

ADMINISTRATIVE COUNCIL MEETING MINUTES

June 30, 2004

Wednesday, 10:00 a.m.

The Administrative Council met at 10:00 a.m. on June 30, 2004, in the Conference Room of Bldg. 1. Attending were Dr. David McLawhorn, Wesley Beddard, Chet Jarman, Rhonda Sawyer, Rhunell Boyd, Clay Carter, Debra Baker, and Judy Jennette. Sandra Sauve', Dorie Richter, and Carrie Peed, SGA Representative, were unable to attend.

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

I. Approval of May 26, 2004 Minutes

The minutes of the May 26, 2004, meeting were presented for approval. A motion was made by Judy Jennette, seconded by Chet Jarman, to accept the May 26th minutes as presented. The minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

A decision on the Audio Visual Release Form was tabled at the April meeting, and the item was carried forward to the June 30th meeting. Judy Jennette distributed sample release forms adapted from Beaufort County Schools and Wake Technical Community College. These release forms were also presented at the Senior Staff meeting held on Monday, June 28. During discussion of the two forms, several issues were discussed, and a decision was made to continue to gather more information before a choice on the final form can be reached.

III. New Business

In Dorie Richter's absence, Wesley Beddard addressed two items of new business: Planning Council Minutes for the June 2nd meeting were distributed. Mr. Beddard stated that those minutes had been approved electronically by the Planning Council members. Rhonda Sawyer noted that "item III. CIS Report" contained an error. The last sentence which starts with "Payroll" will continue toshould state "Accounts receivable (A/R) and cash receipting (C/R)" will continue to.....Wesley Beddard made a motion to accept the Planning Council Minutes with the change noted. After a second by Debra Baker, the Council voted unanimous consent to the motion. (See minutes on the CampusNet under Committees & Minutes link.)

Next, Mr. Beddard distributed copies of the 2004-2009 Long Range Plan. Clay Carter made a motion to approve the Long Range Plan as distributed, and Chet Jarman seconded the motion. The Council voted unanimous consent to this motion.

IV. Progress Reports

Clay Carter conveyed his enthusiasm for the collaborative effort with Martin Community College for “kids college” for children in Washington County during two weeks in June.

Debra Baker had no report.

Judy Jennette reported that the July issue of Campus Connections has been distributed in hard copy and is also available electronically. BCCC will enter a float in the 3rd of July (Saturday) parade in Belhaven. Plans are underway for special events on the July 19 student advising day. Purpose of God annex is planning a tour on campus the 14th of July. Foundation Board is planning an upcoming nominating committee meeting. Ms. Jennette is working with Kay Woolard’s sister-in-law, Loretta Blanks, on a memorial for Wyatt Blanks; currently this memorial has over \$1,200. Ms. Jennette presented an item for discussion— she is considering including a picture of the “Faculty Member of the Year” and the “Staff Member of the Year” in the printed semester class schedules. She will pursue having this done in the Spring 2005 schedule. Ms. Jennette is working with Gary Burbage on his idea of a publication welcoming new students to the campus. This publication would include information that would be most helpful to the new student on campus. This publication would be useful to distribute for new student advising day and for new student orientation. In conclusion, Ms. Jennette reminded everyone of the Bobby Andrews Invitational Girls Softball Tournament scheduled August 6-8.

Rhunell Boyd had no report from Staff Association. She thanked the group for its support of her as Staff Association President, and reminded the Council that Almeta Woolard would attend the July meeting representing the Staff Association as its new president.

Wesley Beddard reported that Gamma Beta Phi will be hosting the Pepsi-Cola wagon on July 19, advising day. Mr. Beddard updated members on the recent advising center training sessions with faculty. He reviewed the manuals that are being used and detailed how the advising center would operate. Mr. Beddard stated that a Huskins and dual enrollment orientation event has been scheduled for the evening (7:00 p.m.) of August 2, 2004.

Chet Jarman advised everyone that Jack Pyburn has arranged a tour of PCS on July 22, 2004, and extended an invitation to faculty and/or staff who would like to attend.

Rhonda Sawyer reported that it was "business as usual" for the last day of the month, as well as the last day of the fiscal year.

Dr. McLawhorn distributed a summary report from the NCCCS on performance measures for 2002-2003. He stated that the College had met eleven (11) out of a possible twelve (12) standards. Five of the six standards have the potential for additional funding. Dr. McLawhorn indicated that curriculum is down 27 FTE but that continuing education is up by 30 FTE. He also advised the Council of his upcoming vacation from July 12th through July 23rd. He reviewed the line of authority and control in his absence as designated in the Faculty/Staff Manual.

The next scheduled meeting date is Wednesday, July 28, 2004 at 10:00 a.m. The meeting was then adjourned.

David McLawhorn, Chair