

AMINISTRATIVE COUNCIL MEETING MINUTES

October 29, 2008
Tuesday, 3:00 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Celina Worsley – SGA Representative

The Administrative Council met at 3:00 p.m. on Tuesday, October 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 September 24, 2008 Minutes

A draft of the September 24, 2008 minutes had been emailed to all Admin Council members prior to the October 29th meeting for review. Dr. McLawhorn called for corrections or a motion to approve. A correction was made to the spelling of "Carolyn Hughs" to be corrected to "Carolyn Hughes" in her progress report segment of the minutes. A change was made under Progress Reports for David McLawhorn - the 5th bulleted item - "Job on immigration will be to contact all the states and find out what each are "is" doing." Phillip Price made a motion to approve the minutes as amended with a second from Judy Jennette. The motion was approved with an all ayes vote. (See minutes on the Internet under the appropriate Committees and Minutes link.)

II. Old Business

Tobacco-free colleges/community – Phillip Price informed the group that we are doing a trial run with Building 2. New benches have been placed 50 ft away from the building to see if this will get folks to smoke away from the building. Tobacco-free will be removed from future agendas unless otherwise needed.

Academic Calendar – Wesley Beddard presented the 2009-2010 instructional calendar. The calendar was created with faculty senate input. Wesley suggested taking off the number of M, T, W, Th which is listed for fall and spring at the top of the calendar. Wesley Beddard made the motion to adopt the 2009-2010 calendar with removal of the number of M, T, W, Th at the top of the calendar. Sandy Sauvé seconded the motion. The motion was approved with an all ayes vote.

III. New Business

1. Evaluation Systems Committee Minutes for the September 23, 2008 meeting were distributed for information only. (See minutes on the Internet under the appropriate Committees and Minutes link.)
2. Mission Review Committee Minutes for the September 30, 2008 meeting were distributed for information only. (See minutes on the Internet under the appropriate Committees and Minutes link.)

IV. Progress Reports

Clay Carter:

- Things are going okay
- Hotel rooms are reserved for SACS, everything coming together

Judy Jennette:

- Foundation Board met today
 - Approved \$1500 for GED graduates to take a curriculum course spring semester
 - Students who received scholarships this fall will be featured in the Washington Daily News
 - Early College High School meeting tomorrow
 - Working on brochures to recruit male students
 - Special Events Committee to meet and discuss Christmas decorations for Building 10

Dixon Boyles:

- Getting SACS schedule to Dr. Bowyer
- Need to determine who will be in the faculty/staff groups meeting with SACS on Wednesday afternoon
- Handout – Speaking notes on QEP
- Will meet with individual departments to go over QEP

Emily Albera:

- Faculty Senate met yesterday – approved the 10/28/08 minutes (handed out for information only)
 - Made proposal for a campus calendar (handout)
 - Person scheduling the meeting is responsible for sending information to Tricia to post on the web
 - Will run a trial test to see if it works

Sandy Sauve':

- New Assistant Director of Financial Aid – Megan Sommers
- New Student Orientation – November 19
- Will vacate her office November 21 to get ready for new occupant Crystal Ange coming on December 1
- Last day – December 19

Dorie Richter:

- Planning Council met 10/28/08 – will email a draft of the minutes
- Long Range Plan End of the Year Report – posted and will be emailed out next week
- Non-returning students surveys sent out
- Working on employer surveys

Wesley Beddard

- November 18 – Hyde Early College Planning Meeting here on campus
- November 5 - Going to Columbia High School to meet with the principal about pre-planning an Early College High School
- Spring Semester – starting late classes January 20-21, 2009 for students graduating in Beaufort County Schools
- November 6 – serve on interview committee for Teaching Fellows at Beaufort County Schools

Carolyn Hughes

- Handout – Staff Association Minutes of meeting October 9 -(handed out for information only)
- Staff Association meeting scheduled October 31
- Looking at tutorial program for Boys & Girls Club after school
- Looking at Health and Safety Fair

Chet Jarman

- Still preparing for GED to move to Cont. Ed.
- Basic Skills meeting next Wednesday
- The Ability to Benefit Clause – looking at that policy

Phillip Price

- Full time contracts are ready
- Part time contracts to be signed by Dr. McLawhorn
- We have a company on campus testing heating/AC controls
- Just received equipment carryover money from last year
- Performance funding for this year - \$0
- Refund Policy – on hold

Dr. McLawhorn

- Creating Success handout – NC Community Colleges are asking for \$1000 per student for the next four years from legislature
 - Faculty and Staff Salaries
 - Our students need high-quality faculty and staff
 - Currently we are ranked 40th out of 49 states
 - Funding request - \$119 million over four years to bring our faculty and staff salaries to the national average by 2013
 - Technology and Equipment
 - To replace and maintain our basic technology and equipment every 6 or 7 years will require \$50 million

- Funding request - \$20 million additional in recurring funds over four years
- Creating Success in Critical Careers
 - Healthcare
 - Eight of the ten fastest growing occupations in our state are healthcare professionals
 - State currently needs 7,000 more RNs than we can produce
 - By 2015 the shortage is expected to be nearly 20,000
 - By 2020 the shortage could exceed 32,000
 - Approximately 85% of workers enrolled in healthcare education programs are trained through our community colleges
 - Nine out of ten nurses trained here stay here
 - Funding request - \$37 million in additional recurring funds over four years
 - Technical Education
 - Careers in industrial, construction, engineering and transportation are in high demand among NC's business - but have low student interest
 - Decreased enrollment has caused termination of 36 technical education programs
 - Funding request - \$18 million additional in recurring funds over four years
- Creating Success for North Carolina's Businesses
 - Customized Training Programs
 - Trained employees for companies from Manteo to Murphy
 - 2006-07 more than 200 new and expanding industries used our services to meet worker training needs
 - Gone more than a decade without a funding increase
 - Funding request – \$7 million in additional recurring funds over four years
- Total: \$1,000 x 201,000 FTE students = \$201 million over four years

The meeting adjourned at 4:25 p.m.

David McLawhorn, Chair