

ADMINISTRATIVE COUNCIL MEETING MINUTES
February 25, 2009
Wednesday, 3:00 p.m.

MEMBERS PRESENT

David McLawhorn
Crystal Ange
Dorie Richter
Ben Morris (for Emily)
Judy Jennette
Dixon Boyles (for Wesley)
Carolyn Hughes
Chet Jarman
Phillip Price

MEMBERS ABSENT

Emily Albera
Wesley Beddard
Celina Worsley – SGA Representative

The Administrative Council met at 3:00 p.m. on Wednesday, February 25, 2009 in the Conference Room of Bldg. 1. Dr. McLawhorn called the meeting to order and addressed the agenda items as follows:

I. Approval of October 29, 2008 and November 7, 2008 Minutes

The October 29 and November 7 minutes were distributed to all Administrative Council members prior to the meeting. Dr. McLawhorn called for corrections or a motion to approve. Phillip Price made a motion to approve the minutes with a second from Chet Jarman. The motion was approved with an all ayes vote. (See minutes on the Internet under the appropriate Committees and Minutes link.)

II. Old Business

None reported.

III. New Business

1. Admissions Committee Minutes for April 2, 2008 and November 12, 2008 meetings had been distributed electronically prior to the meeting for information only. Phillip Price noted that on the April 2 minutes under item F – the Board has already taken action on the HOBET testing. (See minutes on the Internet under the appropriate Committees and Minutes link.)
2. Beaufort County Community College Foundation Committee Minutes for May 22, 2008 and October 29, 2008 meetings had been distributed electronically prior to the meeting for information only.

3. Information Technology Committee Minutes for September 3, 2008 and December 2, 2008 meetings had been distributed electronically prior to the meeting for information only. (See minutes on the Internet under the appropriate Committees and Minutes link.)
4. Marketing Committee Minutes for the September 17, 2008 meeting had been distributed electronically prior to the meeting for information only. (See minutes on the Internet under the appropriate Committees and Minutes link.)
5. Special Events Committee Minutes for the November 19, 2008 had been distributed electronically prior to the meeting for information only. (See minutes on the Internet under the appropriate Committees and Minutes link.)
6. Evaluation Systems Committee Minutes for January 29, 2009. Dorie noted that the minutes had been emailed to Senior Staff prior to today's meeting. Dorie reviewed the minutes and pointed out that the committee looked at several surveys and guidelines and recommended several changes. Copies of the evaluation forms with noted changes were distributed for review and discussion. After careful review of the changes to the Student Evaluation of College Services survey and the Faculty/Staff Evaluation of College Services survey, Phillip Price made the motion to approve with the recommended changes from the Evaluation Systems Committee. Chet Jarman seconded the motion and the Council voted unanimous consent.

Attention was then directed to the Staff Performance Evaluation by Supervisor form. After much discussion, Chet Jarman made the motion to approve the wording/editing changes and to vote out the addition of a new column "Exceeds Expectations" to the rating scale. Carolyn Hughes seconded the motion and the Council voted unanimous consent. Chet noted that he feels the instrument needs some review and if in the future a committee is formed he would like to serve.

Dorie then presented and discussed the wording/editing changes to the Employee Performance Evaluation guidelines. Chet Jarman made a motion to approve the Employee Performance Evaluation guidelines with recommended changes from the Evaluation Systems Committee. Phillip Price seconded the motion and the Council voted unanimous consent.

Dorie will make the approved changes and the revised forms will be posted on the web.

7. Professional Development Minutes for the November 28, 2008 and December 16, 2008 meetings had been distributed electronically prior to the meeting for information only. (See minutes on the Internet under the appropriate Committees and Minutes link.)

