

ADMINISTRATIVE COUNCIL MEETING MINUTES
July 29, 2008
Tuesday, 3:00 p.m.

MEMBERS PRESENT

David McLawhorn
Wesley Beddard
Phillip Price
Dixon Boyles
Sherry Stotesberry (for Carolyn Hughes)
Clay Carter
Chet Jarman
Emily Albera
Sandy Sauve'

MEMBERS ABSENT

Dorie Richter
Judy Jennette
Carolyn Hughes

The Administrative Council met at 3:00 p.m. on Tuesday, July 29, 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 June 16, 2008 Minutes

The June 16, 2008 minutes were distributed to all Administrative Council members. Dr. McLawhorn called for corrections or a motion to approve. Wesley Beddard 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

Item 1. Electronic device in classroom policy.

Wesley Beddard requested continuing this item in the fall when faculty are back on campus.

Item 2. Tobacco-free colleges/community colleges.

There was much discussion by the group regarding the current smoking policy on campus. It was indicated that in some areas, the "no smoking 50 feet from the building" policy is being broken. Several members suggested having designated areas on campus to smoke, such as in cars and a gazebo. Dr. McLawhorn asked Phillip Price to investigate the effectiveness of putting up a gazebo and the cost involved. This item will be discussed again at a future meeting.

III. New Business

1. Planning Council Committee Minutes for June 10, 2008.
Phillip Price made a motion to *accept* the minutes with a second from Sandy Sauve'. The motion was approved with an all ayes vote.
2. Institutional Effectiveness Long-Range Planning & Assessment.
Wesley Beddard made a motion to approve the Institutional Effectiveness Long-Range Planning & Assessment. Chet Jarman seconded the motion. The motion was approved with an all ayes vote.
3. Proposed Changes to the Faculty and Staff Policy Manual.
Phillip Price presented changes to the manual. Dr. McLawhorn proposed that the formatting of the SACS directory information for the Faculty and Staff Manual be consistent with the format found in our Reaffirmation of Accreditation document which has been reviewed and approved by the SACS off-site team. Clay Carter made a motion to approve changes as presented to the Faculty and Staff Manual. Phillip Price seconded the motion. The motion was approved with an all ayes vote.
4. Marketing Committee Minutes for May 21, 2008.
Wesley Beddard made a motion to *accept* the Marketing Committee Minutes with a second from Sandy Sauve'. The motion was approved with an all ayes vote.

IV. Progress Reports

Clay Carter:

- Getting ready for fall.
- Books are coming in/students are registered/good numbers.

Sherry Stotesberry:

No report from the Staff Association

Dixon Boyles:

- Teddi Fishman at Clemson University is our QEP Evaluator.
- Travel arrangements for SACS visit to be completed by the end of September (Clay Carter is our hospitality coordinator).
- Received letter from Dr. Belle Wheelan stating that we are in good standing with our Early College High School.

Sandy Sauve:

- Getting geared up for fall.
- College Academy Orientation scheduled for 2:00 p.m. on August 14.
- Early College High School orientation on July 31.

Wesley Beddard:

- We have two defined Early College High Schools (Beaufort County and Hyde County). Hyde will be coming to campus on Fridays in the fall for ACA 118. Hyde's program is a 4 ± 1 program. Four years at their high school and the fifth year here.
- Four new full-time faculty this year – one per division.
- Ana McClanahan will be conducting a "Teaching Matters" workshop prior to the beginning of fall semester. Ana received her training through NCNET.
- New faculty will be involved in several orientation sessions prior to the start of fall semester.
- Schedule Correction Days will be August 14 and 15 for students that are registered and/or have been purged from the system to correct their schedule. Post cards will be mailed to all registered students announcing Schedule Correction Days.
- Registration numbers for fall are very good – up 15% from last fall.
- Spent this morning (July 29) in Raleigh as a member of the committee to select the semi-finalist for staff person of the year.

Emily Albera:

- Have not had a faculty meeting since last Administrative Council meeting.
- Faculty meeting planned for September 9.

Chet Jarman:

- Two Continuing Education staff people have been out due to medical reasons.
- Attending Eastern Region Dean's meeting on July 31 at Sampson Community College.
- Good news – BATS schedule rate this year is \$1.54 per mile. Flat rate did not go up.

Phillip Price:

- Second Sexual Harassment class held today (July 29).
- New custodian starting on Monday for Building 9 – Marvin Pearce.
- Finance Committee and Property Committee meetings with the Board at 5:00 p.m. today.
- Budget meeting scheduled for August 15 in Raleigh to pick up state budget for the college.
- Energy office sent reps that did an energy audit on buildings 1 and 3. Report was submitted to us but have not had a chance to read it to see what their recommendations are.

Dr. McLawhorn:

- Will be attending President's meeting at Carteret Community College.

- Board of Trustee meeting on August 5.
- All personnel meeting on August 26 at 12:00 noon.
- Meet with County Commissioners on August 12 - to discuss Admissions Policy for Illegal Aliens and to gain tentative approval to begin the design process of a new Allied Health Building.
- Board of Trustees' Retreat on September 30.
- Foundation Golf Tournament on September 12.
- Will go to Raleigh with Phillip and Libba on August 15 to pick up budget information.

The next meeting is scheduled for Tuesday, August 26, 2008 at 3:00 p.m.

The meeting adjourned at 3:50 p.m.

David McLawhorn, Chair