

ADMINISTRATIVE COUNCIL MEETING MINUTES
July 26, 2005
Tuesday, 3:00 p.m.

MEMBERS PRESENT

David McLawhorn
Wesley Beddard
Chet Jarman
Judy Jennette
Phillip Price
Sandra Sauve'
Kimberly Mullis
Judith Meyer

MEMBERS ABSENT

Carrie Peed, SGA Representative
Clay Carter
Dorie Richter

The Administrative Council met for a called meeting at 3:00 p.m. on Tuesday, July 26, 2005, in the Conference Room of Bldg. 1. Dr. McLawhorn called the meeting to order and welcomed Judith Meyer, Faculty/Senate President, and Kimberly Mullis, Staff Association President. He then addressed agenda items as follows:

I. Approval of June 28, 2005 Minutes

The minutes of the June 28, 2005, meeting were presented for approval. A motion was made by Wesley Beddard, 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

None reported.

III. New Business

To discuss the proposed Secondary Employment Policy, Dr. McLawhorn distributed handouts as follows: memo from David J. Sullivan, NCCCS General Counsel, re. Secondary Employment (23 NCAC 2C.0210 (a)(28) policy required by the Administrative Code; sample copy of policy used by NCDENR, draft copy of proposed BCCC policy on secondary employment, and the proposed form to be used to document the approval process for the policy. The proposed policy will be submitted to the Board of Trustees for approval at the August 2nd meeting. Dr. McLawhorn explained that the College's existing policy did not conform to the revised code. Sandra Sauve' made a motion to accept the proposed Secondary Employment Policy, and Chet Jarman seconded the motion. The Council voted unanimous consent to the motion.

In Dorie Richter's absence, Dr. McLawhorn shared a copy and discussed the 2005-2010 Long-Range Plan, which will also be submitted at the August 2nd

meeting for Board approval. Chet Jarman made a motion to approve the Long-Range Plan for 2005-2010 with a second from Phillip Price. The Council voted unanimous approval to the motion.

IV. Progress Reports

Phillip Price reported that he had received new travel rates that morning, and he would update the travel reimbursement form to reflect the change in rates. Mr. Price stated that Building 11 construction was about a week behind schedule, and the “glitch” with the sky light was being addressed. He also reported that payroll for the month was complete and CIS training was moving forward.

Chet Jarman stated that the Small Business Center annual report had been submitted, and the annual agreement between Roanoke Developmental Center (RDC) and Beaufort County Community College (BCCC) had been signed for the 2005-2006 year. Mr. Jarman stated that Hyde Correctional Center’s graduation is scheduled for August 3 at 1:00 p.m.

Wesley Beddard reported that RAP registration was over with 1,138 headcount and an estimated FTE of slightly over 500. Open house is set for high school students and parents to push for dual enrollments. Mr. Beddard stated that summer school ends August 4th (appx. one week away).

Sandra Sauve’ reported that she and Rhunell Boyd are in the talking stage for Career Fair. Ms. Sauve’ stated that RAP registration went well, as well as new student advising day. She stated that 390 students were seen in one day. Ms. Sauve’ also commented that CIS training was going very well, and Lorie Smith was really excited about the CIS effect for admissions.

Judy Jennette stated that she had met the new editor for the Washington Daily News, Jimmy Ryals from Kinston (and former editor of NCSU’s newsletter). Ms. Jennette stated that August Campus Connections are in Trish Woolard’s area for lay out. Ms. Jennette stated that she is working on guidelines for the Margaret Hodges Hackney endowment which is setup to help Practical Nursing students. She has met with Dr. Boyette, and September 8 is the date for the next Foundation Board meeting. Ms. Jennette stated that she had just received new commercials from the State office (BETA format), but she had not had an opportunity to review them. In conclusion, Ms. Jennette reported that the new Assistant County Manager in Tyrrell County is Willie Mack Carawan.

Kim Mullis stated that she had nothing to report from the Staff Association at this time.

Judith Meyer reported that she had received a lot of telephone call and emails about Blackboard, and what to do about lost grades. She had been advised by Phillip Price that the backup system had failed, but backup would continue on a regular basis.

Dr. McLawhorn reported that he had attended the recent Presidents' Meeting, and we have no budget as yet (waiting on General Assembly). The retirement issue is still "up in the air." The IRS says that there has to be a separation period of six months before a full-time retiree can return to work. Dr. McLawhorn gave a synopsis of a meeting on Monday, July 25, with President Byrd of Mount Olive College, John Smith, and Barbara Kornegay. Mount Olive is working on an off-campus site "on the Greenville-side" of Washington, and Dr. Byrd came to discuss the potential opportunity for our graduates. Mount Olive's Washington site plans to open in October. Dr. McLawhorn stated that Margie Holder is now on campus as a lateral entry teacher coordinator. He noted that Governor Easley signed a bill last week for lateral entry. In closing, Dr. McLawhorn reminded everyone of the August 2 Board Meeting and the Campus Master Plan Meeting on July 27 (tomorrow).

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

David McLawhorn, Chair