

CONTINUING EDUCATION STAFF MEETING
June 26, 2003

The Continuing Education staff met on Thursday, June 26, 2003 at 10:00 a.m., Building 8 Conference Room. The following were in attendance: Chet Jarman, Dean; Carolyn Hughes, David Crosby, Jack Pyburn, Penelope Radcliffe, Betsey Lee Hodges, Cindy McGowan, Darlaine Cieszko, Bea Dillon, Barbara Francisco, Aino Jackson, Sallie Sawyer, Jo Keech, Tony Taylor, Ron Clark, Annette Harris, and Lou Stout

Unable to attend: Shari Bowen, Lenora Perry, Leigh Tetterton, Rhett McPherson, Jim Pearson, and Robert Harp.

ADMINISTRATIVE

Mr. Jarman reviewed the following areas of interest:

1. Continuing Education staff who has been sick or family members who have been sick.
2. The Search Committee is reviewing applications for Director of the Small Business Center. Interviews will be scheduled shortly.
3. The mobile computer lab is just about ready and classes have been scheduled. Chris Craddock has been hired to "work" the mobile lab.
4. Mr. Jarman asked about the air conditioning/heating problems in the building.
5. Mr. Jarman reminded supervisors to adhere to deadlines for payroll, contracts, etc.
6. Long-range "progress reports" are due in July.
7. Mr. Jarman reviewed performance measures and made comparisons with community colleges close to BCCC as well as colleges about the same size as BCCC.
8. The sundial has been delivered to Gayle Morgan by Continuing Education staff.
9. The IPPS Conference will be in Charlotte July 28, 29 and 30. Jo Keech, Cindy McGowan, Darlaine Cieszko, and Lou Stout will be attending.
10. Bea Dillon has been working on the Small Business Center Annual Progress report which is due in Raleigh by July 31st.
11. Mr. Jarman reminded staff of the radio ad that Penelope Radcliffe has recorded.
12. Mr. Jarman and Cindy McGowan recently attended a meeting with Rhonda Sawyer and others about the upcoming CIS switchover.
13. Chuck Hauser has an assistant, Jenny Garris.
14. The State budget is expected to be approved by July 1.
15. Mr. Jarman reminded staff to update Novell's email addresses.
16. Continuing Education has a digital camera to be used for photographs of classes, etc. If you need the camera for your class please see David Crosby or Aino Jackson.
17. Building 10 will have an open house on July 21st beginning at 1:00 p.m.
18. New rosters have been printed. If you have the older rosters, please give them to Lou and she will replace them with the new rosters.
19. When obtaining locations from the location book, pay close attention to names, which sound alike but are different (such as Wilkes Center and Wilkerson Center.)
20. David Crosby will be handling all Real Estate classes.
21. Students should always be encouraged to preregister – not told to just "show up" for class.
22. Continuing Education has three rooms allowed to them in Building 10. To schedule use of these rooms see Lou Stout.
23. End of course evaluations are being done on a random basis. They are no longer required at the completion of every class.

Staff was allowed opportunity to update in their areas:

1. Tony Taylor updated on EvenStart and the graduation on Friday night. He also reminded those present of the Basic Skills Conference in mid-July in New Bern. Most of the Basic Skills staff will be in attendance and Tony asked for volunteers to assist with covering night classes in Continuing Education.
2. Barbara Francisco reported on College for Kids 2003 and especially the help Leah DeWald had volunteered with the sewing class.
3. Ron Clark reported on the uncertain status of the Family Center as a site for classes.
4. Annette Harris reported on recruiting in Hyde County.
5. Sallie Sawyer reported on the ever-growing Nursing Assistant classes.
6. Jo Keech reported on Saturday testing for GED students. She also took a few minutes to thank staff for their support, etc. during the recent death of her mother.
7. Jack Pyburn reported on new industry coming to the Washington area.
8. David Crosby detailed the possibilities of the mobile computer lab as well as an update for on-line classes. David also asked staff to inform them if their computers still had Windows '95 installed. This needs to be replaced with Windows 2000. David gave an update on the progress of the Truck Drivers course scheduled for late fall or possibly fall of 2004.
9. Lou Stout reported on furniture, which has been taken from identified rooms and sent for repairs in our Maintenance Shop. Once completed the furniture will be returned. Lou also reported that the Fall Tabloid would be mailed the week of July 7, 2003 or before.
10. Carolyn Hughes discussed current and upcoming EMT classes.
11. Betsey Lee Hodges reported on the status of the Drivers Improvement Course.
12. Bea Dillon reported on notepads which are in the Building 8 storage room. Paper and labels have been requested and the requisition will be submitted after July 1.

Mr. Jarman thanked Barbara Francisco for the wonderful refreshments she provided for the meeting.

Without further discussion the meeting adjourned at 11:15 a.m.

Approved by: Chet W. Jarman, Dean, Division of Continuing Education

cc: Dr. David McLawhorn, President BCCC

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