

AMINISTRATIVE COUNCIL MEETING MINUTES
September 24, 2008
Tuesday, 3:00 p.m.

MEMBERS PRESENT

David McLawhorn
Wesley Beddard
Phillip Price
Dorie Richter
Judy Jennette
Dixon Boyles
Carolyn Hughes
Clay Carter
Emily Albera
Sandy Sauve'
Celina Worsley – SGA Representative

MEMBERS ABSENT

Chet Jarman

The Administrative Council met at 3:00 p.m. on Tuesday, September 24, 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 August 26, 2008 Minutes

A draft of the August 26, 2008 minutes had been emailed to all Admin Council members prior to the September 24th meeting for review. Dr. McLawhorn called for corrections or a motion to approve. Phillip Price made a motion to approve the minutes with a second from Wesley Beddard. The motion was approved with an all ayes vote. (See minutes on the Internet under the appropriate Committees and Minutes link.)

II. Old Business

Dr. McLawhorn welcomed SGA Representative Celina Worsley to the meeting.

Electronic device in classroom policy – Emily Albera presented the decision voted on by Faculty Senate: All personal electronic devices (cell phones, iPods, Bluetooth headsets, etc.) must be **turned off** and **put away** during class. If there is a compelling reason why you must have access to your cell phone or other device during class, you must obtain prior permission from the instructor. Students who disregard this policy may be asked to leave the classroom, and continued abuse of this policy may lead to being dropped from the class. Sandy Sauve' made the motion to approve the above Electronic device in classroom policy with a second from Clay Carter. The motion was approved with an all ayes vote.

Tobacco-free colleges/community – Phillip Price informed the group that we are still looking at smoking booths/gazebos. If we choose to go this route, Wesley Adams is trying to find an appropriate location on campus and obtain a cost estimate. Phillip estimates a cost of \$5000 each. Wesley is going to check with the colleges that are using gazebos to see how they are working out. Phillip explained that most colleges

are using gazebos or have moved the smoke zone several feet away from the buildings. Very few colleges have gone completely tobacco free.

III. New Business

1. Technology Committee Minutes for June 3, 2008 Meeting -
A draft of the June 3, 2008 minutes had been emailed to all Admin Council members prior to the September 24th meeting for review. Dr. McLawhorn called for corrections or a motion to accept. Wesley Beddard made a motion to accept the minutes with a second from Judy Jennette. The motion was accepted with an all ayes vote. (See minutes on the Internet under the appropriate Committees and Minutes link.)
2. Marketing Committee Minutes for July 15, 2008 Meeting -
A draft of the July 15, 2008 minutes had been emailed to all Admin Council members prior to the September 24th meeting for review. Dr. McLawhorn called for corrections or a motion to accept. Judy Jennette made a motion to accept the minutes with a second from Dixon Boyles. The motion was accepted with an all ayes vote. (See minutes on the Internet under the appropriate Committees and Minutes link.)
3. Evaluation Systems Committee / Fall Surveys -
Dorie Richter stated that the Evaluation Systems Committee met yesterday and minutes will be made available before the next Admin Council Meeting. There are a couple of surveys that will be administered before the next Admin Council meeting. Dorie discussed and distributed changes to the surveys and asked approval. Phillip Price made a motion to accept the changes to the surveys with a second from Wesley Beddard. The motion was accepted with an all ayes vote. Dorie noted that the addition of faculty (Jay Sullivan and Becky Leach) to the Evaluation Systems Committee is very helpful.
4. Student Hearing –
Prior to the meeting, Sandy Sauve' distributed a letter of appeal requesting to appeal the decision of the appeals committee to the Administrative Council. The appeal was heard on August 27th and was denied. After careful discussion, Wesley Beddard made the motion that the Administrative Council not hear the appeal. Dixon Boyles seconded the motion. With no further discussion, the motion was approved with an all ayes vote. Sandy Sauve' collected the information that was distributed.

IV. Progress Reports

Dorie Richter:

- Evaluation Committee met yesterday and minutes will be available at our next meeting
- Mission Review Committee meets on September 30
 - Email sent out requesting input
 - Have received two responses
 - Need a student for committee
- Working on End of Year Reports for Planning.
- Working on SACS

Emily Albera:

- Shared minutes of Faculty Senate Meeting
 - Made a motion to request that a faculty member be on the hiring committee for the Dean of Student Services position
 - Dr. McLawhorn has accepted this request and appointed a faculty member to serve on the hiring committee
- Calendar
 - Committee reached agreement on Fall (B)
 - Did not agree on Spring
 - Meet again on Tuesday to further discuss (Wesley will discuss with committee)

Dixon Boyles:

- Getting reports complete for SACS
 - Focus report due next Tuesday (will send electronic copy followed by hard copy)
 - Clay working with Brown on getting SACS folks settled in
 - May get a request regarding work rooms – fine tune what we have done

Judy Jennette:

