

ADMINISTRATIVE COUNCIL MEETING MINUTES

January 28, 2003

The Administrative Council met at 10:00 a.m. on January 28, 2003, in the Board Room of Building 1. Attending were Dr. David McLawhorn, Chet Jarman, Sandra Sauvé, Dorie Richter, Sandria McFadden, Dorothy Jordan, Wesley Beddard, Judy Jennette, Clay Carter, and Rhonda Sawyer.

Dr. David McLawhorn called the meeting to order and addressed agenda items as follows:

I. Approval of November 19, 2002, Minutes

The minutes of the November 19, 2002, meeting were presented for approval. After reviewing, Chet Jarman requested that the spelling of "James Peterson" be corrected to "James Pearson" in his progress report segment of the minutes. Motion was made by Judy Jennette and seconded by Wesley Beddard to accept the November 19, 2002, minutes as corrected. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

Sandra Sauvé stated that the Registration Ad hoc Committee has not met yet but will meet and will report at the February Administrative Council meeting.

III. New Business

The proposed BCCC 2003-2004 Instructional Calendar was presented and reviewed. After Council discussion, Wesley Beddard proposed that the FWD Advising Day scheduled for October 30, 2003, be moved to October 28, 2003; and that RAP Registration be moved from November 4, 2003, to October 29, 2003, and end on November 6, 2003. Sandra Sauvé moved to adopt the amended calendar and Judy Jennette seconded to motion. Motion carried.

The minutes of the August 20, 2002, Health and Safety Committee meeting were presented for approval by Rhonda Sawyer. A motion was made by Chet Jarman and seconded by Clay Carter to approve the minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.) Mrs. Sawyer also presented for discussion and approval the Policy/Procedure on the Usage of the Firearms Qualification Range. After Council discussion, a motion was made by Sandra Sauvé and seconded by Clay Carter to adopt the policy with recommended revisions. Motion carried.

Dr. David McLawhorn reviewed recommended revisions to the Faculty/Staff Manual for Council approval. The proposed revisions will add an additional workday at Christmas when the holiday falls on Tuesday, Wednesday, or Thursday for a total of four workdays and Christmas; and proposed revising the number of work days with pay from 12 to 15 annually for military leave. A motion was made by Wesley Beddard and seconded by Chet Jarman to adopt these revisions and update the Faculty/Staff Manual. Motion carried.

Sandra Sauvé recommended revising the composition of the Publications/Information Committee to be the Dean of Instruction, Dean of Administrative Services, Dean of Student Services, and Dean of Continuing Education and retain the Director of Public Information as a committee member as well. A motion was made by Rhonda Sawyer to approve the recommended committee revision and Judy Jennette issued a second. Motion carried. This change is to be reflected in the Faculty/Staff Manual.

IV. Progress Reports

Dorie Richter reported that the Graduate Follow-up, the Non-returning Student, and the SWOT surveys are all complete. Ms. Richter stated that the next Planning Council meeting is scheduled for February 6, 2003, and the next Evaluation Systems Committee meeting is scheduled for January 30, 2003. Ms. Richter concluded by reviewing a summary of the Title III Annual Report on the grant objectives. She also distributed a handout summarizing the College grant activities.

Judy Jennette reported that the College Foundation is continuing work for a new donor recognition system for Building 10. Ms. Jennette announced that she and Dr. McLawhorn, along with members of the Board of Trustees, will attend a reception in Raleigh on January 29 honoring Arthur Williams, who was recently elected to the State House of Representatives.

Clay Carter reported that off-campus registration for Spring Semester was very successful with a higher number of students registered than in previous years.

Reporting from the Staff Association, Dorothy Jordan stated that the Executive Council plans to meet this week to review and revise the association's by-laws.

Sandria McFadden stated that the Faculty Senate met recently to make recommendations for the 2003-2004 Instructional Calendar and to develop a proposed Faculty Senate Purpose and Goal Statement.

Sandra Sauvé announced that enrollment head count for Spring Semester exceeded 1700, which is a new record for Spring Semester and that financial assistance was up as well. She further reported that all marketing/advertising responsibilities currently performed by Student Services has been reassigned to the Director of Public Relations. Ms. Sauvé concluded her report with an update of the Student Government Association calendar of events.

Wesley Beddard reported that registration for on-line classes is up 40% this registration period. He further reported that development of the summer schedule is in process. Mr. Beddard concluded by announcing that Jimmy Page has been selected as the recruiter for the HEATT/Construction Equipment Technology curriculum.

Continuing Education Dean Chet Jarman reported that registration for classes is up. Mr. Jarman also announced that the John A. Wilkinson Building in Belhaven has been approved as a College training facility with plans to offer computer classes, nursing assistant training, and other diverse classes. He concluded by reporting that renovations for Building 8 are nearing completion.

In reporting on College construction projects, Rhonda Sawyer stated that construction of Building 10 is progressing and on schedule and that renovations for Building 8 are almost complete. In conclusion, she announced that CIS training for Fiscal Affairs is in process.

Dr. David McLawhorn requested that Wesley Beddard review calendar adjustment plans for class time missed due to the recent snow. Mr. Beddard stated that the two days would probably be made up during spring break in April and during the summer registration period. Dr. McLawhorn concluded his report by stating that the State Board of Community Colleges has requested a study be conducted to review the organization of colleges, including the number of schools in the system, enrollment sizes, administration and staff levels, schools' proximity to each other and the role and funding of multi-campus colleges and off-campus centers.

V. Adjournment

The meeting adjourned at 11:50 a.m. The next meeting will be held February 26, 2003, at 10:00 a.m.

David McLawhorn, Chair