

## ADMINISTRATIVE COUNCIL MEETING MINUTES

November 19, 2002

The Administrative Council met at 10:00 a.m. on November 19, 2002, in the Board Room of Building 1. Attending were Dr. David McLawhorn, Chet Jarman, Sandra Sauvé, Dorie Richter, Sandria McFadden, Dorothy Jordan, Wesley Beddard, Judy Jennette, and Rhonda Sawyer. Clay Carter was unable to attend.

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

### **I. Approval of September 25, 2002, Minutes**

Motion was made by Judy Jennette and seconded by Dorie Richter to accept the September 25, 2002, minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

### **II. Old Business**

There was no old business.

### **III. New Business**

The minutes of the September 19, 2002, Evaluation Systems Committee meeting were presented for approval by Dorie Richter. Judy Jennette made a motion to accept the minutes and a second was made by Sandra Sauvé. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

Wesley Beddard presented and reviewed the minutes of the October 8, 2002, Curriculum Committee meeting. A motion was made by Judy Jennette and seconded by Rhonda Sawyer to accept the minutes as presented. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

Dr. David McLawhorn stated that plans are in process for the annual Christmas luncheon that will be held December 17, 2002.

### **IV. Progress Reports**

Dorie Richter reported that the Planning Council "Assumptions" Committee is in the process of gathering information. The Committee will be sending out a short survey campus wide to assess the College's strengths and weaknesses. The information will be presented at the Planning Council meeting after Christmas. She also gave an update on the surveys that are administered each fall and winter. Ms. Richter concluded by stating that the College has received a Golden LEAF grant for \$182,800. The grant will provide for a recruiter and for equipment in the HEATT/agricultural and the HEATT/construction equipment technology program.

Judy Jennette reported that the College Foundation has a new scholarship fund established by the Tayloe family and that the fund will be endowed when the total reaches \$5000. Ms. Jennette

further stated that the latest edition of Campus Connections is in process. She reported the formation of a new campus group, the ViewFinders. The purpose of this group is to encourage innovation, support creativity, and provide a network of exploration for its members as they fulfill their college roles. Ms. Jennette concluded her comments by announcing that Rebecca Spain, a BCCC student and part-time employee, has been selected to represent the Washington Noon Rotary Club in the Student Exchange Program.

Sandria McFadden stated that the first Faculty Senate meeting for this year was held on September 24, 2002. The meeting minutes are available for viewing on the CampusNet.

Dorothy Jordan reported that the Staff Association met in October and made plans to hold a fundraiser to support a student scholarship. Also, a canned food drive has been planned.

Reporting for SGA, Sandra Sauvé announced that a Christmas social for faculty and staff will be held on December 3. SGA will also sponsor a Toys for Tots campaign. In conclusion, Ms. Sauvé reported that this year's Career Fair was very successful and that last week's registration process went well.

Wesley Beddard reported that the Technology Committee will meet soon to revise and update the College's Technology Use Policy. Mr. Beddard stated that registration for on-line classes is up 40% this registration period.

Chet Jarman reported that Frank Congleton has filled the horticulture instructor's position previously held by Linda Hanchy. He also reported that James "Pete" Pearson has filled the Basic Skills Instructor position at Tyrrell Prison/Work Farm.

In reporting on College construction projects, Rhonda Sawyer stated that brick and roof work is underway on Building 10; Building 11 is in the pre-planning stage; the renovation contract for Buildings 1, 4, and 8 has been awarded to Norstate Construction; and that Building 7 will be removed and a new one constructed. Ms. Sawyer stated that departmental budgets will go out soon. In conclusion, she announced that CIS training in Fiscal Affairs will begin next week.

Dr. David McLawhorn concluded the meeting by reporting that the new academic calendar will be presented at the next meeting.

## **V. Adjournment**

The meeting adjourned at 11:20 a.m. The next meeting will be held January 29, 2003, at 2:30 p.m.

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David McLawhorn, Chair