

CONTINUING EDUCATION STAFF MEETING
FEBRUARY 1, 2001

The Continuing Education Staff met on Thursday morning, February 2, 10:00 a.m., Building 8 Conference Room, with the following in attendance: Chet Jarman, Dean; Cindy McGowan, Darlaine Cieszko, Carolyn Hughes, Lou Stout, David Crosby, Elaine Deans, Barbara Francisco, Penelope Radcliffe, Jo Keech, Annette Tetterton, Betsey Lee Hodges, Aino Jackson, Jack Pyburn, and Bea Dillon.

Unable to attend: Tony Taylor, Bill Morgan, Lenora Perry, Rhett McPherson, Robert Harp, Annette Tetterton, Cheryl Gaskins, Sallie Sawyer, Ross Boyer, Debbie Rogers, and Ron Clark

ADMINISTRATIVE

1. Mr. Jarman opened the meeting with a discussion on the new pre-registration/pre-payment system. All present noted that with the exception of a few "bumps" the system was working well. Staff was thanked for their cooperation, patience, and support.
2. FTE report was given – Continuing Education is up 30 FTE's as compared to fall '99 (185) and fall 2000 (215).
3. Veronica Ross, Auditor, will be coming this month and is tentatively scheduled for February 19 – March 2. Supervisors were asked to review all paperwork with extra caution and make sure all reports were up to date.
4. Mid-Year reports (Long-Range Plans) are due to Dorie Richter tomorrow (February 2, 2001).
5. The NCCCAEA Conference is scheduled for March 7-9, 2001, Grove Park Inn, in Asheville. Mr. Jarman has a schedule and itinerary of events. If you are interested in attending, let him know as soon as possible.
6. The new Windstar van arrived January 11, 2001. Tony Taylor and David Crosby were thanked for bringing it to Washington safely. The van is a welcome addition and relieves much unnecessary stress knowing it is in excellent condition.
7. Mr. Jarman gave a brief update on the status of classes in Washington County. Supervisors were asked to give Mr. Jarman a handwritten report of classes going on in that area so that one concise report may be readied for the Board of Trustees meeting on February 6, 2001.
8. A need for a "money bag" to make change for night classes has been identified. David Crosby, Tony Taylor and Ross Boyer will keep the moneybag.
9. Mr. Jarman will need to submit a re-appointment list to Dr. Champion for review and approval by March 16, 2001.
10. The Nursing Assistant program has announced the resignation of Cheryl Gaskins effective March 28, 2001. Cheryl will be relocating in order to be closer to her family.
11. On February 14th, the Library will hold an open house and dedication of the "new" library. Several dignitaries will be on campus for this.
12. This spring it is hoped a new telephone system will be installed. The old system has proven to be inefficient and outdated.
13. Graduation has been scheduled for May 11.
14. It's time to update the BCCC Catalog. Supervisors were asked to review carefully for any additions, changes, or deletions.
15. A Faculty/Staff meeting has been scheduled for February 20 in the auditorium at noon.

MISCELLANEOUS

1. Lou Stout announced that the new schedule would be out around February 19. She also discussed the pre-registration system and alternatives considered to make the system flow better.
2. Aino Jackson reported on the "booming" Nursing Assistant program and a new class in Hyde County.

3. Annette Tetterton reported on the successful classes in Hyde County.
4. Jack Pyburn reported on Small Business Center updates as well as updates in industry.
5. David Crosby reported on classes at PCS and Fountain Powerboats.
6. Elaine Deans stated Learning Lab classes were full to over-flowing. She also announced that Donna Cherry has been hired on a part-time basis freeing her up to allow for more testing.
7. Penelope Radcliffe reported on a possible GED class in Bath as well as increased hours at her JobLink site.
8. Barbara Francisco reported on the 2001 art display at the Department of Community Colleges in Raleigh. BCCC had two artists selected to display work – Jean Bowen and Sam Wall. Barbara also shared with the group about a program scheduled for February 21 on Debt-Free Living.

Without further business to discuss, the meeting adjourned at 11:15 a.m.

Chet W. Jarman, Dean
Division of Continuing Education

PC: Dr. Ron Champion
Sandy Brown