

ADMINISTRATIVE COUNCIL MEETING MINUTES
May 24, 2006
Wednesday, 3:00 p.m.

MEMBERS PRESENT

Wesley Beddard
Clay Carter
Chet Jarman
David McLawhorn
Phillip Price
Judy Jennette
Dorie Richter
Sandra Sauve'
Sherry Stotesberry
Donna Dunn, Faculty Senate designee

MEMBERS ABSENT

Judith Meyer
Carrie Peed, SGA Representative

The Administrative Council met at 3:00 p.m. on Wednesday, May 24, 2006, in the Conference Room of Bldg. 1. Dr. McLawhorn called the meeting to order and then addressed agenda items as follows:

I. Approval of March 29, 2006 Minutes

A draft of the March 29, 2006 minutes had been emailed to all Admin Council members prior to the May 24th meeting for review. Dr. McLawhorn called for corrections or a motion to approve. A motion was made by Wesley Beddard, with a second by Sandra Sauve', to accept the minutes. The minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

Two items of "Old Business" were mentioned. The Smoking Policy is effective July 1, 2006, and is designed to get smokers out of doorways. Wesley Beddard gave an update on the catalog. Phillip Price stated that personnel changes will be updated by the Human Resource Director and also updated on the website.

III. New Business

Two sets of Professional Development Committee Meeting Minutes were presented for information: January 10, 2006 and March 29, 2006.

Wesley Beddard distributed copies of the FY 2006-2007 Instructional Calendar. Changes included observing Easter holiday on Friday, April 6, 2007 (to give more Mondays for classes) and observing Memorial Day during the Christmas holiday closing. Sandra Sauve' made a motion to accept the FY 2006-2007 as

presented. The motion carried. A decision was made to wait on discussing the FY 2007-2008 calendar.

Continuing with the agenda for new business items, Dorie Richter distributed the proposed Committee Revisions for Section I of the Faculty/Staff Manual. These revisions had been reviewed at length by Senior Staff members prior to the Admin Council meeting. Dorie Richter made a motion to approve the committee revisions as presented. Chet Jarman made a second to the motion, and the Council gave full consent to the motion.

Copies of the January 23, 2006 and March 27, 2006 Curriculum Committee Meeting minutes had been distributed prior to the Council meeting. Wesley Beddard reviewed each set of the minutes highlighting items of interest. Wesley Beddard made a motion to accept the January 23, 2006 minutes with a second from Judy Jennette. Wesley Beddard made a motion to accept the March 27, 2006 minutes with a second from Clay Carter. The Council voted unanimous consent to both motions.

The Admissions Committee Recommendation from the April 18, 2006 Meeting was approved in a motion by Sandra Sauve' with a second from Phillip Price. The motion received all ayes.

IV. Progress Reports

Judy Jennette reported that some of the faculty upgrade allotment money had to be returned. The WDN has a new editor from Mississippi. Ms. Jennette has a meeting scheduled May 30th with the St. Vincent DePaul folks to discuss how they can send students our way. Live interviews with ambassadors are schedule for tomorrow. Ms. Jennette gave an update on the croquet tournament, and stated that she is already working on next year's event. She reported that the Foundation Board met earlier today and collections for the fiscal year showed an increase.

Donna Dunn, reporting on Faculty Senate items, stated that a successful luncheon for part time instructors and retirees was held on Monday, May 8th. Faculty Senate officers for Fiscal Year 2006-2007 are as follows: President, Judith Meyer; Vice President, Whiting Toler; Secretary, Donna Dunn; Treasurer, Kent Dickerson; and Lori McNiel, Chair for Student Affairs, Mark Carawan, Chair for Faculty Affairs, and Grace Ann Whitley, Chair for Instructional Affairs.

Sherry Stotesberry stated that the Staff Association "Beach Book Sale" raised about \$150, which paid for the May 23rd summer cookout. Dues will increase from \$7.50 to \$10.00. Tricia Woolard has been selected as "Staff Person of the Year," and officers for the upcoming fiscal year are as follows: President, Betsey Lee Hodges; Vice President, Kimberly Jackson; Secretary, Becky Spain; and Treasurer, Tommy Hodges.

Clay Carter reported that the Junior Class from Mattamuskeet High School was on campus last Thursday for its own Career Fair. Mr. Carter extended his personal thanks to everyone that helped make the event a success.

Sandra Sauve' reported that the new planning process in Student Services was generating lots of comments and good ideas. She stated that the intake process was changing and that before taking placement tests, students will have to meet with their counselors. Ms. Sauve' commented that everyone was nervous about the cutover with CIS.

Chet Jarman reported that plans are moving forward with the commercial truck driver training program. He stated that he is working with Lee Hemink at the Chamber on the "hospitality training." Mr. Jarman stated that the consortium with correctional units is working and Bertie Correctional Institution is now on board. Basic Skills with CIS went live May 15, and is going quite well. Marion Porter is doing well in her new position. Mr. Jarman will be on vacation in Florida next week and he left contact information.

Wesley Beddard stated that the information for the Faculty Member of the Year had been delivered to Raleigh by Clay Carter on Friday. Mr. Beddard stated that the renovations to Bldgs. 2 and 3 looked good and the move by faculty/students into those building was in progress. He commented that the Kate B. Reynolds visit last week went very well. Mr. Beddard continues working on the College Academy with the public schools. An information session is scheduled next Tuesday night for parents and students. Mr. Beddard noted that Terra Ceia plans to send students as dual enrollments, which is the first time that he recalls that happening since he has been on campus. Summer school is going well. June 28th and 29th have been set for faculty CIS training, with Doris King as the trainer.

Dorie Richter reported that planning is working on the graduating student survey and presently has a 77% return rate. Ms. Richter distributed copies of the 2005-2006 Current Student Evaluation of College Services. Ms. Richter reminded Council members that the year-end summary from department heads goes to the Board on June 6th and she stressed the need for the summary info. Planning is working on end of year reports for planning units/subunits and for new year reports for planning units/subunits. June 8 has been chosen as the date for the Planning Council Meeting. She noted that this fall planning will be reviewing the mission statement.

The next meeting date is Wednesday, June 21, 2006 (time to be advised). The meeting was then adjourned.

David McLawhorn, Chair