

**Business Division Meeting**  
**August 13, 2015 11:45 a.m.**  
**Sub Annex**

Attendance: Joan Baltés, Stephen Chandler, Tywana McClinton, Desiree South, Teresa Roberson, Jeff James, Pam Peters, Edwin Carter

**Actions/Items of Discussion:**

1. Meeting was called to order.
2. Desiree South has been appointed as the Accounting Technology Instructor.
3. Unit plans for current year should be closed out.
4. Office Hours should be posted and should reflect time on both campuses (if needed).
5. UNA will make their usual recruiting visit during the fall semester.
6. ACCA is still accepting presenters and volunteers for facilitators. ACCA plans to include presentations of Cyber Security.
7. Paul Hogan and Linda Grigsby retired. The division plans to have a luncheon (or some other form of recognition) for both.
8. Spring schedule due tomorrow (8/14/15).
9. Helen Mayhall is no longer assigned to the Business Division. She has been reassigned to the new Advising Center.
10. Supplies needed are corrective tape, rubber bands and highlighters.
11. Meeting adjourned.