

ADMINISTRATIVE COUNCIL MEETING MINUTES
September 27, 2006
Wednesday, 3:00 p.m.

MEMBERS PRESENT

Wesley Beddard
Clay Carter
Chet Jarman
David McLawhorn
Phillip Price
Judy Jennette
Dorie Richter
Sandra Sauve'
Betsey Lee Hodges
Judith Meyer

MEMBERS ABSENT

SGA Representative

The Administrative Council met at 3:00 p.m. on Wednesday, September 27, 2006, 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 30, 2006 Minutes

A draft of the August 30, 2006 minutes had been emailed to all Admin Council members prior to the September 27 meeting for review. Dr. McLawhorn called for corrections or a motion to approve. Ms. Sauve' noted that Constitution Day was observed on Monday, September 18. A motion was made by Judith Meyer, with a second by Phillip Price, to accept the minutes. The minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

The 2007-2008 Instructional Calendar is still pending a review by Faculty Senate which has an upcoming meeting next week.

III. New Business

Item 1. A copy of the August 29, 2006 Information Technology Committee Meeting Minutes were provided for information. Dorie Richter distributed a copy of the Information Technology Plan (approved at the Information Technology Committee meeting) for information. The ITPlan does not require approval from Admin Council as it is a part of the Long-Range Plan (and the LRPlan had previously been approved by Admin Council). Judith Meyer asked if the ITPlan addressed broad band needs. The response was yes and the details are being worked out.

- Item 2. Dr. McLawhorn addressed the two handouts on the Secondary Employment Policy. One copy was of the existing policy with penciled suggested changes. The second copy was a “clean” copy with the proposed changes. Dr. McLawhorn explained the two proposed changes: the first change was to denote “full-time” employees, and the second change was to eliminate the “yearly” requirement if all other criteria had been met. Dr. McLawhorn called for questions; hearing none, he called for a motion to approve the proposed policy. Chet Jarman made a motion to approve the Secondary Employment Policy with the aforementioned changes, and Phillip Price seconded the motion. The motion passed with unanimous consent. This proposed policy will be submitted to the Board of Trustees at its October 3rd board meeting for approval.
- Item 3. Dorie Richter distributed a handout from the ad hoc committee formed to develop a set of “core values” for the College. The handout defined the recommended Core Values and had attachments which outlined the process and supported the decisions reached by the committee. Dr. McLawhorn commended Ms. Richter and the ad hoc committee for the work on this project. Dr. McLawhorn asked for a motion to approve the proposed core value recommendations from the ad hoc committee. Clay Carter made the motion with a second from Phillip Price. The motion received unanimous consent.
- Item 4. Dr. McLawhorn discussed his intent to designate reserved parking spaces for the Staff and Instructor persons of the year. Reserved parking will be allotted from July 1 through June 30 in an area chosen by the winner, subject to approval by the President. The President will coordinate with the Chief of Campus Police for signage to read: Staff Member of the Year and Faculty Member of the Year. A permanent parking space for the State winners will be reserved for as long as the winner is an employee of the College. Dr. McLawhorn stated that these measures were taken to recognize outstanding performance by the individual recipients.
- Item 5. New Business item added to agenda by Dorie Richter at the meeting. Dorie Richter reported that the Mission Review Committee met yesterday, September 26, to review the College’s vision, mission statement, and long-range goals. Ms. Richter reviewed the process used by the Committee in reaching its recommendations (reviewing items of information, SACS requirements, CORE values, the NCCCS goals, comments from campus). Ms. Richter distributed the list of CORE values agreed upon. She also distributed a draft of the Mission Review Committee Meeting minutes of September 26, plus a list of comments from campus personnel and a handout with highlighted points on SACS requirements and standards that applied to a college mission. Wesley Beddard raised a question re. the change in wording on the first goal. He contended that the word “program” (which had been deleted by the committee) changed the context of the meaning somewhat and felt that

the wording “comprehensive education program” should be retained. Sandra Sauve’ suggested an editorial change to omit “to” at the beginning of each goal and to begin each goal with the active verb. After some discussion on both suggestions, a motion was made by Phillip Price, with a second from Clay Carter to incorporate the two suggested changes into the proposed list of goals. The motion carried with unanimous consent.

