

ADMINISTRATIVE COUNCIL MEETING MINUTES

June 24, 2002

The Administrative Council met at 2:00 p.m. on June 24, 2002, in the Board Room of Building 1. Attending were Dr. David McLawhorn, Chet Jarman, Wesley Beddard, Sandra Sauvé, Rhonda Sawyer, Dorie Richter, Clay Carter, Judy Jennette, and Dorothy Jordan. Bobby Williams and Mandy Jones were unable to attend.

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

I. Approval of May 29, 2002, Minutes

Motion was made by Chet Jarman and seconded by Clay Carter to accept the May 29, 2002, minutes. Dorie Richter requested that the minutes be corrected to reflect an approval of the February 6, 2002, Evaluation Systems Committee minutes by the Administrative Council at the May 29, 2002, meeting. At the May 29 meeting, a motion was made by Wesley Beddard and seconded by Chet Jarman to accept the minutes except Item I, B “Evaluation Instruments.” Motion to approve the May 29, 2002, minutes carried with correction. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

There was no old business.

III. New Business

Dorie Richter presented and reviewed the May 22, 2002, Planning Council meeting minutes. Judy Jennette motioned to approve the minutes and Rhonda Sawyer seconded. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

Ms. Richter further presented and reviewed a proposed change to the Faculty/Staff Manual for Section I: Committees and Organizations, page I 18. The proposed changes are (1) change “Purpose Review Committee” to “Mission Review Committee” in the title and, (2) under Purpose: change “To biennially review the College’s statement of purpose and long-range goals” to “To biennially review the College’s vision, mission statement, and long-range goals.” A motion was made by Sandra Sauvé and seconded by Rhonda Sawyer. Motion carried.

IV. Progress Reports

Dorie Richter reported that the Graduating Student Survey has been administered. She further reported that the Title III Grant interim report has been completed and mailed. Ms. Richter concluded by stating that two needs assessments are in process – one for a new curriculum program in Construction Equipment Systems and another for a Burn Facility for the Continuing Education Division.

Judy Jennette requested that any articles for Campus Connections be submitted by July 15, 2002.

Dorothy Jordan reported that the Staff Association cookout that was held June 20 was very successful.

Sandra Sauvé stated that corrections for the 2002-03 catalog are out and that hopefully, a decision will be made soon regarding tuition increases.

Wesley Beddard reported that work is continuing for a collaborative agreement with Pitt Community College for Biotechnology and a Dental Assisting curriculum with Martin Community. Mr. Beddard continued by stating that work is continuing in an effort to offer an evening certificate program in Environmental Science.

Chet Jarman reported that the College for Kids program is going well. Mr. Jarman concluded by stating that Ross Boyer has resigned and Ron Clark will be his replacement.

Rhonda Sawyer reported that bids for the campus café are out. She announced that the auditors have completed their audits with no exceptions and that the end-of-year closings are in process by her department and budget requests are out. Ms. Sawyer concluded her report by stating that construction for building 10 is ongoing and that bids are out for an architect for the construction of building 11.

Dr. David McLawhorn reported that he met with the Beaufort County Commissioners and that our budget requests were approved. Dr. McLawhorn further reported that Mitchell St.Clair and Cynthia Davis have been appointed to the Beaufort County Community College Board of Trustees.

V. Adjournment

The meeting adjourned at 2:30 p.m. The next meeting will be held on July 31, 2002, at 11:00 a.m.

David McLawhorn, Chair