

ADMINISTRATIVE COUNCIL MEETING MINUTES

June 16, 2008

Monday, 9:00 a.m.

MEMBERS PRESENT

David McLawhorn
Wesley Beddard
Libba Thomas (for Phillip)
Sandra Sauve'
Chet Jarman
Clay Carter
Judy Jennette
Carolyn Hughes
Emily Albera
Dixon Boyles

MEMBERS ABSENT

Dorie Richter
SGA Representative
Phillip Price

The Administrative Council met at 9:00 a.m. on Monday, June 16, 2008, in the Conference Room of Bldg. 1. Dr. McLawhorn called the meeting to order and then addressed agenda items as follows:

I. Approval of April 30, 2008 Minutes

The April 30, 2008 minutes were distributed to all Admin Council members at the June 16th meeting for review. Dr. McLawhorn called for corrections or a motion to approve. Clay Carter made a motion to approve the minutes with a second from Sandy Sauve'. The motion was approved with an all ayes vote. (See minutes on the Internet under the appropriate Committees & Minutes link.)

II. Old Business

Item 1. Timeline for Instructional Calendar.

Wesley Beddard presented a proposed schedule for developing the instructional calendar. This proposal included two options. Option One required campus input during the February-April timeframe. Option Two required campus input during the August-October timeframe. Option Two better coordinates with the public school calendar. After discussion, consensus was to go with the Option Two proposal. Dr. McLawhorn called for a motion. Wesley Beddard made a motion to use Option Two with its recommended timeline. Dixon Boyles seconded the motion. The Council voted all ayes acceptance of the motion.

Item 2. Code to enter ECHS students into College System.

Sandy Sauve' stated that the code was assigned by the State.

Item 3. Electronic device in classroom policy.

Sandy Sauve' and Wesley Beddard stated that the policy was needed and they would work on it in the fall. The item was continued.

Item 4. Tobacco-free colleges/community colleges.

Due to the absence of the Dean of Administrative Services, this item was continued.

III. New Business

1. SACS Off-site Review Committee Recommendation Concerning Section 3: Comprehensive Standards: 3.4.10 (Responsibility for Curriculum)

Wesley Beddard stated that the SACS Off-Site Review Committee recommended a review of the makeup of the Curriculum Committee to insure adequate faculty representation. Mr. Beddard made a motion to add one faculty member from each academic division, in addition to the division chair, to the existing composition of the Curriculum Committee. Faculty members will be appointed by the President of the Faculty Senate, annually. Sandy Sauve' seconded the motion. The motion passed with an all ayes vote.

2. SACS Off-site Review Committee Recommendation Concerning Section 3: Comprehensive Standards: 3.7.5 (Faculty role in governance)

In Dorie Richter's absence, Wesley Beddard stated that the Off-site committee expressed some concern regarding the responsibility and authority of faculty in academics and governance matters. Dorie Richter (by proxy) submitted a motion to add two faculty members to the existing composition of the Evaluation Systems Committee. Faculty members will be appointed by the President of the Faculty Senate, annually. Wesley Beddard seconded the motion. The motion passed with an all ayes vote.

3. SACS Off-site Review Committee Recommendation Concerning Section 3: Comprehensive Standards: 3.7.5 (Faculty role in governance)

Wesley Beddard made a motion to add two faculty members to the existing composition of the Professional Development Committee. Faculty members will be appointed by the President of the Faculty Senate, annually. Sandy Sauve' seconded the motion. The motion passed with an all ayes vote.

4. By electronic vote on June 11, 2008, the Curriculum Committee approved removing the one hour general elective requirement from the Associate Degree Nursing Curriculum. Wesley Beddard reviewed the reasoning behind this request. Hearing no questions, Dr. McLawhorn called for a motion. Wesley Beddard made the motion afore stated. Clay Carter seconded the motion. The motion passed with an all ayes vote.

Sandy Sauve' asked to be recognized and stated that she would like to present two items for a vote. Item 1. Section 3: Comprehensive Standards: 3.9.2. Ms. Sauve' made a motion to delete the Policy on Posting Grades from the catalog and the Faculty and Staff Policy Manual. Wesley Beddard seconded the motion. The Council voted all ayes acceptance of the motion. Item 2. Section 3: Comprehensive Standards: 3.9.1. Because of a recommendation from the Off-site Review Committee, Ms. Sauve' made a motion that the student conduct policy in the catalog should clarify that campus police do not investigate

academic issues. Judy Jennette seconded the motion. The motion passed with an all ayes vote.