8. Faculty Senate Meeting Committee Minutes for the October 28, 2008 meeting had been distributed electronically prior to the meeting for information only. (See minutes on the Internet under the appropriate Committees and Minutes link.)
9. Curriculum Committee Minutes for the February 11, 2008 – In the absence of Wesley Beddard, Dixon Boyles presented the minutes of the February 11 Curriculum Committee. After discussion of the proposed curriculum changes, Dixon Boyles made a motion to approve the Curriculum Committee Minutes as presented. Phillip Price seconded the motion and the Council voted unanimous consent. (See minutes on the Internet under the appropriate Committees and Minutes link.)
10. Student Appeals Process – Crystal Ange pointed out that we had several SACS issues and we had to look at our appeals process. Crystal noted that in looking at our appeals process we have split it into two parts. Two handouts were distributed the Grade Appeal Procedures (white handout) and Student Disciplinary Procedures (green handout). Crystal called attention to the last page of both documents under Student Appeals Committee and Student Disciplinary Committee. The SACS On-Site Committee questions the appropriateness of students hearing and deciding grade appeals. After much discussion, it was decided that we would look at the purpose (committee structure) in the Faculty Staff Manual, reduce student representatives to one, change the name to the Student Appeals Committee and change the name from Student Disciplinary Committee to Student Incident Procedures. The Council was asked to read the two procedures and let Crystal know of any corrections. Once corrections have been made, the procedures will come back for Administrative Council approval and then to the April Board Meeting for final approval.

Crystal directed attention to the Beaufort County Community College Incident Report (pink handout). After review, it was decided to change the name to Beaufort County Community College Student Incident Report and change the word infraction to incident. Corrections to the form will be made and brought back to Administrative Council for approval and then to the April Board Meeting for final approval.

IV. Progress Reports

Crystal Ange:

- FAFSA Workshop was held Saturday
- During the summer and next year we are going to do testing as needed – instead of the student having to accommodate our schedule we are going to accommodate their schedule
- Lori is working on transferring program of study
- Betty Randolph is our guest speaker for graduation – Jennie will get her Bio to Judy for the paper

Dorie Richter:

- Completed mid-year progress report to Board
- Completed mid-year progress report for all planning units/subunits
- Designed and emailed online survey to evaluate planning process – a little over 50% returned
- Updated web page and BCCC fact book
- Have set up 2 orientation sessions for Institutional Effectiveness (Feb. 26 & March 5)
- Handouts – 2008-2009 Non-Returning Student Survey & 2008-2009 Employer Satisfaction Survey
- Completed and scanned over 1800 evaluations for curriculum courses – having trouble putting together aggregate data due to scanner problems
- Working on graduate follow up surveys – mailed out last week
- Will get out approved surveys in March - Student Evaluation of College Services and Faculty/Staff Evaluation of College Services
- Handout - Grant Activity Report (posted on web/Institutional Effectiveness)

Ben Morris:

- Faculty Senate met last week
 - Request to have input into make-up days in the future instructional calendars
 - Questions about the security cameras (location of them)
 - Phillip Price informed the Council on the camera locations and he will get Hal to put together a list and email out
 - The cameras are for security purposes
 - No security cameras in teachers lounge or bathrooms

Judy Jennette:

- Academic Excellence – the State Community College Office has decided to not do a lunch honoring students.
 - We still have to pick two
 - Selections have to be made by April 1
 - Betty and Judy will put together some type of publicity for the students that are selected here
- Deadline for nominating Ambassadors is April 3
- Beaufort County Medical Center has agreed to co-sponsor the open house for focusing on our Allied Health Programs – specifically in Nursing and Medical Lab Technology. Scheduled for March 24 from 6:00 p.m. – 7:30 p.m.
- Extreme Home Make Over is coming to Eastern North Carolina – Mandy Jones and Theresa Edwards are lining up students to work at the site. The site has not been announced.
- Bobby Andrews Scholarship applications have been prepared and distributed to Bobby Andrews
- BCCC golf tournament is tentatively set for September 25

Dixon Boyles:

