

ADMINISTRATIVE COUNCIL MEETING MINUTES
August 28, 2007
Tuesday, 3:00 p.m.

MEMBERS PRESENT

David McLawhorn
Wesley Beddard
Clay Carter
Phillip Price
Chet Jarman
Dorie Richter
Judy Jennette
Dixon Boyles
Ben Morris
Kimberly Jackson

MEMBERS ABSENT

Sandra Sauve'
SGA Representative

The Administrative Council met at 3:00 p.m. on Tuesday, August 28, 2007, in the Conference Room of Bldg. 1. Dr. McLawhorn called the meeting to order and then addressed agenda items as follows:

I. Approval of July 23, 2007 Minutes

A draft of the July 23, 2007 minutes had been emailed to all Admin Council members prior to the August 28th meeting for review. Dr. McLawhorn called for corrections or a motion to approve. A motion was made by Chet Jarman to approve the minutes with a typing correction to the date of next meeting, with a second to the motion from Phillip Price. The corrected minutes were approved unanimously by the Council.

II. Old Business

Item 1. The Business Continuity Plan was emailed electronically by Phillip Price to Admin Council members on Monday, August 27. Dr. McLawhorn called for any comments or discussion of the Plan. A motion to approve the Business Continuity Plan was made by Dorie Richter with a second by Chet Jarman. The Council voted unanimous acceptance of the Plan.

Item 2. In conjunction with item 1, a Business Continuity Plan Committee was created as an ad hoc committee to develop the Business Continuity Plan. Wesley Beddard stated that there is an ongoing need to keep the Business Continuity Plan updated, especially the IT part. A motion is requested to keep the Business Continuity Committee as a standing committee of the College and to include it in the committee section of the Faculty/Staff Policy Manual. Phillip Price distributed a handout of the committee purpose and composition. Clay Carter made a motion to approve the Business Continuity Plan Committee as a standing committee per the handout. Phillip Price seconded the motion and the Council voted unanimous consent.

Item 3. Changes to Faculty/Staff Policy Manual. Phillip Price stated that he had received a couple of recommendations: 1. To add the committee structure (perhaps in an appendix); 2. To include a statement on direct deposit. Mr. Price stated that he was reviewing the salary plan and questioned some of the percentages. In conclusion, Mr. Price asked that any other suggestions/questions be sent to him as soon as possible as he plans to have a review draft shortly. He plans to request approval from Admin Council at its September 25th meeting so the approved manual can be submitted for Board affirmation at the October 2nd Board meeting.

III. New Business

Dr. McLawhorn stated that the Information Technology Committee met prior to Admin Council to discuss a SACS compliance issue. To communicate information electronically to the SACS off-site review committee, information contained in our existing CampusNet (intranet) needs to be accessible to the review committee via the Internet. The Information Technology Committee met to discuss how best to accomplish this need; the Committee will review all items on the Intranet and determine if any items need to be password sensitive. Ultimately the information on the CampusNet (Intranet) will be deconstructed and moved to the Internet. This motion to do away with the intranet comes from a standing committee; Clay Carter seconded the motion. The Council voted unanimous consent to the recommendation.

IV. Progress Reports

Dorie Richter reported that the 2007-2012 Long Range Plan had been approved at the August 7, 2007 Board of Trustees meeting. Ms. Richter distributed several handouts and elaborated on each. The Graduate Student Survey data is used for the performance standards. The College did very well on the performance-based budgeting/accountability for 2006-2007 report. Ms. Richter pointed out that the measures/data are for the 2005-06 fiscal year unless otherwise noted on the report. BCCC met eleven out of twelve measures (number 5—performance of students who transfer to the University System is the one measure not met). Changes recommended in the measures include removing #3, #4, #10, and discontinuing #12 (for a new total of 8). (Refer to handout for more details). Ms. Richter stated that the program and services review should be completed by September. In conclusion, Ms. Richter referred to the August 2007 grant activity report for an item of information.

Judy Jennette reminded everyone of the date for the 40th Anniversary Celebration which is December 7, 2007. She commented that three of the four portraits are on campus. Ms. Jennette is working with the Cypress Landing Homeowners on an endowment. She stated that the scholarship committee had met to distribute scholarships. Ms. Jennette informed the group of the two new Foundation Board members—Dr. Zeb Taylor and Pearson Chrismon. In conclusion, Ms. Jennette stated that the September issue of Campus Connections has been sent to the print shop.

Clay Carter reported that ten students from Mattamuskeet, six from Columbia, and two from Plymouth were taking classes via the information highway.

Ben Morris reported that the Faculty Senate had their first meeting scheduled for September 11th at noon. He is working with faculty for committee appointments. One question that has been asked relates to distribution of vacation and holiday time as it relates to either a ten-month or eleven-month contract. Phillip Price commented that he would review the Faculty/Staff policy manual on this item.

Chet Jarman reported that the graduation at Hyde Correctional is scheduled for Thursday at 1:30 p.m. Mr. Jarman is attending a reception in Plymouth (Washington County) welcoming Domtar Paper Co., LLC to the area. In closing, Mr. Jarman reported that there are fourteen students enrolled in the truck driving class

Kimberly Jackson reported that Staff Association has its first meeting October 2 and focus at this time is on membership and getting committee chairs in place.

Wesley Beddard distributed a handout on student enrollment for Fall semester 2007. Mr. Beddard pointed out some interesting observations that he and Ms. Sauve' had made re. the data. The number of full-time students this fall is up considerably over last fall and female students make up 70% of the total enrollment. Mr. Beddard reminded everyone that the data is still preliminary data.

Dixon Boyles gave an update on SACS. He indicated that October 19th is the deadline for a sample compliance document which he plans to submit electronically. He indicated that the QEP team is in place. He stated that Tricia Woolard has created a shell for posting compliance documents. In conclusion, Mr. Boyles stated that Wesley Beddard and Pam Cummings are working on faculty credentials.

Phillip Price stated that three new employees began in August: Emily Eddings, Milton King, and Michael Water. Mr. Price stated that financial statements are due to the State. He gave an update on three upcoming events in September: a Finance Committee meeting of the Board of Trustees to approve the State budget; a Bldg. 3 door project bid; and a bid on the truck driving pad. In conclusion, Mr. Price stated there was a lot going on in the network services area, as well as a system conversion to the newest version of Datatel.

Dr. McLawhorn stated that he, Dr. Jeffrey Moss, and Michele Oros would be attending a meeting in Raleigh to plan for implementation of an early college in fall 2008 and to meet the "new coach." He indicated that student selection should begin in March, 2008. He commented that a site visit to Nash and Edgecombe community colleges was planned for September 6 by several board of trustee members, board of education members, Dr. Moss and himself. Dr. McLawhorn shared his enthusiasm for the start of a great year with several super new hires, having the biotech bus on campus, and full classes in the automotive program area.

The next meeting date is Tuesday, September 25, 2007, 3:00 p.m. The meeting was then adjourned.

David McLawhorn, Chair