

ADMINISTRATIVE COUNCIL MEETING MINUTES

April 26, 2000

The Administrative Council met at 2:30 p.m. on Wednesday, April 26, 2000, in the Board Room of Building 1. Attending were Dr. Ron Champion, Sandra Sauvé, Dorie Richter, Chet Jarman, Dr. David McLawhorn, Judy Jennette, Almeta Woolard, and Janice Daughtry. Dr. Angela Mason, Kay Hauser, Clay Carter, and SGA President Christina Leggett were unable to attend.

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

I. Approval of March 29, 2000, Minutes

Motion was made by Dr. David McLawhorn and seconded by Janice Daughtry to accept the March 29, 2000, minutes. Motion carried.

II. Old Business

Sandra Sauvé presented proposed revisions for the 2000-2001 instructional calendar for Council approval. Suggested revisions were to hold summer registration on April 4 and April 5, 2001, rather than April 11 and 12 as previously presented. Also proposed was the observance of the Easter holiday on Friday, April 13, 2001, rather than on Monday, April 16. Ms. Sauvé concluded her review with a motion to accept the 2000-2001 instructional calendar as presented. The motion was seconded by Dr. David McLawhorn. Motion carried. (New calendar to be published on CampusNet under For Your Information link.)

III. New Business

Janice Daughtry presented a draft of the Beaufort County Community College Quick Reference Emergency Procedures Chart for approval. A motion was made by Almeta Woolard and seconded by Dr. David McLawhorn to accept the draft with suggested corrections by the Council. Motion carried. (The procedure booklet will be distributed after publication.)

Sandra Sauvé presented and reviewed the minutes of the April 18, 2000, Admissions Committee Meeting. Ms. Sauvé concluded her review with a motion to accept the minutes as presented. The motion was seconded by Janice Daughtry. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

IV. Progress Reports

Judy Jennette reported that the Marketing Committee has completed a series of planning meetings to develop a new marketing strategy for the College and that the plan will be available in the near future. Ms. Jennette stated that the new edition of Campus Connection will be published next week. In reporting from the Foundation, Ms. Jennette announced that Tayloe Hospital Pharmacy will sponsor a scholarship program that will support eight \$750 scholarships for students in medically related areas of study.

Dorie Richter reported that the next Planning Council meeting has been scheduled for June 5, 2000. She also announced that the "Faculty Staff Evaluation of College Services" and the "Current Student Evaluation of College Services" survey results will be complete next week. Also, the Graduate Follow-up Survey will be distributed to graduates during graduation rehearsal in May. Mrs. Richter concluded by stating that a subcommittee of the Technology Committee has been formed to develop a Technology Plan that will address goals for College technology.

Janice Daughtry stated that the bid for construction on the LRC has been accepted and construction is scheduled to begin late in May. Ms. Daughtry concluded her report by highlighting topics discussed at the Community College Finance Conference held in Greensboro earlier this month.

Dr. David McLawhorn reported the Job Fair held last week was a great success and that the possibility of holding a Career Fair is being explored. He also stated that interviews are in process for instructional vacancies.

Chet Jarman reported that Continuing Education Division's first newsletter, Continuing Saga, went out last week and that feedback has been positive. He also reported that the "Secretaries Day" event had approximately 40 participants and that registration for "College for Kids" is in process. Mr. Jarman concluded his comments by stating that the Board of Trustees has approved a project to develop a video for prospective business and industry on "What BCCC Can Do for Business and Industry."

Sandra Sauvé stated that this year's graduation will be held at Washington High School on May 12.

Dr. Ron Champion stated that work is in process for the statewide Virtual Training project, which includes Black Board.

V. Adjournment

The meeting adjourned at 3:35p.m. The next meeting will be held Wednesday, May 31, 2000, at 2:30 p.m.

Ron Champion, Chair