

AMINISTRATIVE COUNCIL MEETING MINUTES
November 7, 2008
Friday, 9:00 a.m.

MEMBERS PRESENT

David McLawhorn
Wesley Beddard
Phillip Price
Dorie Richter
Dixon Boyles
Carolyn Hughes
Emily Albera
Sandy Sauvé

MEMBERS ABSENT

Clay Carter
Judy Jennette
Celina Worsley – SGA Representative

The Administrative Council met at 9:00 a.m. on Friday, November 7, 2008, in the Conference Room of Bldg. 1. Dr. McLawhorn called the meeting to order and addressed the agenda item as follows:

I. New Business

1. Approve Student Concern Complaint Procedure

Sandy Sauvé shared handouts of the Student Concern/Complaint Process and explained that this is the process BCCC is currently using; we are just putting it in writing. This process will be posted to the BCCC web site and placed in our catalog. Sandy explained that presently BCCC handles concerns/complaints more informally unless they come in a written format - all written concerns/complaints go to the Student Appeals Committee. Dr. McLawhorn made the recommendation of adding the following statement, "All written concerns/complaints submitted to the supervisory level of the College should be forwarded along with a description of the resolution by that supervisor to the Dean of Student Services to be filed." After discussion, Emily Albera asked that Lead Instructors be added to the list of contacts. Sandy explained that BCCC has so many Lead Instructors that it would be too confusing for students. Sandy stated that she feels that this is a very clear and easy to follow process and the more layers of contacts we add, the more confusing our process gets for our students. Sandy Sauvé made the motion to approve the Student Concern/Complaint Process with the added statement by Dr. McLawhorn. Phillip Price seconded the motion. The Council approved the motion with a majority vote. Voting no: Emily Albera.

The meeting adjourned at 9:15 a.m. The next meeting will be December 3 at 3:00 p.m.

David McLawhorn, Chair