

ADMINISTRATIVE COUNCIL MEETING MINUTES

June 28, 2010

Monday, 3:00 p.m.

MEMBERS PRESENT

David McLawhorn
Phillip Price
Crystal Ange
Chet Jarman
Wesley Beddard
Laura Bliley
Judy Jennette
Dixon Boyles

MEMBERS ABSENT

SGA Representative
Clay Carter
Dorie Richter
Sherry Stotesberry

OTHER STAFF PRESENT

None

The Administrative Council met at 3:00 p.m. on Monday, June 28, 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 May 5, 2010 Minutes

The May 5, 2010 minutes were distributed to all Administrative Council members prior to the meeting. Dr. McLawhorn called for corrections or a motion to approve. Crystal Ange 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. Approval of Administrative Council June 2, 2010 Minutes

The June 2, 2010 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 Judy Jennette. The motion was approved with an all ayes vote. (See minutes on the Internet under the appropriate Committees and Minutes link.)

III. Old Business - None

1. Approval of Section C: Policies for the Nursing Programs effective for the 2010-2011 academic year. Dr. McLawhorn called on Wesley Beddard and Laura Bliley to present the information. Mr. Beddard stated that he met with Laura Bliley and Carolyn Lee and reviewed the policy as presented. Mrs. Bliley noted that the revisions to the policy are marked in red. Mrs. Bliley then explained each change and answered any questions that arose. After discussion, Wesley Beddard made a recommendation to approve Section C: Policies for the Nursing Programs as amended. Judy Jennette seconded the motion. The motion passed with an all ayes vote.
2. Wesley Beddard stated that on May 24, 2010 the Curriculum Committee approved by electronic vote to delete the pre-requisite "Enrollment in the Medical Laboratory Technology program" from MLT-110. Mr. Beddard noted that this is a local pre-requisite. After discussion, Wesley Beddard made a motion to delete the pre-requisite "Enrollment in the Medical Laboratory Technology program" from MLT-110. Chet Jarman seconded the motion. The motion passed with an all ayes vote.

IV. Progress Reports

Crystal Ange:

- Dawn Holden's last day as special population's coordinator is June 30, 2010
- Clay Smith will be responsible for working with our students with special needs until further notice
- We have 9 ACA courses scheduled for the Fall Semester
- 2010-2011 SGA calendar is posted on-line
- July 12-15 Registration
 - ⇒ July 12-13 returning student registration
 - ⇒ July 14 new student orientation
 - ⇒ Mailing postcards for orientation on July 1
- Thursday, July 1 - 50 students from the Cornerstone church will tour our campus
- Gary Burbage will be in the 4th of July Parade in Belhaven driving the BCCC van
- Harold Smith completed our PPA & Recertification Financial Aid Report through June 2015
- Had Veteran Financial Aid files were audited - did a great job
- 2009-2010 - 1300 students received Pell Grants
- As of today, 1400+ students have applied for financial aid
 - ⇒ 605 have been processed and awarded
 - Building 9 changes - meeting with Wesley Adams
 - ⇒ Will make a Special Populations Center out of part of the Testing Lab
 - Special Populations will have a secure environment to test in
 - ⇒ Lucy Lawrence, Kim Jackson and Dorothy Jordan are moving from Bldg. 5 to Bldg. 9
 - ⇒ Campus Police are moving to Bldg. 5

Judy Jennette

- Discussion of BCCC newsletter
- BCCC commercials are running on television - coverage will pick up closer to late registration
- Updated blog spot on the BCCC web page
- Campus Campaign response is better than last year
- Dancing with our Stars - BCCC has several employees signed up to represent our College
- July 1 is the deadline for Foundation scholarships
 - Currently have received 65

Laura Bliley –

- Have one nursing vacancy

Dixon Boyles

- Have looked through all the substantive change documents on the SACS website and do not think we have anything that would qualify as a substantive change
- Will meet Penny this week
 - Make a list updating our Distance Learning
 - Get a letter together to send SACS

Wesley Beddard

- Only two weeks of summer classes left
- The last week of summer school is fall registration - may be hectic
- Completed interviews with the exception of the nursing position

- Had 11 interviews in 3 days
- Enrollment is up
 - Will be adding sections
 - Scrambling to find classrooms for the Fall Semester

Chet Jarman

- College for Kids began today
- Cake decorating class starts Wednesday
- Eva Peartree will begin Thursday as the new Receptionist for Continuing Ed
- Lauren Spruill will take Jack Pyburn's position
- Retirement party for Jack tomorrow from 2:00 - 4:00

Phillip Price

- Waiting on budget - should be finalized this week
 - Have not heard on:
 - tuition rate
 - high school waiver
 - prison education
 - salary increases
- Currently closing out the current fiscal year - The business office is still processing the receipt of supplies and equipment and the payment for these items as quickly as possible
- Started our meetings with the engineering firm that is going to do the roof on building 8 and a portion of building 2
 - Getting a proposal together for a called board meeting in July so they can approve the contract
- Planning timeframe - relocations for staff offices July 15 - August 15
- Made an offer to a new Campus Police Officer - pending completion of standards that have to be met

David McLawhorn

- Vacation June 30 - July 12
- July 15th - Special Called Board Meeting
 - Property Committee will meet at 8:00 a.m.
 - John Farkas will provide an update on the new Allied Health & Nursing Building - *Laura Bliley may want to attend*
 - Approve contract for roofing project
- July 19 - Senior Staff meeting at 9:00 a.m.
- July 28 - Admin Council meeting (may not end up meeting unless something come up)

The next meeting is scheduled for **Monday, May 26 at 3:00 p.m.**

The meeting adjourned at 3:50 p.m.

David McLawhorn, Chair