

**DIVISION OF BUSINESS**  
**DIVISION MEETING**

February 5, 2008

**TIME AND PLACE OF MEETING**

The meeting was held in room 2N2 at Oklahoma City Community College on February 5, 2008 at 12:30 p.m.

**THOSE IN ATTENDANCE:**

Dr. Jim Schwark, Lisa Adkins, Gyanendra Baral, Myra Decker, Jason Ferguson, Kayla Fessler, Jenean Jones, Dr. Marty Ludlum, Michael Machiorlatti, Vijay Ramachandran, Ron Summers, Gary Tucker, Anita Williams, Kristi Fields, and Melissa Aguigui.

Dr. Schwark opened the meeting, going over a hazardous chemical survey. After explaining the categories, he asked faculty to put their name under category, 1, 2 or 3, depending on their exposure to hazardous chemicals in the position that they hold at the college.

Anita Williams passed out an online survey to faculty that teach online classes. She serves on a sub-committee for Achieving the Dream that looks at online course success. She said that the committee will be meeting on Thursday to look over the surveys, and asked that they be returned to her no later than Wednesday, February 6<sup>th</sup>.

Dr. Schwark handed out, and went over two reports based on data from the new S.A.S. system that the college has acquired. The reports included information on enrollment, and the number of majors by program.

Dr. Schwark discussed the strategic plan saying that the Business Lab and furniture for 2N2 and 2R5 will priorities for the division.

Kayla Fessler is on a team that is looking at multimedia in classrooms. She said the team, in its first phase, will be replacing projectors in classrooms that need them, and will be taking suggestions for additional equipment for classrooms in its second phase. She asked for any suggestions on additional equipment.

Dr. Schwark gave the following information on our three search committees:

- Accounting – Organizational meeting will be held February 18.
- Automotive – Is still being formed.
- Economics – Is arranging telephone interviews with 3 applicants who are out of state.

Dr. Schwark reminded faculty to set up their performance meetings with Lea Ann.

Gary Tucker reported on the C.I.B. reminding faculty of Akio Miyabayashi's presentation on February 27<sup>th</sup>, from 12:30 to 1:30. He stressed that everyone will need to register, and dress in business casual. He also talked about the next speaker, Dr. Neal Goodman, saying that we will be trying to get a lot more business involvement for his presentation on April 16<sup>th</sup>, from 8:30 – 11:30 a.m. Gary also mentioned the World Trade Conference in Tulsa that will also be in April. He said that we are hoping to host this conference next year. Dr. Schwark asked any faculty interested in attending this year's World Trade Conference to let him know.

Myra Decker reported on the Benefits Committee saying that they would be meeting to discuss changes to the 403B plan on Monday, February 11<sup>th</sup>.

There was a brief discussion about the possible addition of a fall break in October.

Melissa Aguigui spoke about advisement saying that there would be many changes in processes due to Achieving the Dream.

Dr. Schwark passed out several applications for the Bartlett Memorial Scholarship asking faculty to make them available to students.

Myra Decker reminded faculty of the Connie Neiser scholarship as well.

Lisa Adkins reminded faculty that she needs recipe submissions for the cookbook and bake sale in April.

The meeting was dismissed at 1:30 p.m.