

ADMINISTRATIVE COUNCIL MEETING MINUTES
June 28, 2005
Tuesday, 9:30 a.m.

MEMBERS PRESENT

David McLawhorn
Wesley Beddard
Clay Carter
Chet Jarman
Judy Jennette
Phillip Price
Dorie Richter
Sandra Sauve'
Almeta Woolard
Judith Meyer

MEMBERS ABSENT

Carrie Peed, SGA Representative

The Administrative Council met at 9:30 a.m. on Tuesday, June 28, 2005, in the Conference Room of Bldg. 1. Dr. McLawhorn called the meeting to order and addressed agenda items as follows:

I. Approval of May 25, 2005 Minutes

The minutes of the May 25, 2005, meeting were presented for approval. A motion was made by Phillip Price, seconded by Chet Jarman, to accept the minutes as presented. The minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

Dr. McLawhorn informed the Council that the Board of Trustees had approved two policies that previously had come before the Council: the Whistle-Blower Policy, and the Educational Leave with Pay Policy. These two policies will be included in the Faculty/Staff manual. Phillip Price will send out both policies via an email to "all."

III. New Business

Judy Jennette reviewed the Marketing Committee Meeting Minutes of March 8, 2005, and Wesley Beddard reviewed the Information Technology Committee Meeting Minutes of May 3, 2005. Dorie Richter gave an update for the Planning Council Meeting of June 8, 2005. She indicated that there was no change in the format or process by the Planning Council. At that meeting, the Planning Council presented a new plan with activities and tasks, and budgets where applicable. Ms. Richter asked for a vote of approval for the minutes as presented. Wesley Beddard made a motion to approve the minutes with a second by Clay Carter. The Council voted unanimous consent to the motion. (See minutes on the

CampusNet under Committees & Minutes link.) Phillip Price gave an update on the March 1, 2005 Health & Safety Committee Minutes on behalf of Hal Swindell.

IV. Progress Reports

Judith Meyer stated that she had nothing to report from Faculty/Senate.

Dorie Richter stated that work continues on the new long-range plan and the end-of-year report. Ms. Richter stated that the Survey to Graduating Students is in progress; to date, mail receipts are about 80% (this data is used for our performance standards.) Ms. Richter informed the group that Bryan Miller would be on campus July 11, for the Evaluation Systems Committee Meeting. Mr. Miller is with Pitt Community College and he will share information on climate assessment and how it was used at Pitt CC. PACE will replace SWAT analysis. Almeta Woolard gave an update on grants pending and in-process. Contingency approval has been received from GoldenLEAF for \$215,000. Ms. Woolard is working with Laura Bliley on a Department of Labor job-training grant with solicitations this fall/winter. Ms. Woolard is also working with Neil Alligood on automotive grant opportunities and with East Carolina Farm Credit on a small grant for ag systems. Ms. Woolard reported on behalf of Staff Association that Kim Mullis is the new president and will take office July 1, 2005.

Sandra Sauve' reported for Rhunell Boyd that 13 of our students begin working August 1st in the Beaufort County Schools through the America Corp Project Heart program. Ms. Sauve' stated that Kimberly Jackson has been chosen as the new transition counselor, effective July 1. In this position, Ms. Jackson will work with college transfer students where her school contacts should prove valuable in this new position.

Judy Jennette stated that she has discussed the need with senior staff for a policy to allow students to exhibit art work in the campus café, as well as campus-wide displays. Phillip Price is working with College legal counsel on this policy. Ms. Jennette gave an update on Foundation items. She stated that funds have reached endowment status for Margaret Hackney. Ms. Jennette indicated that scholarships are back on track to where earnings can give scholarships Ms. Jennette is working on ad campaigns for new registration with Channel 7, Fox tv, and cable. Ms. Jennette will travel to Greenville on Wednesday (tomorrow) to participate in Lee Hemink's show.

Wesley Beddard stated that the Board of Nursing visit went well; there were no recommendations, and he was very pleased. Mr. Beddard indicated that computer courses throughout the system had been changed which affected the Info Tech CIP. The Curriculum Committee has approved with slight modifications some of the CIS courses. The Curriculum Standards Committee is reviewing new computer programs and looking at standards. Ms. Beddard gave an update on the catalog. He noted that this is a one-year catalog (due to the ITCIP changing in Fall, 2006), and the catalog is very close to submission to the printers. The new publishers software has created some formatting glitches, but the catalog is still on schedule. Mr. Beddard indicated that there would probably

be 4-5 new faculty members on campus this fall. He also stated that the student advising center would be available for three days (July 19-21). The center is targeted primarily for new students and will be staffed by 9-month faculty. In closing, Mr. Beddard acknowledged the great job done by Bobby Williams as he retires on June 30, 2005.

Clay Carter commented on the Kids College in Washington County schools. This program is in its second year of collaboration with Martin Community College through Washington County Schools. Eighty (80) children have been served through seven (7) classes.

Chet Jarman stated that the College for Kids classes were going well. He stated that Tonia Lilley of the adult Even Start program has accepted a job in Pitt County. Ms. Lilley will have a drama teaching position with the middle school. Ms. Lilley will continue with the College on a part-time basis as an ESL instructor.

Phillip Price distributed a copy of the June 28, 2005 update to the Property Committee which was mailed today. He also distributed a hand out which included wording for the technology fee to be included in the College catalog. Two word changes were suggested (add "curriculum" technology fee; and change "moneys" collected to "funds" collected...), and Mr. Price will incorporate those changes in the text submitted for the catalog.

Dr. McLawhorn advised the Council of two new Board members: Brad Potter and Patricia Spencer; the Governor's appointment has not been issued. Morris Insurance has been approved and accepted as low bid for our insurance package. The Board approved an adjustment to the salary plan and this change will be included in the Faculty/Staff manual. The salary plan is based on 5 main entry levels set up by the State. The Board also approved the Master Campus Plan and Maintenance Plan. An initial meeting will be held on July 27 to provide data to the architect, John K. Farkas.

The next meeting date is Wednesday, August 31, 2005. The meeting was then adjourned.

David McLawhorn, Chair