

ADMINISTRATIVE COUNCIL MEETING MINUTES

June 25, 2003

The Administrative Council met at 11:00 a.m. on June 25, 2003, in the Board Room of Building 1. Attending were Dr. David McLawhorn, Chet Jarman, Sandra Sauvé, Dorie Richter, Dorothy Jordan, Rhonda Sawyer, and Clay Carter. Wesley Beddard, Judy Jennette, and Debra Baker were unable to attend.

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

I. Approval of May 28, 2003 Minutes

The minutes of the May 28, 2003, meeting were presented for approval. Motion was made by Sandra Sauvé, seconded by Chet Jarman to accept the minutes as presented with a minor change. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

None reported.

III. New Business

Sandra Sauvé recapped the need for written guidelines for establishing clubs on campus and presented a proposal for consideration. After input from the Council, a motion was made by Sandra Sauvé, seconded by Clay Carter, to accept the BCCC Club Guidelines and Club Application (attachments) presented.

Dorothy Jordan presented a copy of the revised Constitution and revised By-Laws of the Staff Association for approval. Ms. Jordan reviewed the existing wording and the requested change in wording for each instance in both documents. One clarification was noted that in meaning of the word "administration" in Article II, Membership in the Association, the term excluded the President and Deans. A motion was made by Sandra Sauvé and seconded by Chet Jarman that the revised Constitution and By-Laws be accepted and approved as changed. The motion carried. It was also noted that the Faculty/Staff manual should be updated to reflect the changes. Copies of the revised documents are attached.

IV. Progress Reports

Dorie Richter reported that the Planning Council Meeting was held on June 10, 2003 in the conference room of Building 10. Next, she informed the Council that both the Graduating Student Survey and the Current Student/On-Line Student Evaluation of College Services have been completed but are not quite ready for distribution. Ms. Richter then gave an update on performance standards. Of the eleven standards (11), the

college had met ten (10). Finally, the process for filling her vacant administrative assistant position is continuing, the committee is reviewing applications, and it will meet later today to recommend candidates for an interview.

Clay Carter reported that recently four ESL students took the GED exam in Spanish. Of the four test takers, two have expressed a desire to continue at BCCC in curriculum programs, and one student has registered for the Nurse Assistant program. Clay feels that this progression from ESL to regular programs will be a trend at our school.

In a report from the Staff Association, Dorothy Jordan commented on the successful picnic yesterday. She also mentioned that the Staff Council had met and prepared a slate of new officers to submit to the Staff Association for a vote.

Sandra Sauvé reported that the registration committee met 6/9/03 to discuss RAP registration; the committee will meet again August to discuss late registration; and she commended the group for its effectiveness. Ms. Sauve', Judy Jennette, and members of the Foundation Board met to interview potential ambassadors. The testing room capability has been expanded to 13 computers. Hal Swindell, Penny Sermons, Becky Spain, and Sandra Sauve' have been reviewing needs for an ID system. Ms. Sauve has surveyed student administrators across the State. Eastern Data Systems will demonstrate their development system Friday. July 22 is student advising day and plans are underway to have open house in the campus lounge from 10:00 am to 2:00 pm. Becky Spain is working on a PowerPoint presentation that will be available to students on CD. We will be making ID's at that time. With an ID system in place, the ID card will be used in the library as a library card. Once a system is purchased, tentative plans are to use the outer office of the campus police area to set up the system and determine times for students to get ID's made. Ms. Sauve gave some details on use of the exercise room in Building 10. Warning and instructional signs will be mounted on the walls. A release form to use the equipment is in place. Orientation on using the equipment (weight machine) is required. A card will be required by anyone using the weight machine which shows that the cardholder is an authorized user. Faculty and staff will be able to get these cards. Rhunell Boyd had reported to Ms. Sauve' that five more students (3/welding; 2/electrical eng.) have been accepted into the NADEP program, bringing participation to a total of twelve (12).

Chet Jarman reported that the review process is continuing for the Small Business Center position. He commented that College for Kids continues to be a popular and successful program. He referred to two articles in today's issue of the Washington Daily News: the driving class being taught by Gerald Venable, and a letter to the editor. Mr. Jarman also indicated that new rosters now use the last four (4) digits of one's social security number.

Rhonda Sawyer gave a brief update on Building 10 parking lot/landscaping and Building 7 construction. Clara Ebron has been employed as cashier, and Jennifer (Jenny) Garris will start to work on July 21 as the Assistant Systems Administrator. Personnel changes may necessitate relocation of Hal Swindell to Bldg. 10 for office space. Ms. Sawyer reminded everyone that the change to the CIS system will happen July 1, and that the

supplier for the laser printing system for check writing was installing the system today. An advertisement has run in the local paper for proposals for the campus café.

Dr. David McLawhorn commented on the MGT study which has been receiving a lot of attention in the press. This study looks at the funding formula and is based on enrollment instead of FTE. When the new budget will be issued is still, as yet, undetermined. July 21st is the date of the Open House in Building 10. New rules regarding Huskins classes are a matter of interpretation and are cause for concern among some at the recent presidents' meeting.

V. Adjournment

The meeting adjourned at 12:00 noon The next meeting will be held July 23, 2003, at 11:00 a.m.

David McLawhorn, Chair