

ADMINISTRATIVE COUNCIL MEETING MINUTES
November 28, 2007
Wednesday, 3:00 p.m.

MEMBERS PRESENT

David McLawhorn
Wesley Beddard
Clay Carter
Phillip Price
Chet Jarman
Dorie Richter
Judy Jennette
Dixon Boyles
Sandra Sauve'
Ben Morris

MEMBERS ABSENT

SGA Representative
Kimberly Jackson

The Administrative Council met at 3:00 p.m. on Wednesday, November 28, 2007, 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 25, 2007 Minutes

A draft of the September 25, 2007 minutes had been emailed to all Admin Council members prior to the November 28th meeting for review. (The Council did not meet in October.) Dr. McLawhorn called for corrections or a motion to approve. A motion was made by Wesley Beddard to approve the minutes with a second from Judy Jennette. The motion was approved with an all ayes vote. (See minutes on the Internet under the appropriate Committees & Minutes link.)

II. Old Business

Addressed a carried-forward item from the December 5, 2006 minutes which had been previously referred back to the Admissions Committee at the May 30, 2007 Administrative Council meeting. Sandra Sauve' distributed copies of the April 16, 2007 and October 15, 2007 Admissions Committee minutes which defined the policy for the items in question: high school transcripts, college transcripts, international high school transcripts, and international college transcripts. Sandra Sauve' made a motion to accept the recommendations from the Admissions Committee as outlined in the April and October minutes. Dixon Boyles seconded the motion. The Council voted unanimous consent. (See minutes on the Internet under the appropriate Committees & Minutes link.)

III. New Business

Item 1. Approve Information Technology Plan. This item had been previously emailed on 11/14/07 by Dorie Richter to all Council members. Ms. Richter noted that the Plan had been approved by the Information Technology Committee. Dr. McLawhorn called for any

questions or discussion. Hearing none, Ms. Richter made a motion to approve the IT Plan as submitted. Chet Jarman seconded the motion. The Council voted all ayes acceptance.

Items 2-6. Several committee meeting minutes were presented as items of information. These minutes included the following: April 10, August 28, and October 30, 2007 Information Technology Committee Minutes; July 10, 2007 Marketing Committee Minutes; June 20, 2007 Foundation Board of Directors Meeting Minutes. Remarks as appropriate. (See minutes on the Internet under the appropriate Committees & Minutes link.)

Item 7. Approve Curriculum Committee Minutes from October 23, 2007 meeting. Wesley Beddard reviewed the suggested changes and recommendations from the Curriculum Committee. The Curriculum Committee approved the October 23rd minutes electronically on October 31, 2007. Dr. McLawhorn called for any questions or discussion. Hearing none, Wesley Beddard made a motion to accept the recommendations of the Curriculum Committee. Sandra Sauve' seconded the motion. The Council voted unanimous approval to the motion. (See minutes on the Internet under the appropriate Committees & Minutes link.)

Item 8. October 30, 2007 Financial Aid Committee Meeting Minutes. Sandra Sauve' recapped several important points about the student loan program: how the program is tied to Pell Grants, default rates, credit checks. She stated that the College's loan volume went from approximately 45 borrowers at \$150,000 in 2006-07 to over 100 borrowers currently at \$450,000. She commented that the last institution a student attended is responsible for the loans. Ms. Sauve stated the Financial Aid Committee recommends that BCCC discontinue participation in the Federal Student Loan Program, effective Fall semester, 2008. Clay Carter made a motion to accept the Financial Aid Committee recommendation. Chet Jarman seconded the motion. The Council voted unanimous consent to the motion. Dr. McLawhorn noted that this item will be taken before the Board of Trustees at its February 5, 2008 meeting

