

CONTINUING EDUCATION STAFF MEETING
July 12, 2001

The Continuing Education Staff met on Thursday morning, July 12, 10:00 a.m., Building 8 Conference Room, with the following in attendance: Chet Jarman, Dean; Carolyn Hughes, Lou Stout, Tony Taylor, Bill Morgan, Penelope Radcliffe, Jo Keech, Darlaine Cieszko, Betsey Lee Hodges, Aino Jackson, Annette Tetterton, and David Crosby

Unable to attend: Lenora Perry, Barbara Francisco, Elaine Deans, Jack Pyburn, Cindy McGowan, Ross Boyer, Sallie Sawyer, Leigh Tetterton, Bea Dillon, Robert Harp, Rhett McPherson, Ron Clark, Linda Hanchey, and Tony Woolard.

ADMINISTRATIVE

1. Mr. Jarman opened the meeting by asking coordinators to double check salaries for the most current salary before giving to Cindy. If incorrectly submitted and it goes to the Business Office, it will be returned for verification and a change form or addendum will have to be done.
2. Dr. Purkey will be on the BCCC Campus on Monday, August 13. All staff is strongly encouraged to take part in his program.
3. Mr. Jarman thanked staff for their attendance at the recent reception for Doris Eakes.
4. Golden L.E.A.F. Foundation Scholarships are open to Continuing Education students as well as curriculum students.
5. Dorie Richter has requested information on Continuing Education classes south of the Pamlico River. This information will be given to Reverend Dr. Robert Cayton for "Bridging the Pamlico" justification.
6. The 2001-2006 Institutional Effectiveness Plan was reviewed for approval.
7. 2000-2005 end of year report. All coordinators and staff were thanked for their input.
8. Travel reimbursement-subsistence rates have increased.
9. This year's College for Kids is excellent and is going well. There are about 80 more students participating this year than last year.
10. A Title III grant has been received. This means \$347,000/year for 5 years. This will be a great benefit to the College.
11. Mr. Jarman thanked Darlaine for typing the "blanket" travel authorizations.
12. A review of Basic Skills FTE was shared. Continuous, steady progress has been shown. Thanks to the Basic Skills Staff for a job well done.

MISCELLANEOUS

1. Carolyn Hughes reported that the defibrillator simulator is still missing.
2. The pool will be closing at the end of July.
3. Coffee grounds have been repeatedly found in the water cooler in the refreshment room.
4. Staff were reminded to take advantage of bulk mail whenever possible. Tracey thanked Mr. Jarman recently for reminding staff to continue doing this. Lou gave an update on how to use bulk mailing.
5. A new copier has been requested for the current fiscal year.
6. Birthday wishes were sent to Bea Dillon, Linda Hanchey, and Ross Boyer.
7. The NCCCAEA Conference is October 17,18,19. For further information visit the NCCCAEA website.

Without further business to discuss the meeting adjourned.

Chet Jarman, Dean, Division of Continuing Education

Pc: Dr. David McLawhorn, President
Sandy Brown

