

ADMINISTRATIVE COUNCIL MEETING MINUTES

July 28, 2004

Wednesday, 10:00 a.m.

The Administrative Council met at 10:00 a.m. on July 28, 2004, in the Conference Room of Bldg. 1. Attending were Dr. David McLawhorn, Wesley Beddard, Chet Jarman, Rhonda Sawyer, Sandra Sauve', Almeta Woolard, Judy Jennette, and Carrie Peed, SGA Representative. Clay Carter, Debra Baker, and Dorie Richter were unable to attend.

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

I. Approval of June 30, 2004 Minutes

The minutes of the June 30, 2004, meeting were presented for approval. A motion was made by Judy Jennette, seconded by Chet Jarman, to accept the June 30th minutes as presented. The minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

Judy Jennette gave a handout dated 7-12-04, showing responses by other community colleges for their release form policies. She continues to gather data and contact other community colleges across the State. A decision on a final form and policy was continued.

III. New Business

Rhonda Sawyer presented data from the College catalog showing the current cost for the student activity fee of \$14.00 per semester (based upon maximum credit hours of 14/\$1.00 per credit hour). Rhonda Sawyer and Sandra Sauve' suggested raising the student activity fee to align with the maximum number of credit hours charged for tuition for full-time students, which is 16 (still \$1.00 per credit hour). Dr. McLawhorn asked Sandra Sauve' to provide additional documentation to submit a request for approval by the Board of Trustees. The request for an increase would become effective for Spring Semester, 2005. The request for approval will be presented at the October, 2004 Board meeting.

IV. Progress Reports

Judy Jennette reported that she had received a letter from Lynnette Hawkins of Beyond Marketing Group, Inc. re. focus group training. This training will be available in August with funding provided by marketing and faculty upgrade

allocations. Ms. Jennette discussed two-year scholarships. She indicated that she had three applicants; she plans to send another email, to continue to promote, to extend the deadline to November; and to readvertise publicly. Ms. Jennette is working with Betty Gray, Sandra Sauve', and Clay Carter to do some type of promotion with high school counselors. The focus is on how smaller counties have very different needs and finding ways to give Tyrrell and Hyde more personal attention. Ms. Jennette commented that the Wyatt Blanks memorial is over \$2,000. Ms. Jennette indicated that the current Campus Connection edition is in the print shop; Channel 7 tv ads are scheduled to run the first week in August; and a front page article on the critical success factor is planned for Monday's paper. Yesterday, Dr. McLawhorn, Reverend Cayton, and Ms. Jennette had a meeting with United Health Systems to request sponsorship in the golf tournament. Although UHS closed the door on the golf tournament, they opened the door on some other possibilities with our nursing program (help with equipment, scholarships, etc.).

Almeta Woolard, representing the Staff Association as its new president, reported that plans are beginning for the new year. She stated that Staff Association meets once a semester and that new committees are being organized.

Sandra Sauve' reported that work on Career Fair is underway. Student Services is making changes in placement testing to increase testing in heavy user months and to back off in lighter months. GED testing has moved from the third week to the fourth week of the month. Ms. Sauve' commented that a card has been sent to all Huskins/Dual Enrollment students for the August 7, Monday night meeting.

Carrie Peed, reporting for SGA, stated that at a recent meeting several items were discussed: the new budget, how to get more students involved, and updating the web page.

Wesley Beddard reported that he will be attending a Biotech meeting at Pitt Community College tomorrow. Mr. Beddard told members that the College had received funding for two Tech Prep locations—Beaufort and Hyde. He also reported there was some confusion in a recent newspaper article regarding Huskins and dual enrollment. (This was not an article written by College personnel). On August 10, Mr. Beddard and Judy Tunstall will be attending a State Tech Prep final review meeting for Beaufort and Washington Co. schools in Greenville.

Chet Jarman advised everyone that Gayle Harvey of the system office is retiring. However, Ms. Harvey has been "contracted" by the System Office to reconcile the annual small business plans for the entire community college system, and she will also work on a consulting basis until her replacement is hired. Mr. Jarman also reported to the group that BLIO had been placed with the

Department of Commerce at the 11th hour by the legislature and that was good news. He also commented that BCCC and Edgecombe Community College shared recognition at the Basic Skills Conference in Winston-Salem for the best campus-based event, the Race 4 Literacy campaign.

Rhonda Sawyer reported that she and the controller are working on financial statements, the budget will be available next week in Raleigh, and she has a meeting with John Farkas, Mark Waters, and Eunice Williams today to discuss the cosmetology lab in Building 11.

Dr. McLawhorn reported that he will travel to Raleigh next Thursday to receive the budget, and a salary increase was included in the budget. He reported that the Board of Trustees meets next Tuesday night.

The next scheduled meeting date is Wednesday, August 25, 2004 at 10:00 a.m. (subsequently changed to 3:00 p.m.). The meeting was then adjourned.

David McLawhorn, Chair