

ADMINISTRATIVE COUNCIL MEETING MINUTES
October 27, 2004
Wednesday, 3:00 p.m.

MEMBERS PRESENT

David McLawhorn
Wesley Beddard
Clay Carter
Rhonda Sawyer
Judy Jennette
Dorie Richter
Debra Baker
Almeta Woolard
Chet Jarman
Carrie Peed, SGA Representative

MEMBERS ABSENT

Sandra Sauve'

The Administrative Council met at 3:00 p.m. on Wednesday, October 27, 2004, in the Conference Room of Bldg. 1. Dr. McLawhorn called the meeting to order and addressed agenda items as follows:

I. Approval of September 30, 2004 Minutes

The minutes of the September 30, 2004, meeting were presented for approval. A motion was made by Chet Jarman, seconded by Dorie Richter, 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

Dr. McLawhorn stated that the Board of Trustees had approved two items at the October 5, 2004 BOT meeting: increase to the student activity fee and addition of a technology goal to the list of College goals.

III. New Business

The Curriculum Committee Meeting Minutes of September 29, 2004 had been distributed electronically prior to the meeting. Wesley Beddard reviewed the changes recommended by the Curriculum Committee and the reasoning behind each decision. Wesley Beddard made a motion to accept the changes to the curriculum as outlined in the minutes and Debra Baker seconded the motion. (See minutes on the CampusNet under Committees & Minutes link.)

IV. Progress Reports

Debra Baker stated that calendar change recommendations by faculty had been submitted to Dixon Boyles. One of the requested changes involved the Easter vacation week. Ms. Baker indicated that the Faculty Affairs Committee had met, and the Student Affairs Committee was making plans to meet. In conclusion, Ms. Baker addressed a concern stated by several faculty members. At issue is the ambassador scholarship and its being advertised as a full scholarship. There have been concerns that some students did not get the full scholarship because of Pell. Judy Jennette stated that she would initiate a November meeting with a target resolution by the end of the year.

Dorie Richter reported that the Planning Council is scheduled to meet in Bldg. 10 on November 17. Ms. Richter stated that the Assumptions Committee, chaired by Wesley Beddard, is making progress, and Thursday, November 4, should be its final meeting. The Technology Plan has been distributed. The content of the Technology Plan is included in the Long-Range Plan, but a separate plan is produced for reference and for the auditor. Ms. Richter commented that her assistant, Amy Gilreath, is in the process of scanning instructor and course evaluations. At this time, Ms. Richter asked Almata Woolard to give an update on WorkKeys, an assessment tool for industry.

Clay Carter outlined a recent economic development meeting that he and Lentz Stowe attended in Washington County. Mr. Carter felt enthusiastic that the committee initiated the invitation, and he felt it afforded an opportunity for more visibility for the College.

Almeta Woolard reported that the first meeting of the Staff Association was held on Tuesday, October 5, with a large membership in attendance. Members chose to adopt a foster child/teen through DSS for the service project. Sherry Stotesberry will look into the possibility of producing another cookbook as a fundraiser and to promote the Staff Association's 20th anniversary celebration.

Judy Jennette highlighted several items of interest in her area: plans are in process for a \$50,000 gift from the Roberson Endowment; the Doris Eakes luncheon is scheduled for November 8 (eight recipients have been notified); a new student publication is being reprinted and will be handed out in November; professional development applications are due the end of this week; and a Marketing Committee meeting is being scheduled.

Wesley Beddard advised those present of the Great Teachers' Retreat in Ocracoke from February 3-6, 2005. The College will host 14 BCCC faculty, 8 high school teachers (4 from Hyde/4 from Beaufort), plus facilitators for the retreat.

Carrie Peed stated that the SGA had met yesterday and she highlighted some upcoming events. Plans are developing for floats in both the Bath and Washington holiday parades; a Christmas social, and Operation Christmas Child (shoe boxes for children), to name a few.

Chet Jarman stated that FTE auditor, Veronica Ross, was working in Bldg. 8. He planned a meeting to address a fees issue, and he was also working to resolve an in-plant approval letter question. Mr. Jarman referred to Almeta Woolard's earlier comments on WorkKeys and commented that he was excited about Lentz Stowe's involvement.

Rhonda Sawyer reported that John Farkas would be on campus tomorrow for Bldg. 11 bid opening.

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, November 24, 2004 at 3:00 p.m. The meeting was then adjourned.

David McLawhorn, Chair