

CONTINUING EDUCATION STAFF MEETING
FEBRUARY 14, 2002

The Continuing Education Staff met on Thursday morning, February 14, 2002, 10:00 a.m., Building 8 Conference Room, with the following in attendance: Chet Jarman, Dean; Carolyn Hughes, Lou Stout, Cindy McGowan, David Crosby, Ross Boyer, Penelope Radcliffe, Elaine Deans, Tony Taylor, Barbara Francisco, Jo Keech, Betsey Lee Hodges, Jack Pyburn, Annette Harris, Darlaine Cieszko, Bill Morgan, and Bea Dillon.

Unable to attend: Linda Hanchey, Debbie Rogers, Aino Jackson, Leigh Tetterton, Shari Bowen, Sallie Sawyer, and Lenora Perry.

ADMINISTRATIVE

1. Mr. Jarman opened the meeting by stating that Dorie Richter had been scheduled to speak on Performance Standards however, she was sick and unable to attend. A future date may be set.
2. Mr. Jarman reviewed the February 5th joint meeting between County Commissioners and the Board of Trustees stating the presentation by Continuing Education was well received. Statistics were well documented and questions were answered. Appreciation was extended to staff who supplied information for the report.
3. Mr. Jarman reviewed a meeting he recently attended with Tommy Thompson, Dr. McLawhorn, Wesley Beddard, Dr. Parker and local industry leaders.
4. Performance evaluations must be completed by March 15. Staff was reminded to set an evaluation time with Mr. Jarman.
5. Catalog updates need to be completed by March 22.
6. Revisions to the Faculty/Staff Manual need to be completed by March 29.
7. Cafeteria hours have changed and are now 6:30 a.m. until 2:30 p.m.
8. Budgets are now listed on the computer. Mr. Jarman will print them monthly or upon request.
9. Students requesting transcripts must do so in writing.
10. A brief review was made on pre-registration. The concept is "catching on."
11. The new copier is in place and working well.
12. The Nursing Assistant program is doing a great job and continues to grow.
13. The ESL program is also growing
14. Staff was reminded of the "Chili Cook-off" on February 19th. Continuing Education will submit an entry.
15. Mr. Jarman reviewed the current budget.
16. Mr. Jarman reminded staff of the exhibit called "Beautiful Baby" in Building 9.

Individual reports were given.

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

Approved by: Chet Jarman, Dean, Continuing Education

Cc: Dr. David McLawhorn
Sandy Brown