

ADMINISTRATIVE COUNCIL MEETING MINUTES

February 20, 2002

The Administrative Council met at 3:00 p.m. on February 20, 2002, in the Board Room of Building 1. Attending were Dr. David McLawhorn, Chet Jarman, Judy Jennette, Wesley Beddard, Sandra Sauvé, Mandy Jones, and Rebecca Spain. Clay Carter, Rhonda Sawyer, Dorie Richter, and Bobby Williams were unable to attend.

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

I. Approval of January 30, 2002, Minutes

Motion was made by Chet Jarman and seconded by Judy Jennette to accept the January 30, 2002, minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

There was no old business.

III. New Business

Dr. David McLawhorn presented for approval the Information Technology Committee minutes from the October 30, 2001, and January 23, 2002, meetings. A motion was made by Sandra Sauvé and seconded by Judy Jennette to accept the minutes as presented. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

Wesley Beddard presented and reviewed the minutes of the Curriculum Committee meeting held on February 19, 2002. A motion was made by Judy Jennette and seconded by Chet Jarman to approve the minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.) Mr. Beddard presented as information only, a proposed draft for revisions of placement testing guidelines.

Dr. McLawhorn announced that the Annual Service Awards Recognition will be held on May 8, 2002.

IV. Progress Reports

Mandy Jones reported that the Staff Association chili cook-off event was very successful with Tony Taylor's "Hot Stuff" deemed the winner. Also, the "Pay It Forward" campaign is scheduled to begin this week. The Staff Association will conduct a campus-wide campaign in an effort to bring the Lou Tyer scholarship fund balance to \$5000 for endowment. Ms. Jones concluded her comments by reporting that the College portfolio for the "Inviting Community Colleges" workshop is nearing completion.

Wesley Beddard announced that Dixon Boyles has been named the Arts/Sciences Chair and will assume that role on May 1, 2002. In closing, Mr. Beddard stated that he will attend the Tech Prep workshop March 5 and 6, 2002.

Sandra Sauvé reported that utilization of the new telephone registration system will begin summer session. She further stated that the "Relay for Life" campaign has begun.

Rebecca Spain reviewed the SGA calendar of events for this semester and reported on the progress and success of recent events. Refer to the SGA website for more details regarding club activities and events.

Chet Jarman reported that the Continuing Education Division is working with Curtis Ormond who is the new Aurora Chamber of Commerce President, in an effort to have more offerings on the south side of the river. Mr. Jarman concluded his report by stating the division is currently conducting performance reviews/evaluations and that 35 prospective students were administered the NA1 entrance examination this week.

Dr. David McLawhorn reported that the new budget continues to look unoptimistic for the upcoming fiscal year. He stated that 2% has already been returned to the State, with another 1% held in retainment for possible return. Also, the County has requested that 2% be returned. In closing, Dr. McLawhorn announced that Reverend David Moore will be this year's graduation speaker.

V. Adjournment

The meeting adjourned at 4:10 p.m. The next meeting will be held on March 27 at 3:00 p.m.

David McLawhorn, Chair