

ADMINISTRATIVE COUNCIL MEETING MINUTES
August 31, 2005
Wednesday, 9:30 a.m.

MEMBERS PRESENT

David McLawhorn
Wesley Beddard
Chet Jarman
Judy Jennette
Phillip Price
Dorie Richter
Sandra Sauve'
Sherry Stotesberry
Judith Meyer

MEMBERS ABSENT

Carrie Peed, SGA Representative
Clay Carter

The Administrative Council met at 9:30 a.m. on Wednesday, August 31, 2005, in the Conference Room of Bldg. 1. Dr. McLawhorn called the meeting to order and stated that a quorum was present. He then addressed agenda items as follows:

I. Approval of July 26, 2005 Minutes

The minutes of the July 26, 2005, meeting were presented for approval. A motion was made by Sandra Sauve', with a second 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

Dr. McLawhorn stated that the Board of Trustees approved the Secondary Employment Policy with a minor change. Under the heading "Consequences of not Reporting" which begins with "Failure to provide accurate information....", the words "and/or required approvals" were inserted after information....(regarding secondary, etc.). A copy of the revised policy approved by the Board of Trustees was distributed. The policy will be distributed via email to "all" on September 6, 2005 with instructions as to where forms will be available.

Dr McLawhorn also stated that the Board of Trustees approved the 2005-2010 Long-Range Plan as submitted.

III. New Business

None Reported.

IV. Progress Reports

Dorie Richter restated that the 2005-2010 Long-Range Plan had been approved. Ms. Richter noted that end of year reports are in with distribution planned after Labor Day. The Graduate Student Survey is complete with an 81% return rate, plus the results look good. This survey is used to report on performance standards. The Community Satisfaction Survey is finished with the best return rate in 20 years (over 1,100 received). Ms. Richter reminded everyone that PACE surveys are due today, the 31st, and the surveys will be sent out by FedEx on Friday. The September, 2005 Grant Activity Report was distributed.

Judith Meyer, reporting for the Faculty Senate, stated that she will be sending out a schedule of meetings for the year. Faculty Senate's first meeting is September 13th and she indicated that committee assignments were in progress. Ms. Meyer reported that some faculty had expressed concern over irregularities with the PACE survey.

Staff Association President, Sherry Stotesberry, stated that the Staff Association has not met as yet. As Kimberly Mullis had relinquished her position as president when she accepted a full-time faculty position, and Sherry Stotesberry had become the new president, the position of vice-president became vacant. Betsey Lee Hodges has accepted the position as the new vice-president. The positions of Treasurer, Norman Crutchfield, and Secretary, Jo B. Woolard, remain unchanged. Ms. Stotesberry encouraged everyone to spread the word "to pay dues."

Judy Jennette stated that the Beaufort County Orchestra would begin rehearsing/meeting on campus in Bldg. 8, the auditorium, on Saturday mornings, beginning September 10. Ms. Jennette shared a brochure with details of the 12th Annual BCCC Foundation Golf Tournament to be held Friday, October 7, 2005 at the Washington Yacht & Country Club. Ms. Jennette stated that she was working on stories featuring new employees to run in the Washington Daily News; new employees to be featured include: Donna Adams, Kent Dickerson, Renee' Douglas, and Leonard Hudson. Ms. Jennette stated that Harold Smith had received a letter from Richard Roberts of Pinetops, indicating his intent to provide funds for student scholarships after his death. Margie Holder had contacted Ms. Jennette about moving an existing \$300 scholarship from another school to the College in memory of her son, Jody Parrish. Ms. Jennette indicated that the Foundation Board would meet on Thursday, September 8 at 11:00 a.m. She has three ambassadors scheduled to speak at the Foundation meeting. Ms. Jennette gave an update on the Mid-East Commission/Episcopal/Hispanic grass-roots ministry that is evolving.

Sandra Sauve' reported that headcount for fall semester is 1,454 as compared to 1,671 last year, about a 13% drop; Ms. Sauve' stated that the drop in FTE was not that dramatic. Ms. Sauve' and Rhunell Boyd will schedule dates for Career Fair after input from high school counselors has been evaluated.

Wesley Beddard reported that he attended a meeting yesterday in Goldsboro at Wayne Community College and got an update on their on-going SACS process. He shared some of his thoughts, based on information learned at Wayne, on our

strong and potential weak areas. Mr. Beddard gave an update on the QEP (Quality Enhancement Program). The focus is on a standardized exit test for all graduates. Mr. Beddard is exploring eight-week classes, with distance education and developmental as possible sources. He is also pursuing ways to expand the nursing program. In conclusion, Mr. Beddard stated that the general trend towards layoffs is down.

Chet Jarman stated there was a good probability that we would offer welding classes in Creswell. He commented that FTE for summer '05 was 116, which was the same as the summer of '04. Mr. Jarman reported that Leonard Hudson, Coordinator/Instructor for Public Safety Programs had joined the Continuing Education area and began on August 22. The Basic Skills annual report met or exceeded all goals with 1,052 students. Mr. Jarman noted that welding classes at Flanders and the Skills Center must have a minimum of 10 students in all classes. In conclusion, Mr. Jarman commented on the advertisement in the local paper (WDN) by Martin Community College.

Phillip Price stated that he and Dr. McLawhorn would travel to Raleigh on September 1 to receive the budget. Building 11 is about 70% complete and will meet the November 22 completion deadline. Several issues relative to construction and renovation are being discussed: facilities reports, spring schedules, room numbers, classes in Building 3, etc. Mr. Price reported that he is working on the Foundation Report for the upcoming meeting. In conclusion, he stated that Donnie Bell is in good spirits, plans to retire, and work part-time when he is able.

Dr. McLawhorn reported that the General Assembly has approved a change in the retirement system. For employees that retire before November 1, 2005, they may return to employment under the rule that states an employee may not earn more than 50% of their salary in a consecutive twelve-month period. Employees retiring on or after November 1, 2005 are required to be separated for a six-month period prior to returning to work. The secondary employment policy will be sent out via email after Labor Day, and forms should be completed and returned to the President's office by September 16. Contracts should go out the end of September. Dr. McLawhorn commented on a leasing project that he is pursuing with Head Start. A meeting is scheduled on September 13.

The next meeting date is Wednesday, September 28, 2005 at 9:30 a.m. The meeting was then adjourned.

David McLawhorn, Chair