

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

MEMBERS PRESENT

David McLawhorn
Phillip Price
Crystal Ange
Wesley Beddard
Chet Jarman
Dorie Richter
Emily Albera
Judy Jennette
Dixon Boyles
Carolyn Hughes

MEMBERS ABSENT

Celina Worsley – SGA Representative

The Administrative Council met at 3:00 p.m. on Wednesday, March 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 February 25, 2009 Minutes

The February 25, 2009 minutes were distributed to all Administrative Council members prior to the meeting. Dr. McLawhorn called for corrections or a motion to approve. Wesley Beddard 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

None reported.

III. New Business

1. Marketing Committee Minutes for the December 3, 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.)
2. Student Appeals Process – Crystal Ange reviewed the changes (in yellow) made at last month's Admin Council meeting for the Grade Appeal Procedures and asked for any comments. After discussion, Wesley Beddard made a motion to approve the Grade Appeal Procedures as edited. Judy Jennette seconded the motion. The motion carried with an all ayes vote. Ms. Ange then directed attention to the Student Incident Procedures handout and noted changes (in yellow) made at last month's Admin Council meeting. After discussion, Judy

Jennette made a motion to approve the Grade Appeal Procedures as edited. With a second from Emily Albera, the motion carried with an all ayes vote. Ms. Ange noted that the Student Incident and Grade Appeal Procedures would go to the Board of Trustees Curriculum Committee for approval and then to the full Board for approval at the April meeting.

IV. Progress Reports

Judy Jennette

- Academic Excellence Award Winners have been selected and will make a presentation to the Board of Trustees on April 7. The winners are William Reagan and Margo Fox.
- Allied Health Open House was last night and about 30 folks attended. Guest speakers were: Louie Ussery, LPN; Sidney Scales, MLT and Trip Bliley, RN.
- Betty Gray has started a news blog on our website.
- Early College High School has received 119 applicants for the upcoming school year.
- New billboards have been ordered for upcoming registration in May. The new billboard will have our new slogan "Creating Success".
- Ambassador nominations are still coming in - deadline is next Friday.

Dorie Richter:

- Working on several surveys:
 - Graduate follow-up 33% return rate
 - Faculty/Staff evaluation of college services 51% return rate
 - Current Student Evaluation of College Services – will begin working on these very soon
- Received preliminary data for performance standards – in the process of verifying data. Once information is put together it will be brought back to Admin Council.
- Handout - Grant Activity Report.
- Attended several SACS meetings to see how the area of Planning and Inst. Effectiveness can help out.
- Almeta has set up a SACS template on the N drive so people responding to recommendations will have a place to note responses.

Crystal Ange:

- Summer School registration starts the first of April.
- Spring Fling Dance is scheduled for Friday night 7:00 p.m. - 11:00 p.m.
- Graduation diplomas have been given to Dr. McLawhorn for his signature.
- SACS piece from Student Services is almost complete.
- April updates will be sent out next week.

Dixon Boyles:

- SACS update:
 - ⇒ Pushing ahead to get SACS responses completed.

- ⇒ The Compliance Committee is meeting on Monday to review the responses to each of the eleven recommendations.
- ⇒ Working on addressing their comments in the QEP.
- ⇒ Should have most of the work complete by Monday.
- ⇒ Plan to mail out on April 6.
- ⇒ Handout of Beaufort County Community College Evaluation System. The document contains data that was pulled together to try to address SACS concerns in 3.3.1 – *the recommendations said that we were not identifying student learning outcomes and addressing them* and 3.5.1 – *requires us to identify college-level general education competencies and the degree to which graduates have attained them*. Dixon noted that Mike Davis and Jay Sullivan have worked very hard on pulling the data together. Dixon explained the process outlined in the handout. (copy of handout attached)
 - Wesley Beddard mentioned that it may be a good idea to share the chart showing the 2007-2008 Graduates' Level of Proficiency in General Education Competencies with our Trustees. Dr. McLawhorn asked Jennie Singleton to include the chart in the April Board packet under his update section. Dixon noted that he would be available to answer any questions that may arise from the chart.

Emily Albera:

- Faculty Senate met on February 17 – *minutes will available at the next Admin Council meeting on April 29.*
 - Calendar for next year - Would like to be a part of the process for make-up days (*Wesley Beddard noted that when the calendar is presented to Admin Council, make-up days will be discussed up front and faculty will be involved in the process*)
 - Current events are being posted to the BCCC website – event, time, location and contact person.
 - Pleased to find out where the video cameras are located.

