

## ADMINISTRATIVE COUNCIL MEETING MINUTES

January 30, 2002

The Administrative Council met at 2:30 p.m. on January 30, 2002, in the Board Room of Building 1. Attending were Dr. David McLawhorn, Rhonda Sawyer, Chet Jarman, Dorie Richter, Judy Jennette, Wesley Beddard, Sandra Sauvé, Mandy Jones, Bobby Williams, and Rebecca Spain. Clay Carter was unable to attend.

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

### **I. Approval of November 28, 2001, Minutes**

Motion was made by Dorie Richter and seconded by Chet Jarman to accept the November 28, 2001, minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

### **II. Old Business**

There was no old business.

### **III. New Business**

Dorie Richter presented for approval the Planning Council minutes of November 15, 2001. A motion was made by Sandra Sauvé and seconded by Judy Jennette to accept the minutes as presented. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

Wesley Beddard presented and reviewed the minutes of the Curriculum Committee meeting held on January 24, 2002. A motion was made by Judy Jennette and seconded by Dorie Richter to approve the minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

Dr. McLawhorn presented for discussion a recommendation that the TQM and Personnel Executive Committees be dissolved. It was the consensus of Council members that the type of issues which the TQM committee has reviewed for the past five years are issues that can be effectively addressed by ad hoc committees. It was noted that the Personnel Executive Committee had never met and is not needed. After discussion, a motion was made by Judy Jennette and seconded by Wesley Beddard to dissolve the TQM Committee. Motion carried. A motion was made by Bobby Williams to dissolve the Personnel Executive Committee. Sandra Sauvé seconded the motion. Motion carried.

Dr. McLawhorn reviewed the new guidelines for media/graphics services that were approved at the November 28, 2001, meeting and requested that the guidelines along with current charge rates be posted appropriately. Bobby Williams motioned to adopt and publish the guidelines and charge outline. The motion was seconded by Wesley Beddard and was carried. (See attachment).

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

In her report of grant activity, Dorie Richter stated that recent submissions have been made for a Mining the Benefits of the Internet for Beaufort County which is a collaborative effort with Beaufort County Schools and Pantego Area Community Developers to promote widespread understanding of the potential benefits of the internet. A PROSPECT (Providing Opportunities in Sound Professionalism for Early Childhood Teachers) grant has been submitted also. This grant will provide funds for comprehensive training management for child care providers through the efforts of a professional development coordinator. Also, a Digital Parity for the Pamlico Peninsula grant proposal is currently under construction. This grant will integrate mobile technology with academic curricula and mirror for BCCC students the experiences currently available to university students across the country. Grants in progress are Title III, Student Support Services, and the Kate B. Reynolds Charitable Trust. Ms. Richter further stated that the mid-year planning reports are in process; Graduate Follow-up Survey results will be distributed next week; and work is continuing on the Non-returning Student Evaluation. She completed her update by announcing that the Evaluation Systems Committee will meet next week.

Mandy Jones reported that the Staff Association is currently making plans for a "Pay It Forward" campaign and a chili cook-off. She further stated that applications for the nursing curricula have increased 33%. Ms. Jones concluded her report by announcing that the College has been selected to participate in a state sponsored workshop as presenters on "Inviting Community Colleges".

Judy Jennette reported that requests for Academic Excellence nominations went out this week and that Campus Connections is scheduled for publication in February. Ms. Jennette concluded by announcing that the Foundation will hold an "Awareness Tea" on February 7 for area book and garden club members.

Wesley Beddard announced that James Casey has been employed as the Coordinator of the Academic Support Center and that interviews for the Arts/Sciences Chair will begin next week. He reported that plans are in process to offer a Teacher Associate Program as part of the Early Childhood curriculum. In closing, Mr. Beddard stated that the Environmental Science curriculum will continue to be offered at BCCC.

Sandra Sauv e reported that the new telephone registration software is scheduled to be accessible for summer session registration. She concluded by requesting that catalog corrections be submitted to the Student Services Office.

