

ADMINISTRATIVE COUNCIL MEETING MINUTES

October 31, 2001

The Administrative Council met at 2:30 p.m. on October 31, 2001, in the Board Room of Building 1. Attending were Dr. David McLawhorn, Rhonda Sawyer, Chet Jarman, Dorie Richter, Judy Jennette, Clay Carter, Kay Walker Hauser, Wesley Beddard, Sandra Sauvé, and Bobby Williams. Mandy Jones and Rebecca Spain were unable to attend.

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

I. Approval of September 26, 2001, Minutes

Motion was made by Clay Carter and seconded by Wesley Beddard to accept the September 26, 2001, minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

Dr. McLawhorn reminded the Council that the date for this year's Annual Faculty/Staff Christmas Party will be December 14, 2001.

III. New Business

Dr. David McLawhorn presented for review two proposed versions of the 2002-2003 Instructional Calendar. Upon conclusion of Council discussion a motion was made by Clay Carter to adopt the "alternate" version of the calendar. The motion was seconded by Sandra Sauvé. Motion carried. The adopted calendar will be posted on the CampusNet under the Calendars link.

Sandra Sauvé presented and moved for approval the minutes of the September 17, 2001, Admissions Committee meeting. The motion was seconded by Chet Jarman. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

The minutes of the September 24, 2001, Evaluation Systems Committee meeting were presented and reviewed by Dorie Richter. Motion was made by Bobby Williams and seconded by Judy Jennette to accept the minutes as presented. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

Wesley Beddard presented and reviewed the minutes of the Curriculum Committee meeting held on October 18, 2001. A motion was made by Dorie Richter and seconded by Judy Jennette to approve the minutes as presented. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

Job descriptions for two new positions, the Coordinator of Research and Special Projects and the Testing/Data Assistant, were presented for approval by Dr. McLawhorn. A motion was made by Bobby Williams and seconded by Clay Carter to approve the descriptions as presented. Motion carried.

IV. Progress Reports

Dorie Richter reported that the Long Range Plan including the End of Year report has been distributed. Also, that the Community Satisfaction Survey has been completed. In conclusion, Ms. Richter stated that the Graduate Follow-up Survey has been mailed and the Non-returning Student Survey is in process.

Judy Jennette reported that Faculty Upgrade Allotment awards (formerly TIER-A) have been made and that requests for Mini-Grants have been distributed. She concluded by stating that Campus Connections is in the proofing stage and should be printed next week.

Clay Carter stated that he is working with the Aurora Chamber Director in an effort to develop activities in that area of the county.

Sandra Sauvé reported from the Student Services Division that the Career Fair is underway and going well. Ms. Sauvé further stated that the Assumptions revisions are ready to go to the Planning Council. She concluded by reporting that the M & M program has also been successful.

Bobby Williams reported that committee appointments have been made and that a list will be distributed soon. He concluded by stating that the recent Faculty Senate social was a well attended and successful event.

The new Business Division Chair, Kay Walker Hauser, was recognized and congratulated by Wesley Beddard. Mr. Beddard also announced that the selection process is ongoing for an Early Childhood instructor and an Information Systems/Networking instructor. He concluded by reviewing possible new curricula options for the College.

In reporting on campus fiscal affairs, Rhonda Sawyer stated that bids for dismantling the pool have been submitted and that work has begun for the new entryways.

Dr. David McLawhorn reported that new employee contracts will be distributed soon and that salary increases will be reflected in the November payroll and will be retroactive to July 1, 2001.

V. Adjournment

The meeting adjourned at 4:04 p.m. The next meeting will be held on November 28, at 11:00 a.m.

David McLawhorn, Chair

