

ADMINISTRATIVE COUNCIL MEETING MINUTES

March 28, 2001

The Administrative Council met at 3:30 p.m. on March 28, 2001, in the Board Room of Building 1. Attending were Dr. Ron Champion, Dr. David McLawhorn, Sandra Sauvé, Janice Daughtry, Bobby Williams, Chet Jarman, Kay Walker Hauser, Dorie Richter, and Clay Carter. Judy Jennette, Mandy Jones, and the SGA president were unable to attend.

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

I. Approval of February 28, 2001, Minutes

Motion was made by Bobby Williams and seconded by Dr. David McLawhorn to accept the February 28, 2001, minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

Dr. Ron Champion reported that the College FTE Audit results were positive.

III. New Business

Sandra Sauvé presented and reviewed for Council approval a Refund/Repayment Policy. Motion was made by Janice Daughtry and seconded by Clay Carter to accept the policy as presented. Motion carried. (Policy attached.)

Ms. Sauvé also presented the proposed Instructional Calendar for 2001-2002. Following Council discussion, the calendar was revised to reflect May 10, 2002, as a faculty work day and December 18, 2002, as a student faculty vacation day. Motion was made by Sandra Sauvé and seconded by Dorie Richter to accept the calendar as amended. Motion carried. (Calendar to be posted on the CampusNet.)

Dr. David McLawhorn presented and reviewed the minutes of the March 13, 2001, Curriculum Committee meeting. Bobby Williams motioned to accept the minutes as presented and a second was made by Dorie Richter. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

Kay Walker Hauser presented recommendations from the TQM Committee regarding placement testing procedures. Motion was made by Janice Daughtry and seconded by Sandra Sauvé to accept the recommendations as presented. Motion carried. (Recommendations attached.)

Dr. David McLawhorn presented and reviewed the guidelines that address the correct number of working days for each semester for faculty. He stated that the calendar for fall and spring semesters must include two days for registration; 78 class days; four exam days; and two faculty workdays. Also, summer session must include two days for registration and 50 class days with the last class day as the exam day. A motion was made by Sandra Sauvé and seconded by Clay Carter to accept the guidelines as presented. Motion carried.

The minutes of the October 24, 2000, and January 21, 2001, Health and Safety Committee meetings were presented for approval by Janice Daughtry. Dr. David McLawhorn motioned to accept the minutes and the motion was seconded by Clay Carter. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

IV. Progress Reports

Dorie Richter reported that her department has completed the faculty/staff survey; current student survey has been mailed; work is in process on the graduate follow-up survey; and Title III has been submitted.

Clay Carter reported that former National Spinning Company employees are eligible for NAFTA benefits. He also reported that Washington County has requested that BCCC offer a Teacher Training Technology program.

Dr. David McLawhorn announced the Parade of Trades show was visited by approximately 1500 individuals. BCCC was represented at the show with a booth. He further stated that plans are ongoing for an apprenticeship program with the county schools for teachers' assistants. He continued by reporting that a meeting has been scheduled with Weyerhaeuser officials to discuss a possible training program for company industrial maintenance employees. He concluded his comments by announcing that effective July 1, 2001, the pool will be operated by part-time instructors.

Bobby Williams reviewed highlights of the "Critical Incident Response to School Violence" seminar that was held on campus March 5 and 6.

Janice Daughtry reported that Sprint will be installing a new phone system in May. Most of the work is complete on the re-roofing of building 1 and the sidewalk connecting buildings 1 and 9. The fountain for the rose garden is scheduled to be installed in April, also an exterior shelter for the Welding Department will be constructed in April. Ms. Daughtry concluded by stating that plans are to request proposals from local individuals who are interested in leasing the food service facility. It is anticipated that the hot food facility will re-open in August for fall semester.

Sandra Sauvé reviewed staff and student events originating from the Student Services Division. She concluded by stating that the department is very busy and that all events have been successful with good student and staff/faculty participation.