IV. Progress Reports

Judith Meyer stated that Faculty Senate would meet next week, and she had nothing new to report at this time.

Dorie Richter reported that the Evaluation Systems Committee had met on Monday, September 25, and she distributed copies of the instruments reviewed: Instructor and Course Evaluation by Students, Graduate Follow-up Questionnaire (Fall 2006), and Non-Returning Student Survey (Fall 2006). Ms. Richter reviewed each of the recommended changes by the Evaluation Systems Committee. These items were presented for information, and the required approvals will be obtained by email at a later date. Ms. Richter distributed a copy of the required questions on the Employer Satisfaction Survey (NCCCS) for information. This data must be submitted in early February, 2007. In conclusion, Ms. Richter distributed a copy of the October, 2006 Grant Activity Report.

Dr. McLawhorn recognized Betsey Lee Hodges, Staff Association President, and welcomed her to Administrative Council. Ms. Hodges reported on some of the items from Staff Association: Staff Association has a meeting on Friday, September 29th (with a focus on membership); cookbook sales are underway; a fall festival is being planned, as well as Thanksgiving and Christmas projects. Ms. Hodges stated that the Staff Association is considering a “saint-like award” to be awarded at its quarterly meetings.

Judy Jennette reported that she is working with Sandra Sauve’ to propose a policy for mounting items on the walls (ex., certificates, awards, etc.) in the various buildings. Ms. Jennette stated that the new Marketing Committee had met and was “up and running.” Registration ads are scheduled for early October. Work continues on the fixed bus route schedule with a target date in late November. Response for the Foundation golf tournament has been great (27 teams with 5 on a waiting list). Professional photographer, David Clark, will be on campus, Saturday, October 7, taking candid shots with the ambassadors. Collection of data for the 40th anniversary celebration continues for the December, 2007 event.

Sandra Sauve’ stated that the counselors’ meeting earlier that day had been a very good meeting. Ms. Sauve’ noted that the retirement party for Doris King had been a success. Ms. Sauve’ covered several personnel items: Rhunell Boyd and Joy Landeck are attending Datatel training; Karen Toler has started working in Financial Aid; another employee is expected January 1, 2007; October 9-10 have been chosen for the switching of offices in Financial Aid and Admissions.

Other office changes involving the Career Center, Campus Police, and SGA will take place in December. Ms. Sauve' stated that she has ordered a directory and signage to facilitate the location changes.

Wesley Beddard stated that College Night is set for next week. He attended a Tech Prep meeting at Martin CC yesterday, and the System Conference is set for October 8-10. Mr. Beddard commented that the attendance numbers are down; we have appx. 35 people who will be attending. Mr. Beddard stated that work on the Spring schedule continues.

Clay Carter stated that he is working on placement testing for high school students at Mattamuskeet. He stated that he and Camille Richardson will be working with juniors and seniors here on campus on Friday. Columbia High School has asked for placement testing services as well. Washington County High Schools have moved to a "block" schedule. In conclusion, Mr. Carter reported that Donald Moore has been hired for the full-time switchboard position.

Chet Jarman stated that it is "business as usual" in Continuing Education!

Phillip Price reported that the roofing projects are going well. Plans are to finish Bldg. 3 roof this week and to begin on Bldg. 1 next week (plans contingent upon the weather!). He stated that the College had recently changed fire and security alarm monitoring companies. This switch was to save money and to enhance security by updating some of the panels. Mr. Price stated that smoking barrels had been received and would be appropriately placed. He is working on a proposal to be presented at the October Board meeting for a Facility Grant Application. Mr. Price commented on the ACCBO conference that he attended last week. Two topics he noted were summer term self-supporting classes and a 1% funding reversion. In conclusion, Mr. Price stated that Brian Jones has begun work in the position of Staff Accountant, and Pam Cummings is working on contracts.

Dr. McLawhorn stated that fall enrollment is 1455 (up 5) and FTE is down from last fall. He noted two dates: December 15 is set for the employee Christmas luncheon and the Board of Trustees dinner is October 3, at 6:00 p.m. He invited all Administrative Council members to attend the Board dinner and meeting.

The next meeting date is Wednesday, October 25, 2006 at 3:00 p.m. The meeting was then adjourned.

David McLawhorn, Chair