

ADMINISTRATIVE COUNCIL MEETING MINUTES

November 28, 2000

The Administrative Council met at 3:30 p.m. on November 28, 2000, in the Board Room of Building 1. Attending were Dr. Ron Champion, Dr. David McLawhorn, Sandra Sauvé, Janice Daughtry, Bobby Williams, Chet Jarman, Judy Jennette, Kay Walker Hauser, Clay Carter, and Dan Fitzgerald, SGA president. Dorie Richter was unable to attend.

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

I. Approval of October 25, 2000, Minutes

Motion was made by Dr. David McLawhorn and seconded by Bobby Williams to accept the October 25, 2000, minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

Dr. Champion announced that the faculty and staff Christmas luncheon will be held on December 15, 2000, at 11:45 a.m. in the Ag Tech Room of Building 4.

III. New Business

Dr. Ron Champion presented for approval the minutes of the October 30, 2000, Technology Committee Meeting. Motion was made by Janice Daughtry and seconded by Sandra Sauvé to accept the minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

Sandra Sauvé presented and reviewed the November 6, 2000, Admissions Committee minutes. Motion was made by Dr. David McLawhorn and seconded by Chet Jarman to accept the minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

Dr. Ron Champion presented for approval the minutes of the November 13, 2000, Planning Council Meeting. Motion was made by Dr. David McLawhorn and seconded by Judy Jennette to accept the minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

IV. Progress Reports

Judy Jennette reported that a meeting has been scheduled next week for the Foundation Building Naming Committee. She further reported that the next edition of Campus Connection should be out before the end of the semester. Ms. Jennette concluded her comments by stating that an ad will be placed in local news papers thanking voters for their support of the bond referendum.

Chet Jarman announced that Bea Dillon has been relocated to the front desk in

Building 8. Bea will be the receptionist for Continuing Education and secretary for the Small Business Center. Mr. Jarman concluded by stating that the new "Continuing Education Telephone and Individual Pre-registration Processor" project has been implemented and appears to be very effective.

Mandy Jones reported that the Staff Association's participation with the campus fund drive for the United Way campaign was very successful. She stated that contributions doubled gifts over last year. She further reported that the response to the sale of BCCC license plates has been very positive. Proceeds from the project will be added to the Lou Tyler Scholarship fund.

Dr. David McLawhorn announced that he will be working with Sandra Sauvé and the Chamber of Commerce in planning "Job Shadowing Day" that has been scheduled for February 13, 2001.

Bobby Williams reported that the Faculty Senate plans to review the absenteeism policy and the date for graduation at a future meeting. In conclusion, Mr. Williams expressed gratitude to all employees involved in the relocation of the BLET department.

Kay Hauser stated that the TQM Committee will be addressing concerns regarding campus signage.

Janice Daughtry reported that work is scheduled to begin on the walkway between Buildings 1 and 9. Renovations are almost complete for the new BLET division. Re-designing work on the Rosa "Rosebud" Watson Roberson Rose Garden has begun. Ms. Daughtry requested assistance from all departments/divisions in adhering to the current budget. She concluded by asking for input on ways to improve our food service.

Dan Fitzgerald, SGA president, opened his comments by commending Karon Davis, SGA Advisor, for all her leadership of the Student Government Association. Dan reviewed plans for the "Christmas Social" scheduled for December 5 in the Student Center of Building 9. Also, SGA members will participate in local Christmas parades along with the BCCC Ambassadors. Boxes for the "Toys for Tots" program have been strategically located on campus for collection of unwrapped toys.

Sandra Sauvé reported that three representatives from BCCC attended the North Carolina Model Teachers Consortium meeting held in November. Ms. Sauvé stated that the first Saturday Placement Testing session was full. She added that head count for spring semester registration is good thus far. She reminded Council members that a representative from East Carolina University is routinely on our campus for student counseling.

Dr. Champion stated that the State System is reviewing the FTE computation policy for budgeting purposes and therefore, encouraged all to actively participate in the on-going recruitment campaign for spring semester. He also stated that forms have been distributed by the State Office to prioritize bond allocations for construction. Dr. Champion concluded by announcing that he will attend a SACS meeting in Atlanta early next week.

V. Adjournment

The meeting adjourned at 4:30 p.m. The next meeting will be held January 31, 2001 at 3:30 p.m.

Ron Champion, Chair