Clay Carter:

- Continue to help Domtar employees who have been dislocated.
- Surviving the layoff class has 32 students.
- Filled one section of a computer class to start in Washington County and have started another. This is important because it allows people immediate access to their unemployment benefits. An article is being written and it should be finished by the end of the week.

Wesley Beddard:

- Instructor of the Year information has gone out to the entire faculty.
- BLET graduation is next Wednesday night.
- College Tech Prep Articulation Agreement – three different instruments: Hyde, Beaufort and Washington Counties.
- Reduced summer schedule this year because of the budget.

Carolyn Hughes:

- Staff Association Executive Committee will meet next week to go over guidelines for the Staff Person of the Year. Dr. McLawhorn would like the announcement made at the Service Awards Luncheon on May 14. Also, Wesley Beddard will announce the Instructor of the Year at the luncheon on May 14.

Chet Jarman:

- Veronica Ross will be here Thursday and Friday of this week.
- Met with Phillip this morning to look at the Continuing Education budget and they have a plan.
 - Continue with the primary courses that are required for certification
 - Reduce some basic skills classes

Phillip Price:

- Budget
 - We recently received word from the System Office that our cash availability will be cut by 1% for this fiscal year. Basically, this amounts to an additional 1% reversion (cash reduction). We are required to stay within the allocated budget and we are closely monitoring the budget process.
 - The Governor released her proposed budget last week. Phillip noted a couple items of interest and stated that these are **not yet official**. There is talk about reducing some categorical allotments - Phillip discussed the ones that would affect us:
 - Community Service Block Grant – money we use to help with providing arts on campus and the community
 - Elimination of Baccalaureate Education Funds – some faculty members apply to receive money for a 4 year degree
 - Doing away with Faculty and Staff Development Funds – funds for professional development
 - Compensatory Education Administration
 - Reduce Funding for Library Books and Materials
 - Restructure Continuing Education Fee Rates – the restructure would make Continuing Education courses more expensive
 - Giving flexibility for a 2% cut
 - Freeze teacher and state longevity pay for 2 years
 - The Senate is anticipating the draft in a couple of weeks.
 - Currently working on the County Budget Request. This will go to the April Board meeting.
 - Working on the Identity Theft Policy and will take to the April Board meeting.
 - Attended a construction meeting today for the Public Safety Annex Building.
 - Going well
 - Put steel up next week
 - On schedule

- The Property Committee met last week to interview architects for the new Allied Health Building. The Property Committee will make a recommendation for an architect at the April Board meeting.

Dr. McLawhorn:

Continuing on the Budget:

- The Governor has put her budget out.
- Erskin Bowles and the University System are advocating furloughs, which is not in the Governor's budget.
- Scott Ralls and other folks in Raleigh are very appreciative of the Governor's budget but we have to wait and see what the other folks do
- A lot of interesting bills coming up:
 - Student Drop Outs - Right now if a student drops out from high school and he/she comes to a community college, he/she is still considered a dropout. Public school folks want to change this to where they would not be counted as a dropout. If this happens, we could see our enrollment in GED going up.
 - Senate Bill 592 – will take money from Golden Leaf and move it over to community colleges. This would set up a reserve fund for community colleges. The first year out it would double our money for equipment. The sponsors of the bill were legislators from Mecklenburg and Wake County. Both of these counties are not eligible for Golden Leaf. This bill would give those counties Golden Leaf dollars. Community Colleges **did not** introduce this bill. If this bill passes we will get over \$600,000 in equipment money.
 - Every year we have to go to the general fund to get equipment dollars. This bill would set up a revenue stream so we would not be fighting for general fund dollars.
 - Right now, community colleges are down 37% in equipment funds from 2001 and up 40% in enrollment.
 - Hoping this bill will pass.
- Board of Trustee Meeting Scheduled April 7, 2009.
- We will present the 2009-2010 local budget to the county commissions at a joint meeting on April 20.
- Distributed the summer schedule official bulletin – will be emailed to staff and faculty.

The next meeting is scheduled for Wednesday, April 29 at 3:00 p.m.

The meeting adjourned at 4:48 p.m.

David McLawhorn, Chair