

ADMINISTRATIVE COUNCIL MEETING MINUTES

April 24, 2002

The Administrative Council met at 11:00 a.m. on April 24, 2002, in the Board Room of Building 1. Attending were Dr. David McLawhorn, Chet Jarman, Judy Jennette, Wesley Beddard, Sandra Sauvé, Rhonda Sawyer, Dorie Richter, Bobby Williams, and Sandria McFadden. Clay Carter, Mandy Jones, and Rebecca Spain were unable to attend.

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

I. Approval of March 27, 2002, Minutes

Motion was made by Sandra Sauvé and seconded by Judy Jennette to accept the March 27, 2002, minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

Rhonda Sawyer reviewed and moved for acceptance Subpart 6, Foot Protection, of the *Personal Protection Equipment Policy*. Chet Jarman seconded the motion. Motion carried. (Personal Protective Equipment Policy to be posted on the CampusNet.)

III. New Business

There was no new business.

IV. Progress Reports

Dorie Richter reported that the Evaluation Systems Committee had met and reviewed the rating scale for the employee performance evaluations (Supervisor Evaluation by Employee, Administrator Evaluation by Employee, and Instructor Evaluation by Supervisor) and will present a recommendation to the Administrative Council at the May meeting. In addition, an ad hoc committee was established to review and revise the existing Staff Performance Evaluation by Supervisor form. Ms. Richter further stated that the annual Evaluations of College Services is complete and results have been distributed. Also, the Graduating Student Survey will be conducted on May 9, 2002. Lastly, Ms. Richter reminded Council members of the Planning Council meeting scheduled for May 22, 2002.

Bobby Williams presented Sandria McFadden as the new president for the Faculty Senate. Ms. McFadden reported that the guidelines for Faculty Person of the Year selection are currently being reviewed in an effort to correlate with state guidelines.

Judy Jennette stated that a Ground Breaking Ceremony for Building 10 is scheduled for May 1, at 4:00 p.m. Ms. Jennette reported that the selection process for 2002-2003 Ambassadors should be complete by the end of May. She concluded by stating that the next edition of Campus Connections is in process.

Sandra Sauvé announced that the Job Fair will be conducted today with approximately 25 representatives from area business and industry participating. Mrs. Sauvé reported that the new telephone registration system is operating smoothly. She concluded her comments by announcing that graduation will be held at Washington High School on May 10 at 8:00 p.m.

Chet Jarman reported that the College for Kids program is scheduled to begin in June. Mr. Jarman reported that 47 individuals participated in yesterday's Administrative Professionals Day event. He concluded by stating that the Basic Skills program maintained a 76% retention rate last year with 1,361 duplicated head count and 998 unduplicated head count.

Wesley Beddard stated that he attended a planning session at Pitt Community College to work on a collaborative agreement for Biotechnology. He further reported that he has applied for a Tech Prep Grant with emphasis on industrial programs. Mr. Beddard stated that Leadership Day was held on campus yesterday with two students shadowing BCCC faculty/staff. Also that interviews to replace five vacant instructor positions are in process. Mr. Beddard concluded by reporting that the Teacher Assistant Program will begin this fall and will address the new requirements for aspiring teacher assistants as well as those already employed as assistants.

Rhonda Sawyer reported that the bid for Building 10 has been awarded to Norstate Contracting, Inc. of Williamston, North Carolina. She further reported that the brickwork between Buildings 1 and 9 is complete; that Rogers Nursery has been contracted for the landscaping; and that the maintenance metal building is now complete. She concluded by announcing that the financial auditors will be on campus during the week of May 6.

Dr. David McLawhorn reported that there is still no definite information regarding the new budget. He announced that effective July 1, 2002, Jackie's Restaurant will cease to operate on campus.

V. Adjournment

The meeting adjourned at 11:45 a.m. The next meeting will be held on May 29, 2002, at 11:00 a.m.

David McLawhorn, Chair