

ADMINISTRATIVE COUNCIL MEETING MINUTES
August 25, 2004
Wednesday, 3:00 p.m.

MEMBERS PRESENT

David McLawhorn
Wesley Beddard
Chet Jarman
Rhonda Sawyer
Sandra Sauve'
Judy Jennette
Dorie Richter
Debra Baker
Almeta Woolard
Carrie Peed, SGA Representative

MEMBERS ABSENT

Clay Carter

The Administrative Council met at 3:00 p.m. on Wednesday, August 25, 2004, in the Conference Room of Bldg. 1. Dr. McLawhorn called the meeting to order and addressed agenda items as follows:

I. Approval of June 30, 2004 Minutes

The minutes of the July 28, 2004, 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

Two items of old business, the audio visual release form and the student activity fee, will be addressed at later meetings.

III. New Business

None reported.

IV. Progress Reports

Debra Baker reported that the Faculty Council had met twice and that two Faculty Senate meetings had been scheduled. Dates for the Faculty Senate meetings are August 31 and September 14. Ms. Baker, representing faculty, expressed concerns over use of the last four digits of social security numbers in email addresses. Carrie Peed, student government representative, also stated that some students had expressed concerns. Rhonda Sawyer will address the

issue with Mike Hall. Ms. Sawyer will ask Mike Hall to present a plan, and she, in turn, will present it to senior staff.

Judy Jennette reported that focus group training would be presented this Friday, August 27, in Bldg. 10. This training will teach how to conduct a focus group. Ms. Jennette commented that the current edition of Campus Connection is at Trish Woolard's for layout. Ms. Jennette also advised everyone that white vinyl banners with the BCCC logo had been received. Banners are available from the public relations department. A media questionnaire is being developed to be given to students to see how/what media students use. The WDN has a large backlog of articles/photos for publishing, and Ms. Jennette asked everyone to be patient when expecting specific articles to appear in print in a timely manner. In conclusion, Ms. Jennette advised the group of an upcoming play by the theatre group, PIPS. The play will be presented in October with all proceeds going to the Foundation.

Almeta Woolard, representing the Staff Association, distributed a handout which listed Staff Council officers and committee chairpersons for the Year 2004-2005.

Sandra Sauve' reported that enrollment to date is 1,645. Career Fair is scheduled in the multipurpose room of Bldg. 10 for September 29, 30, and October 1, 2004. Ms. Sauve' also commented that financial aid had processed a huge number of people, and Pell checks will be distributed on Monday, the 30th of August. Ms. Sauve' stated that one of the pluses for ACA 111 is that all classes are learning how to use a digital drop box and how to access Blackboard.

Carrie Peed reported on several items in process from SGA: a potential student historian; college night in October, as well as an October 1 "get out the vote" event; and a service project to help Paul McNiel (son of faculty members, Paul and Lori McNiel), and his unit stationed in Afghanistan with first-aid items that were in short supply in the unit. At this time, Dr. McLawhorn suggested a possible project for the SGA. He had been approached by someone with a concern for students who need help with transportation to and from the College.

Wesley Beddard reported that many classes, e.g., ENG 111, were full—and that's a good thing! He announced, regrettably, that part-time instructor, Brian Frizzell, had accepted a position with ECU. Mr. Beddard commended the success of the registration work group, and he reminded everyone of the upcoming Instructors' Conference, October 10-12, in Greensboro. All full-time instructors will be attending.

Chet Jarman recognized Basic Skills for meeting all performance standards 100%. He commended Lenora Perry for achieving her master's degree. Mr. Jarman advised attendees of upcoming plant tours by Jack Pyburn at Impressions, Weir Valve, and PrettiNoma.

Rhonda Sawyer reported that financial statements are due Tuesday. Ms. Sawyer personally thanked staff employees, Phillip Price and Karen Edwards, for their efforts in getting payroll completed in a timely manner, in addition, to normal year-end responsibilities.

Dr. McLawhorn reported that the date for the faculty/staff meeting is Tuesday, September 7 in Bldg. 8, auditorium. At this meeting, the faculty and staff persons of the year will be recognized. The annual Foundation Golf Tournament will be held Friday, September 24 at the Washington Yacht & Country Club. Dr. McLawhorn encouraged members to promote a student team.

Dorie Richter reported for the Planning area that as the year ends and a new year begins several activities are in process. Mandy Jones, as Chair of the Mission Review Committee, is working on plans for its biennial committee meeting. Reverend Cayton will represent the Board on this committee, and John Jones, from the Foundation, will serve as the community representative. The assumptions subcommittee, an ad hoc committee to the Planning Council, will meet in mid-September. Wesley Beddard will chair the assumptions subcommittee this year. Ms. Richter also reported that the Evaluations System Committee plans to meet within the next couple of weeks. Ms. Richter asked Almeta Woolard to give a brief update of grants in progress. Ms. Woolard stated that the Student Support Services' grant deadline is next Tuesday and Student Support Services will do the actual submitting electronically. Ms. Richter also noted that John House, Director of Student Support Services, is retiring.

The next meeting date is Thursday, September 30, 2004 at 3:00 p.m. (Dr. McLawhorn has a conflict on the 29th.) The meeting was then adjourned.

David McLawhorn, Chair