

ADMINISTRATIVE COUNCIL MEETING MINUTES

September 25, 2002

The Administrative Council met at 10:00 a.m. on September 25, 2002, in the Board Room of Building 1. Attending were Dr. David McLawhorn, Chet Jarman, Sandra Sauvé, Dorie Richter, Sandria McFadden, Dorothy Jordan, Mandy Jones, Wesley Beddard, Judy Jennette, and SGA Representative Dera Conner. Rhonda Sawyer and Clay Carter were unable to attend.

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

I. Approval of August 28, 2002, Minutes

Motion was made by Dorie Richter and seconded by Chet Jarman to accept the August 28, 2002, minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

There was no old business.

III. New Business

Mandy Jones presented and reviewed the September 3 and September 10, 2002, minutes from the Mission Review Committee meetings. A motion was made by Sandra Sauvé and seconded by Judy Jennette to approve the minutes of both meetings. Motion carried. Mrs. Jones also presented two versions of the proposed "Vision Statement" for Council approval.

Beaufort County Community College will be an innovative community leader, providing an open door to the future through educational opportunity, economic development, and public service.

Or

Beaufort County Community College will be an innovative community leader, providing an open door to the future through educational opportunity, economic partnerships, and public service.

After Council discussion, a motion was made by Wesley Beddard and seconded by Chet Jarman to approve the statement that reads ... economic development. Motion carried.

The minutes of the September 19, 2002, Evaluation Systems Committee meeting were reviewed by Dorie Richter for information. Mrs. Richter continued by requesting approval of the "Graduate Follow-up Questionnaire," the "Non-Returning Student Survey," and the "Instructor and Course Evaluation by Students Guidelines." Judy Jennette seconded the motion and the motion carried.

Dr. David McLawhorn announced that this year's Annual Christmas Luncheon will be held on December 17, at 12 noon.

IV. Progress Reports

In reporting on grant activity, Dorie Richter gave an update on the status of awarded and pending grants. Dr. McLawhorn stated that BCCC has made the first cut for the Golden Leaf Grant and that the process to have the contingent award status removed from the RIAA (Digital Parity for the Pamlico Peninsula) grant is on going. Mrs. Richter concluded by reporting that copies of the Long-Range Plan have been distributed.

Sandria McFadden stated that the first Faculty Senate meeting for this year was held on September 24, 2002, and that the meeting was well attended. Mrs. McFadden reported concerns from the Faculty Senate regarding the structure of the Publications Committee, as well as the distribution timeliness of materials for proofing by faculty members. Sandra Sauvé, chairperson for the Publications Committee, will meet with the committee and develop recommendations for redefining the structure of the committee. In conclusion, Mrs. McFadden reviewed concerns regarding the registration process. The Faculty Senate has requested that a new committee be formed to address registration issues and that the committee include faculty representation. Dr. McLawhorn stated that he will appoint an ad hoc committee composed of Wesley Beddard, Sandra Sauvé, and Rhonda Sawyer to review the registration process.

Judy Jennette reported that the Public Relations Department has been contacted by UNCTV regarding a possible story on BCCC's Industry Retraining Program. Mrs. Jennette concluded by reporting that the Annual Campus Campaign is still underway and that the Foundation's Ninth Annual Golf Tournament is planned for October 12.

Sandra Sauvé stated that this year's Career Fair will be held on October 30, 31, and November 1.

Dorothy Jordan reported that the Staff Association plans to meet soon and reminded Council members of the current membership drive and requested those interested in serving as committee chairs contact her.

Wesley Beddard reported that the in-house Teachers' Conference will be held October 14 and 15, 2002. Mr. Beddard concluded by reporting that he and Penny Sermons are working together to develop an incentives program for online instructors and to update the operating procedures for the NCIH.

Chet Jarman reported that the Basic Skills Lab Instructor's position recently vacated has been filled with two part-time employees. He further stated that the horticulture instructor's position previously held by Linda Hanchy is vacant. Mr. Jarman concluded his comments by reporting that interviews are in process for the Basic Skills Instructor position at Tyrrell Prison/Work Farm.

Dr. David McLawhorn reported that he continues to be optimistic about the budget and that it should be out by mid-October. He further stated that the General Assembly did not appropriate funds for salary increases and that individual colleges will make respective decisions regarding any increases.

In reviewing construction schedules, Dr. McLawhorn reported that Building 10 is currently one week behind. He stated that renovation plans for existing buildings are in process and that a

definite site for Building 11 has not been determined. Dr. McLawhorn reported that a contract with Pitt Memorial Hospital has been negotiated that will assist in providing clinical instructors. Also, that Beaufort County and Martin General Hospitals plan to assist with clinical instructors as well. In conclusion, Dr. McLawhorn announced that Chancellor Muse from East Carolina University will be on campus October 21, 2002.

V. Adjournment

The meeting adjourned at 11:20 a.m. The next meeting will be held November 20, 2002, at 10:00 a.m.

David McLawhorn, Chair