In reporting from the Faculty Senate, Bobby Williams expressed concerns from a Senate member regarding the recent naming of Building 5. Also, a Senate member has suggested that consideration be given regarding substituting the Instructors' Conference with some other workshop or seminar. Mr. Williams also reported that the formulation of a Disaster Recovery Committee is in process and will meet soon. He concluded his report by stating that the North Carolina Sheriff's Education and Training Standards Commission has requested that the College be considered to administer law enforcement certification examinations.

Rebecca Spain reviewed the SGA calendar of events for this semester and reported on the progress and success of recent events. Refer to the SGA website for more details regarding club activities and events.

Chet Jarman reported that Fall Semester 2001 Continuing Education FTE was 197. Mr. Jarman stated that the ESL and NAI programs continue to grow and ended his comments by reporting that use of the pre-registration by telephone option is increasing.

Rhonda Sawyer reported from the Business Affairs Division that the new entrance signs are under construction and that plans for Building 10 are on schedule. Ms. Sawyer concluded by stating that installation of the new telephone registration system is in process.

Dr. David McLawhorn reported that the budget was the main topic of discussion at last week's Presidents Conference. He concluded by reporting that the Beaufort County Commissioners will be on campus February 5 for a review with the Board of Trustees regarding college plans and goals for the upcoming year.

## **V. Adjournment**

The meeting adjourned at 4:05p.m. The next meeting will be held on February 20 at 3:00p.m.

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David McLawhorn, Chair

## Media/Graphics, Duplicating and Audiovisual Services Guidelines

The purpose of the Media/Graphics, Duplicating and Audiovisual Services Guidelines is to define the responsibilities of Educational Media/Graphics, Duplicating, and Audiovisual Services as they relate to providing multimedia, printing, and audiovisual services in accordance with the mission of the College. These areas provide a variety of support services for the students, staff, faculty and administration of the College. To ensure quality and efficiency and to safeguard the resources available for the students and BCCC personnel, the following procedures will be used to handle media/graphics, duplicating and audiovisual services.

- BCCC students, faculty, staff, and administrators receive first priority in scheduling and production of College related media/graphics, print and audiovisual requests.
- The *Media Request Form* and/or *Print Order Form* must accompany all media/graphic and printing requests for the college.
- The Coordinator of Education/Media Graphics, the Coordinator of Duplicating Services and the Coordinator of Audiovisuals must be notified and agree to complete all off-campus requests before any type of media/graphics, printing work and audiovisual equipment need is considered.
- Charges for off-campus requests may be rendered as necessary. (See attachment)
- The *Off-Campus Media and Print Approval Form* must be completed and approved by the coordinator's Supervisor and the President of the College before off-campus work is considered. The *Audiovisual Equipment Checkout Form* must be completed when equipment is checked-out.
- One week's notice is required for all requests to the Media/Graphics and Duplicating Services. Notice of 72 hours is required for audiovisual equipment request and checkout.
- No video related equipment is available for non-college use.
- The President of the College will resolve any exceptions.

# Beaufort County Community College Charge Sheet for Students and Off-Campus Requests

## **\*Media/Graphics Services**

### **Color Poster Printer**

Full color posters (18x24 or larger) mounted on foam board - \$25.00

Full color posters (18x24 or larger) not mounted on foam board - \$20.00

Posters (11x17) mounted on foam board - \$15.00

Posters (11x17) not mounted on foam board - \$10.00

### **Poster Maker (red, black, blue print)**

Large - \$1.00

Small - \$.75

### **Transparencies**

Black & White Thermal - \$.25

Color or Gray Scale scanned or from file - \$.75

### **Color Copies**

Color Copies from scans or files - \$.50 (limit 50)

### **Video, Audio, CD Copies**

Video Copies – no charge – must supply tapes – limit 10

Audio Copies – no charge – must supply tapes – limit 10

CD – no charge – must supply CD – limit 5

## **\*Duplicating Services**

### **Copies**

2 side full color brochure (front & back) – limit 50 copies @ \$.50

Black and white (front & back) – limit 200 @ .10

Special paper (black & white – limit 100 copies @ .50

*Rates subject to change*