

## ADMINISTRATIVE COUNCIL MEETING MINUTES

August 30, 2000

The Administrative Council met at 3:30 p.m. on August 30, 2000, in the Board Room of Building 1. Attending were Dr. David McLawhorn, Sandra Sauvé, Almeta Woolard, Chet Jarman, Judy Jennette, Clay Carter, Janice Daughtry, and Dorie Richter. Bobby Williams, Kay Walker Hauser, and Dr. Ron Champion were unable to attend.

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

### **I. Approval of July 20, 2000, Minutes**

Motion was made by Clay Carter and seconded by Sandra Sauvé to accept the July 20, 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 announced that this year's Christmas social will be held on December 15, 2000.

Dr. McLawhorn proposed restructuring the Professional Development Committee composition by replacing the *Accounting Specialist/Personnel Clerk* position with the *Foundation Administrative Assistant* position. Motion was made by Janice Daughtry to adopt this proposal and was seconded by Chet Jarman. Motion carried. Dr. McLawhorn further proposed that the committee be chaired by the *Director of Public Information*. Clay Carter motioned to adopt this proposal and was seconded by Dorie Richter. Motion carried.

### **IV. Progress Reports**

Judy Jennette reported that the next edition of Campus Connection should be available for distribution week ending September 4. Mrs. Jennette further stated that applications for TIER-A funds have been distributed campus-wide and that the deadline for submission is September 25, 2000. She concluded her comments by reporting that the 2000-2001 Campus Campaign is currently underway with pledges arriving daily.

Clay Carter reported that off-campus Early Childhood curriculum enrollment is very good and that interest in the HRD program is good as well.

Almeta Woolard reported that nominations for Staff Person of the Year have been requested and that a recipient will be identified soon.

Sandra Sauvé reported that the catalog has gone to print.

Dr. David McLawhorn announced that 58 faculty members will be attending the Instructors' Conference in October this year. He concluded his report by stating that the Career Fair will be held on October 18, 19, and 20 on campus.

**V. Adjournment**

The meeting adjourned at 3:40 p.m. The next meeting will be held September 27, 2000 at 3:30 p.m.

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David McLawhorn, Acting Chair