

The Administrative Council of Wayne Community College met on June 21, 2004 at 8:30 a.m. in the Board Room. Members in attendance were Dr. Wilson, Mr. Bill Thompson, Mr. Ken Ritt, Dr. Dan Krautheim, Ms. Alice Wadsworth, Ms. Tara Humphries, Ms. Yvonne Goodman , Dr. Cindy Archie, Dr. Kay Albertson and Ms. Joy Ginn.

The minutes of the May 25 meeting were approved as submitted.

Dr. Wilson reviewed his calendar and other members of the council reviewed their calendars.

Dr. Wilson reported on the success of the recent golf tournament.

Dr. Wilson began the discussion on the updates of the Faculty and Staff Performance Appraisals. After much discussion, it was the consensus of the council for Dr. Wilson and a selected group to review the possibility of condensing the current form used for the Staff Performance Appraisal process. It was also the consensus of the council that the Faculty Performance Appraisal was to be approved with the removal of the statement concerning part-time faculty under the section entitled "Student Evaluations Summary". There was also discussion of the section entitled "Recommended Professional Improvement Activities" , it was the consensus of the council for this to be reviewed further.

Dr. Wilson presented the council with the attached holiday schedule. The council reviewed and it was approved as submitted.

Dr. Krautheim and Dr. Wilson will review the implementation and cost of campus cruiser.

Bill Thompson also briefed the council on the CC Benefits package that the Community Colleges have recently bought into. More info later.

Dr. Wilson then discussed the attached concerns from the selection committee for the Teacher of the Year awards. After much discussion it was the consensus of the council for the date for submitting nominations to be changed from May to February. It was also suggested that the guidelines for the WCC Teacher of the Year be consistent with the guidelines for the Teacher of the Year at the State Level. Joy Ginn will work on the new guidelines for the WCC Teacher of the Year and Dr. Wilson and Jack Kannan will discuss these guidelines with the donor of the award.

Dr. Wilson submitted a request from Angela Kearney for pay increase upon completion of her doctoral degree in Educational Leadership. This request was approved as submitted.

Alice Wadsworth reported on her recent attendance at the Health Summit for NC Employees.

Ken Ritt submitted CPM Policy 06-0611 Emergency Medical Attention (attached). This policy was approved with the submitted changes.

Mr. Ritt also distributed the attached Fire Extinguisher Inspection Check List. It was the consensus of the council for the Date to be added to item #4. Mr. Ritt will submit this plan for approval at a future meeting.

Mr. Ritt presented the new letterhead to the council. It was the consensus of the council to change the letterhead to all one color (blue) eliminating the yellow which would not show up on photo copies. It was also the consensus of the council to leave the envelopes with the colors and to leave specific departments on the envelopes if necessary.

Dr. Krautheim informed the council that the proofs for the new brochures and magazine covers are in and will be presented at a later meeting.

Dr. Wilson thanked the members of the staff who attended the recent meeting in Texas concerning our award of the Lumina Grant.

There being no further business, the meeting adjourned at 10:20 a.m.