

AMINISTRATIVE COUNCIL MEETING MINUTES
August 26, 2008
Tuesday, 3:00 p.m.

MEMBERS PRESENT

David McLawhorn
Wesley Beddard
Phillip Price
Dorie Richter
Judy Jennette
Dixon Boyles
Carolyn Hughes
Clay Carter
Chet Jarman
Emily Albera
Sandy Sauve'

MEMBERS ABSENT

The Administrative Council met at 3:00 p.m. on Tuesday, August 26, 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 July 29, 2008 Minutes

A draft of the July 29, 2008 minutes had been emailed to all Admin Council members prior to the August 26th meeting for review. Dr. McLawhorn called for corrections or a motion to approve. Chet Jarman made a motion to approve the minutes with a second from Phillip Price. The motion was approved with an all ayes vote. (See minutes on the Internet under the appropriate Committees and Minutes link.)

II. Old Business

Electronic device in classroom policy – This item will be continued in the fall when the faculty are back on campus. A Faculty Senate meeting is scheduled for September 9, 2008.

Tobacco-free colleges/community - This item will be continued until the new staff person comes on board.

III. New Business

1. Proposed Change to the Faculty and Staff Policy Manual.

Dr. McLawhorn discussed the proposed change to item 2 of the Facility Use Policy for Non- Institutional Purposes. Phillip Price made a motion to approve the change as presented to the Faculty and Staff Manual. Chet Jarman seconded the motion. The motion was approved with an all ayes vote.

2. Proposed draft of Academic Calendar 2009-2010.

Wesley Beddard shared two proposals of the 2009-2010 Academic Calendar and noted that the proposals are only for discussion at this time. Calendar requirements are: 2 days for registration, 78 class days, 4 exam days and 2 faculty workdays. The 2009-2010 Academic Calendar will be placed on the October agenda as an action item. Wesley will report any feedback that he receives on the different proposals.

IV. Progress Reports

Emily Albera:

- Faculty meeting scheduled for September 9, 2008.

Judy Jennette:

- Please let Judy or Betty Gray know when events/times change that need to be publicized.
- Partnership for the Sound – establishing a Floyd Lupton Endowment:
 - By the end of this month
 - Will go to a Bio-Technology Student
- Walmart is going to give us funding to provide prizes for the Golf Tournament and Croquet Tournament.
- Will tour facilities at Cape Fear Community College to see their Compensatory Program – narrowed dates down to the 23rd and 25th.
- Doris Eakes Luncheon is November 4th at 12:30.
- BCCC Golf Tournament scheduled for September 12:
 - Registration is coming in pretty steadily
 - Two tee times this year (morning & afternoon)
 - Afternoon time is almost full
 - Morning is lacking
 - Will advertise in paper this week
 - Fleece jackets with BCCC embroidered on them will be given out instead of trophies this year.
- Meet with new Ambassadors September 2 to review their duties and activities for the coming year.
- Constitution Bee is Sept. 17 at Noon:
 - Will be like a Spelling Bee but questions will be asked about the Constitution.
 - Federal Legislation says it will be held on Sept. 17.
 - Information will be emailed and put in the Newsletter.
- Scholarship Committee will be meeting on September 2 to make awards for the Foundation Scholarships for this year.

Dixon Boyles:

- Next 5 weeks busy getting reports written for SACS.
- We will address whatever SACS points out on their on-site visit.
- Will probably be next June before we are in the clear.

Dorie Richter:

- Long Range Plan was approved at the August 5 Board meeting.
- Working on end-of-year reports.

- Community Satisfaction Survey – administrative summary distributed and a copy will be posted on the web.
- Working with Chet on an on-line survey for his area.
- Committee assignments need to be made as soon as possible:
 - Need to have Mission Review Committee Meeting in October
 - Sandy Sauve' asked if the folks on the Student Appeals Committee could remain the same because it is helpful that they already have a background on those appeals. If someone wants off that will be okay. There is a need to have at least 4 or 5 people that will be willing to serve on the Student Appeals Committee.
 - It is helpful if you are on a committee and cannot attend to get someone attend in your place.

Sandy Sauve':

- Will be administrating the Hobbit which is the Allied Health Admissions Test by computer and we now have a web based version.
- Will have smaller groups with more offerings.
- Teresa and Judy have worked really hard on Constitution Day and it will be a lot of fun. We hope to have a lot of participation this year.
- Staff changes are going on in Student Services.
- The surveillance system that we have in place is wonderful:
 - Would love to see system expanded to other areas particularly where the Early College students are (library, cafeteria).
 - Hal is putting together a proposal and we are going to start budgeting for it in our county budget for next year.
- Have had a lot of questions about the weight room. Students have been told that once we have decided when training will take place we will notify them through student mail.
- Please remind students to check their email. We will be notifying students via email of important college decisions.
- Very smooth registration.

Wesley Beddard:

- Full Campus Advisory Committee Meetings – may need to be in the spring for two reasons: 1) System Conference coming up and 2) SACS and the amount of work involved. Spring (late February or early March) should be less hectic than the fall. Take November 20 off the calendar.
- Hope to have more communication with Tyrrell County Early College.

Clay Carter:

- Off Campus High School day classes - we have slightly less than 50 students over 4 high schools.
- Evening – one class is using the information highway to deliver an Early Childhood class and a Math 60 class in Washington County.
- The kids and adults are taking more on-line classes. Shifting focus to preparing kids and adult for on-line work and planning on doing more developmental work.
- Great need for some Continuing Ed. classes.
- The Hospitality Committee is making progress with the upcoming SACS visit

Carolyn Hughes

- Nothing to report from the Staff Association

Chet Jarman:

- Start not allowing Continuing Education Curriculum overlaps.

Phillip Price:

- In the process of finalizing the financial statements.
- Trying to set up a Finance Committee Meeting next week to get the state budget approved.
- Attended a workshop yesterday put on by the State Energy Office – new reporting requirements are coming out for utility usage (electric, water, gas & other types of utilities)
- Universities and other state agencies are under some mandatory requirement that they put in a plan and within (X) number of years cut their usage by 20%, 30% and other standards. Community Colleges are not under this requirement right now but may not be long before it is a requirement.
- Conducted interviews for the Director of Campus Operations and for a Campus Police Officer position. Announcements will be coming up shortly.
- Meet tomorrow morning to do more work on the Public Safety Annex.

Dr. McLawhorn:

- We need uniform system saying what our enrollment is year to year (up/down). Dorie shared a report that she had put together. After much discussion it was decided that Dorie and Sandy will work together on revising the report and bring back to a later meeting.
- We do not get any FTE during the summer.
- Sandy will check to see if we have a record enrollment and report back.

The meeting adjourned at 4:00 p.m.

David McLawhorn, Chair