

ADMINISTRATIVE COUNCIL MEETING MINUTES

June 27, 2000

The Administrative Council met at 2:30 p.m. on Tuesday, June 27, 2000, in the Board Room of Building 1. Attending were Dr. Ron Champion, Sandra Sauvé, Almeta Woolard, Dorie Richter, Chet Jarman, Dr. David McLawhorn, Judy Jennette, Kay Hauser, and Bobby Williams. Janice Daughtry, and Clay Carter were unable to attend.

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

I. Approval of May 30, 2000, Minutes

Dr. David McLawhorn requested clarification of the May 30 minutes regarding the CISCO Academy program at BCCC. Dr. McLawhorn stated that the software and hardware will be purchased from CISCO rather than contributed by CISCO. Motion was then made by Dr. David McLawhorn and seconded by Judy Jennette to accept the May 30, 2000, minutes with this clarification. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

There was no old business.

III. New Business

Dorie Richter presented and reviewed the June 5, 2000, Planning Council minutes. Motion was made by Dr. David McLawhorn and seconded by Chet Jarman to accept the minutes as presented. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

Sandra Sauvé presented and moved to adopt the minutes of the June 7, 2000, Admission Committee Meeting. The motion was seconded by Dr. David McLawhorn. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

The Health & Safety Committee restructure for the Faculty and Staff Manual was also presented for approval by Ms. Sauvé. Dr. David McLawhorn motioned for acceptance and the motion was seconded by Almeta Woolard. Motion carried.

Dr. Ron Champion presented and reviewed revisions to the personnel section of the Faculty Staff Manual that were approved by the Board of Trustees at the June 2000 meeting.

IV. Progress Reports

Judy Jennette announced that eight new College Ambassadors have been selected for the upcoming school year.

Dorie Richter reported that the Graduating Student Survey results are complete and have been distributed to department heads and division chairs and are also available for review in the Office of Institutional Effectiveness and in the library. She further stated that the Technology Survey results are complete and will be sent to the BCCC Technology sub-committee for analysis. In concluding, Ms. Richter added that the 2000-2005 Long Range Plan is almost complete and that end-of-year reports are due July 14, 2000.

Almeta Woolard reported that the Staff Association "pot luck" luncheon went well.

Dr. David McLawhorn announced that the BLET program achieved a 100% pass rate this year and the Cosmetology program had a 69% pass rate. Dr. McLawhorn also stated that the State Board of Nursing visited our campus and gave no recommendations for the ADN program and only a minor one for the LPN program. He concluded by stating that plans are in process for a Career Fair.

Kay Hauser stated that a TQM project will begin this fall. It will be an in-depth study of the Developmental Education program, including space, testing instruments, etc.

Chet Jarman announced that Tony Taylor will be the new Director, Basic Skills and Jo Keech will be the new Assessment Retention Specialist effective July 1, 2000.

Sandra Sauvé announced that on-line CPT testing is going well. She stated that testing will also be available on the Saturday prior to registration, and that the regular testing schedule has been revised so that sessions will be held on Wednesdays and Thursdays. Ms. Sauvé concluded by stating that Sue Brookshire will be the Student Services liaison for the Developmental Education Program effective July 1, 2000, and that Karon Davis will coordinate student activities.

Dr. Ron Champion reported that Clay Carter and Judy Jennette have been appointed to develop the Bond Issue Campaign. In conclusion, he reported that in-state tuition will be increased beginning this fall by \$.75 per credit hour with a 16 hour cap on in-state and out-of-state rates.

V. Adjournment

The meeting adjourned at 3:30p.m. The next meeting will be held July 20, 2000 at 10:00 a.m.

Ron Champion, Chair