

ADMINISTRATIVE COUNCIL MEETING MINUTES

July 23, 2003

Wednesday, 11:00 a.m.

The Administrative Council met at 11:00 a.m. on July 23, 2003, in the Board Room of Bldg. 1. Attending were Dr. David McLawhorn, Chet Jarman, Dorie Richter, Dorothy Jordan, Rhonda Sawyer, Clay Carter, Wesley Beddard, Judy Jennette, and Debra Baker. Sandra Sauvé was unable to attend.

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

I. Approval of June 25, 2003 Minutes

The minutes of the June 25, 2003, meeting were presented for approval. Motion was made by Clay Carter, seconded by Dorie Richter to accept the minutes as presented. Minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

None reported.

III. New Business

Dorie Richter distributed a copy of the June 10, 2003 Planning Council Meeting Minutes for approval. A copy had been provided to and approved by Planning Council members earlier via email. Motion was made by Debra Baker, seconded by Judy Jennette to accept the minutes as distributed. Minutes were approved unanimously by the Administrative Council.

Ms. Richter also addressed the second item of new business on the agenda—the 2003-2008 Long-Range Plan. A hard copy had been given to the President's office for distribution to the Board of Trustees, contingent upon final feedback and editorial changes in process. Ms. Richter requested approval to distribute upon completion of editorial changes. Wesley Beddard made a motion to that effect. Debra Baker seconded the motion. The motion to make distribution upon completion of editorial changes was approved unanimously by the Council.

IV. Progress Reports

Dorie Richter addressed three progress items as follows: Johnna Everett, Title III external evaluator, was on campus this morning, and she was well pleased with the information and documentation provided by the Planning and IE area. The Graduating Student Survey and the Current Student/On-Line Student Evaluation of College Services

have been distributed. Ms. Richter's Administrative Assistant position has been filled by Nancy Anne Gurkin, who will begin employment August 6, 2003.

Clay Carter reported that last evening he and Jane McCotter visited Pines Elementary School in Plymouth for advising and fall semester pre-registration. Thirty-one ladies attended this meeting, and all indications are that the Teacher Assistants and Early Childhood classes will have a good year. Mr. Carter indicated that he and Ms. McCotter planned to be in Hyde County (at Mattamuskeet School) tonight to repeat the process.

Debra Baker reported that several nine-month faculty members helped with registration yesterday, and she was well pleased with the participation. Ms. Baker commented that she is making preparations for an upcoming faculty meeting. She also gave an update on the recent participation by PBL in Dallas. Two students placed nationally; ninth out of tenth in multimedia. Four students received honors in the Institute for Leaders Program. North Carolina received a total of 54 awards and was one of 41 states represented. Ms. Baker was very commendable of the students behavior and dress. She also thanked the College and everyone who had helped to make the trip possible. A total of five students attended. In closing, she noted that this week is the last week of the lunch express.

Reporting for the Staff Association, Dorothy Jordan presented the list of officers for the new year. They are as follows:

President	Rhunell Boyd
Vice President	Almeta Woolard
Treasurer	Norma Crutchfield
Secretary	Lucy Lawrence

Judy Jennette has employed a part-time writer to help with articles, news releases, etc. for the College. Betty Mitchell Gray began work July 1, 2003, and is working fifteen (15) hours per week. Her first article featuring the new RIAA van gained front-page coverage. Ms. Jennette thanked everyone who helped with the Grand Opening of Building 10 on Monday, the 21st. Everyone remarked on the huge success of the event. The local media supported the event with front-page coverage as well. Ms. Jennette stated that she has met with new ambassadors, and all of them were present yesterday to help in Student Services. In closing, Ms. Jennette indicated that she and Ms. Gray had been discussing the possibility of a 1-2 hour workshop for staff to include such PR topics as newsworthiness and on-camera training.

Wesley Beddard reiterated Ms. Baker's earlier comments on the help provided by nine-month faculty. He briefly commented on the success of the Advising Workshop on July 15th, and indicated that plans are being made for another workshop on August 13th. One feature of the upcoming workshop will be new faculty orientation as well. Mr. Beddard and Ms. Sauve' have had discussions regarding the need for new faculty orientation as well as faculty advising. Mr. Beddard commented that the ad hoc committee for registration was working effectively, and a meeting was scheduled August 12th to address additional challenges. Mr. Beddard stated that the catalog is on hold at this time, pending Chuck Hauser's availability. Mr. Hauser's time has been monopolized by the switch to

CIS. Mr. Beddard also commented that the catalog had been through a reformatting change this year, and compilation had been handled by someone different. Bebe Major has handled this task, and quite effectively, Mr. Beddard added. To alleviate any problems the catalog delay might cause, Mr. Beddard indicated that he was making sure that the Website contained the most up-to-date information available. He also noted that all faculty positions were filled with one exception, a full-time Nursing Instructor.

Chet Jarman reported that the Small Business Center position has been filled. Lentz Stowe, the committee's choice, will begin employment on August 11, 2003. Mr. Jarman was very enthusiastic about the candidate and the committee process.

Rhonda Sawyer briefly covered several items. The Assistant System Administrator, Jenni Garris, began work on Monday, July 21st. She is located in the office area outside of Ms. Sawyer's office. Ms. Sawyer suggested that access to her office should be made through the door facing Pat Lee's office. Hal Swindell is not relocating his office at this time. Five proposals have been received in response to the advertisement for operating the campus café. Ms. Sawyer will meet with one of the interested parties this afternoon to clarify some issues. The conversion with CIS continues, and to date, several successful check runs have been completed. Building 10 parking lot and Building 7 construction are underway. A contract with John Farkas for Building 11 has been completed.

Dr. David McLawhorn thanked Judy Jennette for her trip to Wallace for the 40th anniversary of the community college system, and also extended a huge thank you to Judy and everyone involved in the Open House for Building 10. Dr. McLawhorn was very complimentary on the Building itself, the demonstrations, and the attendance. Dr. McLawhorn commented on a workshop that he attended at Martin Community College re. the Huskins bill. He felt that the outlook was not all "doom and gloom" and there were opportunities to solve issues to minimize the impact of the new ruling. Dr. McLawhorn gave an update on his and Rhonda Sawyer's trip to Raleigh yesterday to get the budget for the new fiscal year. After Ms. Sawyer and the Controller have had an opportunity to review the budget in detail, more information will be provided. Dr. McLawhorn advised everyone that he will be attending a Presidents' Meeting next week, and also, the Faculty/Staff Meeting will be held August 26th at 12:00 noon in the multiuse room of Bldg. 10.

V. Adjournment

The meeting adjourned at 12:00 noon. The next meeting will be held August 27, 2003, at 11:00 a.m.

David McLawhorn, Chair