

ADMINISTRATIVE COUNCIL MEETING MINUTES

November 26, 2003

Wednesday, 10:00 a.m.

The Administrative Council met at 10:00 a.m. on November 26, 2003, in the Board Room of Building 1. Attending were Dr. David McLawhorn, Wesley Beddard, Rhonda Sawyer, Chet Jarman, Rhunell Boyd, Clay Carter, and Dorie Richter. Debra Baker, Judy Jennette, and Sandra Sauvé were unable to attend.

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

I. Approval of October 29, 2003 Minutes

The minutes of the October 29, 2003, meeting were presented for approval and amend the following:

New Business

Third paragraph, last sentence: "After a lengthy discussion and lack of a motion, this item was abandoned."

Progress Reports

Second paragraph, third sentence: "Ms. Jennette is working with Joe Whichard ~~on three different graduates in commercials:~~ (add) to develop commercials featuring three different graduates: Jay Jewell of the Sheriff's Department, Bryan Ettore with Charcoal Services, and Marilyn Moore, Teacher of the Year."

Motion was made by Clay Carter, seconded by Wesley Beddard, to accept the minutes as amended. Minutes were approved by the Council as amended. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business – None

III. New Business

Professional Development Committee Meeting Minutes of November 3, 2003 were not approved, as Judy Jennette was not present to explain questions asked by the members of the Administrative Council. Errors in the column Amount Awarded were noted which needed correcting.

Clay Carter made a motion, seconded by Chet Jarman to accept the Admissions Committee Meeting Minutes as presented. The Council unanimously approved the minutes.

Dorie Richter presented a Draft of the Planning Council minutes for information to the Administrative Council and will present the approved minutes at the next meeting.

IV. Progress Reports

Dorie Richter reported the Non-Returning Student surveys and the Distance Learning Student Evaluation surveys had been mailed and distributed but were slow to be returned. She stated that she just received notice that Title III Annual Performance Report will be at the end of January.

Clay Carter stated that Jane McCotter and he went to Windows on the World Tuesday night for academic advising and pre-registration. He reported that Dr. McLawhorn represented BCCC at the grand opening of Windows on the World last week. They expressed pleasure that Dr. McLawhorn attended.

Rhunell Boyd said the Christmas decorations are coming along great with the help of Becky Spain and Judy Jennette. Wanda Roberson will fix the Christmas lunch. The winners of the Staff Association drawings: William Davis won the ham and Almeta Woolard won the turkey. They raised \$304 that will go toward helping with a scholarship and the rest for the Christmas party.

Wesley Beddard reported that there were four different training sessions of Desktop Registration held last week with Jenni Garris as instructor. All but two instructors and all the office managers came for the training sessions. On January 6 the Drop/Add students will go to the Registrar's office. The students needing to register for classes will do so with their advisors. Dixon Boyles, Kay Walker Hauser, and Gregg Allison will be attending the Department Chairs Institute in March at Pitt Community College. Instructors are happy that the Christmas lunch is not the last week before vacation.

Chet Jarman expressed thanks to all for the help and excellent turnout for the Race for Literacy that was held in November. He reported Veronica Ross, FTE Auditor, was here, and we had no audit exceptions. Veronica invited Wesley and him to the yearly audit sessions at Pitt Community College. It was a very informative session.

Rhonda Sawyer stated Building 7 would be completed by the second week in December. In addition, in December they will be implementing a parallel payroll. Louise Gurganus, the State Auditor, was here for state audit information. She came just to pick up and drop off information.

Dr. McLawhorn reported at the Presidents' meeting that ongoing discussion took place concerning weighted scores.

V. Adjournment

The meeting adjourned at 11:45 p.m. The next meeting will be held January 28, 2004 at 10:00 a.m.

David McLawhorn, Chair