

**CONTINUING EDUCATION STAFF MEETING**  
**APRIL 25, 2002**

The Continuing Education Staff met on Thursday, April 25, 2002, at 10:00 a.m., Building 8 Conference Room, with the following in attendance: Chet Jarman, Dean; Lou Stout, Bill Morgan, Jack Pyburn, Carolyn Hughes, Cindy McGowan, Darlaine Cieszko, David Crosby, Penelope Radcliffe, Tony Taylor, Annette Harris, Elaine Deans, Betsey Lee Hodges, Jo Keech, Barbara Francisco, and Bea Dillon.

Unable to attend: Ross Boyer, Debbie Rogers, Lenora Perry, Aino Jackson, Sallie Sawyer, Leigh Tetterton, Shari Bowen, Linda Hanchey, Robert Harp, Ron Clark, and Rhett McPherson.

Special Guest: Dorie Richter

**ADMINISTRATIVE**

1. Mr. Jarman opened the meeting by introducing Dorie Richter, Director of Planning/Institutional Development, who presented a short program on performance standards/performance based funding and how BCCC had performed on these standards.
2. Copier usage has improved dramatically. Overall copying is down.
3. The recent Advisory Committee meeting went well and was well attended.
4. On May 1, 2002 there will be a groundbreaking for Building 10 between 4:00-6:00 p.m. Staff is invited to attend.
5. Graduation will be on May 10<sup>th</sup> at Washington High School at 8:00 p.m.
6. The cafeteria, Jackie's will be closing at the end of June. The school plans to advertise for another vendor.
7. The state budget is critical and the NCCCAEA at Grove Park, Asheville, has been canceled. The overall picture is quite bleak
8. The Systems Evaluation Committee continues to work on changes in the evaluation instrument. Mr. Jarman is now a member of this committee.
9. It is hoped we will soon have hot water in this building.
10. Thanks to all involved in the recent Administrative Professionals' Day. Many good comments have been received. Approximately 47 were in attendance. Appreciation was also expressed to the Basic Skills Program with an unduplicated head count of 998; e-business seminar, which involved David Crosby, and also to Carolyn Hughes for the EMT pass rate.
11. Staff was reminded not to copy course evaluation forms; they will not scan if copied.
12. Staff was reminded to refer to the recent email from Cindy McGowan in reference to payroll deadlines.
13. College for Kids looks good – many new programs have been added for this year.
14. Flexible hours for summer semester may be possible (May 13 – August 9). Staff was asked to work together to make sure all areas would be covered and submit their requests in writing for final approval.
15. Mr. Jarman gave an update on CIS (Collegiate Information Systems) and our need to prepare for Phase 2B implementation in 2003.

Time was allotted for individuals to make reports in their respective areas. Without further business to discuss the meeting adjourned at 11:00 a.m.

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Approved by: Chet Jarman, Dean, Continuing Education

Cc: Dr. David McLawhorn  
Sandy Brown