- Our response to SACS is due April 13 – a reminder was sent out this morning
- Chris Anson will be on campus on Monday - he is the Director of NC State Speaking and Writing Programs
 - Chris worked with us in the past on our QEP
 - He will be working with instructors in developing common assessment protocols and rubrics

Carolyn Hughes:

- Staff Association meets next month
- Apple Award – have had 4 recipients

Chet Jarman:

- Tuesday is Job Shadow Day in Building 10
 - Reduced the number from 80 to 50
- Students from Hyde County coming in to talk with Lentz about small business

Phillip Price:

- We have started a few energy conservation efforts
 - Paper recycle bins
 - Testing in a few buildings to see how it works – then we will expand across campus
 - In the hallways in Building 1 we have removed two of the bulbs in every light
 - Looking at expanding the sensors in some of our classrooms - when no one is in there the lights turn off by themselves
 - Public Safety Annex seems to be off to a good start
 - Interview in early March architects for the project
- Brown has a few new wireless access points for the student wireless network in the student lounge, nursing building and a couple of other points
- Brown had a Blackboard outage last night to try and repair some connections that were slow
- State Budget
 - Still monitoring as closely as we can
 - The state has almost gone away from a budget model to a cash model
- Will do a Budget Presentation at the Board Retreat
 - Will do the same presentation as a lunch and learn in March
 - How the college budget works

Dr. McLawhorn:

- March 10 – Veronica Ross our Program Auditor will be on campus
 - She will be housed in building 8
 - May be visiting classrooms

- Budget Crisis

Dr. McLawhorn informed the Council of a presidents meeting he attended last week with the Community College Systems President, Dr. Ralls. Dr. McLawhorn shared a letter from Dr. Ralls to Governor Beverly Perdue.

- The Governor's Office has requested that all agencies respond with information related to how budget cuts of 3%, 5% and 7% would be handled by each agency.
- In a letter from Dr. Ralls to the Governor he stresses the four key funding areas that must remain whole for NC Community Colleges to remain effective in providing the leadership to pull North Carolina out of the recession:
 1. Per student funding – reducing per-student funding formula would mean that it would be difficult to expand healthcare and other technologically intensive areas. We would need even more student per class just to pay our faculty at the 79% rate.
 2. Equipment and technology – over the past decade, approximately one-third of our equipment funding has been derived from non-recurring funding sources that are no longer available. The funding we receive to replace our equipment is once every eleven years.
 3. Healthcare weighted funding – it costs community colleges 50% more to educate a health care professionals.
 4. Technical Education weighted funding – many technical education programs (machine shops, auto mechanics,) require expensive equipment for training.
- Dr. Ralls also pointed out to reach a 7% reduction in funding while preserving the four key funding areas listed above, would require:
 1. Elimination of many categorical programs.
 2. Doubling the fees for workforce continuing education courses and elimination of tuition and fee waivers for senior citizens.
 3. Stop providing college transfer courses to high school students (Huskins and dual enrollment). One reason behind this is because our mission is job training.
 4. Reducing multi-campus funding and economic development programs.
 5. System consolidation and increasing of the enrollment threshold to qualify for multi-campus funding.
- These cuts would only allow for a total budget reduction of 6%. Ralls then pointed out that even if we made the cuts and preserve the four core areas that reaching beyond the 6% in cuts would require System consolidation.
- Dr. McLawhorn shared a memo that he will email today to all faculty and staff addressing the current budget crisis, along with the letter from Dr. Ralls to Governor Perdue. McLawhorn noted that the best case scenario would be for the Governor to state where a 3% cut would be made and leave the additional 4%, 5% and 7% cuts up to the colleges.

- Dr. McLawhorn shared one positive piece of information about the budget – for the first time ever our enrollment growth is in the continuation budget.

The next meeting is scheduled for Wednesday, March 25 at 3:00 p.m.

The meeting adjourned at 5:10 p.m.

David McLawhorn, Chair