS. He commented that work continues on compliance certification and the Quality Enhancement Plan (QEP) timeline. Mr. Boyles stated a seminar is scheduled in July and the system conference is in December.

Judy Jennette reported that the golf tournament and croquet tournament made money. A Foundation Board meeting is scheduled for June 20, 2007. Ms. Jennette stated that the College was receiving good PR in the Washington Daily News (including items in the Sports section). In the new ad campaign, two billboards are up on the way to Greenville. Also, a new commercial will air on cable in June.

Sandra Sauve' reported that Washington High School has been engaged for graduation. Ms. Sauve' stated that the position of Student Activities Coordinator/Records Clerk has been posted. In the interim, Sue Brookshire and Ms. Sauve' have been working with faculty and also on schedules for next year. In conclusion, Ms. Sauve' commented that the Registrar would begin showing faculty how to enter grades.

Wesley Beddard stated that four ads are out for instructor positions. He stated that the Lead Math Instructor position had been filled; Jay Sullivan should begin work on August 13<sup>th</sup>. Also, Practical Nursing Instructor Bonita Jordan (from Roanoke Chowan) should begin work on August 13. Mr. Beddard noted that Lori McNiell has been selected as the Faculty Person of the Year. (Mr. Beddard is on the screening committee for the system nominee.) Mr. Beddard commented that he is working on Tech Prep with Clay Carter. A new 5-year plan, Perkins IV, is due this summer.

Clay Carter stated that Tech Prep in Washington County went well. He received good feedback from Bubba Peel. Mr. Carter stated that he is taking instructors to Mattamuskeet High School to talk to students. In closing, Mr. Carter stated that Camille Richardson was helping with placement tests at Mattamuskeet High School.

Chet Jarman reported that Brown McFadden has been working with Betsey Lee Hodges and Lentz Stowe re. WorkKeys, and everyone was pleased with the help. Kudos to Hal Swindell and Chris Corey for catching the food thief! Mr. Jarman stated that the May 23<sup>rd</sup> career readiness luncheon was well attended. In conclusion, Mr. Jarman stated that the Basic Skills Hyde Correctional 12-month contract issue had been resolved. In conclusion, Mr. Jarman stated that the fire service program accreditation board met yesterday and renewed the program for the next five years.

Phillip Price reported that Kennon Briggs had sent out the Senate budget. He was in the process of reviewing the data and highlighted some of the items. Mr. Price stated that Carrie Peed had been hired fulltime in Network Services. Brown McFadden had completed a bulk personal computer (PC) order for a lab in the Business Division, saving about \$41,000, by purchasing in bulk. In conclusion, Mr. Price noted that the Faculty/Staff manual update is in process.

Dr. McLawhorn informed the group of the June 15<sup>th</sup> NCACCT annual meeting at which Ambassador Marti Curtis has been invited to speak during the closing session luncheon (along with Lieutenant Governor Beverly Perdue).

The next meeting date is Wednesday, June 27, 2007 (time to be advised). The meeting was then adjourned.

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David McLawhorn, Chair