

ADMINISTRATIVE COUNCIL MEETING MINUTES

January 12, 2000

The Administrative Council met at 2:30 p.m. on Wednesday, January 12, 2000, in the Board Room of Building 1. Attending were Dr. Ron Champion, Sandra Sauv , Chet Jarman, Dorie Richter, Kay Hauser, Dr. David McLawhorn, Clay Carter, and Janice Daughtry. Dr. Angela Mason, Judy Jennette, Almeta Woolard, and SGA President Christina Leggett were unable to attend.

Dr. Ron Champion called the meeting to order and addressed agenda items as follows:

I. Approval of November 17, 1999, Minutes

Motion was made by Sandra Sauv  and seconded by Chet Jarman to accept the November 17, 1999, minutes. Motion carried.

II. Old Business

Dr. Champion stated that faculty and staff have requested that all minutes presented for approval by the Administrative Council be distributed along with the Council's minutes. To satisfy this request, it was determined that Council members presenting minutes for approval will electronically transmit such minutes for attachment to the Administrative Council Meeting minutes.

III. New Business

Sandra Sauv  presented the minutes of the November 29, 1999, Admissions Committee meeting. Motion was made by Clay Carter and seconded by Kay Hauser to accept the minutes as presented. Motion carried. (See attached minutes).

The minutes of the October 6, 1999, Health & Safety Committee meeting were presented by Janice Daughtry. Dr. David McLawhorn motioned for acceptance and Clay Carter seconded the motion. Motion carried. (See attached minutes).

Dorie Richter presented the November 10, 1999, Planning Council Meeting minutes. Motion was made by Sandra Sauv  and seconded by Janice Daughtry to accept the minutes as presented. Motion carried. (See attached minutes).

Dr. David McLawhorn presented the minutes of the December 7, 1999, Curriculum Committee meeting. Motion was made by Dorie Richter and seconded by Clay Carter to accept the minutes as presented. Motion carried. (See attached minutes).

Chet Jarman presented and reviewed a policy governing admission of minor students to the Adult Basic Skills program at BCCC. It was determined that the last sentence in the first paragraph be changed to read ".....have been criminally

convicted for aggressive behavior or substance abuse **may** (rather than **will**) be denied participation in the program.” A motion was made by Dr. McLawhorn to accept the revised policy. The motion was seconded by Janice Daughtry. Motion carried. (See attached policy).

The Proposed 2000-2001 Instructional Calendar was presented and reviewed by Sandra Sauvé. After Council discussion, January 2 – “Faculty Work Day” was changed to “Student Faculty Vacation” day. Motion was made by Janice Daughtry to accept the revised Proposed BCCC Instructional Calendar 2000-2001. Motion was seconded by Sandra Sauvé and carried. (See attached calendar).

IV. Progress Reports

Dorie Richter stated that her department is working on the Graduate Follow-up and Non-returning Student surveys for 1999. She shared the following preliminary results from the Graduate Follow-up survey with the Council.

1. When asked (the graduate) if the training received at BCCC was adequate for entry level employment, 99% of those responding answered “Yes.”
2. When asked to rate the overall quality of their (the graduate’s) program, 98% of those responding checked that they were “Very Satisfied” or “Satisfied.”
3. When asked to rate the overall quality of the College, 100% of those responding checked that they were “Very Satisfied” or “Satisfied.”

Complete results will be available in February.

Clay Carter reported that the inmates from the Creswell facility painted the Plymouth welding shop during the Christmas holidays. He also stated that numerous classes are scheduled for Washington County.

Sandra Brown, reporting for Judy Jennette, gave an update on the Hannah Page Scholarship Endowment. The endowment has almost reached \$5,000 with funds still imminent. She further reported that the Faculty/Staff Manual is available for viewing and printing on the CampusNet.

Dr. David McLawhorn reported that Kay Woolard has been named Lead Instructor for Office Systems Technology & Medical Office Administration. Dr. McLawhorn also stated that Jimmy Page will be working part-time (20 hours per week) with the Industrial Technology Division.

Janice Daughtry stated that automated doors have been installed in Building 1 and 2 and that one will be installed in Building 3 soon. Also, two more handicap parking spaces have been added in the Building 2 parking lot. She further reported that the roof on Building 4 should be completed this month and that the new parking lot for Building 8 is under construction. The LRC renovation project is still in the design stage. Janice announced that Mike Lilley is the new computer technician working with Mike Hall.

Chet Jarman reported to the Council that the local Job Link Center (or One Stop Shop) will have its grand re-opening and ribbon cutting on Thursday, January 13. He further stated that BCCC will participate in Martin Lancaster's "Art 2000" project again this year. Several instructors of the Community Services Program will send samples of their art work to be judged by Mr. Lancaster for inclusion in the System Office. The Community Services Program for the Division of Continuing Education is coordinated by Barbara Francisco. Charlie Harris is back part time with the Continuing Education Division and the Basic Skills Department. Chet concluded his remarks by stating that he will attend the first of the Virtual Learning Community Training Team meetings at Wake Tech on January 21.

Sandra Sauvé reported that enrollment for Spring Semester is 1390. She further reported that Beaufort County high school counselors will be on campus on January 25 for a meeting to discuss a new scholarship program. Advanced Connections Training in Wilson will be held on January 26 and 27. Sandra concluded her comments by stating that consideration is being given to hold this year's graduation exercises outside on campus.

V. Adjournment

The meeting adjourned at 4:35 p.m. The next meeting will be held on Wednesday, February 16, 2000 at 2:30 p.m.

Ron Champion, Chair