

ADMINISTRATIVE COUNCIL MEETING MINUTES
October 25, 2006
Wednesday, 3:00 p.m.

MEMBERS PRESENT

David McLawhorn
Phillip Price
Chet Jarman
Judy Jennette
Dorie Richter
Sandra Sauve'
Judith Meyer

MEMBERS ABSENT

SGA Representative
Wesley Beddard
Clay Carter
Betsey Lee Hodges

The Administrative Council met at 3:00 p.m. on Wednesday, October 25, 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 September 27, 2006 Minutes

A draft of the September 27, 2006 minutes had been emailed to all Admin Council members prior to the October 25 meeting for review. Dr. McLawhorn called for corrections or a motion to approve. A motion was made by Phillip Price, with a second by Chet Jarman, to accept the minutes. The minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

Dr. McLawhorn stated that he had talked with Hal Swindell on the status of the designated parking spaces. Hal Swindell indicated that the signs (Faculty and Staff Members of the Year) had been ordered. Dr. McLawhorn indicated that he would work with the recipients and Mr. Swindell in the space selection process. Judith Meyer is the Faculty Person of the Year, and Tricia Woolard is the Staff Person of the Year. The reserved space status runs from June 30 to July 1 of the following year (fiscal year). Judith Meyer discussed the 2007-2008 Instructional Calendar. Faculty Senate had reviewed the calendar at its recent meeting. Phillip Price noted that the June 30, 2008 notation for "exams" should be deleted as it had been moved to July 16 (and the calendar already reflected that exam date). Judith Meyer made a motion to approve the calendar as distributed with the correction. Sandra Sauve' seconded the motion. The motion received unanimous consent.

III. New Business

Item 1. Dorie Richter distributed the Mission Review Committee Meeting Minutes of September 26, 2006. A draft of these minutes had been provided at

the last Admin Council meeting, and the Board of Trustees had approved the Mission Statement. It was noted that this handout contained no changes from the earlier draft handout. Clay Carter made a motion to approve the minutes and Phillip Price seconded the motion. The motion passed with an all ayes vote. (See minutes on the CampusNet under Committees & Minutes link.)

Item 2. Dorie Richter distributed a copy of the Evaluation Systems Committee Meeting Minutes of September 25, 2006. Along with the minutes, Ms. Richter distributed several attachments which are required to be included in the minutes (the Fall 2006 Graduate Follow-up Questionnaire; the Fall 2006 Non-Returning Student Survey; the Instructor and Course Evaluation by Students; the Online Instructor and Course Evaluation by Students). The noted changes are stated in the Evaluation System Committee minutes. Other items of information distributed were the Accountability Performance Standards and Measures summary, an assessment timeline, the NCCCS Employer Survey, a copy of the Graduating Student Survey, and the IT Needs Assessment Survey. Ms. Richter stated that the Evaluation Systems Committee Meeting Minutes had been approved electronically by the committee. Phillip Price made a motion to accept the minutes and Chet Jarman seconded the motion. The motion received unanimous consent. (See minutes on the CampusNet under Committees & Minutes link.)

IV. Progress Reports

Dorie Richter gave an update from the Planning area, stating that the Planning Council has a meeting scheduled on November 7th at 2:30 p.m. She commented that the Assumptions sub-committee, chaired by Phillip Price, met yesterday, the 24th. Ms. Richter distributed a copy of the strategic objectives (short-range goals) recommended. In response to a suggestion by Dixon Boyles on ways to incorporate SACS, item #4 had been restated. Continuing with her update, Ms. Richter stated that P&IE was working on the Non-returning Student Survey and the Graduate Follow-up Survey. Judith Meyer questioned if statistics were available on non-returning students. Ms Richter responded that the College has a very low return rate, and she explained some of the nuances of coding. Ms. Richter stated that they will assist with the Instructor and Course evaluations and through an agreement with Zoomerang, on-line surveys will be available to the students taking on line courses this fall. Ms. Richter gave a brief summary of some of the grants in process. She stated that they are working on the Annual Title III report and the final Title III report. Nine thousand dollars (\$9,000) has been received from Advance Network Services for secured wireless network services. Ms. Richter noted that Almeta Woolard was pursuing a USDA bio-tech grant.

