

ADMINISTRATIVE COUNCIL MEETING MINUTES
September 28, 2005
Wednesday, 9:30 a.m.

MEMBERS PRESENT

David McLawhorn
Judy Jennette
Phillip Price
Dorie Richter
Sandra Sauve'
Sherry Stotesberry
Judith Meyer

MEMBERS ABSENT

Wesley Beddard
Carrie Peed, SGA Representative
Clay Carter
Chet Jarman

The Administrative Council met at 9:30 a.m. on Wednesday, September 28, 2005, 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 31, 2005 Minutes

The minutes of the August 31, 2005, meeting were presented for approval. Dr. McLawhorn called for corrections or a motion to approve. Judith Meyer stated that her progress report should state that "some faculty had expressed concern over irregularities" with the PACE survey. A motion was made by Phillip Price, with a second by Judith Meyer, to accept the minutes with the correction stated above. The corrected minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

None.

III. New Business

Prior to the Administrative Council meeting, Dorie Richter had distributed minutes for both the September 2 and September 13 Evaluation Systems Committee Meetings. Ms. Richter reviewed the handouts. She began by stating that the Evaluation Systems Committee's purpose is to serve as a recommending group; the committee does not set policy. After a discussion of item "C" under "IV. Recommendations," consensus of the Council was to omit item "C" under "IV. Recommendations." A motion to approve the September 2 Evaluation Systems Committee minutes with the above deletion was made by Sandra Sauve' with a second by Sherry Stotesberry. The Council voted unanimous consent to the motion. Ms. Richter commented on the Community Satisfaction Survey attached to the September 13th minutes and encouraged everyone to review the data on that survey. Phillip Price made a motion to approve the September 13th Evaluation Systems Committee Minutes as presented with a second from Sandra

Sauve'. The Council voted unanimous consent to the motion. (See minutes on the CampusNet under Committees & Minutes link.)

Judy Jennette reviewed the Marketing Committee Minutes from the July 12 meeting. As the minutes were presented for information, no motion of approval was necessary. Ms. Jennette stated that the College's 40th anniversary would take place in 2007, and she commented that now would be a good time to get started on compiling a history of the College.

IV. Progress Reports

Judith Meyer, reporting for the Faculty Senate, distributed two handouts. First was a sheet which listed the 2005-2006 officers and committee members. The second item was a copy of the May 3, 2005, Faculty Senate Minutes. (See minutes on the CampusNet under Committees & Minutes link.) Continuing her report, Ms. Meyer stated that she had discussed some changes to the 2006-2007 Instructional Calendar with Wesley Beddard and Sandra Sauve'. Under consideration is changing October 11 from an "SFV" day to a regular work day; December 12 (Tuesday) will be the first day of exams; and December 18 will become an "SFV" day. Ms. Sauve' and Mr. Beddard felt these were "doable" changes. As Mr. Beddard was absent, Dr. McLawhorn tabled this item until the next meeting.

Staff Association President, Sherry Stotesberry, stated that the Staff Association met yesterday, Tuesday, September 27. She stated that focus is on trying to encourage enrollment. To date there are 27 paid members as compared to 41 last year. She listed some of the projects being considered: fundraisings, scholarships, Christmas, a cookbook to celebrate 20 years of Staff Association. Dr. McLawhorn commended Ms. Stotesberry, Staff Association, and all others involved in the Katrina relief effort.

Judy Jennette stated that the Campus Campaign begins next week. The College will do some joint ads with Pitt Community College; the College will use Channel 7/Pitt will use Channel 9—these ads are planned during Spring registration. Gary Burbage has requested that the College advertise on bill boards. A six-month contract has been negotiated to advertise in the local movie theater prior to the start of a movie. Ms. Jennette stated that requests for the fuel assistance program had been overwhelming; requests totaled over \$10,000 against a budget of \$750. Response to the golf tournament has been great.

Sandra Sauve' reported that Career Fair has been postponed due to travel restrictions and the high cost of gas. Having a Career Fair will be revisited in the Spring. Ms. Sauve' reminded everyone of College Night tonight.

Phillip Price stated that the Finance Committee met last week and approved the 2006 budget. The Property Committee also met last week. Bldg. 11 construction is about 75% complete. A change order has been approved for an Early Childhood lab to rent space to Head Start. WIMCO has been given approval to proceed with the change order. Mr. Price shared information from Tracy

Johnson on copier maintenance savings the past fiscal year. Mr. Price also noted several retirements/changes effective October 1: Joyce Mitchell will retire/will work full time six months; Donnie Bell has retired and is working part time; Jane Alligood has been promoted to Purchasing Agent/her position will be eliminated; a part-time purchasing person will be added; Mike Hall will retire October 1; and the Network Administrator position will be advertised. Washington Utilities will be on campus during the Christmas break to address electrical problems in Bldgs. 1 and 9. Contracts should be distributed early next week, prior to payrolls.

Dorie Richter distributed a copy of the October, 2005 Grant Activity Report and a copy of the Community Satisfaction Survey. She stated that the Long-Range Plan and the Community Satisfaction Survey can be accessed on the intranet. Ms. Richter noted that work is in progress on the Technology Plan.

Dr. McLawhorn reported that the United Way campaign start date is under consideration, and the Foundation Campus Campaign was delayed from September to October due to Katrina. Dr. McLawhorn elaborated on the Mt. Olive billboard advertising west of Washington to Greenville and explained the positive potential for our graduates. He also explained the concept of lateral entry, identified our ECU contact on campus (Margie Holder), and how the Wachovia Partnership is used to promote lateral entry. Dr. McLawhorn stated that both head count and FTE are down. He advised of two faculty retirements—Kay Hauser and Waco Sawyer. He also noted that Darlaine Cieszko is retiring. Tuesday, October 4 is the Board of Trustees meeting and Dr. McLawhorn will be on vacation October 8-13. In conclusion, he stated that Almeta Woolard is pursuing grants to help fund our nursing expansion plans.

The next meeting date is Tuesday, October 25, 2005 at 11:00 a.m. The meeting was then adjourned.

David McLawhorn, Chair