

ADMINISTRATIVE COUNCIL MEETING MINUTES  
November 30, 2005  
Wednesday, 9:30 a.m.

**MEMBERS PRESENT**

David McLawhorn  
Wesley Beddard  
Clay Carter  
Chet Jarman  
Phillip Price  
Dorie Richter  
Sandra Sauve'  
Judith Meyer

**MEMBERS ABSENT**

Judy Jennette  
Carrie Peed, SGA Representative  
Sherry Stotesberry

The Administrative Council met at 9:30 a.m. on Wednesday, November 30, 2005, 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 28, 2005 Minutes**

The minutes of the September 28, 2005, meeting were presented for approval. Dr. McLawhorn called for corrections or a motion to approve. A motion was made by Wesley Beddard, with a second by Judith Meyer, to accept the minutes. The minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

**II. Old Business**

The Faculty Senate had requested a change to the 2006-2007 Instructional Calendar. Details of the requested change were stated on page 2 of the September 28, 2005 Council minutes (approved in Item I.) A copy of the existing 2006-2007 calendar was distributed. The requested change was to change Wednesday, October 11 to a regular work day (instead of an "SFV" (student/faculty vacation day)) and Monday, December 18<sup>th</sup>, would become an "SFV" day. Judith Meyer made a motion to accept the change and Sandra Sauve' seconded the motion. The motion passed with unanimous consent.

**III. New Business**

The Dean of Instruction requested to change the 2005-2006 Instructional Calendar as outlined in his memo dated November 23, 2005 (copy attached). To summarize, Wednesday, November 23<sup>rd</sup> would become a make-up day due to Hurricane Ophelia (instead of a "SFV") and Thursday, December 15<sup>th</sup>, would become a student/faculty vacation day (SFV). Dr. McLawhorn stated that the Faculty/Staff Christmas Luncheon would be held on Wednesday, December 14<sup>th</sup>.

Wesley Beddard made a motion to support his recommendation and Clay Carter seconded the motion. The Council voted unanimous consent to the motion.

Dorie Richter distributed an updated copy of the Planning Council minutes for approval. She noted that the new copy contained one editorial change (page 2, last line, year should read 2006). Dorie Richter made a motion to accept the distributed copy of the Planning Council Minutes for the November 9, 2005 meeting. Judith Meyer seconded Ms. Richter's motion with unanimous consent from the Council.

The September 27, 2005 Marketing Committee Mtg. Minutes and the March 15, 2005 Professional Development Committee Mtg. Minutes were shared as items of information.

Clay Carter discussed two changes requested by the Admissions Committee at its November 16, 2005 meeting (memo from Allied Health Admissions Coordinator dated 8-23-05 attached). These changes to the Allied Health admission requirements were suggestions made by the North Carolina Board of Nursing during their June visit. Clay Carter made a motion that these changes be approved and Sandra Sauve' seconded that motion. All were in favor.

Wesley Beddard then discussed a revision to our Inclement Weather Policy, recommended by our program auditor, during her last audit. This change should be made in the College catalog and in the Faculty/Staff Manual. Mr. Beddard made the motion that we add a second paragraph to the policy that states "All curriculum class time missed due to inclement weather must be made up during the term by means established and announced by the College administration." Chet Jarman seconded the motion and all were in favor.

Wesley Beddard discussed the recommended changes from the Curriculum Committee. One change was a requirement by the Community College System that hours be added to the BLET program. The other recommended change was to add SPA 161 (Cultural Immersion) to the Spanish curriculum. This course will be included in the college catalog and will count toward the community Spanish facilitator certification as a substitute for SPA 141. Mr. Beddard made a motion that these two changes be approved and Sandy Sauve' seconded that motion. All were in favor.

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

Dorie Richter, Director of Planning & Institutional Effectiveness, stated that the planning council met on November 9<sup>th</sup>. Her department is currently working on several surveys (the non-returning students and the graduate follow-up surveys). Ms. Richter is currently testing several on-line surveys. A grant activity report was distributed for review.

Clay Carter, Director of Evening and Off-Campus Programs, reported that he will begin working with employees at the Weyerhaeuser plant in Plymouth.

Weyerhaeuser has recently announced a 200-person layoff and Clay is planning to attend several rapid response meetings.

Judith Meyer, Chair of the Faculty Senate, reported that there was a recent faculty senate meeting. The Faculty Senate would like to establish a plaque to recognize the faculty person of the year winners. The Faculty Senate is currently working to go back and determine all of the previous winners. This plaque will be paid for out of faculty senate funds and there will need to be future discussions about where it will be displayed.

Sandy Sauve', Dean of Student Services, discussed a registration work group meeting that took place the week before. It was decided at that meeting to send postcards to students who had registered but not paid reminding them to pay before the purge date. The registration workgroup also discussed a request by the faculty senate to better publicize the last day to receive a refund for dropping from classes. This information was added to several places after that meeting. Ms. Sauve' also reported that Student Support Services was close to hiring a new tutor coordinator.

Wesley Beddard, Dean of Instruction, reported that he is currently working with Washington High School to establish an early college academy. This program will also be available for home school students and private school students. The early college academy will give these students the opportunity to earn up to 44 hours of college credit before they graduate from high school. Mr. Beddard stated that there was a faculty meeting the previous day at which he reviewed the PACE and some information about SACS.

Chet Jarman, Dean of Continuing Education, reported that it was business as usual in the continuing education department. He also reported that there were a few retirements in his division and that he was exploring various options.

Phillip Price, Dean of Administrative Services, stated that building 11 was still expected to be complete and in use by the start of the spring semester. Mr. Price reported that there was a CIS project leader meeting recently and reported on several items that need to be addressed while we are in the conversion process to a new computer system.

Dr. McLawhorn, President, reported that this years Christmas social would be held on December 14<sup>th</sup> at noon. Dr. McLawhorn also led a discussion about several items related to recommendations made to the community college system office by the state auditor's office.

The next meeting date is Wednesday, January 25, 2006 at 9:30 a.m. The meeting was then adjourned.

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David McLawhorn, Chair