

## ADMINISTRATIVE COUNCIL MEETING MINUTES

September 26, 2001

The Administrative Council met at 11:00 a.m. on September 26, 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, and Rebecca Spain, SGA president. Mandy Jones, Sandra Sauvé, and Bobby Williams were unable to attend.

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

### **I. Approval of August 29, 2001, Minutes**

Motion was made by Clay Carter and seconded by Chet Jarman to accept the August 29, 2001, minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

### **II. Old Business**

There was no old business.

### **III. New Business**

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

### **IV. Progress Reports**

Dorie Richter reported that the End of Year report will be available as soon as the printing is complete. Also, that the Community Satisfaction Survey has been distributed with 654 surveys already returned. In conclusion, Ms. Richter stated that work on the Graduate and Non-returning Student Surveys are in process and that the Instructor/Course Evaluation is ready to be distributed.

In reporting on campus fiscal affairs, Rhonda Sawyer stated that the new telephone registration system has been ordered. Also that proposal bids for dismantling the pool have been submitted.

Clay Carter gave an up-date for new off-campus class offerings and stated that he has two speaking engagements at up-coming gardening events.

Judy Jennette reported that the Foundation golf tournament will be held on October 13 at the Washington Yacht and Country Club and that slots are still available for teams and hole sponsorship. Ms. Jennette concluded her remarks by reviewing various events that the college will co-sponsor with the Beaufort County Arts Council.

Kay Hauser reported that the TQM committee will be meeting soon to plan for the up-coming year.

Rebecca Spain, SGA president, reviewed the Student Government calendar of events and projects for the up-coming year. Ms. Spain stated that the Beaufort County Community College Student Government Association web site is up and running.

Chet Jarman announced that the Programs Auditor, Veronica Ross, will be on campus during October. Mr. Jarman concluded by announcing that Shari Bowen was recently employed as a nursing assistant instructor.

Wesley Beddard reported that interviews will be conducted next week for the new Business Division Chair. He further stated that he will be attending the North Carolina Community College System Global Education Conference at Nash Community College on October 23 and 24. Mr. Beddard completed his comments by announcing that he will be holding faculty chat sessions on October 2.

Dr. David McLawhorn thanked SGA President, Rebecca Spain for organizing the memorial service held on campus for victims of the WTC and Pentagon tragedy last week. He concluded by stating that the new budget will be released from Raleigh on October 4.

**V. Adjournment**

The meeting adjourned at 11:30 a.m. The next meeting will be held on October 31, 2001, at 11:00 a.m.

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David McLawhorn, Chair