

ADMINISTRATIVE COUNCIL MEETING MINUTES

August 29, 2001

The Administrative Council met at 11:00 a.m. on August 29, 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, Kay Walker Hauser, Wesley Beddard, and Rebecca Spain, SGA president. Mandy Jones was unable to attend.

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

I. Approval of July 18, 2001, Minutes

Motion was made by Bobby Williams and seconded by Clay Carter to accept the July 18, 2001, minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

There was no old business.

III. New Business

Judy Jennette presented for approval the minutes of the June 13, 2001, Marketing Committee meeting. A motion was made by Sandra Sauvé and seconded by Chet Jarman to accept the minutes as presented. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

IV. Progress Reports

Dorie Richter reported that the Long Range Plan has been submitted and approved by the Board of Trustees this month and that the End of Year report will be available by the end of September. Also that the Community Satisfaction Survey has gone to print. In conclusion, Ms. Richter reported that Almeta Woolard is meeting with each division to review the faculty development component of the Title III grant.

In reporting on campus fiscal affairs, Rhonda Sawyer stated that bids for Building 10 are scheduled to go out in December. Ms. Sawyer encouraged all faculty and staff to help market the new food service that opened earlier this month. Ms. Sawyer concluded her comments by reviewing guidelines for travel allocations as dictated by the System Office.

Clay Carter reported that student enrollment for the off-campus information highway program is high this semester, with students being turned away at Ocracoke.

Judy Jennette reported that the annual Foundation golf tournament will be held on October 13 at the Washington Yacht and Country Club. A luncheon will be held on campus on September 13 with the Wallace/Eakes Scholarship recipients and Mrs. Doris Eakes, benefactor of the scholarship program. She further reported that the Foundation Board will meet on September 11 and that plans for an annual campaign kickoff for March 2002 will be discussed. Ms. Jennette

concluded her remarks by stating that the next edition of Campus Connections is scheduled for publication next week.

Kay Hauser reported that the TQM committee will be meeting soon to plan for the up-coming year.

Bobby Williams reported that plans are in process for a September social event for faculty. Mr. Williams also reported on plans for a fire arms simulator; an outdoor firing range; and a driving range for the Criminal Justice program.

Rebecca Spain, SGA president, reviewed the Student Government calendar of events and projects for the up-coming year. Ms. Spain stated that the "Welcome Back" event sponsored by the SGA last week enjoyed a record turnout of both day and evening students.

Wesley Beddard stated that he is working diligently towards assuming the responsibilities of his position as Dean of Instruction.

Chet Jarman stated that FTE for the Continuing Education Division was 130 for the Summer 2001 session. Mr. Jarman concluded by expressing concerns regarding the lack of transportation for our horticulture students.

Sandra Sauvé reported that enrollment is up to 1706. This represents an approximate increase of 22% over last fall. Ms. Sauvé stated that plans are in process for a luncheon for select students with the President and Dean of Instruction in September; a career fair for November; and a Student Services orientation workshop in October for new faculty and staff. Also the ACA meeting has been scheduled for September 11. She concluded by reporting that tuition will be increased by \$3.50 per credit hour.

Dr. David McLawhorn reported from the Raleigh office that enrollment is up system wide for community colleges. He also announced that a faculty/staff meeting will be held in the auditorium of Building 8 on September 25, 2001, at 12 noon.

V. Adjournment

The meeting adjourned at 11:50 a.m. The next meeting will be held September 26, 2001, at 11:00 a.m.

David McLawhorn, Chair