

ADMINISTRATIVE COUNCIL MEETING MINUTES

June 13, 2001

The Administrative Council met at 2:30 p.m. on June 13, 2001, in the Conference Room of Building 9. Attending were Dr. Ron Champion, Janice Daughtry, Rhonda Sawyer, Chet Jarman, Kay Walker Hauser, Dorie Richter, Judy Jennette, and Betty Cochran. The SGA president, Clay Carter, Dr. David McLawhorn, Sandra Sauv , Bobby Williams, and Mandy Jones were unable to attend.

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

I. Approval of May 2, 2001, Minutes

Motion was made by Dorie Richter and seconded by Chet Jarman to accept the May 2, 2001, minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

There was no old business.

III. New Business

Kay Hauser presented and reviewed the May 28, 2001, TQM Steering Committee minutes. Betty Cochran, representing the division chairs, expressed concerns regarding the TQM Steering Committee's recommendations. After Council discussion, a motion was made by Kay Hauser to accept *Recommendation One* and have the TQM Committee review and revise *Recommendation Two* for clarification. Judy Jennette seconded the motion. Motion carried. (See attachment).

Janice Daughtry presented for Council approval the Health & Safety Committee minutes of April 17, 2001, along with the *Hazard Communication Program*, *Chemical Hygiene Plan*, and the *Infectious Disease Control Program*. Judy Jennette seconded the motion. Motion carried. (See minutes on the CampusNet under Committees & Minutes link and policies under Manuals and Policies.)

Dorie Richter presented and reviewed the minutes of the Planning Council meeting of May 29, 2001. Motion was made by Judy Jennette and seconded by Chet Jarman to approve the minutes as presented. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

IV. Progress Reports

Judy Jennette announced that Doris W. Eakes of Kure Beach, North Carolina, has recently established the Wallace/Eakes Scholarship program at BCCC. The scholarship program will be supported through a \$4.2 million charitable remainder trust. At maturity, an estimated \$1.92 million (8%) will be transferred to the BCCC Foundation and invested to provide continuation of

the scholarship program. In intervening years, Ms. Eakes plans to contribute not less than \$12,800 annually for scholarships. A recognition event is being planned for Ms. Eakes on July 11, 2001. In conclusion, Ms. Jennette stated that five new BCCC Ambassadors have been selected for the 2001-2002 school year.

Chet Jarman reported that *College for Kids* began this week and is going well. He announced that FTE is up for the spring session compared to last spring. Also, that the College will be participating with Beaufort County Schools in the "Even Start" program this year. He concluded by stating that Ocracoke Island has requested that BCCC offer classes on *English as a Second Language*.

Dr. Ron Champion reported that the College service area issue is still undetermined.

V. Adjournment

The meeting adjourned at 3:20 p.m. The next meeting will be held July 18, 2001 at 2:30 p.m.

Ron Champion, Chair

MEMORANDUM

TO: ADMINISTRATIVE COUNCIL
FROM: TQM STEERING COMMITTEE
SUBJECT: RECOMMENDATIONS FROM TQM SUB COMMITTEE
DATE: 6/15/01

The TQM Steering Committee met on May 29, 2001 at 2:50 p.m. The committee discussed the recommendations, printed below, from the TQM Sub Committee studying advising and developmental education. After discussion, both of the recommendations were approved by the Steering Committee.

The TQM Steering Committee moves that these two recommendations be approved by the Administrative Council and be implemented for the fall semester of 2001.

Recommendation One:

The TQM Subcommittee recommends that all divisions provide a hard copy of the course flow for each certificate or diploma program to the Dean of Instruction to be distributed to all counselors by May 31 and all advisors by July 1, 2001.

Rationale: Information will be available to all campus personnel for Fall 2001 registration.

Recommendation Two:

The TQM Subcommittee recommends that all students who refuse to take developmental courses be required to submit a signed course refusal form. Additionally, the committee recommends that the course refusal form require the signatures of the student, the developmental advisor (if applicable), the curriculum advisor, and the department chairperson.

Rationale: The committee feels that the addition of these signatures will convince the student that they are responsible for their choices and help alleviate liability that the college could face.