

ADMINISTRATIVE COUNCIL MEETING MINUTES
July 23, 2007
Monday, 3:00 p.m.

MEMBERS PRESENT

David McLawhorn
Clay Carter
Phillip Price
Chet Jarman
Judy Jennette
Sandra Sauve'
Ben Morris
Kimberly Jackson

MEMBERS ABSENT

Wesley Beddard
Dorie Richter
Dixon Boyles
SGA Representative

The Administrative Council met at 3:00 p.m. on Monday, July 23, 2007, in the Conference Room of Bldg. 1. Dr. McLawhorn called the meeting to order and then addressed agenda items as follows:

I. Approval of May 30, 2007 Minutes

A draft of the May 30, 2007 minutes had been emailed to all Admin Council members prior to the July 23rd meeting for review. Dr. McLawhorn called for corrections or a motion to approve. A motion was made by Sandra Sauve', with a second by Phillip Price, to accept the minutes. The minutes were approved unanimously by the Council. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

Item F from the December 5, 2006 Admissions Committee Meeting Minutes will be acted on in the fall per Ms. Sauve'.

Item B from the February 9, 2007 Curriculum Committee Meeting Minutes was taken care of in the April 12 Curriculum Committee Meeting Minutes and addressed in the catalog per Ms. Sauve' and Mr. Beddard.

The Lockdown Policy/Procedure dated April, 2007 was referred to the Health and Safety Committee per Phillip Price.

III. New Business

Item 1. Sandra Sauve' made a motion to approve the April 12, 2007 Curriculum Committee Meeting Minutes. Judy Jennette seconded the motion, and the Council voted unanimous consent.

Item 2. Judy Jennette made a motion to approve the July 9, 2007 Curriculum Committee Meeting Minutes. Clay Carter seconded the motion, and the Council voted unanimous consent.

Item 3. Phillip Price made a motion to approve the June 6, 2007 Planning Council Minutes with a second from Chet Jarman. The Council voted unanimous consent.

Item 4. Dorie Richter had emailed the 2007-2012 Long Range Institutional Effectiveness Plan as an attachment to all Admin Council members on 7-12-07. Phillip Price made a motion to accept the Plan as presented. Judy Jennette seconded the motion and the Council voted unanimous consent.

Item 5. The April 25, 2007 Marketing Committee Meeting Minutes were presented as an item of information.

Dr. McLawhorn welcomed new representatives, Ben Morris, Faculty Senate President, and Kimberly Jackson, Staff Association President.

Item 6. Phillip Price gave an update on the committee meeting for the Business Continuity Plan. The committee is taking a campus-wide approach for its decisions. Mr. Price stated that Chuck Hauser is reformatting the plan in place; Brown McFadden is working on close-down procedures in the event of hurricanes, etc. One positive thought from conversations between Sandra Sauve', Phillip Price, and John Farkas was the amount of weather that our buildings can withstand. Clay Carter questioned if he should be involved and consensus was a definite yes in the area of crisis communication.

IV. Progress Reports

Judy Jennette reported that three of four presidents' portraits were ready at Gregg Ward's studio; frames have to be selected. She is working on the BCCC Foundation's Fall 2008 golf tournament. Ms. Jennette stated that 1000 mouse pads have been ordered as a marketing tool for the high schools we serve. The marketing committee okayed the purchase of 50,000 targeted marketing mailing labels. Some of these labels will be used to direct mail a postcard to potential students prior to late registration in August. In response to a question from BLET Instructor, Ben Morris, Ms. Jennette stated that she was looking into driving conditions on the unused runway at Warren Field Airport and is working toward getting it into better shape for BLET driving training.

Ben Morris commented that he was glad to be at the meeting, but he had nothing to report at that time from Faculty Senate.

Sandra Sauve' stated that early registration went well. Numbers were down about 100 folks from same time last year; there was a problem with the prerequisite checker not working (part us/part software); everyone is working with Datatel to correct the problem. In conclusion, Ms. Sauve' stated that she hoped to have the Student Activities Coordinator position filled shortly.

Kimberly Jackson reported that the Student Support Services had a new member, Maurice Jordan. She stated that election of new officers for Staff Association is in progress.

Clay Carter shared a happy story from his work with the 2005 National Spinning layoff. Twenty-three took advantage of displaced workers benefits and came to BCCC. Most will graduate in December 2007 or May 2008.

Chet Jarman was pleased to report that for the fiscal year, the firing range generated 25.69 FTE.

Phillip Price gave an update on the Faculty/Staff Manual: the recommended changes have been made; the personnel section has been completed; and he plans to send out today. Mr. Price plans to bring the finished document to the September Admin Council for approval, in turn, to the Board of Trustees for approval at the October Board meeting. Interviews for staff in Human Resources, maintenance, and computer support have been conducted and offers have been made. In concluding his remarks, Mr. Price stated that Brown McFadden was working on a new email server, band width had been upgraded, and a new Blackboard server was up and running.

Dr. McLawhorn advised the group that he would be leaving tomorrow, July 24th, for a presidents' meeting and would be returning on August 4th. He stated that the Board of Trustees meeting is scheduled for August 7th and he would be attending an early college high school meeting in Raleigh on the 29th-30th of August.

The next meeting date is Tuesday, August 28, 2007, 3:00 p.m. The meeting was then adjourned.

David McLawhorn, Chair