

ADMINISTRATIVE COUNCIL MEETING MINUTES

November 28, 2001

The Administrative Council met at 11:00 a.m. on November 28, 2001, in the Board Room of Building 1. Attending were Dr. David McLawhorn, Rhonda Sawyer, Chet Jarman, Dorie Richter, Judy Jennette, Kay Walker Hauser, Wesley Beddard, Sandra Sauv , Mandy Jones, and Rebecca Spain. Clay Carter and Bobby Williams were unable to attend.

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

I. Approval of October 31, 2001, Minutes

Motion was made by Judy Jennette and seconded by Chet Jarman to accept the October 31, 2001, minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

Mandy Jones gave an update of plans for this year's Annual Faculty/Staff Christmas Party that will be held on December 14, 2001.

III. New Business

Wesley Beddard presented for approval guidelines for Media/Graphics, Duplicating and Audiovisual Services. Sandra Sauv  seconded the motion. Motion carried. (See attachment.)

IV. Progress Reports

Rhonda Sawyer reported from the Business Affairs Division that the pool has been dismantled and removed; that the new entrance signs are under construction; and that plans for building 10 are on schedule. Ms. Sawyer concluded by stating that equipment budgets will be out by November 30, 2001.

Dorie Richter reported that the Planning Council met on November 15. She further stated that the Instructor and Course Evaluation is in process; TOP (Technology Opportunities Program) grant is ongoing; and that Title III revisions request has been submitted to the Title III program officer in Washington, DC.

Mandy Jones reported that the Staff Association and SGA are working jointly this year on the Toys for Tots program. She further reported that Gamma Beta Phi is coordinating a drive for supplies for the Boys and Girls Club. Ms. Jones further stated that the Staff Association membership has increased this year. She concluded her comments by stating that plans for the Association for this year are to review the by laws for possible revisions and to help the Lou Tyer Scholarship fund reach the endowment level of \$5,000.

In reporting on college public relations, Judy Jennette stated that an article on the SGA play will be run in the Washington Daily News this weekend. She reported that the Ambassadors are working with SGA and PBL on a college float for the Washington and Bath Christmas parades. In conclusion, Ms. Jennette stated that an end-of-the-year solicitation letter for the Foundation will be mailed to former contributors next week.

Rebecca Spain reviewed the SGA calendar of events for December and reported on the progress and success of recent events.

Chet Jarman reported that the FTE auditor, Veronica Ross, will have an exit interview with Dr. McLawhorn on November 30. Continuing Education's Even Start Program, a grant funded program in partnership with the County School Board is up and running.

Wesley Beddard announced that Caroline Hardee was recently employed as an Early Childhood instructor and Charles Brown McFadden as an Information Systems Networking instructor. Also, plans are in process to identify a replacement for the Coordinator of Academic Support Center position. In closing, Mr. Beddard reported that the proposed Industrial Maintenance Technology curriculum is currently in the review stage at the State System Office.

Sandra Sauvé reported that spring semester registration thus far is 470 and that the Career Fair concluded by stating that a mailing to current students that will address any unpaid tuition will go out soon.

Dr. David McLawhorn reported that the budget is still in a "hold and wait" mode. He stated that 2% has already been returned to the system office and another .7% is being held in reserve for possible return. Dr. McLawhorn concluded his remarks by requesting input on possible speaker candidates for this year's graduation.

V. Adjournment

The meeting adjourned at 12:05 p.m. The next meeting will be held on January 30 at 2:30 p.m.

David McLawhorn, Chair

Media/Graphics, Duplicating and Audiovisual Services Guidelines

The purpose of the Media/Graphics, Duplicating and Audiovisual Services Guidelines is to define the responsibilities of Educational Media/Graphics, Duplicating, and Audiovisual Services as they relate to providing multimedia, printing, and audiovisual services in accordance with the mission of the College. These areas provide a variety of support services for the students, staff, faculty and administration of the College. To ensure quality and efficiency and to safeguard the resources available for the students and BCCC personnel, the following procedures will be used to handle media/graphics, duplicating and audiovisual services.

- BCCC students, faculty, staff, and administrators receive first priority in scheduling and production of College related media/graphics, print and audiovisual requests.
- The *Media Request Form* and/or *Print Order Form* must accompany all media/graphic and printing requests for the college.
- The Coordinator of Education/Media Graphics, the Coordinator of Duplicating Services and the Coordinator of Audiovisuals must be notified and agree to complete all off-campus requests before any type of media/graphics, printing work and audiovisual equipment need is considered.
- Charges for off-campus requests may be rendered as necessary. (See attachment)
- The *Off-Campus Media and Print Approval Form* must be completed and approved by the coordinator's Supervisor and the President of the College before off-campus work is considered. The *Audiovisual Equipment Checkout Form* must be completed when equipment is checked-out.
- One week's notice is required for all requests to the Media/Graphics and Duplicating Services. Notice of 72 hours is required for audiovisual equipment request and checkout.
- No video related equipment is available for non-college use.
- The President of the College will resolve any exceptions.