

ADMINISTRATIVE COUNCIL MEETING MINUTES

May 28, 2003

The Administrative Council met at 9:00 a.m. on May 28, 2003, in the Board Room of Building 1. Attending were Dr. David McLawhorn, Chet Jarman, Sandra Sauvé, Dorie Richter, Debra Baker, Dorothy Jordan, Wesley Beddard, Judy Jennette, and Rhonda Sawyer. Clay Carter was unable to attend.

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

There was no old business.

III. New Business

Rhonda Sawyer presented for approval the minutes of the Health & Safety Committee Meeting. Motion was made to accept the minutes by Judy Jennette and seconded by Sandra Sauvé. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.) Hal Swindell reviewed the updated Lockout/Tagout Procedure Policy. A motion was made by Sandra Sauvé and seconded by Wesley Beddard to accept the revised policy. Motion carried.

The minutes of the May 22, 2003, Curriculum Committee Meeting were presented for approval by Wesley Beddard. A motion was made by Dorie Richter and seconded by Dorothy Jordan to accept the minutes as presented. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

Judy Jennette requested that the Publications/Information Committee be revised to include the English lead instructor's position. A motion was made by Sandra Sauvé and seconded by Chet Jarman to approve this request. Motion carried.

IV. Progress Reports

Dorie Richter reported that the next Planning Council Meeting will be held on June 10 at 9:30 a.m. She also stated that the *Faculty/Staff Evaluation of College Services* is complete and the results are available for review in the library. Also, that the *Graduating Student Survey* and the *Current Online Student Survey* are in process. Ms. Richter concluded her report with a review of current grant activity.

Debra Baker reported that two-thirds of the faculty are currently members of the Faculty Senate Association. The association's goal is to attain 100% membership. She completed her report by

stating that final paperwork for Faculty Person of the Year is complete and will be mailed to the system office this week.

In a report from the Staff Association, Dorothy Jordan stated that the proposed revisions to the bylaws were approved at the April meeting and that a slate of new officers will be presented to the association at the June meeting.

Judy Jennette reported that she continues to work with Clay Carter and Chet Jarman on the development of a new Usage Policy for the College. She concluded her report by announcing that the Foundation Board will meet on May 29; the College will host the Chamber of Commerce Business After Hours Social on June 17; the "At Risk Kids" group will be on campus on June 17 as well; and an Open House event has been scheduled for July 21.

Sandra Sauvé reported that next year's graduation has been scheduled at Washington High School and will book the 2005 graduation there as soon as the high school calendar is available. She stated that a list of prospective Huskins students from Washington High School has been received and reviewed for possible placement testing requirements. Ms. Sauvé concluded by announcing that Becky Spain will return this week from Argentina.

Wesley Beddard reported that work on the new catalog is on schedule. He further announced that several new faculty positions have been filled, however, a part-time position has become available in the library. Mr. Beddard completed his report by stating that summer enrollment is good and that flyers for "Tech Camp" have been distributed.

Chet Jarman reported that the Driver's Improvement Training has been approved by AAA and that College for Kids will begin next week.

Reporting from the Business Affairs Division, Rhonda Sawyer stated that the bid for the Building 10 parking lot has been awarded to Singleton & Sons and plans for Building 11 are in the preliminary stage.

In reviewing the current budget status, Dr. David McLawhorn stated that we should have a budget from Raleigh in place by July 1 and that the county budget development is in process. Dr. McLawhorn announced that the BCCC Board of Trustees will meet on June 3.

V. Adjournment

The meeting adjourned at 10:00a.m. The next meeting will be held June 25, 2003, at 11:00 a.m.

David McLawhorn, Chair