

**Business Division Meeting  
August 14, 2014 11:30 a.m.  
Bevill Center Auditorium**

**Attendance:** Joan Baltes, Jeff James, Tywana McClinton, Teresa Roberson, Paul Hogan, Desiree South, Pam Peters, Edwin Carter

**Action/Items of Discussion:**

After professional development the meeting was called to order and there was a brief discussion of the following:

1. Banner issues.
2. Office 2013 should be installed on all Business Division computers.
3. Student and instructor certifications.
4. Needed supplies.
5. Class limits.
6. Outside work (such as teaching for other institutions) should not be performed during regular working hours.