

CONTINUING EDUCATION STAFF MEETING  
FEBRUARY 20, 2003

The Continuing Education staff met on Thursday, February 20, 2003 at 10:00 a.m., Building 8 Conference Room. The following were in attendance: Chet Jarman, Dean; Carolyn Hughes, Lou Stout, Jo Keech, Penelope Radcliffe, Tony Taylor, David Crosby, Ron Clark, Cindy McGowan, Darlaine Cieszko, Barbara Francisco, Bill Morgan, Aino Jackson, Annette Tetterton, Lenora Perry, Jack Pyburn, and Bea Dillon.

Unable to attend: Sallie Sawyer, Shari Bowen, Betsey Lee Hodges, Leigh Tetterton, Rhett McPherson, Jim Pearson, and Robert Harp.

ADMINISTRATIVE

1. Mr. Jarman updated staff on the implementation of CIS. BCCC is categorized as a Phase 2B school. A slight delay of actual implementation is possible. In the meantime, "cleaning" of the data is absolutely necessary and should be in progress.
2. An update was given on Eve Ide who underwent heart surgery yesterday.
3. Mid-year reports are due to Dorie Richter by March 10, 2003. Supervisors were asked to review their sections for changes, updates, deletions, etc.
4. Veronica Ross will arrive on February 24<sup>th</sup> for the annual audit. Cindy distributed designated contract numbers to appropriate supervisors. Veronica will not be working in the Continuing Education building this year.
5. Betsey Lee Hodges is now handling the "Continuing Education Fund" and will notify staff of the recent survey she conducted.
6. Mr. Jarman, with input from Lou Stout, discussed program cards.
7. Mr. Jarman complimented Basic Skills for the highest number of enrollees in the Basic Skills programs thus far – 1,465 students.
8. Mr. Jarman briefly discussed the recent renovations to the building. There are a few areas of concern from these renovations and staff was asked to survey their areas and report incomplete work to him as soon as possible. A crew will return to correct all problems.
9. Three new typewriters were recently purchased and there is still a small amount of equipment money left.
10. Rita Toler will soon be retiring from Bookkeeping effective February 28. Rhonda Sawyer is advertising for a replacement.
11. A microwave oven has been placed in the Student Lounge for use. Thomas will be responsible for cleaning of it.
12. Judy Jennette will be taking over advertising effective July 1.
13. Other changes in staff around campus include: Sandra Edwards will be retiring in June and Coley Hodges has already retired (all in Allied Health). Mr. Jarman also reviewed retirements among other community colleges.

Staff was allowed opportunity to update in their areas:

1. Jack Pyburn reported on the opening of Prettl and other areas of industry.
2. Barbara Francisco reported that College for Kids 2003 work is in progress.
3. Lenora Perry reported on the increase of computer classes and complimented Lou Stout in her work in filling these classes.
4. David Crosby reported on the North Carolina State Highway Patrol using BCCC as a training area. He also reported on classes BCCC will be offering in the east wing of the John A. Wilkinson Center in Belhaven. A brief update was given on the mobile computer unit as well as on-line classes, the truck driving school, classes in Hyde and Washington

- Counties and rules/regulations mandating the use of the firing range being constructed in Building 10.
5. Cindy reviewed the upcoming audit with Veronica Ross. Veronica will return to campus on March 3 – 7 and will have the exit conference around March 6 - 7.
  6. Bill Morgan discussed FastTrac.
  7. Tony Taylor updated in the Basic Skills area noting that there are “many” new faces as part-time instructors.
  8. Aino Jackson discussed the Nursing Assistant program and the high quality program that BCCC offers to its students.
  9. Penelope Radcliffe reported on recruiting and Jo Keech discussed retention and assessment reporting.
  10. Lou Stout discussed the recent “Chili Cook-Off”, usage of the Tri-County Web Page, advertising, and information for the new schedule which is due to Tricia Woolard by March 3, 2003.
  11. Carolyn Hughes reported on the EMS program.
  12. Mr. Jarman thanked staff for their kindness and concern during his recent illness and surgery.
  13. Mr. Jarman also thanked staff for their support and concern for Hal Swindell during the unexpected death of his mother.
  14. Bea Dillon updated staff on the upcoming Secretaries Day program, and events among the staff members.

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

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Approved by: Chet Jarman, Dean, Continuing Education

Cc: Dr. David McLawhorn  
Sandy Brown

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