

## ADMINISTRATIVE COUNCIL MEETING MINUTES

July 18, 2001

The Administrative Council met at 8:30 a.m. on July 18, 2001, in the Board Room of Building 1. Attending were Dr. David McLawhorn, Sandra Sauvé, Rhonda Sawyer, Bobby Williams, Chet Jarman, Dorie Richter, Judy Jennette, Clay Carter, and Rebecca Spain, SGA president. Kay Walker Hauser and Mandy Jones were unable to attend.

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

### **I. Approval of June 13, 2001, Minutes**

Motion was made by Clay Carter and seconded by Sandra Sauvé to accept the June 13, 2001, minutes pending a correction requested by Chet Jarman. On page 2 of the minutes, Ocracoke Island's request for a class offering of *English as a Second Language* rather than *Spanish as a Second Language*. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

### **II. Old Business**

There was no old business.

### **III. New Business**

Dorie Richter presented for approval the BCCC Long Range Plan and Assessment for 2001-2006. A motion was made by Sandra Sauvé and seconded by Bobby Williams to accept the plan as presented. Motion carried.

Sandra Sauvé reported that the Publications Committee has approved the 2001-2002 college catalog and requested Council approval. A motion was made by Chet Jarman and seconded by Judy Jennette to accept the new catalog. Motion carried.

Dr. David McLawhorn requested agenda items from Council members to be presented at the next Board of Trustees meeting.

### **IV. Progress Reports**

Dorie Richter reported that her department is continuing to work on the Long Range Plan; the End of Year report; a Technology Plan; and the Community Satisfaction Survey. Ms. Richter gave a review of a three-day workshop that she recently attended on "Data Warehouse" software. In conclusion, Ms. Richter gave a review of the Title III grant and the Carl D. Perkins Vocational & Technical Professional Development grant that were recently awarded to the College.

Judy Jennette reported from the Foundation that all the MANNA scholarships and three of the newly established Wallace/Eakes scholarships have been awarded. She added that there will be five additional Wallace/Eakes nursing scholarships to be awarded for fall semester. In

conclusion, Ms. Jennette stated that the retirement reception for Dr. Champion was well attended and that plans for Dr. Purkey's workshop on "Invitational Learning" are complete.

Clay Carter reported that he recently met the new principal of Mattamuskeet High School, Brock Womble. Mr. Carter stated that Mr. Womble expressed a strong interest in the Huskins Bill program.

In reporting on campus fiscal affairs, Rhonda Sawyer stated that Building 10 is in the second design phase. The search for a new college food service is still in process with plans to re-open the canteen in August 2001. Ms. Sawyer concluded her comments by announcing that the financial audit is complete and seems to be favorable.

Rebecca Spain, SGA president, reviewed the Student Government calendar of events and projects for the up-coming year.

Chet Jarman stated that he will attend a NCIH session at Lenior Community College later in July regarding changes in the HRD Program. Mr. Jarman announced that Bryan Oesterreich will be the speaker for the graduation at Hyde Correctional Center scheduled for August 1. He concluded by stating that the Nursing Assistant Program will hold an open house event on August 3.

Sandra Sauvé reviewed the recently distributed Admissions Report for Fall Semester 2001 that reflects an increase of over 100 full time day students. This increase is mainly in the nursing and college transfer programs.

Dr. David McLawhorn reported that construction on the new parking lot in front of Building 4 is underway. He further stated that interviews are in process for the new Dean of Instruction and four available faculty positions. Dr. McLawhorn concluded his update by stating that he will attend a presidents meeting in Boone, North Carolina next week.

## **V. Adjournment**

The meeting adjourned at 9:30 a.m. The next meeting will be held August 29, 2001, at 2:30 p.m.

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David McLawhorn, Chair