

ADMINISTRATIVE COUNCIL MEETING MINUTES

April 30, 2003

The Administrative Council met at 10:00 a.m. on April 30, 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 April 30, 2003 Minutes

The minutes of the April 30, 2003, meeting were presented for approval. Motion was made by Dorie Richter and seconded by Chet Jarman to accept the minutes as presented. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

Rhonda Sawyer presented for approval revisions to the *College Traffic Regulations Policy*. The revised policy will increase fines from \$3.00 to \$5.00 on all traffic violations except handicap parking and moving violations which will be increased from \$10.00 to \$15.00. A motion was made by Wesley Beddard and seconded by Sandra Sauvé to approve the revisions pending compliance with state statute. Motion carried.

III. New Business

Judy Jennette presented and moved for approval revisions to the existing Marketing/PR Committee structure to be effective July 1, 2003. Sandra Sauvé made a second to the motion. Motion carried. (Proposal attached).

IV. Progress Reports

Dorie Richter reported that the office of Institutional Effectiveness completed 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*. She further stated that the next Planning Council meeting has been scheduled for June 10, 2003. Ms. Richter concluded her report by stating that the *USDA Rural Utilities Service Distance Learning and Telemedicine Grant* was submitted this week and that other grant activity continues to progress.

In a Foundation report, Judy Jennette stated that the first Hoffman Law Enforcement Scholarship will be awarded this fall; FFA Scholarship recipients have been selected; Skills Contest for industrial technology students will be held next week; and that 2003-2004 Ambassadors are currently being selected. Ms. Jennette concluded by stating that this year's Service Awards luncheon will be held on May 12 at the Washington Civic Center.

Sandria McFadden reported that a social for the Faculty Senate will be held on May 1, 2003, and that Debra Baker will serve as next year's president.

Dorothy Jordan reported from the Staff Association that the next meeting will be held on May 1 and that *Staff Person of the Year* nominations will be collected.

Sandra Sauvé reported that this year's Graduate Student Recognition event will be held on April 30 at 3p.m. and that graduation will be at P. S. Jones School on May 13. Ms. Sauvé further stated that the Job Fair was very successful this year. She concluded her comments by announcing that Lisa Bunting, a part-time BCCC employee, was recently awarded *Teacher of the Year* for the Autism Society of North Carolina.

Clay Carter reported that off-campus Early Childhood classes are filling up for this fall.

Wesley Beddard reported that BLET graduation will be held on May 1 at 4 p.m. in Building 8. He stated that the Curriculum Committee will meet on May 22 to address a *Course Load Policy* for students. Mr. Beddard further reported that faculty recruitment is continuing for new faculty.

Continuing Education Dean Chet Jarman reported that the College was granted approval from District Attorney Seth Edwards to offer a Defensive Driving School program. He concluded by reporting that the *Facilities Usage Policy* development is still in process.

Rhonda Sawyer reported that bids for the new parking lot will go out May 8 and that Building 10 is nearing completion. Ms. Sawyer concluded by announcing that CIS is scheduled for implementation on July 1, 2003, and that Pat Lee, the new controller, will begin employment on May 1.

In reviewing the current budget status, Dr. David McLawhorn stated that it appears we will have a budget in place before July 1, 2003. Dr. McLawhorn concluded his report by stating that he attended the Academic Excellence Awards ceremony held in Raleigh last week, as well as Almeta Woolard's graduation from the State Leadership Program.

V. Adjournment

The meeting adjourned at 11:15 a.m. The next meeting will be held May 28, 2003, at 10:00 a.m.

David McLawhorn, Chair

Marketing/PR Committee

Purpose:

To recruit students and to enhance the image of the college throughout the community it serves. The committee evaluates, plans, and implements a comprehensive marketing concept with the intention of promoting a positive public image of the entire College, including students, programs, faculty, and staff. This committee will meet at least every two months (January, March, May, July, September, and November) to plan marketing strategies and evaluate the effectiveness of current strategies.

Composition:

Appointed by:

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| (1) <u>Representative from each Academic Division (4)</u> | <u>Dean of Instruction</u> |
| (2) Representative of Continuing Education Staff (2) | Dean of Continuing Education |
| (3) Coordinator, Educational Media/Graphics Services | Position |
| (4) Director of Business and Industry Services | Position |
| (5) Director of Public Relations/
Executive Director of BCCC Foundation | Position |
| (6) <u>Student Services (2)</u> | |
| Director of Admissions | Position |
| <u>Representative of Student Services</u> | <u>Dean of Student Services</u> |
| (7) Coordinator of Evening Programs | Position |
| (8) Director of Learning Resources Center | Position |
| (9) Student | Dean of Student Services |
| (10) <u>Print Services Coordinator</u> | <u>Position</u> |

Chaired by: **Director of PR**

Reports to: Administrative Council