

ADMINISTRATIVE COUNCIL MEETING MINUTES

March 31, 2004

Wednesday, 2:00 p.m.

The Administrative Council met at 2:00 p.m. on March 31, 2004, in the Board Room of Bldg. 1. Attending were Dr. David McLawhorn, Chet Jarman, Rhunell Boyd, Sandra Sauve', Rhonda Sawyer, Dorie Richter, and Carrie Peed, SGA Representative. Clay Carter, Judy Jennette, Wesley Beddard, and Debra Baker were unable to attend.

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

I. Approval of February 25, 2004 Minutes

The minutes of the February 25, 2004, meeting were presented for approval. Motion was made by Chet Jarman, seconded by Dorie Richter, to accept the minutes as presented. Minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

Rhonda Sawyer gave an update on the Property Committee Meeting of March 23, 2004 regarding the fence around the drainage pond for Bldg. 10. She indicated that Rane Singleton, Legal Counsel, will be providing more information about barrier options and report her legal opinion in writing. John Farkas, JKF Architecture, suggests the possibility of landscaping instead of a fence. A decision will be made at a later date.

III. New Business

First item discussed was the Proposed BCCC Instructional Calendar 2004-2005 (copy distributed). Sandra Sauve' noted that this calendar already has been published in the College catalog. RAP dates are not shown on the calendar because RAP floats. A motion was made by Sandra Sauve' and seconded by Chet Jarman to accept the 2004-2005 calendar as presented. The Council voted unanimous consent to the motion.

Ms. Sauve' distributed suggested guidelines for use of the Exercise/Weight Room in Bldg. 10. After a brief review of these guidelines, a motion was made by Sandra Sauve' with Chet Jarman seconding the motion to accept the guidelines as presented. The Council voted unanimous consent to the motion.

IV. Progress Reports

SGA Representative, Carrie Peed gave an update for SGA. She indicated that during a meeting yesterday, a discussion focused on clean up on campus. Spring fling is set for next week; SGA will also be selling tee shirts. April 27 is the date set for the graduate recognition reception. SGA is also working on revising its constitution and updating the web page.

Dorie Richter began her progress report by distributing the April, 2004 Grant Activity Report. Ms. Richter reported that the Faculty/Staff Survey of College Services had been completed with a 49% return rate (same as previous year). Results will be distributed after Easter. Her office is presently working on the Technology Needs Assessment Survey which is something which she did four years ago. It is an instrument approved by the Technology Committee. Her office is also working on the Current Student Evaluation of College Services.

Sandra Sauve' reminded everyone of the Job Fair on campus, April 21. Graduation caps and gowns are in and will be dispersed by the bookstore personnel. Ms. Sauve' informed the group that Rhunell Boyd spoke at Andy Andreoli's advisory committee meeting regarding coop. Ms. Boyd is working with industry to get commitments to participate. PCS is going to sponsor a coop. Dr. McLawhorn asked about the publicity for the Job Fair. The event has been promoted through advertisements in the local newspaper, through cards sent to tv stations, by a brochure available from Gamma Beta Phi which has been distributed around Washington, e.g., TradeMart, and by "Business Break" on the local television station. Dr. McLawhorn stressed the need to get local industry to attend.

Rhunell Boyd, Staff Association President, reminded everyone also of the upcoming Career Fair. The original fair was cancelled due to Hurricane Isabelle and the upcoming event was in response to several special requests. Ms. Boyd also reported that the Staff Association's chili cook off was a success with Mattie Canady taking first place. The Staff Association plans to have its annual June cook out.

Chet Jarman addressed items from Continuing Education. College for Kids is planned, starting May 31-June 3rd as the first class. He also commented that Wanda Johnson of the Arts Council had expressed some concern over the overlap of dates with some of their functions. Mr. Jarman also thanked Rhunell Boyd for her attendance with the HR group. Mr. Pyburn is delighted with Ms. Boyd's participation. Mr. Jarman will be attending a conference next week in RTP.

Rhonda Sawyer reported that the State auditors had met with administration yesterday for the exit conference, and it was a good conference.

Dr. McLawhorn discussed several important upcoming dates and events: the Committee of 100 meeting and EDC forum on Thursday; a meeting on Friday to discuss Creswell prison and use possibilities; April 6, Tuesday a meeting with Dr. Moss of Beaufort County Schools, and the Board of Trustees meeting that night; May 12, Employee Appreciation Luncheon; June 1, a joint dinner meeting with Beaufort County Board of Education and the BCCC Board of Trustees; the BCCC Board of Trustees meeting on Tuesday night, June 1, and May 14, Graduation. Dr. McLawhorn also noted that Reverend Cayton, Chairman of the Board of Trustees, will be the featured speaker at graduation (to be held at Washington High School).

V. Adjournment

The meeting adjourned at 2:50 p.m. The next meeting will be held April 27, 2004, at 2:00 p.m.

David McLawhorn, Chair