

## ADMINISTRATIVE COUNCIL MEETING MINUTES

August 27, 2003  
Wednesday, 10:00 a.m.

The Administrative Council met at 10:00 a.m. on August 27, 2003, in the Board Room of Bldg. 1. Attending were Dr. David McLawhorn, Chet Jarman, Dorie Richter, Rhunell Boyd, Rhonda Sawyer, Clay Carter, Wesley Beddard, Sandra Sauvé, and Debra Baker. Judy Jennette was unable to attend.

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

### **I. Approval of July 23, 2003 Minutes**

The minutes of the July 23, 2003, meeting were presented for approval. Motion was made by Wesley Beddard, seconded by Debra Baker, 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**

2003-2008 Long-Range Plan--Dorie Richter elaborated on the Board of Trustees' approval of the Plan. Ms. Richter is working with trustee, Shields Harvey to provide an Executive Summary for the Board. The Board made a request to be informed of progress along the way and present a report at mid-year. Dr. McLawhorn is working on that issue and is planning a Board retreat for January. Consideration is being given to having trustees involved by having Board members serve on the Planning Council, as well as on the committees for Purpose Review and Assumptions.

### **III. New Business**

In Judy Jennette's absence, Clay Carter presented the Marketing Committee Meeting Minutes of July 16, 2003 for approval. Ms. Jennette had submitted the minutes earlier via email for review. Sandra Sauve' made a motion to accept the minutes as presented, and Chet Jarman seconded the motion. Minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

### **IV. Progress Reports**

Debra Baker reported that the date for a Faculty/Senate meeting is still being fine tuned. Ms. Baker gave a list of new Faculty/Senate officers for the year 2003-2004. Officers are as follows: President, Debra Baker; Vice President, Art Keehnle; Treasurer, Bobby Williams; and Secretary, Caroline Hardee.

Clay Carter reported that last evening the first classes at Windows on the World were held in Roper. Mr. Carter indicated that it was a positive session--the audio and video were effective for the information highway and the facility was a good, safe environment.

Dorie Richter mentioned the SWOT analysis that had been distributed yesterday and asked everyone to complete and return as soon as possible. Board of Trustees' members have also been sent this form for their input. Data from this analysis is a part of the planning process. End of year reports are now due, and ultimately, this data will be provided for the Board of Trustees at the October meeting.

Continuing with progress reports, Sandra Sauve' indicated that enrollment is now over 1,700. An improved policy is in place for class rosters; instructors now must verify, sign, date, and return to the registrar. (In the past, the rosters were not required to be signed, dated, and returned.) Ms. Sauve' advised everyone of two upcoming events: Career Fair (September 24, 25, 26) and Take Back the Night (September 9). Take Back the Night is an organized demonstration against sexual assault and family violence to be held on Stewart Parkway at 8:00 p.m. Everyone was invited to participate. SGA calendars are ready and will be disbursed later this week. In conclusion, Ms. Sauve' reported that Carolyn Cox is in the process of verifying brochures to panel cards and panel cards against the catalog. Ms Sauve' also indicated that, to date, she has received one application for the Special Populations Coordinator position.

Reporting for the Staff Association as its new president, Rhunell Boyd presented the list of committee chairs appointed at the August 25 Staff Council meeting. Committees and chairs are as follows:

Communication	Kimberly Mullis
Professional Development	Dorothy Jordan
Staff Affairs	Mandy Jones
Special Events	Margie Cobb

The Staff Association will hold its first meeting of the new year on October 1, 2:30 p.m. in the Board Room of Building 10. Ms. Boyd reported on other items of interest in process, including recruitment for membership and a hand-out booklet to members to include the constitution and by-laws.

Wesley Beddard reported on his and Dr. McLawhorn's meeting with Dr. Parker and Dr. Freeman for Huskins and Tech Prep enrollment. Mr. Beddard told the group of his plans to visit Creswell High School, Columbia High School, and Plymouth High School within the next couple of weeks. He indicated that he was quite pleased with the relief that the additional classroom space in Building 10 was providing in morning classes. Attendance in afternoon classes are less because students are able to get into more morning classes. Work is now in process for spring schedules. Mr. Beddard, as well as Ms. Sauve', felt that overall registration went smoothly, and the registration work group was a significant factor in that success.

Chet Jarman reported on Even Start. He indicated that Marilyn Ore-Booth, Director of Even Start, had resigned to take another position, and Sarah Hamilton is the adult

educator. The college pays half of the adult educator's salary, and Beaufort County Schools pays the other half of the adult educator's salary. Mr. Jarman is attending a meeting today in Chocowinity to discuss Even Start. Jo Keech is working on the Literacy Education Report for 2002-2003. Preliminary numbers indicate 1,240 Basic Skills students. Mr. Jarman indicated that as the NA program has lost its Plumlee Nursing facility site, the John A Wilkinson Center in Belhaven is being used. Mr. Jarman also reported that on-line classes continue to be popular.

Rhonda Sawyer briefly covered several items. Financial statements are due in Raleigh by this Friday. Contracts should be distributed within the next two weeks. Ms. Sawyer indicated that Bldg 10 parking lot should be poured by the end of the week. Ms. Sawyer continues to work with Special Affairs Catering for the café opening on campus September 15, 2003. In conclusion, Ms. Sawyer addressed bonus leave questions. Bonus leave is a total of ten (10) days, mandated by the legislature, required to be recorded as a separate leave, and internally is requested on the existing absence report form, recorded under "other" as "bonus leave."

Dr. McLawhorn commented about the good press coverage at the DOT signing ceremony last Wednesday. He also commented on yesterday's faculty/staff meeting relative to items concerning the budget. He recapped some of the main points—enrollment growth, growth in FTE, reversion, significant cuts in the formula, and a handout from the NCCCS on full-time curriculum faculty salaries and positions.

Prior to adjournment, Wesley Beddard asked for consideration of an item for the spring calendar. Friday, March 5, is a student/faculty vacation day on BCCC's calendar; Friday, March 12, is a student/faculty vacation day for Beaufort County Schools. As the college tends to follow the public schools calendar for convenience to the students, he suggested consideration of this change. Clay Carter made a motion to change our student/faculty vacation from March 5<sup>th</sup> to coincide with the public school date of March 12<sup>th</sup>. Sandra Sauve' seconded this motion. The motion received unanimous consent by the Council members.

## **V. Adjournment**

The meeting adjourned at 11:00 p.m. The next meeting will be held September 24, 2003, at 3:00 p.m., so as not to conflict with the Career Fair scheduled that day.

---

David McLawhorn, Chair