

## CONTINUING EDUCATION STAFF MEETING

September 21, 2000

The Continuing Education Staff met on Thursday morning, September 21, 10:00 a.m., Building 8 Conference Room, with the following in attendance: Chet Jarman, Dean; Cindy McGowan, Darlaine Cieszko, Carolyn Hughes, Lou Stout, David Crosby, Annette Tetterton, Aino Jackson, Ross Boyer, Elaine Deans, Jo Keech, Jack Pyburn, Penelope Radcliff, Barbara Francisco, Betsey Lee Hodges, Bill Morgan and Bea Dillon.

Unable to attend: Lenora Perry, Rhett McPherson, Robert Harp, Cheryl Gaskins, Sallie Sawyer

### ADMINISTRATIVE

1. Clay Carter presented an overview of the bond issue to be on the November ballot and what it will mean to BCCC. He presented materials on the proposed buildings/renovations and encouraged staff to become informed of its passage and the positive effect it will have on BCCC.
2. Clay Carter also discussed the importance of having students registered to vote and encouraged supervisors to encourage instructors to stress this in classes. Voter registration forms are available in room 808 as well as other buildings on campus.
3. Mr. Jarman introduced Penelope Radcliff and Ross Boyer who are with the Basic Skills Division.
4. Mr. Jarman congratulated Jo Keech on her recent appointment as vice president of the Staff Association.
5. Mr. Jarman also congratulated Carolyn Hughes who was recently named EMS Person of the Year.
6. Bea Dillon will be moving to the Small Business Center in the near future where she will function as Secretary to Continuing Education/Small Business Center and Receptionist. Lou Stout will be coordinating and implementing the telephone registration process. Lou gave an indept review of what this process will involve and why it will benefit BCCC. She also presented handouts for review and discussion. Rick Bundy from the Systems Office will be on campus Monday, September 25 to conduct a workshop on this new system.
7. Mr. Jarman read a press release from Martin Lancaster.
8. Mr. Jarman reviewed his "Hot Buttons."
9. Mr. Jarman reported on copier usage and once again stressed the need for instructors to submit requests for copies 5 days in advance.
10. Brief discussion was held on the number of staff meetings needed.
11. Opportunity was given for individual reports.
12. With no further business to discuss the meeting adjourned at 11:45 a.m.

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Chet W. Jarman, Dean  
Division of Continuing Education

pc: Dr. Ron Champion  
Sandy Brown

