

ADMINISTRATIVE COUNCIL MEETING MINUTES

January 27, 2010
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
Sherry Stotesberry

MEMBERS ABSENT

SGA Representative
Clay Carter

OTHER STAFF PRESENT

Mandy Jones

The Administrative Council met at 3:00 p.m. on Tuesday, January 27, 2010 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 November 24, 2009 Minutes

The November 24, 2009 minutes were distributed to all Administrative Council members prior to the meeting. Dr. McLawhorn called for corrections or a motion to approve. Wesley Beddard made a motion to approve the minutes with a second from Phillip Price. The motion was approved with an all ayes vote. (See minutes on the Internet under the appropriate Committees and Minutes link.)

II. Old Business

Discussion of Furlough Policy – Phillip Price and Laura Bliley met and reviewed the current policy along with documentation provided by the State. After review, a revision to the current policy was put in draft format for Mrs. Bliley to present to Faculty Senate. Mrs. Bliley noted that Faculty Senate made a minor change to the draft recommendation she presented and added “or other.” After discussion and concern regarding instructional hours, Crystal Ange made the motion to not accept the Furlough Policy as presented from Faculty Senate. Sherry Stotesberry seconded the motion. The motion passed with a majority vote. Laura Bliley abstained from voting. Phillip Price made the motion to accept the Furlough Policy as amended by removing “or other.” Wesley Beddard seconded the motion. The motion passed with a majority vote. Laura Bliley abstained from voting. The revised Furlough Policy reads as: *Furlough leave hours will be taken on faculty work days, during office hours, pending prior approval by the Division Chairperson. Furlough leave hours expire at the end of a set period of time and will not be paid out upon the ending of employment with the college. Furlough leave must be documented by date and hours utilized on the absence form, designated as “other.”*

III. New Business - Item 2 on the agenda will be moved after Progress Reports

1. Discussion of Nursing Admission – Mandy Jones discussed and distributed handouts of the BCCC Allied Health Programs/Admission Guide. (A complete copy is attached at the end of the minutes.)
 - Admission Requirements (complete list attached)
 - i. Limited to the number of students that can be admitted each year

- ii. Programs are competitive-based
 - iii. Separate application
 - iv. Special admission requirements
 - Selection
 - i. Based on academic performance in the general education, non-core courses
 - ii. Completion of most general education courses recommended prior to entering programs
 - Minimum Requirements
 - i. Complete placement testing with scores meeting the minimum for the college
 - ii. Complete recommended developmental courses or qualify for a testing waiver
 - iii. Transcripts
 - Submit official high school or GED transcripts, and college transcripts
 - iv. Chemistry (not required for PN program)
 - Completion of high school chemistry or general college chemistry
 - Minimum grade of C required
 - Selection Criteria
 - i. Evaluation of Applicants
 - If there are more applicants than space, a point system is used to determine rank
 - a. Points are based on academic performance, GPA, and chemistry grade - Ms. Jones gave examples of how the point system works (see attached sample tabulation of points)
 - i. Chemistry grade (30 points)
 - ii. Academic Performance (142 points)
 - iii. Bonus Points for BIO 168 or 163 (A=30 B=20)
 - iv. High School/GED or College GPA (200 points)
2. Planning Council Minutes for the December 2, 2009 meeting had been distributed electronically prior to the meeting for information only. (See minutes on the Internet under the appropriate Committees and Minutes link.)

Phillip Price made the motion to approve identified critical issues and short-range goals for 2010-11 planning year as recommended by the subcommittee - *located on pages 2 and 3 of the Planning Council Minutes dated December 2, 2009*. Crystal Ange seconded the motion. The motion passed with an all ayes vote.

3. Evaluation Systems Minutes for the January 20, 2010 meeting had been distributed electronically prior to the meeting for information only. (See minutes on the Internet under the appropriate Committees and Minutes link.)

Wesley Beddard made the motion to approve the Student Evaluation of College Services (short form) as amended. Phillip Price seconded the motion. The motion passed with an all ayes vote.

Wesley Beddard made the motion to approve the revisions and administer the Faculty/Staff Evaluation of College Services (short form) online this spring. Phillip Price seconded the motion. The motion passed with an all ayes vote.

Dixon Boyles made the motion to approve the revisions to the Instructor Evaluation by Supervisor form. Wesley Beddard seconded the motion. The motion passed with an all ayes vote.

Wesley Beddard made the motion to approve the Administrator Evaluation by Supervisor as amended. Sherry Stotesberry seconded the motion. The motion passed with an all ayes vote.

Phillip Price made the motion to approve the Supervisor Evaluation by Employee as amended. Crystal Ange seconded the motion and the Council voted unanimous consent.

Phillip Price made the motion to approve the Staff Performance Evaluation by Supervisor as amended. Dixon Boyles seconded the motion. The motion passed with an all ayes vote.

Laura Bliley made the motion that the Instructor Evaluation by Supervisor form becomes effective July 1, 2010, and all other approved evaluation forms becomes effective immediately. Judy Jennette seconded the motion. The motion passed with a majority vote. Dorie Richter abstained from voting.

Next year, Dorie will change the date for evaluation review to April.

4. Pre-Audit List FY 2009-2010 – The pre-audit list was emailed to Senior Staff prior to the Admin Council meeting for review. Veronica Ross will pick up audit material from Jennie Singleton on Tuesday, February 2, 2010.

IV. Progress Reports

Laura Bliley – Faculty Senate discussed a revision to the policy for dropping students. Faculty Senate will make a recommendation and bring back to Admin Council. Admin Council will meet on **Monday, March 29 at 3:00 p.m.** If approved, the policy will be taken to the April 6 Board meeting for approval. At this time Laura Bliley excused herself from the meeting.

Due to the extended time of the meeting, Progress Reports will be shared at the next Senior Staff meeting.

Request to hear Student Appeal -

Wesley Beddard made a motion that Administrative Council not hear the student request for appeal. With a second by Judy Jennette, the motion passed with a majority vote. Crystal Ange, Dean of Student Services, abstained from voting. The student will be notified by certified letter of the Administrative Council's decision to not hear the appeal. At this time, members of the council returned the student appeals packet of information to the Dean of Student Services.

The next meeting is scheduled for **Monday, March 29 at 3:00 p.m.**

The meeting adjourned at 4:25 p.m.