

**CONTINUING EDUCATION STAFF MEETING  
AUGUST 15, 2002**

The Continuing Education staff met on Thursday, August 15, 2002, at 10:00 a.m., Building 8 Conference Room, with the following in attendance: Chet Jarman, Dean; Carolyn Hughes, Lou Stout, Annette Harris, David Crosby, Cindy McGowan, Darlaine Cieszko, Bill Morgan, Jo Keech, Penelope Radcliffe, Elaine Deans, Betsey Lee Hodges, Ron Clark, Aino Jackson, Lenora Perry, Tony Taylor, and Bea Dillon.

Unable to attend: Jack Pyburn, Sallie Sawyer, Leigh Tetterton, Shari Bowen, Barbara Francisco, Linda Hanchey, Robert Harp, and Rhett McPherson.

A special slide presentation was given by Lenora Perry on her July missions trip to Honduras to build houses and provide medicine to needy children.

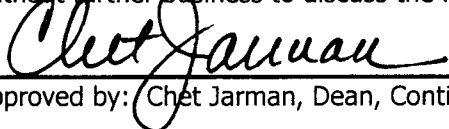
**ADMINISTRATIVE**

1. Mr. Jarman opened the meeting by welcoming Ron Clark to our in-house staff. Ron has been with Continuing Education for several years at the Tyrrell Prison Work Farm. He has transferred to campus to fill the vacancy created when Ross Boyer resigned. A replacement for the vacancy at the Tyrrell Prison Work Farm will be advertised in the next few weeks.
2. Mr. Jarman has been keeping staff informed on progress with the State Budget and gave a brief update.
3. Mr. Jarman informed staff that beginning in January, Betsey Lee Hodges would take over the responsibility of the Continuing Education fund.
4. Prior to the conclusion of the meeting Mr. Jarman distributed copies of his "Hot Buttons" for review.

Staff was allowed opportunity to update in their areas:

1. Carolyn Hughes reported a 100% passage rate on the recent EMT-D class.
2. Annette Harris reported on an ESL class in Belhaven with 23 in attendance.
3. Aino Jackson discussed changes within the nursing assistant program and the requirement from the NC Board of Nursing for additional clinical hours.
4. David Crosby discussed MOUS certification and congratulated Lenora Perry on her steps towards master certification.
5. Bill Morgan reported the August 28<sup>th</sup> CAI information seminar scheduled.
6. Cindy McGowan reminded staff and supervisors of the upcoming end of semester.
7. Darlaine Cieszko reminded staff that supplies were in short supply due to the state's budget.
8. Betsey Lee Hodges reported on a Pharmacy Technician course that is upcoming.
9. Tony Taylor reported on the need for a replacement at the Tyrrell Prison Work Farm and also reminded staff of new instructor faces in the Basic Skills Department.

Without further business to discuss the meeting adjourned at 11:00 a.m.



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Approved by: Chet Jarman, Dean, Continuing Education

Cc: Dr. David McLawhorn  
Sandy Brown