

## ADMINISTRATIVE COUNCIL MEETING MINUTES

February 28, 2001

The Administrative Council met at 3:30 p.m. on February 28, 2001, 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, Dorie Richter, and Mandy Jones. Clay Carter and the SGA president were unable to attend.

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

### **I. Approval of January 31, 2001, Minutes**

Motion was made by Bobby Williams and seconded by Janice Daughtry to accept the January 31, 2001, minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

### **II. Old Business**

There was no old business.

### **III. New Business**

There was no new business.

### **IV. Progress Reports**

Dorie Richter reported that her department is following up on the Graduate Follow-up survey. The E-Commerce survey went out in February and a telephone follow-up is currently in process. All of the mid-year progress reports are in and a Current Student survey is scheduled to go out in March. Ms. Richter concluded her report by stating that work on the Title III Grant is currently underway.

Dr. David McLawhorn announced that representatives from BCCC will be attending the Global Education Conference in Raleigh next week. He stated that notification to local high schools outlining courses available has been mailed and that College representatives are participating at Washington High School's Course Fair this week.

Judy Jennette reported that Catherine Modlin and Melissa Young have been selected to represent the College at this year's North Carolina Community College System Academic Excellence Awards Luncheon to be held in Raleigh on May 15. She stated that the Service Awards Committee met to begin making plans for a service awards event that will be held in May. In conclusion, she stated that a mailing to area high school students will be conducted in an effort to distribute information regarding the MANA scholarship program.

Janice Daughtry reported that work is continuing on the walkway between Buildings 1 and 9; the Rosa "Rosebud" Watson Roberson Rose Garden; and the parking lot on the east side of campus.

Bobby Williams stated that the Student Government Association has withdrawn the request to review the College's Absence Policy. The Faculty Senate has requested that the Faculty Affairs Committee review the proposed calendar as well as the date set for graduation. The Senate has requested that consideration be given to relocating the Foundation Recognition Tree in the foyer of the Learning Resource Center. Mr. Williams further stated that the Senate has requested that information on new employees be communicated to all BCCC faculty and staff. In concluding the Faculty Senate report, Mr. Williams announced that current Faculty Senate officers and committees will serve an additional term. Also that a social event will be held this fall for faculty and staff.

Reporting for the Criminal Justice Division, Mr. Williams announced that the North Carolina Community College System Criminal Justice Regional Planning and Training Program will hold a seminar at BCCC on March 5 and 6, 2001. The two-day seminar entitled "Critical Incident Response to School Violence" will begin at 8:00 a.m in the auditorium of Building 8.

Chet Jarman announced that Veronica Ross, FTE auditor, will be on campus next. He also announced that Leigh Tetterton will be the new NA instructor beginning March 5. Six new clients from BCDC will begin classes on March 2, 2001. Mr. Jarman concluded his comments by reporting that he will attend an Adult Education Conference in Asheville, North Carolina this month.

Kay Hauser stated that the TQM Committee has met and that recommendations have been forwarded to Dr. Champion for his input.

Mandy Jones reported that the Education by Invitation program held on February 27 was very well attended and that the next session is scheduled for March 20. Ms. Jones concluded by announcing that the BCCC Job fair will be held on April 25 in Building 9.

Sandra Sauvé requested that any revisions for the new catalog be submitted to her office as soon as possible. She also stated that the blood mobile will be set up in the student lounge in Building 9 on March 21 and that Spring Fling will be held March 19-23.

Dr. Champion announced that Rhonda Mills has been selected as the Dean of Business Affairs. Ms. Mills will begin her employment on May 1, 2001. Dr. Champion stated that the County Commissioners will be on campus for the College's budget presentation on May 1, 2001. He further stated that a study of the community's use of campus facilities will be presented to the Board of Trustees for their review. The decision for revising the College service area is still under consideration. Dr. Champion further requested that all Council approved minutes be submitted to the webmaster, Tricia Woolard, for posting to the CampusNet. In conclusion, Dr. Champion requested that the personnel department communicate new employee hires via email to all BCCC employees.

**V. Adjournment**

The meeting adjourned at 4:30 p.m. The next meeting will be held March 28, 2001 at 3:30 p.m.

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Ron Champion, Chair