

ADMINISTRATIVE COUNCIL MEETING MINUTES
September 25, 2007
Tuesday, 3:00 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Sandra Sauve'
SGA Representative
Ben Morris

The Administrative Council met at 3:00 p.m. on Tuesday, September 25, 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 August 28, 2007 Minutes

A draft of the August 28, 2007 minutes had been emailed to all Admin Council members prior to the September 25th meeting for review. Dr. McLawhorn called for corrections or a motion to approve. A motion was made by Dorie Richter to approve the minutes with a second from Judy Jennette. The minutes were approved by the Council.

II. Old Business

Item 1. Approve Faculty/Staff Policy Manual – After some preliminary discussion, Wesley Beddard made a motion to approve the Manual as submitted. Phillip Price seconded the motion. The Council voted unanimous acceptance of the Faculty and Staff Policy Manual.

III. New Business

Item 1. Approve September 17, 2007 Evaluation Systems Committee Meeting Minutes – Dorie provided information. She discussed online survey issues and Penny Sermons setting up survey on Blackboard. This option will be used for NCIH, online, and hybrid classes. Wesley Beddard discussed the Online Instructor Course Evaluation. He suggested a modification to “The course helps me to increase my ability to express myself in writing and/or speaking about this program area.” Dixon suggested revision to leave out everything after speaking in the sentence. Kimberly Jackson suggested changing will you take another online course in the future to would you. Phillip Price made a motion to approve the minutes with the suggested changes. Clay Carter seconded the motion and the motion passed with unanimous consent.

Item 2. Approve Institutional Review Board as a new standing committee. Dorie Richter provided background information. The requirement for the committee came up at a

workshop that Almeta Woolard attended. Ms. Woolard has the information to get the committee started. Judy Jennette made a motion to approve the Institutional Review Board as a standing committee with a second to the motion from Clay Carter. The Council voted unanimous consent to the motion.

IV. Progress Reports

Judy Jennette:

- Turnover at Washington Daily News.
- Kathryn Glover is new Director for the Greater Washington Chamber of Commerce.
- Campus Campaign information will be emailed on Friday
- Working on setting up “Listening Forum” for Long-range Planning process
- Shereda Bailey Scholarship awarded in Spring semester.
- Meeting with continuing Education about PIPS Scholarship. Looking at endowment for GED student when they take Curriculum Courses.

Dorie Richter:

- Working on April Planners’ Conference – Main speaker, Belle Wheelan, SACS President.
- Business as usual.

Dixon Boyles:

- SACS compliance – all members are working on requirements for sample.
- QEP – started meeting last week; identifying terms related to oral and written communication skills.
- Will observe a SACS visit next month.

Wesley Beddard:

- Tech Prep interim reviews last week – went well
- Tyrrell County – STEP committee meeting next week.
- Instructional Admin Conference – October 10th-12th – focus on assessment.
- Fall break October 11th – 18th

Kimberly Jackson:

- First Staff Association general meeting next week.

Clay Carter

- Business as usual.

Chet Jarman

- Business as usual.

Phillip Price

- Contracts out next week
- Pay increases reflected in this month’s pay
- Datatel Release 18 upgrade this week
- Café renovations almost complete.

Dr. McLawhorn

- Trustee trip to San Diego for ACCT meeting – return on Saturday.
- Meeting tonight – Beaufort County Early College Planning Committee – Judy Jennette is a new member
- Discussion about facilities and location of Early College High School.
- Possible Faculty/Staff meeting to discuss Early College Program
- Foundation Board of Directors meeting October 4th.
- Board of Trustees Meeting October 2nd
- New appointed trustee – Russell Smith. Mr. Smith is a BCCC graduate and small business owner.
- Cynthia Davis is the new Chairman of the Board of Trustees.

The next meeting date is Wednesday, October 31, 2007, 3:00 p.m. The meeting was then adjourned.

David McLawhorn, Chair