- Scholarship Distribution Committee met last week
- Hope to get Campus Campaign out on Friday
- Registration billboards go up on October 6 and will be up throughout December
- Cover of Spring Schedule will highlight online and night classes
- Tricia Woolard reworked Web Site for College
- Nancy Williams with Options is going to have a training session in Bld. 10 on October 9 from 8:30 - 1:00 on *“How to recognize the signs of domestic abuse”*
 - Hope to find folks that would like to start Sexual Assault Response Team (SART)
 - Discussed with Hal Swindell and he thinks this is a great idea
 - Poster has been sent out
 - \$10 fee and open to anyone
- Golf tournament was successful
 - 31 Teams
- Constitution Bee went well – 30 students showed up
 - Top three winners from Ben Morris' Criminal Justice Program
 - Received gift card from Walmart
- Campus Connection go out 1st week in October
 - Highlight our Quality Enhancement Plan(QEP)
 - Looking into the interest level in a croquet club (mention to SGA Club)
 - Opportunity to compete with other colleges

Clay Carter:

- Superintendent happy with operations at prison
- Putting final details on the Hospitality Committee for SACS

Sandy Sauve':

- Attended Leadership Team Meeting with Dr. McLawhorn and Dr. Moss
 - Talked about Early College High School
 - Talked about College Academy

- This year have 83 students enrolled
 - 63% increase from last year's enrollment
 - Mr. Holloman has been very helpful
 - School System purchased text books this year
 - Hope will expand next year
- Advertised for Dean of Student Services position – closes on Tuesday
- Advertised for Assistant Director of Financial Aid – closed last week
 - Have 13 applicants
 - Will be getting a committee recommendation from Harold to forward to Dr. McLawhorn shortly
 - Assistant Director position – is not an additional position
 - Just redefined
 - Janet Brewer's current position
 - Need someone that can step in and take Harold's position when he retires
 - Critical area
 - Providing for succession in the future
- Lorie has moved over to the Registrar's Office
- New person in Admissions Office is doing a great job
- Student Appointments
 - Asked the faculty to recommend returning students that they thought would be good assets on the standing committee
 - So far have 4 names
 - Let Sandy know of anyone you think would be good to serve on standing committees
 - Prefer returning students

Celina Worsley

- SGA Blood Drive is October 21
- Fall Fling was great
- Increase in attendance at meetings
- All students are members of SGA
- SGA meeting yesterday 45 participants
- Dr. McLawhorn explained SACS and their upcoming visit

Wesley Beddard

- System Conference is coming up
- Curriculum Review Committee met yesterday
 - Early Childhood has some significant changes coming
- Currently advertising for an evening Librarian – extended deadline

Carolyn Hughes

- Staff Association Officers have been assigned
- Brown McFadden new treasurer
- Committee assignments are complete
- Staff Council – have one committee to complete
- Plan first Staff Association Meeting sometime in October

Phillip Price

- Got word last week from the Community College System Office for a 2% reversion already for this year
 - State has called back more money
 - About \$200,000
- Budget reports went out to Division Chairs and Supervisors
- Community College System has recently changed the student refund policy
 - Beginning Spring Semester
 - Curriculum Classes
 - 100% refund up to the 10% point of the semester
 - No refund past that point
- Working on Public Safety Annex
 - Getting ready to bid
 - Meeting with John Farkas next week to see final drawings and bid packets
- Next Board Meeting
 - Discuss the replacement fee cost for student ID's (\$5.00)
- Applications for professional development are due Tuesday, September 30
- Pam Cummings is back and working on contracts
 - Hope to get out as soon as possible
- Wesley Adams started last week as the Director of Campus Operations position
 - Assisted with a propane leak in Building 9
 - Working with welding to make a safer environment for students
- Treven Franks and Keith White start next week as full time campus Police Officers

Dr. McLawhorn

- Early College High School (ECHS) is down to 50 students
 - Started with 60 students
 - Do more recruiting for next year
 - Must have 100 next year in order for the state to pay for a principal
 - Hope to have an easier process next year
 - Students are on target and well behaved
 - Students have been well received on campus
 - Sandy Sauve' mentioned that the students that apply next year will have a much clearer idea of what ECHS is all about
 - Wesley Beddard mentioned that the Hyde Co. ECHS students are coming every Friday and are working very hard
 - 18 are coming back in the Spring
- Dean of Student Services position
 - Interview committee consists of
 - Dr. McLawhorn, Chair
 - Ben Morris, Faculty Representative
 - Tony Taylor, Staff Representative
 - Phillip Price, Dean Representative
 - Pam Cummings, Human Resources
- Next Tuesday we have a Board Retreat
 - Agenda

- Donny Hunter with NCACCT - Talk with Trustees about a Presidential Profile
- Presentations on
 - Early College High School
 - Allied Health
 - Phillip has come up with an excellent business plan for why we need a new Allied Health Building
 - Truck Driving
- Next Board Meeting – Oct 7, 2008
- October 6, 2008 – Dr. McLawhorn and Phillip go to the County Commissioners meeting
- State Board has issued a *Scope of Study*
 - Want to hire a consultant
 - Job on immigration will be to contact all the states and find out what each is doing
 - We pointed out that they need to look at the issue of verification
 - Study is going on
 - no need in us jumping in and changing what we are doing until we get additional information
 - Report due March 2009

The meeting adjourned at 4:15 p.m.

David McLawhorn, Chair