

**DIVISION OF BUSINESS**  
**DIVISION MEETING**  
January 13, 2010

**TIME AND PLACE OF MEETING**

The meeting was held in room 2N2 at Oklahoma City Community College on January 13, at 9:00 A.M.

**THOSE IN ATTENDANCE:**

Dr. Jim Schwark, Lisa Adkins, Myra Decker, Jason Ferguson, Kayla Fessler, Jenean Jones, Michael Machiorlatti, Charles Myrick, Dr. Germain Pichop, Mathew Price, Rich Steere, Ramachandran Vijayan, Brad Walker, Anita Williams, Tamala Zolicoffer, Donald Coates, Amanda Lemon and Kristi Fields.

Dr. Schwark opened the meeting with the following information items and reminders:

- Performance appraisals will be held during the month of February.
- Opening Day – January 16.
- Business enrollment is up 13% from this point last spring.
- Syllabi need to be turned in to Kristi.
- Leadership OCCC application deadline – February 15.
- Initial Attendance reports to be completed online.
- Safety training for this quarter is Hazardous Communications.
- OACC will be held February 25 & 26.

Dr. Schwark asked faculty to submit any new student technology initiatives within the next week or so. He shared the Business Division and the college, as a whole, are in good shape, budget-wise.

Dr. Schwark asked if there will be any curriculum changes. Anita Williams responded saying that Finance may change.

The meeting was dismissed.