Judy Jennette reported that marketing had begun running regional ads. She stated that distance learning ads and basic skills ads have been placed with the Scuppernon Reminder. Regional ads for BLET are scheduled in the Washington Daily News and the Roanoke Beacon this week. In honor of the

College's 40th anniversary, the College will be featured on the cover of the 2007 Tri-County telephone book. Ms. Jennette plans to use the Beaufort Observer for a couple of small ads. Ms. Jennette gave an update on the fixed bus routes. She stated that progress continues. Hyde transit wants to put the College on a route. Ms. Jennette gave some input from the focus group marketing class—"radio, not a great way to reach people"; IPODS better; no testimonials, instead life-action ads; and the slogan of choice: Believe, Achieve, Become. Ms. Jennette indicated that Ms. Hannah Bagwell planned to increase her endowment; the Foundation audit was underway, and the Campus Campaign was off to a good start. In conclusion, Ms. Jennette stated that work continues in sifting through the old data contributed by Norfleet Hodges for useable data for the 40th anniversary celebration.

Sandra Sauve' stated that relocation of offices in financial aid and admissions was complete; maintenance had done a great job. The registrar's office was busy with paper housecleaning, reviewing items in the vault, and taking advantage of the shredder truck. A new location for student forms has been provided outside the offices to cut down on interruptions.

Judith Meyer stated that Faculty Senate met October 3. She stated that the Student Affairs Committee was planning high school visits by faculty. Ms. Sauve' asked that these visits be coordinated through Gary Burbage to avoid overlaps. Ms. Meyer stated that faculty was excited about the College Night this spring and a meeting was planned for the 30th to discuss exhibits, etc. with Wesley Beddard. Ms. Meyer indicated that she has asked Clay Smith to do a workshop for College transfer students which is scheduled for October 31st. Ms. Meyer reported that the Instructional Affairs Committee of Faculty Senate was sponsoring a Blackboard user's help group. The committee is also working with the learning resource center to offer generic workshops for distance learning training sessions for students. Ms. Sauve' commented that a session in the evening around 5:30 p.m. or 6:00 p.m. would be useful. Ms. Meyer reported that the Faculty Affairs Committee was exploring a discussion group to improve communications (headed by Whiting Toler) which is similar to a list serve (not a chat room/not a blog—but works on the premise of an email to every email in a group), and the committee is working on a thank you to Dr. McLawhorn for the recent salary increase.

Chet Jarman's update from Continuing Education included the following items: Jack Pyburn hosted the area Human Resource group this morning; New employee, Nikki Klapp, began work on the 16th of October; Mr. Jarman attended the Fall Conference last week in Durham; FTE auditor Veronica Ross was here on Monday and picked up the audit information; a Small Business Center class for Solid Works was in its second week with good participation; and Betsey Lee Hodges was attending a workshop (the reason for her absence at Admin Council) and she wanted everyone to know that the Staff Association cookbooks were available for sale.

Phillip Price gave an update from Administrative Services. He stated that the flu shot clinic was scheduled for Tuesday, October 31 (Halloween!). A new vehicle was delivered on Friday for the campus police. The vehicle was given to the College by Wilson Tech and will be useful for parking enforcement. This vehicle is an electric vehicle and will be housed in Bldg. 8A. Mr. Price stated that the Faculty Staff Policy manual will be sent out the end of the week. He also reported that the BlackBoard server is back on campus. There was a discussion on the increase in network utilization, "MySpace," social networking, and bandwidth problems.

Dr. McLawhorn shared some favorable publicity articles for the College and its staff. The first article was from the NCCBI publication in which Ted Clayton and the welding program was included. The second article from Our State magazine was written by Bill Morris and featured Roy Armstrong and his work on "Life on the Pamlico." Dr. McLawhorn commented on his attendance at a Leadership Forum on Monday at ECU. He stated that he attended a meeting in Tuesday at Windows on the World in Roper with Bunny Sanders. Other guests included Marc Basnight, Erskine Bowles, Clark Jenkins, Dr Ballard, and Dr. Ann Britt. Upcoming meetings that Dr. McLawhorn will be attending include a meeting at PCS Phosphate tomorrow, Thursday, a meeting with Wesley Beddard and Dr. Moss re. waivers, and the General Advisory meeting on November 16.

The next meeting date is Wednesday, November 29, 2006 at 3:00 p.m. The meeting was then adjourned.

David McLawhorn, Chair