

ADMINISTRATIVE COUNCIL MEETING MINUTES

February 26, 2003

The Administrative Council met at 10:00 a.m. on February 26, 2003, in the Board Room of Building 1. Attending were Dr. David McLawhorn, Chet Jarman, Sandra Sauvé, Dorie Richter, Sandria McFadden, Dorothy Jordan, Wesley Beddard, and Clay Carter. Judy Jennette and Rhonda Sawyer were unable to attend.

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

I. Approval of January 28, 2003 Minutes

The minutes of the January 28, 2003, meeting were presented for approval. Motion was made by Chet Jarman and seconded by Dorie Richter to accept the minutes as presented. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

Sandra Sauvé stated that a group has been formed to address registration issues. This group will plan to meet approximately two weeks after each registration period to review the process and discuss any needed improvements.

III. New Business

Dorie Richter presented for approval the minutes of the January 30, 2003, Evaluation Systems Committee meeting. A motion was made by Sandra Sauvé and seconded by Chet Jarman to accept the minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

Staff Association President Dorothy Jordan presented, for information, the minutes of the October 24, 2002, meeting. (See minutes on the CampusNet under Committees & Minutes link.)

The make-up schedule for curriculum classes missed due to recent inclement weather was reviewed by Wesley Beddard. Classes missed on January 23 will be made up on April 8; January 24 will be made up on May 6; and January 25 will be made up on an individual class basis as approved by the division chair and dean.

IV. Progress Reports

Dorie Richter reported that grant activity continues to progress. Currently, applications are being accepted for the RIAA technician position. Ms. Richter also reported that 80% of the Golden LEAF Grant has been received for the HEATT curriculum.

Clay Carter reported that he met with Weyerhaeuser personnel this week to discuss the company's recent layoff and how the College may offer assistance to these individuals.

Reporting for the Faculty Senate, Sandria McFadden stated that plans are to schedule the next meeting in March.

Sandra Sauv  reported that she will make a presentation to the Board of Trustees on March 7 about the goals and objectives of the Student Services Department.

Wesley Beddard reported that he will make a presentation to the Board of Trustees regarding new building needs. He further stated that Building 7 has been demolished and that a new building will be erected to house the HEATT program. Also, that the Allied Health Division Chairperson position has been posted. Mr. Beddard concluded his report by stating that a meeting has been scheduled with public school officials to discuss the Huskins Program and that the Chief Academic Officers will meet with the State Auditing Department to review the codes and rules regulating community college curricula.

Continuing Education Dean Chet Jarman reported that classes have been scheduled at the John A. Wilkinson Building in Belhaven. A new program, Driver's Improvement School, is being considered as a new offering. Mr. Jarman reported that the Adult Educator position for the Even Start Program has been vacated. He concluded his report by stating that 1,465 students are currently enrolled in the Basic Skills program.

In reviewing the current budget status, Dr. David McLawhorn stated that in all probability there will be no more reversions for this year, however, there will be a possible 3% reduction on next year's budget. He continued by stating that this reduction could be offset if enrollment growth is factored into the new budget. Dr. McLawhorn reported that he and other college presidents will meet with Senator Basnight next week to discuss plans for economic recovery. He concluded his report by announcing that Rita Toler will retire at the end of this month.

V. Adjournment

The meeting adjourned at 11:05 a.m. The next meeting will be held March 26, 2003, at 10:00 a.m.

David McLawhorn, Chair