

**ADMINISTRATIVE COUNCIL MEETING MINUTES**  
**August 26, 2009**  
**Tuesday, 3:00 p.m.**

MEMBERS PRESENT

David McLawhorn  
Phillip Price  
Crystal Ange  
Chet Jarman  
Dorie Richter  
Wesley Beddard  
Laura Bliley  
Judy Jennette  
Dixon Boyles  
JoLinda Cooper (sitting in for Sherry Stotesberry)

MEMBERS ABSENT

Celina Worsley – SGA Representative  
Clay Carter

The Administrative Council met at 3:00 p.m. on Tuesday, May 26, 2009 in the Conference Room of Bldg. 1. Dr. McLawhorn called the meeting to order and addressed the agenda items as follows:

**I. Approval of Administrative Council May 26, 2009 Minutes**

The May 26, 2009 minutes were distributed to all Administrative Council members prior to the meeting. Dr. McLawhorn called for corrections or a motion to approve. Laura Bliley noted one correction on page 2. The second bullet should be corrected as follows:  
*Explanation of waivers for placement testing and the time limit for high school chemistry.*  
Phillip Price made a motion to approve the minutes as amended with a second from Wesley Beddard. The motion was approved with an all ayes vote. (See minutes on the Internet under the appropriate Committees and Minutes link.)

**II. Old Business**

None reported.

**III. New Business**

None reported.

**IV. Progress Reports**

Crystal Ange:

- Registration went well.
- Wesley Adams is working with Student Services staff members on Friday to help with privacy issues for students.
- Trying to find different ways to help with long lines.
- Dr. McLawhorn congratulated Ms. Ange, Faculty and Staff for the smooth registration process.

Judy Jennette:

- Long Range Plan final revision has been sent to Dorie.
- Very happy with the good news coverage for BCCC.
- The cosmetology department will be doing the make up for Dancing with our Stars.
- The North East commission met last week we are awaiting word on the Paramedics Grant.
- Golf tournament brochures have been sent out.
- Truck driving course is up to 13 students. (Time change to the 8<sup>th</sup> /newspaper has been notified).

Dixon Boyles:

- Monitoring report is due to SACS on September 8.
- Dorie and Wesley are working on responses to SACS - 3.3.1.1(Dorie) and 3.5.1 (Wesley).

JoLinda Cooper:

- No Report. The Staff Association has not met.

Laura Bliley:

- Faculty Senate officers met on Monday. Meetings are scheduled for September, October, January and March.
- Some members of the Faculty Senate have concerns regarding the Furlough Policy for faculty. After discussion, Dr. McLawhorn advised Ms. Bliley that the Admin Council could consider recommendations at the next meeting. Mr. Price explained that if approved by Admin Council the policy would then go to the Personnel Committee and then to the Board of Trustees for final approval.

Dorie Richter:

- Completed graduating student survey - results are posted on the web site.
- Planning Council minutes of the June 8, 2009 meeting were distributed for information only. The council met on the 8<sup>th</sup> to present the 2009-2014 Institutional Effectiveness (IE) Plans for each department and division. The IE Plan was approved electronically by the Planning Council and by the Board of Trustees at the August 4 board meeting.
- Completed and sent End-of-Year IE Summary to the Board of Trustees.
- Working on a detailed 2008-13 End-of-Year IE Report in response to SACS 3.3.1.1.
- Handout of Grant Activity Report September 2009 – on web site.

Wesley Beddard:

- Registration work group meeting is scheduled for next week.
- Overall registration went smooth.
- The night cosmetology program has been suspended this year. Ms. Velma Worsley is helping out during the day which has enabled the day program to expand to 62 students.
- Working on instructional calendar – will have a draft calendar available to share at the Faculty Senate meeting on September 15.

- A meeting was held with Huskins/Dual Enrollment parents and students related to the change in the programs. Overall the meeting went well. Basically the changes have eliminated the College Academy. Dr. McLawhorn noted that Representative Arthur Williams is still fighting for dual enrollment.

Chet Jarman:

- There has been more attention to fee waivers and discussions with Barbara Boyce.
- End of Year Report has been submitted to Dorie.

Phillip Price:

- Update on campus projects completed over the summer
- Book Store was extremely busy. Mr. Price expressed appreciation for everyone helping out.
- Work is being done this week in the café. The café is scheduled to open on Monday, August 31.
- Working on financial statements for the college and full time faculty/staff contracts.
- Budget is due in Raleigh September 15.

Dr. McLawhorn:

- We are starting this year with the budget we had three years ago but with a 23% increase in students.
- Jobs Now Program – Received \$200,000
  - Bioprocessing will not be offered at this time – the company is in patent litigation.
  - BCCC is looking at other options - (please send any ideas to Chet or Dr. McLawhorn).

The next meeting is scheduled for Wednesday, September 30 at 3:00 p.m.

The meeting adjourned at 4:15 p.m.

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David McLawhorn, Chair