

CONTINUING EDUCATION STAFF MEETING
NOVEMBER 2, 2000

The Continuing Education Staff met on Thursday morning, November 2, 10:00 a.m., Building 8 Conference Room, with the following in attendance: Chet Jarman, Dean; Cindy McGowan, Darlaine Cieszko, Lou Stout, David Crosby, Elaine Deans, Ross Boyer, Jo Keech, Penelope Radcliffe, Bill Morgan, Tony Taylor, Aino Jackson, Carolyn Hughes, and Bea Dillon.

Unable to attend: Barbara Francisco, Betsey Lee Hodges, Lenora Perry, Rhett McPherson, Robert Harp, Annette Tetterton, Cheryl Gaskins, Sallie Sawyer, Jack Pyburn, Darnell Ross, Debbie Rogers

ADMINISTRATIVE

1. Mr. Jarman presented a survey from the Office of Institutional Effectiveness where faculty and staff are given the opportunity to evaluate departments within BCCC. Continuing Education and pertinent questions relating to the division were discussed.
2. Vacancies are available in Continuing Education for a full time Basic Skills instructor at the Tyrrell County Prison Work Farm. A Nursing Assistant instructor for our service area will be requested.
3. Jack Pyburn is finalizing a video that will be shown to industries for recruiting.
4. Mr. Jarman discussed the bond issue and should it pass, distribution of monies. Mr. Jarman discussed possible factors and time frames in distribution of monies.
5. Steve Ijaves at the Systems Office has resigned.
6. Continuing Education will be receiving a new Windstar van in about 60 days.
7. The recent session with Rick Bundy regarding telephone registration was reviewed.
8. Recent seminars that have been held in Continuing Education were reviewed.

MISCELLANEOUS

1. Blue folders may be removed from the mail slots.
2. Mr. Jarman thanked staff for his recent Boss' Day gift.
3. Mr. Jarman complimented staff of their friendly and professional attitude towards the public when entering this building.
4. Staff was complimentary of the new Continuing Education shirts. For now an on-going order will be maintained.
5. Mr. Jarman thanked all that participated in the recent "Smoke on the Water."
6. A potential Christmas family was discussed.

Staff gave updates in their prospective areas after which the meeting adjourned at 11:15 a.m.

Chet W. Jarman, Dean
Division of Continuing Education

PC: Dr. Ron Champion
Sandy Brown

