

## ADMINISTRATIVE COUNCIL MEETING MINUTES

September 24, 2003

Wednesday, 3:00 p.m.

The Administrative Council met at 3:00 p.m. on September 24, 2003, in the Board Room of Bldg. 1. Attending were Dr. David McLawhorn, Chet Jarman, Judy Jennette, Rhunell Boyd, Rhonda Sawyer, Clay Carter, Wesley Beddard, Sandra Sauvé, and Debra Baker. Denise Woolard, SGA representative, was introduced by Sandra Sauvé and welcomed to the meeting. Dorie Richter was unable to attend.

Dr. McLawhorn called the meeting to order and addressed agenda items as follows:

### **I. Approval of August 27, 2003 Minutes**

The minutes of the August 27, 2003, meeting were presented for approval. Motion was made by Clay Carter, seconded by Chet Jarman, to accept the minutes as presented. Minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

### **II. Old Business**

None.

### **III. New Business**

Three items were listed on the agenda for discussion. Item 1, approval of catalog, was continued as the catalog is still being fine tuned. A motion was made by Wesley Beddard and seconded by Sandra Sauvé to make the catalog a 2-year catalog (2003-2005). Item 2, proposed children on campus policy, was presented by Clay Carter. A motion was made by Clay Carter, seconded by Debra Baker, to accept the policy. Discussion followed, resulting in an amendment to the policy to include the following sentence: This policy also applies to off-campus sites. A motion was made by Clay Carter, seconded by Judy Jennette, to accept the amended policy. The Council voted unanimously to accept the amended policy. Sandra Sauvé will include this policy in the 2003-2005 regulations and this policy will also be included in the Faculty/Staff manual. Wesley Beddard also suggested posting the policy in all computer labs. Item 3 was approval of the Facility Usage policy for Non-Institutional Purposes and the Facility Use Agreement. Both of these documents had previously been presented to Senior Staff. A motion was made by Sandra Sauvé and seconded by Wesley Beddard to accept the usage policy and agreement as submitted. The Council members voted unanimously in favor of the motion.

#### **IV. Progress Reports**

Clay Carter reported that no classes would be held in Hyde and Washington Counties this week due to Isabel. Hopefully, classes will begin the first of next week. Doug Stalls taped on-campus classes and mailed to each student (evening classes only). Windows on the World could not commit when power would be available.

Judy Jennette gave an update on the Foundation golf tournament to be held on Saturday, the 27th. She indicated that currently 18 teams had committed and there were more sponsors than ever before. Next, she mentioned three newspaper articles: one featuring Steve Roper, another on the Race for Literacy with Penelope Radcliffe, and finally an article featuring Dr. Karen Thomas. Roper and Thomas are former BCCC graduates. Ms. Jennette indicated that the campus fundraising campaign is underway. She also mentioned a couple of upcoming events and dates—National Disability Mentoring Day on October 15 on campus and a meeting on October 13 with Doris Eakes and students who received scholarships. Ms. Jennette briefed the group on changes to Campus Connections. The newsletter will now be an abbreviated version with the longer version being accessible on the web, and it has also been merged with the President's newsletter. This format should be more readable (not as lengthy) and more timely. She also commended the News and Observer article on the mobile computer lab.

Debra Baker reported that the Faculty/Senate met on September 16, 2003. She commented that some concerns had been expressed over makeup days and the November 26<sup>th</sup> date.

Wesley Beddard elaborated on that issue and discussed the schedule for makeup days due to Hurricane Isabel. He indicated that he had also fielded some questions by faculty over the choice of Wednesday before the Thanksgiving holiday, November 26<sup>th</sup>. Some of the justification behind the decision included the following: having teacher work days mirror Beaufort County schools schedule; it was not educationally sound to shorten the exam schedule; there were not enough days left for auditors—to get FTE; and to comply with the policy on adverse weather from the State.

Continuing progress reports, Sandra Sauve' reported that the registration work group (RWG) met yesterday, Tuesday, September 23. Under consideration is a move to desktop registration for advisors in their offices. Additional equipment may be needed to implement this change. A brief discussion was held on Gamma Beta Phi. Concerns expressed were what to do to make the organization more viable, how to make the organization itself more responsible and how to involve faculty advising the organization. Ms. Sauve' commented that Carolyn is working with the publicity committee on the catalog and, on another item, she is close to selecting someone for the special populations coordinator position.

Staff Association President, Rhunell Boyd, stated that the Staff Association will hold its first meeting of the new year on October 1, 2:30 p.m. in the Board Room of Building 10.

Wesley Beddard indicated that WEBNotes are about two months behind, but he plans to release an October issue. He has been meeting with Beaufort County schools regarding Huskins classes, and he has a meeting scheduled on October 17 for Tech Prep with both Beaufort and Washington counties. Mr. Beddard has been talking with Dr. Parker about a four-county consortium. He has also been working with the Chamber of Commerce for a Job Shadowing Day in February, 2004.

Denise Woolard, SGA representative, gave an update on student issues and some of the projects that are in process. One major concern is students that were significantly affected by Isabel. SGA is looking at past involvement in Toys for Tots versus future consideration of an angel tree, a canned goods drive, flowers to the hospital, to name a few. Ms. Woolard also expressed support of the proposed children on campus policy.

Chet Jarman reiterated the plans for Job Shadowing Day and Race for Literacy (11/5/03).

Rhonda Sawyer recapped administrative items as follows: Pat Lee, Controller, has resigned effective September 30. Contracts should be distributed today. The café has opened and Ms. Sawyer is receiving positive feedback. The parking lot for Bldg 10 is complete and Bldg. 7 is on schedule

Dr. McLawhorn told Council members of the upcoming United Way drive. Jack Pyburn is the UW liaison and Norma Crutchfield will accept pledge cards. Dr. McLawhorn informed the group of Buster Humphreys' resignation from the Board of Trustees and Governor Easley's appointment of Reverend Cayton to fill Mr. Humphreys' unexpired term. Dr. McLawhorn reminded everyone of the October 7<sup>th</sup> Board of Trustees meeting, noting that that meeting will begin with a demonstration of the mobile computer lab.

## **V. Adjournment**

The meeting adjourned at 4:10 p.m. The next meeting will be held October 29, 2003, at 10:00 a.m.

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David McLawhorn, Chair