

ADMINISTRATIVE COUNCIL MEETING MINUTES
June 19, 2006
Monday, 9:00 a.m.

MEMBERS PRESENT

Wesley Beddard
Clay Carter
Chet Jarman
David McLawhorn
Phillip Price
Judy Jennette
Dorie Richter
Sandra Sauve'
Sherry Stotesberry
Carrie Peed, SGA Representative

MEMBERS ABSENT

Judith Meyer

The Administrative Council met at 9:00 a.m. on Monday, June 19, 2006, in the Conference Room of Bldg. 1. Dr. McLawhorn called the meeting to order and then addressed agenda items as follows:

I. Approval of May 24, 2006 Minutes

A draft of the May 24, 2006 minutes had been emailed to all Admin Council members prior to the June 19 meeting for review. Dr. McLawhorn called for corrections or a motion to approve. A motion was made by Phillip Price, with a second by Wesley Beddard, 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 copies of the proposed 2007-2008 academic calendar. This calendar includes the traditional 78 days of class with 4 days for exams. August begins the academic year and July ends the academic year; this calendar was updated to reflect that timeframe. January, 2008 has 2 days for late registration so that classes would not begin on Friday, the 4th. Sandra Sauve' made a motion to accept the proposed calendar and Phillip Price seconded the motion. The motion passed with unanimous consent.

III. New Business

Dr. McLawhorn called for a motion to go to closed session to discuss a student appeal. Upon return to open session, Wesley Beddard made a motion to decline to entertain the appeal. Phillip Price seconded the motion. The Council voted unanimous consent to the motion.

IV. Progress Reports

Dorie Richter distributed a draft for information of the Planning Council Minutes for the Thursday, June 8 meeting. In response to a question at the Board of Trustees meeting, Ms. Richter will make a presentation on the performance standards at the August Board meeting. Last Thursday, Ms. Richter, representing the community colleges, attended a meeting in Raleigh at the System office about the annual reporting plan. Continuing, she distributed a copy of the Annual Reporting Plan Late Reports' Status. Ms. Richter stated that the College had never had a late report. In conclusion, Ms Richter commented that Planning is working on the Graduating Student Survey.

Sherry Stotesberry, Staff Association President, stated that the Staff Association had not met; therefore, she had no report.

Judy Jennette noted that Campus Connections were distributed last week. She commented on the new imaging system in cosmetology and is planning a story for the Washington Daily News in the future. Plans are underway to display registration banners over Main Street this week; and fall registration ads will be running in the paper this week. Ms. Jennette stated that she is working with Phillip Price on finalizing end-of-year foundation investment transactions.

Carrie Peed stated that she had no new items to report from the SGA.

Sandra Sauve' reported that she had a student appeal coming up on Thursday. Ms. Sauve' commented that she had discussed the recent Datatel student records audit with Chuck Hauser and reports were favorable. Plans are in place to begin advisor training for CIS. Student Services held its first roundtable discussion last week. Harold Smith gave a presentation on the changes in financial aid.

Wesley Beddard stated that CIS training for faculty is scheduled for June 28 and 29 (2-hour sessions/multiple sessions) A training session for office managers is scheduled for this afternoon. Interviews for nursing positions for the nursing expansion are in process. Mr. Beddard and Phillip Price met with 12-month faculty members last week to discuss changes caused by the academic calendar. Mr. Beddard stated that the meeting went well. There was some initial concern about not getting paid in July. In conclusion, Mr. Beddard commented on the Eastern Region Dean's meeting he attended in Halifax last Thursday.

Chet Jarman reported that he and Victor Rodgers met last week with Lee Hemink to discuss offering hospitality training through the Continuing Education division. He stated that he has an Economic Workforce Development conference call scheduled this Wednesday. Mr. Jarman reported that Aino Jackson, representing the community college system, had returned from a meeting in Chicago on testing for NA levels I and II.

Clay Carter reported that Kidz College will begin in Washington County on July 10th.

Phillip Price reported on the meeting last week with members of NC Flex. He commented that administrative services is reviewing the information they provided on benefits and exploring the possibility of switching to the NC Flex program. One aspect that Mr. Price liked was dealing with Office of State Personnel employees versus insurance salesmen. Mr. Price will provide a website for NCFlex to faculty and staff so they can access and provide feedback into the decision process. Brown McFadden is looking into the possibility of offering wireless access points to students and visitors on campus. Hal Swindell is placing orders for street signs, parking signs, and no smoking signs/designated area smoking signs to be in place as soon as practical. Kathleen Griswold and Phillip Price will be in Greenville on Tuesday, June 20; and Lentz Stowe and Phillip will be attending a CIS class on Wednesday, the 21st.

Dr. McLawhorn discussed an email that he received from David Sullivan, General Counsel, for NCCCS re. voter registration. He shared a copy of that email with Ms. Sauve', Dean of Student Services. The email detailed the requirements for voter registration forms on campus. Dr. McLawhorn will be on vacation next week and commented on the chain of command in his absence. Ted Clayton and the College will host a welding show on Wednesday, June 28 to display equipment purchased with GoldenLEAF funds to area industries. Dr. McLawhorn commented on the smoking policy that becomes effective July 1, 2006, and he reviewed the location of the designated smoking areas. The College and Beaufort County Schools are working together on a grant proposal for the College Academy. This grant would provide the College money to set up an additional information highway room. Dr. McLawhorn recently met with the Wachovia Partnership East folks from East Carolina University. In conclusion, Dr. McLawhorn presented some of the discussions on the State budget proposals. Dr. McLawhorn shared his thoughts on a weighted funding formula for Allied Health Nursing.

The next meeting date is Wednesday, July 26, 2006 (time to be advised). The meeting was then adjourned.

David McLawhorn, Chair