

**CONTINUING EDUCATION STAFF MEETING
MARCH 18, 2004**

The Continuing Education Department met on Thursday, March 18, 2004 at 10:00 a.m., Conference Room/Building 8.

Attending: Chet Jarman, Dean; Lou Stout, Jack Pyburn, Carolyn Hughes, Tony Taylor, Jo Baker, Penelope Radcliffe, Aino Jackson, David Crosby, Cindy McGowan, Sallie Sawyer, Barbara Francisco, Darlaine Cieszko, Annette Harris, Lentz Stowe, Betsey Lee Hodges, and Bea Dillon.

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

The meeting began with the official introduction of Lentz Stowe, Director of the Small Business Center. Lentz came to BCCC in August of 2003 and has been doing an outstanding job in his new position.

Topics Covered:

1. Penelope Radcliffe reviewed the successful "Race for Literacy" which was held in the Fall. 80+ people were in attendance.
2. Gayle Harvey recently audited the SBC. The official review has not been received but all indications seem favorable.
3. A change in format has been made in the BCCC Notes which make them more visible and easier to read.
4. Jack Pyburn was thanked for his efforts in leading the United Way Campaign this year at BCCC. About \$1500.00 was raised.
5. Lee Hemick, Director of the Washington/Beaufort County Chamber of Commerce has had as guests on his television show Penelope Radcliffe, Betsey Lee Hodges, Tony Taylor, Barbara Francisco and Lentz Stowe.
6. The Annual Performance Evaluations have been completed as well as the recommendation for reappointment to Dr. McLawhorn. Mr. Jarman praised all staff members for their continuous efforts to make the Division a successful and superior program.
7. As the fiscal year draws to a close, instructors were reminded to be conservative when placing book orders and/or having Tracey Johnson print booklets.
8. The BLET Division has a fitness room. Currently a policy is being developed regarding usage by staff and students.
9. A review of "due dates" for Community College reports was made.
10. The Spring Conference is scheduled for April 6, 7, & 8. Mr. Jarman will be attending.
11. Mr. Jarman reviewed the "summer hours" proposal and coverage for Building 8.

Staff Reports:

1. Jack Pyburn reported that training classes with industry are picking up.
2. Carolyn Hughes expressed her appreciation for assistance of all staff members during hectic times.
3. Lou Stout stated that schedules have been mail.
4. Jo Baker asked for support of Tania Lilley and the upcoming "skits" she is heading up. Proceeds from these skits will help finance a scholarship for a GED student.
5. David Crosby reported on usage of the firing range, the mobile computer lab and the Real Estate program.

6. Aino Jackson reported on the new, stricter changes in the Nursing Assistant program
7. Tony Taylor reported on basic skills training and a project Laurie Weston is working on for April 7.
8. Cindy McGowan reminded staff that Continuing Education no longer has a work/study student. Mary Godley is assigned to Carolyn Hughes and Tony Taylor who have generously allowed her to assist other instructors/supervisors within the Division.
9. Barbara Francisco reported on the 2004 College for Kids program.
10. Darlaine Cieszko gave an update on date "clean-up".
11. Annette Harris informed everyone that the priority of Hyde County is still recovery from Hurricane Isabel but hopefully things will be back to normal soon.
12. Lentz Stowe addressed some of the goals he has set for the Small Business Center. He added that as of date, approximately 80 consultations have been held. He stressed that the Small Business Center is once again "re-plugged" into the community and service area.
13. Betsey Lee Hodges discussed her visits to off-campus classes. She added that the HRD program is going well and that she appreciates all referrals. Staff was reminded to pay their dues to Betsey Lee if they have not already done so. An Easter Egg hunt is scheduled for April 14.

Bea Dillon addressed the upcoming Administrative Professionals Day.

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

Chet Jarman, Dean, Division of Continuing