IV. Progress Reports

Judy Jennette:

- Met with Pat Capehart. Wants scholarship to go to electrical engineering student. Ms. Jennette has also talked with Mark Carawan.
- DOMTAR breakfast new week in Plymouth; Judy will attend
- Advertising for fall registration is in full swing—banners, cable tv, etc.
- Golf tournament reminders in July
- Working on scholarship sizes for fall—sent to Harold Smith
- Jonathan Hopkins scholarship (waiting to hear from the mom)

Clay Carter:

- Good interest in information highway for outlying counties (20-Mattamuskeet; 8-Ocracoke; 10-Plymouth; Columbia numbers later)

Emily Albera:

- Distributed minutes from February 19, 2008 Faculty Senate meeting.
- New officers have been elected.
- Gave to the Foundation \$200 each for Lou Tyer and Hannah Page scholarships.

Dixon Boyles:

- SACS-nothing new to report.
- Continuing to work on QEP
- Workshop conducted on June 5 with Chris Anson, Professor of Writing, at NCSU. Had follow up meeting last week. Still looking to identify potential QEP Lead Evaluator.
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Sandra Sauve'

- Todd Blumenreich/Nicole Howard/Sandy Sauve' interviewed 74 eighth graders for early college high school.
- Letters have gone out; do not know how many have accepted.
- Beaufort College Academy-Registration increases for Southside and Northside (appx. 25 students each)
- Sandy McFadden is in the Career Center.
- ICR report has gone out; Camille Richardson verifying all end of term attendance sheets. Dr. McLawhorn asked for a copy.
- Catalog has been proofed from her area.
- New student orientation scheduled for June 24th in Bldg. 8, auditorium.
- Have contract for Washington High School for graduation, May 14th (rehearsal) and May 15th (graduation).

Wesley Beddard:

- Last week had workshop on millennial students.
- Lots of positions open to be filled.
- College Tech Prep – outcomes next month.

Libba Thomas (reporting for Phillip Price)

- In response to a question re. salaries from the Faculty Affairs Committee, Ms. Thomas shared some data on salary rankings by different areas. She indicated that she or Phillip is available if anyone had further questions re. the data she presented.
- The Facilities Master Plan is complete.
- Ms. Thomas shared some input on the budget update relative to equipment and the importance of a priority list of equipment needs.
- The County Budget passed, including the additional building for BLET. This budget also included the \$20.00 testing fee for nursing.

Chet Jarman:

- Mr. Jarman stated he had received the consortium agreement from Leonard Hudson.
- To date, 6 students for the CDL class; have mailed out 100+ flyers; Need 20 students to run the class.
- Southside welding class started this morning; checking into getting storage building back that was built with State funds.
- FTE down
- Considering an incentive for GED graduates to return to further their education by offering one tuition-free class (requires Foundation approval). Consider implementing in the spring.

Carolyn Hughes:

- Ms. Hughes is new President of Staff Association.
- Minutes will be available at the next meeting.
- Reminder of Staff Association yearly luncheon tomorrow, June 17.

Dr. McLawhorn

- Phillip Price and John Farkas took the Facilities Master Plan to Raleigh.
- No. 1 facility priority is an Allied Health building.
- Update on ECHS: going great, hired 3 teachers; looking for a Social Studies teacher; no guidance counselor this year; Lisa Bunting has been hired as Early College liaison. She is a community college employee.
- Planning Council had a great meeting last week.
- Laura Bilbro-Berry (Wachovia Partnership East) and Todd Blumenreich (ECHS) made interesting presentations to the joint meeting of the BCCC Board of Trustees and the BCS Board of Education at its June 3rd meeting.
- Dr. McLawhorn noted that he would be on vacation next week.
- Jennie Singleton will begin work as his new administrative assistant on June 23rd.

The next meeting date is Tuesday, July 29, 2008, 3:00 p.m. The meeting was then adjourned.

David McLawhorn, Chair