

ADMINISTRATIVE COUNCIL MEETING MINUTES  
September 30, 2004  
Thursday, 3:00 p.m.

**MEMBERS PRESENT**

David McLawhorn  
Wesley Beddard  
Clay Carter  
Rhonda Sawyer  
Sandra Sauve'  
Judy Jennette  
Dorie Richter  
Debra Baker  
Almeta Woolard  
Mandy Jones, Guest

**MEMBERS ABSENT**

Chet Jarman  
Carrie Peed, SGA Representative

The Administrative Council met at 3:00 p.m. on Thursday, September 30, 2004, in the Conference Room of Bldg. 1. Dr. McLawhorn called the meeting to order and addressed agenda items as follows:

**I. Approval of August 25, 2004 Minutes**

The minutes of the August 25, 2004, meeting were presented for approval. A motion was made by Dorie Richter, seconded by Sandra Sauve', 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**

One item of old business was discussed. Sandra Sauve' presented supporting documentation to increase the student activity fee to align with credit hours charged for tuition (16), effective Spring Semester 2005. The maximum Student Activity Fee will increase from \$14.00 to \$16.00 per semester, for an annual total of \$32.00. The maximum allowed by the State Board is \$38.00. Sandra Sauve' made a motion to increase the Student Activity Fee to a maximum of \$16.00 per semester, (or a maximum annual total of \$32.00). Wesley Beddard seconded the motion and the Council voted unanimous consent.

**III. New Business**

Prior to this meeting, Dorie Richter had distributed copies of the minutes for the September 20, 2004 Evaluation Systems Committee Meeting for review, plus appropriate attachments. After receiving all review comments, one change was made to the "Instructor and Course Evaluation by Students (Curriculum)

guidelines” attachment. The second sentence was changed from “The first 15 minutes of the selected .....” to “Approximately 15 minutes of the selected .....” Ms. Richter distributed a revised page reflecting the aforementioned change. Dr. McLawhorn called for a motion. Dorie Richter made a motion to approve the Evaluation Systems Committee Meeting minutes with attachments. Debra Baker seconded the motion and the Council voted unanimous consent. (See minutes on the CampusNet under Committees & Minutes link.)

Judy Jennette reviewed the second and third items of new business with the group. Minutes of the following Marketing Committee Meetings were presented for information: January 13, 2004, March 9, 2004, May 11, 2004, and July 13, 2004. The May 6, 2004 Professional Development Committee Meeting Minutes were also distributed for information. (See minutes on the CampusNet under Committees & Minutes link.)

Dr. McLawhorn then recognized Mandy Jones who gave an update on the September 22, 2004 Mission Review Committee Meeting. The Mission Review Committee meets every two years, and its purpose is to review the College’s vision, mission statement, and long-range goals. Ms. Jones distributed copies of the committee’s minutes and recommendation to add a technology goal to the list of College goals. The recommended wording for the additional goal is as follows: To integrate leading-edge technology into all instructional and support areas. Clay Carter made a motion to approve the minutes and accept the text and placement of the new technology goal. Judy Jennette seconded the motion and the Council approved the motion unanimously. (See minutes on the CampusNet under Committees & Minutes link and Mission Statement and Goals under the Organization link.)

The last item of new business was an update by Debra Baker from the Faculty Senate. Ms. Baker reviewed the Faculty Senate Meeting Minutes of August 31, 2004. This item was presented for information and did not require a motion. Ms. Baker also stated that the standing committees (Instructional Affairs, Faculty Affairs, and Student Affairs) of the Faculty Senate had begun to meet. (See minutes on the CampusNet under Committees & Minutes link.)

#### **IV. Progress Reports**

Dorie Richter reported that the Non-Returning Student Survey had been mailed. Ms. Richter stated that the Technology Plan had been completed and was approved at the September 28<sup>th</sup> Information Technology Committee meeting. As an item of information, Ms. Richter distributed copies of the October, 2004 Grant Activity Report.

Almeta Woolard, representing the Staff Association, reported that a membership drive is underway. To date, the Staff Association has 45 paid members. The first meeting of the new fiscal year will be held on Tuesday, October 5, at 2:30

p.m. in Bldg. 9. At that time, the association will select service projects (for scholarship fundraisers and for holidays) and request suggestions for ways to celebrate the Staff Association's 20<sup>th</sup> anniversary, to recruit for membership, and to implement the Superior IQ Awards.

Sandra Sauve' reported that Career Fair was going really well and she congratulated Rhunell Boyd for an excellent job. Ms. Sauve' noted that the Business and Industry Survey is ready; some will be mailed and some will be sent electronically. Clay Carter is reviewing the Washington County Chamber of Commerce list. Ms. Sauve' met with Judy Tunstall and Cheryl Hassell to set up a joint meeting between counseling staff. October 20, 2004 is the date for this joint meeting. October 1 (Friday) the SGA and College will sponsor an event on the Washington waterfront, "Get Out the Vote." The event will focus on voter registration and a free concert will be provided. Ms. Sauve' also reported on Health Occupations Basic Entrance Test (HOBET) testing. HOBET is an admissions test; the College no longer uses a placement test. Test group statistics showed that of 40 participants, 30 scored above the 50<sup>th</sup> percentile—20 scored in the 90<sup>th</sup> percentile or above.

Judy Jennette commented on the huge success of the Foundation golf tournament. She indicated that it was the first time ever that she had to turn away golfers. Ms. Jennette and her staff are in the process of writing thank you letters to participants. Ms. Jennette has been contacted by SGA regarding Black Cultural Heritages. Bill Polk is working on a State grant (\$1,200), due November 15, 2004; this grant is a part of the Martin Luther King, Jr. Fund. October 1 is the kickoff date for Campus Campaign. October 7 is the date for the Foundation "Friendraiser." Ambassadors will serve dinner to current and potential supporters of the Foundation. Edward Jones and William Zachman sponsored the dinner.

Clay Carter reported that he was proud of Plymouth High School's participation in Career Fair (95 students) Mr. Carter also commented that there was good participation in the night Spanish and Sociology off-campus classes.

Wesley Beddard expressed enthusiasm for the growth in information highway students. He said the response has been very positive at Mattamuskeet High School. He stated that the Curriculum Committee had met yesterday, September 29. Mr. Beddard reminded everyone present of the upcoming System (Instructors') Conference, October 10-12, in Greensboro. All full-time instructors will be attending. Mr. Beddard stated that the recent Technology Committee meeting was a very positive meeting. One decision reached as a result of the meeting was to order an upgraded server for Blackboard.

Rhonda Sawyer reported that John Farkas had given her preliminary dates for Bldg. 11 prebid (October 19) and bid opening (October 28). Ms. Sawyer indicated that she was also making preparations for the October 5 Board of Trustees meeting.

Dr. McLawhorn gave an update on his meeting yesterday with ECU Chancellor Ballard, President Lancaster, and fellow community college presidents. Dr. McLawhorn recapped several upcoming dates and events: Board of Trustees Meeting, Tuesday night, October 5; Property Committee Meeting on Tuesday at noon to review a counter offer on some property; October 20, BCS counselors joint meeting; October 18 and 25, Veronica Ross, to pick up information and a return visit; November 11, a Doris Eakes luncheon; November 16, general Advisory Committee Meeting; December 16, campus Christmas social; November 19, day of recognition for retirees. One additional comment from Dr. McLawhorn was a suggestion that the Special Events Committee for the Christmas social consider getting the Cypress Landing jazz band for entertainment.

The next meeting date is Wednesday, October 27, 2004 at 3:00 p.m. The meeting was then adjourned.

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David McLawhorn, Chair