

CCE Cluster Meeting Minutes

Marketing Meeting

Tuesday, March 19, 2013

Lake Worth – ETA 101

10:15 a.m. – 12:00 p.m.



CORPORATE
& CONTINUING
EDUCATION

1. Development Day Presentation- Jeannine Burgess

- i. YouTube- Jeannine Burgess presented the capabilities of hosting a YouTube channel for CCE. Presentation included best practices and uploading step by step.
- ii. PowerPoint- Jeannine Burgess presented best practices for creating PowerPoint presentation and adding audio. In addition, presented how to upload to YouTube.

2. Updates:

- i. Session Codes- Cluster review and approved the creation of two new sessions in addition to existing codes. Isabel Karimi to present to Ed Mueller.
- ii. Evergreen Brochure- CRM is still working on Evergreen project. Draft to be released soon for Program Director to review.
- iii. CCE Website- Cluster agrees to add testimonial page to CCE web pages. Suzanne Prior to compile testimonials from all centers. Will forward to Tish Sailer for posting when complete.
- iv. Course Links- The automatic course registration link and course listing is having a few issues. Isabel will work with IT on solving issues.

Attendees:

Isabel Karimi (chair)

Jeannine Burgess, Presenter

Kim Ardilla-Morgan

Eileen Robinson

Liz Carracher

Sandi Barrett

Berkley Finley

Joel Flores (scribe)