

ADMINISTRATIVE COUNCIL MEETING MINUTES

October 29, 2003

Wednesday, 3:00 p.m.

The Administrative Council met at 3:00 p.m. on October 29, 2003, in the Board Room of Bldg. 1. Attending were Dr. David McLawhorn, Chet Jarman, Judy Jennette, Rhunell Boyd, Clay Carter, Sandra Sauvé, Debra Baker, and Dorie Richter. Rhonda Sawyer and Wesley Beddard were unable to attend.

Dr. McLawhorn called the meeting to order and addressed agenda items as follows:

I. Approval of September 24, 2003 Minutes

The minutes of the September 24, 2003, meeting were presented for approval. Motion was made by Clay Carter, seconded by Debra Baker, to accept the minutes as presented. Minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

Sandra Sauve' reported that she had received the draft copy of the 2003-2005 catalog and was in the process of reviewing it.

III. New Business

Judy Jennette reviewed the Professional Development Committee minutes of 10-20-03 which had been previously submitted to all participants via email. There was some discussion regarding the State evaluation system and the minutes were approved as presented pending further clarification. Dorie Richter made the motion to accept the minutes and Sandra Sauve' seconded the motion.

Dorie Richter presented the 10-07-03 Evaluation Systems Committee meeting minutes and reviewed suggested changes to the Fall 2003 Graduate Follow-up Questionnaire. After some discussion, a motion was made by Sandra Sauve' and seconded by Judy Jennette to approve the minutes and questionnaire as presented. The Council approved the motion by unanimous consent.

Staff Association President Rhunell Boyd provided a handout from the Staff Affairs Committee which, in turn, had been approved by the Staff Council and the attendees at the 10-01-03 Staff Association meeting. The Staff Association had requested that the Administrative Council consider additional wording to the employment procedures located in Section J, Personnel, in the Faculty/Staff Manual. After discussion and lack of a motion, this item was abandoned.

IV. Progress Reports

Dorie Richter referred to the current planning cycle and explained that the Planning Assumptions Committee is reviewing and summarizing the S.W.O.T. Survey and the service-area demographics for the Planning Council meeting that will be held the 3rd week in November. The purpose of this meeting is to set short-range goals for the following year. Ms. Richter also reported on the evaluations being conducted in-house and the mailing out of the online evaluations.

Judy Jennette gave an update on survey results for Professional Development. Afternoon classes were the preference. Ms. Jennette is working with Joe Whichard to develop commercials featuring three different graduates: Jay Jewell of the Sheriff's Department, Bryan Ettore with Charcoal Services, and Marilyn Moore, Teacher of the Year. Ms. Jennette is working with Becky Spain on Building 10 Christmas decorations; with Penelope Radcliffe on Race for Literacy front-page and feature articles in the local paper, and with Art Keeney of East Carolina Bank for a Cutrell memorial scholarship to a student in Hyde County.

Reporting for the Faculty Senate, Debra Baker indicated that classes were full, instructors were busy advising students and RAP response had been positive. One suggestion Ms. Baker had received was to have the date for payment of registration included on the RAP form.

Sandra Sauve' indicated that she does have the catalog. She informed the group of Party Smart Week the first week in November. She announced the addition of Dawn Holden, Special Populations Coordinator who is currently working Tuesday, Wednesday, and Thursday. Ms Sauve' stated that Carolyn Cox has returned to work and Carolyn is working on panel cards. Ms Sauve' shared information on a new software that she has become familiar with through East Carolina University. The software is known as INVIVO. She felt it had great potential in several areas on campus, e.g., information we process on questionnaires and a way of reviewing minutes.

Rhunell Boyd outlined some of the Staff Association's activities at its October 1 meeting. She explained the Superior IQ award approved at that meeting and gave an update on the Staff Association scholarship.

Clay Carter stated that he had been working with Hyde County students to pre-register last week, and he planned to be in Washington County and Windows on the World next Tuesday night. He indicated that changes in the program for NAFTA students was in progress.

In his Continuing Education update, Chet Jarman indicated that the Coeur Medical training is on-going. He noted that Veronica Ross, FTE auditor, will be here on Monday to conduct the routine FTE audit. Prettl Noma training has begun. Mr. Jarman expressed his appreciation for all the cooperation campus wide in the upcoming November 5th Race

for Literacy event. Lee Hemink of the Chamber of Commerce showed a taped segment with Betsey Lee Hodges and Penelope Radcliffe today. Lenora Perry received honorable mention for her efforts in the Innovative Awards. Her subject involved creative ideas in keeping interest in computer classes to retain students.

Dr. McLawhorn recapped some of the discussion at the recent Presidents' meeting. Kennon Briggs gave a report on revenue/budget to the State compared to forecast. There was lots of discussion at the meeting as to how the State should present budget needs to the General Assembly. Dr. McLawhorn, along with other senior staff, will visit the Creswell Prison next Tuesday to discuss renovation of the old site for the possibility of offering classes for bused prisoners to that site. The Committee of 100 will be on campus November 6th for its monthly lunch meeting.

V. Adjournment

The meeting adjourned at 4:40 p.m. The next meeting will be held November 26, 2003, at 10:00 a.m.

David McLawhorn, Chair