

Business Division Meeting
August 14, 2017 11:30 a.m.
Bevill Center/Phil Campbell

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

Actions/Items of Discussion:

1. Discussion of Spring schedule – first draft due on 8/25/17.
2. Discussion of Budget, budget to be reduced for 2017-2018 fiscal year.
3. Enrollment is down slightly.
4. The division is in the process of teaching more distance classes.
5. Business Office Management (OAD) to work on master schedule. We continue to receive request for Office Assistants and Interns.
6. Employees should review standing committees and determine if they would like to be added to one of the committees.
7. Be sure that course substitutions are valid and can be justified.
8. The Division discussed the QEP Focus group questions.
9. Meeting Adjourned