

ADMINISTRATIVE COUNCIL MEETING MINUTES

September 27, 2000

The Administrative Council met at 3:30 p.m. on September 27, 2000, in the Board Room of Building 1. Attending were Dr. Ron Champion, Dr. David McLawhorn, Sandra Sauvé, Almeta Woolard, Janice Daughtry, Bobby Williams, Kay Walker Hauser, Dorie Richter, and Dan Fitzgerald, SGA president. Chet Jarman, Judy Jennette, and Clay Carter were unable to attend.

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

I. Approval of August 30, 2000, Minutes

Motion was made by Dr. David McLawhorn and seconded by Janice Daughtry to accept the August 30, 2000, minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

Almeta Woolard stated that the selection process for the Staff Person of the Year is complete and an announcement will be made next week.

III. New Business

Dr. David McLawhorn presented and reviewed the Curriculum Committee minutes of the September 20, 2000, meeting. A motion was made by Sandra Sauvé and seconded by Dorie Richter to accept the minutes as presented. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

Dorie Richter presented for approval the Instructor and Course Evaluation by Students form; the Non-Returning Student Survey; the Telecourse Instructor and Course Evaluation by Students form; the Online Instructor and Course Evaluation by Students form; and the NCIH Instructor and Course Evaluation by Students form. Motion to accept the proposed documents was made by Almeta Woolard and seconded by Janice Daughtry. Motion carried. Ms. Richter presented for information, the Employee Evaluation guidelines with their editing changes.

Dr. Ron Champion stated that the revised Faculty and Staff Manual has been posted on the CampusNet. He further stated that approval for updates to the manual will continue to be processed through his office.

Janice Daughtry presented and reviewed a proposed policy that details the guidelines for the approval process of updates for the Faculty/Staff manual. A motion was made by Bobby Williams and seconded by Dr. David McLawhorn to accept the policy. (See attached policy.)

IV. Progress Reports

Dorie Richter reported that her office has completed the Long Range Planning and Assessment “End of the Year” report, a “draft” Information Technology Plan, and an Information Systems/Network Administrator program needs assessment survey for the Dean of Instruction’s office. The Planning and IE office is presently working on the Non-Returning Student Survey.

Almeta Woolard reported that new officers for the Staff Association have been selected and are Mandy Jones, president; Eleanor Jo Keech, vice president; Sue DuVal, secretary; and Margie Cobb, treasurer. She further stated that the Staff Person of the Year has been identified and will be announced soon.

Bobby Williams announced that new officers for the Faculty Senate have been selected. He continued by reporting that the Senate has concerns regarding the date selected for this year’s graduation. Mr. Williams stated that the Senate would like to hold the graduation exercises closer to the end of the semester. He further stated that an inquiry has been made regarding the relocation of the Foundation’s Donor Recognition Tree. Janice Daughtry responded that current plans are to locate the tree in Building 10.

Janice Daughtry reported that the Business Office is replacing gasoline credit cards for college vehicles. The new cards can be swiped rather than imprinted. She emphasized the importance of obtaining a receipt at the gas pumps.

Ms. Daughtry stated that 87% of all full time employees are contributing some portion of their salary to a tax sheltered annuity plan through payroll deduction.

In conclusion, Ms. Daughtry reported that LRC renovations are almost complete and that when the bookstore is relocated, minor renovations will be made in the existing bookstore to accommodate the Police Science program. Design work is in process for the new roof on Building 1 and bids are out to construct the covered walkway between Buildings 1 and 9. The recently paved parking lots are scheduled for painting this weekend.

Kay Walker Hauser announced that the TQM subcommittee has been requested to study the Developmental Education program on campus and that the study is currently in process. Ms. Hauser concluded by stating that a video tape of the satellite broadcast “Developmental Education: Best Practices and Exemplary Programs” is available for checkout from the library.

Dan Fitzgerald, SGA president, reviewed plans to encourage students to register for voting at the upcoming local and national elections. The SGA’s event calendar was reviewed and he concluded his comments by requesting that the College’s absence policy be reviewed for clarification.

Sandra Sauv  reported that the catalog has been released for printing. Ms. Sauv  announced that the Fall Career Fair has been scheduled for October 18, 19, and 20 and will be held on campus. She further stated that a training program for tour guides has also been developed. In conclusion, Ms. Sauv  stated that a program is being offered by

the State that will provide financial assistance to individuals who wish to pursue a teaching degree.

Dr. David McLawhorn announced that the class schedule for Spring Semester has been submitted to division chairs for final revisions.

Dr. Champion began his comments by thanking the SGA for all their assistance in creating awareness regarding the College's needs that would be addressed with the passage of the bond referendum. Dr. Champion further announced that a meeting will be held in the auditorium of Building 8 on October 10 at 7:00 p.m. with community leaders and individuals. The purpose of the meeting will be to generate awareness regarding the College's needs and to address issues relative to the bond referendum.

V. Adjournment

The meeting adjourned at 4:40 p.m. The next meeting will be held October 25, 2000 at 3:30 p.m.

Ron Champion, Chair

CHANGES TO FACULTY AND STAFF MANUAL

Changes Requiring Administrative Council Approval

After approval by required committees, send to President's Office for approval and placing on Administrative Council Agenda for approval. After approval by Administrative Council, President's secretary will either forward to Business Office or (if required) put on Board of Trustee agenda for approval and then send to Business Office for changes to be made. Changes should appear in manual within 10 days or sooner.

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Changes Requiring President's Approval Only

Send to President's Office for approval by President and forwarding to Business Office. These type changes are as follows:

1. Editorial changes
2. Text errors previously made (typos, etc.)
3. Changes to job descriptions
4. Changes to State travel regulations or reimbursement rates
5. Other changes that the College has no control over

The Business Managers Secretary and the Systems Administrator will keep record of all changes and date changes were made with note of approvals.

The latest version to the Faculty and Staff Manual can be found on the Campus Net