Item 9. Faculty Senate President, Ben Morris distributed two sets of minutes from Faculty Senate meetings: September 11, 2007 and October 9, 2007. Mr. Morris highlighted two concerns from the faculty. One was a request that the faculty have input in the instructional calendar before it goes to Administrative Council for approval. Dr. McLawhorn requested that this change be incorporated into the instructional calendar approval process. The other concern was that all faculty be provided a printed "hard copy" of the Faculty and Staff Policy Manual. The Faculty and Staff Policy Manual is already available on the Internet. Phillip Price stated that he has been in contact with the College legal counsel and is waiting on a response re. the legal implications stated in our printed contract. Mr. Price also commented on his current plan to have 50 copies of the Manual printed by the print shop. A discussion followed by several council members. Dr. McLawhorn stated that he and Phillip would discuss the faculty request, as well as any legal issues, and decide the best way to proceed to make the information available.

Item 10. Sandra Sauve' distributed a handout off Blackboard of a sample student complaint procedure. Ms. Sauve' stated the need for this type of procedure was a SACS compliance issue. She indicated that the complaint procedure statement should be included in the catalog, as well as be included on the website. This item needs to be completed in January, 2008.

IV. Progress Reports

Dorie Richter:

- Working on Instructor and Course Evaluation by Students, SACS compliance statements, the Long-range Plan Advanced Facility Report
- Almeta Woolard is working on an on-line survey to gather data for the next Title III grant
- The Planning Council will meet on December 4th
- Distributed Grant Activity Report for information

Judy Jennette:

- Reminded everyone of upcoming 40th Anniversary Celebration – December 7th
- (Some highlights of that event: Cypress Landing Endowment, Open House Tours, Band, Refreshments, and One Million Dollar Goal Achievement)
- Distributed time line
- Decorating schedule for Christmas
- Scholarship stories to the press
- Deadlines for art exhibits – December 11
- Foundation Board Meeting – January 31, 2008

Ben Morris:

- Faculty Senate Meeting – December 4th at noon

Dixon Boyles:

- SACS compliance – send sample to SACS liaison
- SACS Annual Mtg. – December 8, 2007, New Orleans – Will get feedback there
- Moving forward on QEP

Sandra Sauve'

- SGA Social – December 4th
- Purchased 21, 2-drawer fire-proof cabinets – maintaining student records

Wesley Beddard:

- Working on Tyrrell County STEP Program – how we can serve that area
- Wesley and Donna Dunn will attend Tech Prep users group meeting – Sampson CC
- Getting ready for exams

Clay Carter

- Held evening student socials two nights; Theresa Edwards very helpful
- Judy Jennette and Clay working with Tyrrell County
- Early college committee visit to SampsonCC
- Reported on Washington County Commissioners Mtg – Very pleased –Working with them on services to them

Chet Jarman

- Three vacancies: Nurse Aid Instructor (Aino's position); Barbara Francisco (Friday is her last day); and Pete Pearson (retiring at Tyrrell Prison – 12/31/07)

Phillip Price

- Construction – driving pad – making progress – finish next week
- Bldg. 3 Door Project – to start soon, after exams
- Work study student in HR – job checking keys
- Facility Master Plan Architect/Engineer – Must be completed before 5/1/08
- County Budget – has started a capital needs list
- Brown McFadden checking into expanding band width
- Sammy Cooper – Retires from Bldg. 3 – Campus-wide recognition for him (2nd week in December)
- Advertised for custodian coordinator to replace Sammy; job to include supervisory responsibilities

Dr. McLawhorn

- ECHS meeting tomorrow – making progress – visit to Sampson CC
- SACS meeting in December in New Orleans
- Christmas luncheon – December 18, 2007 – Committee talked with several caterers; using Special Affairs
- Met with Jay McRoy yesterday
- Commissioners' Breakfast January 14, 2008; Dr. Moss and I will make ECHS presentation
- Preliminary local budget for College
- Called Board of Trustees Meeting To approve early college, contingent upon grant approval
- Can hire principal March 1, 2008

The next meeting date is Wednesday, January 30, 2008, 3:00 p.m. The meeting was then adjourned.

David McLawhorn, Chair