

**Division Staff Meeting  
May 4, 2010**

**ATTENDEES -- Kristy Bailey, Courtney Dodd, Gary Houlette, Chris Oehrlein, Dale Duke, Paul Buckelew, Lisa Buckelew, Daniel Benton, Linda Knox, Jay Malmstrom, Gail Malmstrom, Janet Mitchell, Ernest Gobert, Carl Hirtzel, Charles Nunley, Betty Coleman, Dennis Anderson, Steve Kamm, Steve Kash, Ron Scribner, Kim Kyker, Richard Trout, Brenda Breeding, Julian Hilliard, Greg Holland, Fabiola Janiak-Spens, Tony Stancampiano, Marsha Austin, Mike Turegun, Tamara Carter, Sonya Williams, Sherry Ray, Tad Thurston, Roger Choate, Steve Shore, Changliang Zhu, Raul Ramirez, Ken Harrelson, Ed Williams, Student Advisor, Jay Ramanjulu, Library.**

**LAST DIVISION MEETING – This is the last division meeting of the year -- guess the really important thing is the big cookout. Need some people to help cut up onions, also need some people to bring desserts.**

**CLEAN UP I'S FROM LAST SEMESTER**

**RECEPTION NEXT TUESDAY – A reception for Dennis Anderson and Richard Trout will be Tuesday, May 11. Together they represent almost 50 years of experience – they have had great careers here.**

**COMMENTS BY RICHARD TROUT -- Great chapter in my life – enjoyed working with most of you – it is a wonderful job – appreciate Administrators over the years -- Biology department has grown 300 percent. Won't be back as an adjunct -- have taken a job at UCO in Edmond – had a new grandson last Wednesday -- my youngest daughter is getting married and starting a new home this summer.**

**COMMENTS BY DENNIS ANDERSON -- I appreciate Max and Sonya -- been trying to retire for five years -- will be an adjunct in the Fall.**

**COMMITTEE VACANCIES -- The committee vacancies need to be filled. The IAPC committee will be examining policies - handle things that go into syllabus – the kind of things that you would expect - lots of practical things that impact us most.**

**Division Staff Meeting (Cont)-- May 4, 2010**

**STATEMENT ABOUT SECURITY -- There needs to be a statement about safety and security procedures on your syllabus -- like tornado warnings – the whole idea about alerts coming out through tech messaging -- also needs to be visible in each classroom.**

**FACULTY DEVELOPMENT COMMITTEE -- Marsha Austin spoke on Faculty Development Committee and mentoring system.**

**GARY HOULETTE -- Want to thank Greg and Ken for going on field trip. Had a good time.**

**BRENDA BREEDING -- The benefits committee is moving on health insurance. Please forward concerns to Brenda.**

**RAUL RAMIREZ - Golf -- tee time 9:30 am on Friday, May 14.**