

CONTINUING EDUCATION STAFF MEETING

JUNE 22, 2000

The Continuing Education Staff met on Thursday morning, June 22, 2000 at 10:00 a.m., Building 8 Conference Room, with the following in attendance: Chet Jarman, Dean; Cindy McGowan, Darlaine Cieszko, Carolyn Hughes, Lou Stout, Jo Keech, Debbie Rogers, Aino Jackson, Tony Taylor, Bill Morgan, Jack Pyburn, Annette Tetterton, Barbara Francisco, and Bea Dillon.

Unable to attend: Lenora Perry, Rhett McPherson, O.C. Jones, Robert Harp, Cheryl Gaskins, Sallie Sawyer, David Crosby, Elaine Deans, Betsey Lee Hodges, Charlie Harris, and Sallie Stone.

ADMINISTRATIVE

1. Carolyn Cox will be coordinating an inside newsletter about BCCC staff that will be circulated throughout the campus. All information from Continuing Education will be appreciated. If you have something you would like to submit, have it to Lou Stout by 4:00 p.m. on Friday's.
2. David Crosby has been researching a truck driving school through SAGE. Plans for this will not evolve. Instead a "roving truck driving" school coordinated through Johnston Community College will be utilized.
3. Congratulations to Tony Taylor who was recently named Director of Basic Skills. Also congratulations to Jo Keech as she assumes Charlie's duties as Assessment/Retention Specialist. Interviews are being conducted to fill positions left vacant.
4. Mr. Jarman expressed his appreciation to Darlaine Cieszko who covered the offices during the April Secretary's Day seminar.
5. Mr. Jarman updated staff on telephone registration.
6. Mr. Jarman asked if instructors were adhering to the memo sent regarding copier usage. Tony Taylor responded that he felt things were better.
7. Salary increases for the upcoming fiscal year could be anywhere from 3% to 5%.
8. Long-Range Plans have been electronically sent to all supervisors.
9. Mr. Jarman asked that all staff periodically review the web page to keep it current and correct.
10. Supply Room requests need to be channeled through Bea Dillon.
11. Discussion on expanded Book Store hours was held. This will put the responsibility of obtaining books back in the hands of students rather than instructors "hauling" books back and forth for classes.
12. Mr. Jarman discussed that when traveling in large groups over night, staff should considering sharing rooms.
13. The importance of documentation was discussed. Carolyn Hughes referred to an incident where her documentation was vital.

MISCELLANEOUS

1. Recent incidents where the thermostat in the lobby was set at 65 degrees and left was discussed. Tampering with the thermostat has also been noted. If staff find it necessary to cool the building at that temperature, please reset.
2. Staff were reminded the importance of returning phone calls and being as helpful as possible to all callers. Keep the schedule handy and try to answer as many questions to avoid another phone transfer.
3. Staff were reminded that the Hewlett Packard on Bea's desk was placed there for staff convenience and care be taken to keep that area as clutter-free as possible.
4. Staff were given opportunity to update in their areas. A review of College for Kids was also given. With no further business to discuss the meeting adjourned at 11:45 a.m.

Chet W. Jarman, Dean
Division of Continuing Education

pc: Dr. Ron Champion
Sandy Brown