

ADMINISTRATIVE COUNCIL MEETING MINUTES

May 30, 2000

The Administrative Council met at 2:30 p.m. on Wednesday, May 30, 2000, in the Board Room of Building 1. Attending were Dr. Ron Champion, Sandra Sauvé, Dorie Richter, Chet Jarman, Dr. David McLawhorn, Judy Jennette, Kay Hauser, Clay Carter, Bobby Williams, Janice Daughtry, and Laura Berry Bilbro who is the summer intern for Student Services. Dr. Angela Mason, Almeta Woolard, and SGA President Christina Leggett were unable to attend.

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

I. Approval of April 26, 2000, Minutes

Motion was made by Dr. David McLawhorn and seconded by Judy Jennette to accept the April 26, 2000, minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

There was no old business.

III. New Business

Dr. David McLawhorn presented and reviewed the minutes of the May 23, 2000, Curriculum Committee Meeting. Dr. McLawhorn concluded his review with a motion to accept the minutes as presented. The motion was seconded by Judy Jennette. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

Sandra Sauvé presented and reviewed a proposed fee structure change for the student activity fee. The proposed fee structure is \$1.00 per credit hour up to 14 hours. The student accident insurance fee will be absorbed into this charge. The remaining revenue after insurance costs will be split between the SGA (60%) and a Dean of Student Services Fund (40%). The Dean of Student Services Fund will be used to provide for athletic activities, clubs, health and diversity-related activities, graduation, and other student-related activities. Dr. David McLawhorn motioned to revise the name of the fund from "Dean of Student Services Fund" to "Student Services Fund" and accept the proposal. The motion was seconded by Clay Carter and the motion carried.

IV. Progress Reports

Dorie Richter reported that the next Planning Council meeting has been scheduled for June 5, 2000. The meeting will be held at the Brown Library at 9:30 a.m.

Clay Carter reported that the College is working with Washington County Economic Development Commission and the owner of a new medical waste facility in Creswell to develop training for potential employees through HRD and the BCCC Small Business Center.

Judy Jennette stated that interviews for next year's College Ambassadors are underway and that the final selection should be complete by mid-June. She further stated that a summer publication of Campus Connections should be available in July.

Janice Daughtry announced that Joyce Pitt has joined her staff as supply clerk. She reported that bids to food service vendors are out and that the food service issue should be resolved by fall semester. She also stated that work will begin June 12, 2000, on the renovation project of the LRC. Ms. Daughtry concluded her comments by requesting that supply requisitions be held until the new fiscal year.

Dr. David McLawhorn announced that the College has been designated as a local CISCO Academy. CISCO will provide hardware/software for class room instruction, as well as training for instructors. Diane Mills will be the lead instructor for this project. Dr. McLawhorn further stated that three new faculty members have been identified for the Business Division and that there are four vacancies in the Arts and Sciences Division and two in the Allied Health Division.

Chet Jarman opened his comments by stating that Sallie Stone has resigned as Director, Basic Skills effective June 30, 2000. He added that his division continues to pursue the new "Continuing Education Telephone and Individual Pre-registration Processor." This will enable students to preregister via telephone and to pay fees with Master Card or Visa credit cards. In conclusion, Mr. Jarman stated that the division is considering becoming a part of a FIT (Focused Industrial Center) consortium with Craven, Carteret, and Pamilco Community College.

Sandra Sauv  announced that revisions for the new catalog are almost complete and that on-line CPT testing is going well. Ms. Sauv  added, as information, that Rhunell Boyd will relocate her office to another area of the department.

Dr. Champion recognized Laura Berry Bilbro and then gave an update on the proposed bond issue and encouraged faculty and staff to state the College's needs when questioned by the community regarding the purpose of the bond issue. Dr. Champion added that a decision regarding the College's service area is still pending. In conclusion, Dr. Champion stated that some Legislators have proposed a 3% salary increase plus a 2% merit for employees and an additional State sponsored 1% for 401K plans.

V. Adjournment

The meeting adjourned at 3:20p.m. The next meeting will be held Tuesday, June 27, 2000, at 2:30 p.m.

Ron Champion, Chair