

CONTINUING EDUCATION STAFF MEETING
NOVEMBER 8, 2001

The Continuing Education Staff met on Thursday morning, November 8, 10:00 a.m., Building 8 Conference Room, with the following in attendance: Chet Jarman, Dean; Carolyn Hughes, Lou Stout, Shari Bowen, Tony Taylor, Aino Jackson, Penelope Radcliffe, Elaine Deans, Barbara Francisco, Jo Keech, Jack Pyburn, Darlaine Cieszko, David Crosby, Annette Tetterton, and Bea Dillon.

Unable to attend: Ross Boyer, Rhett McPherson, Robert Harp, Ron Clark, Linda Hanchey, Debbie Rogers, Bill Morgan, Cindy McGowan, Lenora Perry, Betsey Lee Hodges, Sallie Sawyer, Leigh Tetterton.

ADMINISTRATIVE

1. Mr. Jarman opened the meeting by introducing Sandy Sauve', Dean of Student Services, who reviewed the following: FERPA, Student Appeals Process, students with special needs, students who are misplaced workers, the "President's Luncheon," and student activities. Briefly reviewed the Golden Leaf Scholarship.
2. Mr. Jarman briefly explained some of the stipulations of the Golden Leaf Scholarship that is available to Continuing Education students as well as curriculum.
3. Mr. Jarman discussed a recent meeting with the Washington County Commissioners and the Washington County service area as it relates to community colleges. It was the decision of the state at this time to do nothing for at least the next two years.
4. Shari Bowen was introduced. Shari is the new Nursing Assistant instructor.
5. BCCC President's Review has been emailed to all staff and faculty. Mr. Jarman discussed the reversion of monies back to the state and complimented Basic Skills for their work during the past year.
6. Contracts have been distributed. Staff was asked to review, sign, and return to Mr. Jarman as soon as possible.
7. Jo Keech reviewed the past year in Basic Skills stressing that their area had met all or exceeded all performance measures during the last reporting year.
8. Mr. Jarman reviewed a recent meeting with Aurora, which he felt to be very beneficial.
9. Course evaluations which are traditionally given at the completion of a course may only be done once a year on a specified date – random sampling. Supervisors are free to evaluate classes as they feel may be indicated.
10. Staff was reminded that all supplies should be ordered through Darlaine – do not go to the storeroom in Building 1 to check out supplies. Darlaine handles all in-house supplies and Bea orders the supplies, which come from outside vendors.
11. Staff was reminded to take advantage of the school cafeteria. This commodity can only be successful if we support it. Prices are reasonable and food is good.
12. The new work study student's name is Margie and is excellent – keep her busy!
13. Cindy McGowan often gives staff deadlines for paperwork, which must be followed – no exceptions. Cindy does an excellent job of keeping our paperwork accurate for the audit.
14. Staff were reminded to not hand write envelopes – please send all mail in typewritten envelopes.
15. Mr. Jarman complimented the Nursing Assistant program for their recent open house, which was very successful.
16. Mr. Jarman gave an update on the Champion Skills Center (Carvers).
17. Bulk mailings should be utilized whenever possible.

INDEPENDENT UPDATES

1. Carolyn Hughes announced a workshop in January titled "Be Nice" which focuses on terrorism. Fire/Rescue personnel will be tuition exempt with all others interested paying.
2. Lou reviewed a change in the upcoming tabloid and the possible reversion back to a previous tabloid format.
3. David updated on Microsoft Certification programs.

4. Aino gave a brief update in the Nursing Assistant program. She again welcomed Shari and also gave an update on the condition of Sallie Sawyer's mother.
5. Annette Tetterton reviewed progress with Hyde County programs.
6. Barbara Francisco reviewed Art Exhibit 2002. Several entries have been submitted. The deadline for submitting entries is December 1, 2001. Barbara also expressed concern with pottery items being damaged.
7. Jo Keech once more reviewed the LEIS report and its positive news.
8. Jack Pyburn reviewed new projects involving New and Expanding Industry and a recent tour of PCS.

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

Chet Jarman, Dean, Division of Continuing Education

PC: Dr. David McLawhorn, President
Sandy Brown

Bld 11/09/01