V. Adjournment

The meeting adjourned at 4:50 p.m. The next meeting will be held May 2, 2001 at 2:30 p.m.

Ron Champion, Chair

NON ATTENDANCE AND REPAYMENT

All Federal Financial Aid recipients must enroll in an eligible program and must attend classes to remain eligible for assistance. Students never attending, withdrawing from school, or dropping to a part-time schedule during the Drop/Add period, will have their award adjusted accordingly. As a result students may be required to repay some or all of their financial aid. Examples of the following Return of Funds Policy will be furnished upon student request.

If a student **never attends** any classes, the full amount of the tuition and fees charged to the Title IV (Pell, SEOG) funds will be refunded to the appropriate account. All bookstore charges (institutional charges) and cash payments (overpayment) to the student must be repaid to the College to be returned to the appropriate Title IV account. Books purchased with federal student aid must be returned to the Bookstore and credited to the appropriate account.

When a student recipient of Title IV aid **stops attending class** prior to the 60% point of the semester, the institution must determine if the student received an overpayment of any cash disbursements from such funds. In addition, the College must determine the amount of institutional charges (tuition, fees, books) which the College must return to Title IV programs. These amounts are calculated according to a federal formula provided by the U. S. Department of Education. Students are responsible for repayment of both cash overpayments and the institutional charges within 30 calendar days of notification. **Failure to repay or to make satisfactory repayment arrangements within the 30-day period will result in the following action taken by the College.**

Overpayments as a result of cash disbursements will be referred to U. S. Department of Education Debt Collection Service. These students will also be reported to National Student Loan Data System and be ineligible for future Title IV aid.

Students not repaying institutional charges will be referred to the North Carolina Department of Revenue Setoff Debt Collection Service. These students will be unable to register for future classes and student academic transcripts will be withheld by the College.

TITLE IV FUNDS REPAYMENT AGREEMENT

I, _____, agree to repay to the Beaufort County Community College Business Office my overaward of \$_____ to be returned to the appropriate Title IV fund account by one or both of the methods listed below.

_____ I will repay my Fall Semester overaward in January, 20____ with the balance of my Spring Pell Award after tuition and fees are paid.

_____ I will repay my overaward in monthly installments as indicated below by the last working day of each month and to be paid in full by June 30, 20_____.

<u>Month</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I understand that my failure to pay in the manner indicated above will result in my overaward being reported to the North Carolina Department of Revenue Setoff Debt Collection and/or the U. S. Department of Education Debt Collection Service and that I will no longer be eligible for any Title IV Federal Student Aid.

Signature Date

STATE OF NORTH CAROLINA
COUNTY OF BEAUFORT

Sworn to and subscribed before me this _____ day of _____ 20_____

Seal

Notary Public

My commission expires _____

TQM TESTING RECOMMENDATIONS

The TQM Sub Committee believes that the proper and most accurate placement of students depends on the reliability and validity of the testing instrument, including standardized and monitored procedures; a positive testing environment; and student preparation.

The TQM Sub Committee recommends that

1. The current CPT Student Guide be expanded to include the following:
 - a) a statement emphasizing the importance of being prepared for the test and the test's significance in placing students in appropriate courses,
 - b) a statement that students may request a timed paper/pencil version of the test,
 - c) a statement that students may request to take the test in two or more sittings,
 - d) a statement that students may retest,
 - e) a comprehensive study guide in a workbook format with information about what to review, including multiple examples,
 - f) and a sign-off form that will be signed by the student and returned to the test administrator at the time of testing which states that the student understands the importance of the CPT test and that the student has been provided with the above information.
2. A packet containing a comprehensive study and testing guide, along with an application for admission, be provided to the student at the time the test is scheduled. Walk-ins will be permitted to test provided that they receive the packet and provided that they sign and return the appropriate sign-off form to the testing administrator.
3. A standardized and printed set of instructions be developed and read aloud by each test administrator during the pre-test orientation.
4. A test administrator is present in the testing room at all times during the testing process.