

ADMINISTRATIVE COUNCIL MEETING MINUTES

July 31, 2002

The Administrative Council met at 11:00 a.m. on July 31, 2002, in the Board Room of Building 1. Attending were Dr. David McLawhorn, Chet Jarman, Sandra Sauvé, Rhonda Sawyer, Dorie Richter, Sandria McFadden, and Dorothy Jordan. Wesley Beddard, Clay Carter, and Judy Jennette were unable to attend.

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

I. Approval of June 24, 2002, Minutes

Motion was made by Chet Jarman and seconded by Rhonda Sawyer to accept the June 24, 2002, minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

There was no old business.

III. New Business

Dr. David McLawhorn reported that the State Board's Finance Committee has ratified the tuition increase. In-state tuition will be increased to \$34.25 per credit hour and out-of-state tuition will increase to \$190.75 per credit hour.

Dorie Richter presented for approval the 2002-2007 IE Long-Range Planning and Assessment. Motion was made by Sandra Sauvé and seconded by Chet Jarman. Motion carried.

The minutes from the February 19, 2002, and May 21, 2002, Health and Safety Committee meetings were presented by Rhonda Sawyer for approval. Chet Jarman motioned to accept the minutes and Dorie Richter seconded the motion. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

Sandra Sauvé requested approval for the 2002-2003 College Catalog. Rhonda Sawyer seconded and the motion carried.

Dr. David McLawhorn submitted the Institutional Effectiveness Plan description rewrite for the Faculty Staff Manual approval. A motion was made by Dorie Richter to accept the plan. Sandra Sauvé seconded the motion. Motion carried.

IV. Progress Reports

In reporting on grant activity, Dorie Richter stated that the Digital Parity for the Pamlico Peninsula and the HEATT for Job Training proposals were recently submitted. Also, funded grants in progress are the Carl D. Perkins Tech Prep Enhancement Grants; the RIAA Public

Access Grant; Title III; Student Support Services Grant; and the Kate B. Reynolds Charitable Trust. Ms. Richter concluded by stating that two needs assessments are in process – one for a new curriculum program in Construction Equipment Systems and another for a Burn Facility for the Continuing Education Division.

Sandria McFadden stated that she is looking forward to working with the Faculty Senate as the new president and is currently working on scheduling the first Faculty Senate meeting for this term.

Dorothy Jordan reported that the Staff Association will make plans to meet in September or October.

Sandra Sauvé stated that enrollment is up 10 – 15% for the same time period over last fall and that the new telephone registration process went fairly well. Chuck Hauser has corrected some of the problem with the software. She continued by reporting that letters regarding the tuition increase will be going out this week. Ms. Sauvé concluded her report by stating that Karon Harris has been employed with Pitt County as a School Resource Officer.

Chet Jarman reported that the College for Kids program served 104 students; that the Even Start Grant was renewed; and that Hyde County Correctional Center will hold their graduation on August 1.

Rhonda Sawyer reported that bids for the campus café are in and that a decision will be made soon. Ms. Sawyer concluded her report by stating that construction for Building 10 is ongoing and that bids are out for an architect for the construction of Building 11.

Dr. David McLawhorn reported that he is optimistic about the budget. He concluded his comments by announcing that a fall Faculty/Staff meeting will be held on September 10 at 12 noon in the auditorium of Building 8.

V. Adjournment

The meeting adjourned at 12:05 p.m. The next meeting will be held on August 28, 2002, at 11:00 a.m.

David McLawhorn, Chair