

## ADMINISTRATIVE COUNCIL MEETING MINUTES

March 26, 2003

The Administrative Council met at 10:00 a.m. on March 26, 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, Rhonda Sawyer, and Clay Carter.

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

### **I. Approval of February 26, 2003 Minutes**

The minutes of the February 26, 2003, meeting were presented for approval. Motion was made by Wesley Beddard and seconded by Rhonda Sawyer to accept the minutes as presented. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

### **II. Old Business**

There was no old business.

### **III. New Business**

The minutes of the February 27, 2003, Curriculum Committee meeting were presented and reviewed by Wesley Beddard. A motion for approval was made by Clay Carter and seconded by Sandra Sauvé. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.) Mr. Beddard continued by reviewing the Curriculum Committee meeting minutes of March 20, 2003. Clay Carter motioned for approval and Chet Jarman seconded. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

Rhonda Sawyer presented for approval the November 19, 2002, Health & Safety Committee meeting minutes. Sandra Sauvé made a motion for approval and Wesley Beddard seconded the motion. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.) She further reviewed a proposed *Fines/Fee Schedule for Parking/Traffic Offenses* and a *Fines/Fee Schedule for Misdemeanor Criminal Offenses and Breach of BCCC Proper Conduct Offenses*. After Council discussion, a motion was made by Wesley Beddard to table the proposal. The motion was seconded by Chet Jarman. Motion carried.

Dorie Richter presented for approval the minutes of the February 6, 2003, Planning Council meeting. A motion was made by Sandra Sauvé and seconded by Chet Jarman to accept the minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

### **IV. Progress Reports**

Dorie Richter reported that the office of Institutional Effectiveness is working on the Mid-Year Report for the Long Range Plan. Also two evaluations are in process – Faculty/Staff Evaluation of College Services and Current Student Evaluation of College Services. Ms. Richter concluded her report by stating that grant activity continues to progress.

Reporting for the Faculty Senate, Sandria McFadden stated that the Senate met on March 25 and that officers were elected at the meeting. Debra Baker was elected president; Art Keehnle will serve as vice president; Caroline Hardee, secretary; and Bobby Williams will be the new treasurer.

Dorothy Jordan reported from the Staff Association that the next meeting will be scheduled in April.

Judy Jennette announced that the Building 10 Open House event has been scheduled for July 21 from 1 p.m. until 5:30 p.m. Ms. Jennette concluded by reporting that the Service Awards Ceremony will be held on May 12 and that the Foundation Board of Directors will meet on May 29.

Sandra Sauvé reported that the *Steppin Out* event held on March 25 was very successful. She reminded Council members that *Spring Fling* will be held next week.

Wesley Beddard reported that Gregg Allinson has been named chairman for the Allied Health Division and that Laura Bliley will assume the Director of Nursing position.

Continuing Education Dean Chet Jarman reported that plans are in process for the College for Kids program that will be held this summer. He also announced that a new certification course for independent automobile dealers will be offered.

Rhonda Sawyer reported that the interview process is nearing completion for the appointment of a new controller. She reported that Building 10 is scheduled for completion by the first of May and that bids for Building 7 will be out soon, as well as bids for the Building 10 parking lot.

In reviewing the current budget status, Dr. David McLawhorn stated that the governor's office has proposed a 1.5% salary increase for all state employees and an additional .5% for community college faculty and staff. He further stated that Dan Lilley with the Department of Corrections and representatives from the Department of Transportation will be on campus next week for tours and to discuss a possible co-op program. Dr. McLawhorn concluded his report by stating that he has a meeting scheduled with Pitt Memorial Hospital representatives to review our Allied Health Program.

## **V. Adjournment**

The meeting adjourned at 11:20 a.m. The next meeting will be held April 30, 2003, at 10:00 a.m.

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David McLawhorn, Chair