

ADMINISTRATIVE COUNCIL MEETING MINUTES

May 29, 2002

The Administrative Council met at 9:00 a.m. on May 29, 2002, in the Board Room of Building 1. Attending were Dr. David McLawhorn, Chet Jarman, Wesley Beddard, Sandra Sauvé, Rhonda Sawyer, Dorie Richter, and Mandy Jones. Clay Carter, Judy Jennette, and Bobby Williams were unable to attend.

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

I. Approval of April 24, 2002, Minutes

Motion was made by Dorie Richter and seconded by Chet Jarman to accept the April 24, 2002, minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

Rhonda Sawyer presented and reviewed the revised *Personal Protection Equipment Policy*. Sandra Sauvé motioned to approve the policy with Council recommended changes. Chet Jarman seconded the motion. Motion carried. (Personal Protective Equipment Policy to be posted on the CampusNet.) Ms. Sawyer further presented the minutes of the November 27, 2001, Health and Safety Meeting. A motion was made by Wesley Beddard and seconded by Chet Jarman to accept the minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

III. New Business

Dorie Richter presented and reviewed the April 23, 2002, Evaluation Systems Committee Meeting minutes. After Council discussion, Ms. Richter motioned to approve the minutes with recommended changes. Wesley Beddard seconded and the motion was carried. (See minutes on the CampusNet under Committees & Minutes link.)

Wesley Beddard presented and reviewed the minutes of the May 23, 2002, Curriculum Committee Meeting. Dorie Richter moved to accept the minutes with recommended changes and Chet Jarman seconded. Motion carried.

IV. Progress Reports

Dorie Richter reported that the Graduating Student Survey was administered during graduation rehearsal on May 9, 2002. Graduates not present were mailed a survey. Ms Richter also reported that the Planning Council held its annual day-long meeting on May 22, 2002. All departments and divisions presented their new planning "tasks" for the next planning cycle. Finally, Ms. Richter distributed as information, a copy of the Title III Coordinating Committee mid-year meeting minutes for April 25, 2002, and a Grant Activity Progress Report for June 2002.

Mandy Jones reported that the Staff Association will sponsor a faculty/staff cookout on June 20, 2002. She further stated that a slate for new officers will be presented at the June 20 meeting and that revisions on the by-laws are in process. Ms. Jones concluded her report by presenting for discussion a section of the current admissions application.

Sandra Sauvé stated that the application for Onsite Examiner Appointment for law enforcement testing is in process. Revisions for the 2002-03 catalog are in process and a request has been made for a toll-free telephone number for the new phone registration system.

Wesley Beddard reported that Eunice Williams has been selected for the cosmetology faculty position; Dr. Mike Davis for the English instructor position; and Dr. Teresa Crozier for biology. The selection process is on-going for the Information Systems Technology and the two nursing positions. Mr. Beddard continued by stating that the Environmental Science curriculum may be offered as an evening certificate program. BCCC is pursuing a grant with the Golden Leaf Foundation to strengthen the Agricultural Systems and implement Construction Equipment Systems concentration. Work is continuing for a collaborative agreement with Pitt Community College for Biotechnology and a Dental Assisting curriculum with Martin Community. He concluded by stating that the development of a general education advisory guide for the Allied Health division is in process for transfer students.

Chet Jarman reported that the College for Kids program is scheduled to begin on June 3. He stated that preliminary Spring 2002 FTE for the Continuing Education Division is 192. Mr. Jarman concluded by announcing that Tony Taylor has been named the new Regional Director of Basic Skills.

Rhonda Sawyer reported that Jackie's Campus Café will close at the end of this week and that the auditors will complete their audits next week. She further reported that construction for building 10 is underway; the campus landscape is nearing completion; planning for the renovation of buildings 1, 3, 4, and 8, as well as construction preplanning for building 11 is in process. Ms. Sawyer completed her report by stating that due to budget constraints, all purchase orders and travel requests will be denied unless deemed imperative for instructional purposes.

Dr. David McLawhorn reported that the Board of Trustees will meet on June 4 and the Executive Committee met recently regarding budget cuts.

V. Adjournment

The meeting adjourned at 11:00 a.m. The next meeting will be held on June 19, 2002, at 11:00 a.m.

David McLawhorn, Chair