

Accounting & Management Department Meeting Minutes – 8/22/2014

Present: Brenda Domico, Ralph Jagodka, Tom McFarland, Dan McGeough and Regina Martinez

ITEM	DISCUSSION
1. Welcome Regina Martinez	Our first new hire in 17 years Regina Martinez introduced herself to the dept. The dept is excited to work with her.
2. Intersession and flex day activities	Each dept member gave a summary on what they did during the summer intersession and which flex day activities they attended.
3. Enrollments (Fall 2014)	Ralph and Brenda gave an overview of the enrollment patterns for Fall 2014. We discussed how to modify scheduling and classroom usage to adjust. With soft enrollments state wide, Mt SAC is one of only 4 colleges planning on reaching their growth and the BusDiv is the only Division that grew in sections with FTEs growth at this point in time.
4. Full-Time Faculty Requests	Full time faculty requests are due Sept 4 th . The dept discussed the ongoing need for a new full time accounting professor, with unanimous agreement.
5. Budget	Brenda informed the dept that all dept supply funds must be spent by Feb 1 st 2015
6. Tenure Track Teams	The dept discussed the need to form the committee for Regina's evaluation process. The committee will be comprised of Ralph Jagodka, Tom McFarland and Dan McGeough
7. Division 1.5 hour time block TH:3-4:30	Brenda and Ralph reminded the dept that no classes should be scheduled for full time faculty during the division hour – Thursdays 3:00 – 4:30 pm.
8. Work Experience-Coordinator	The new VATEA funded position has been forwarded to two adjuncts within the dept who may be interested.
9. Office hours are due Sept 5th	Ralph reminded the dept that office hours are due Sept 5 th .
10. AFM Alumni Dinner	Tom gave a summary on the AFM Alumni dinner that was held during the summer intersession in Founders Hall. It was great to see past members. Some from as long as 12 years ago. The alumni gave a summary of what they are currently doing as well as memories of their experience in the club. Tom and Brenda have compiled a data base and contact list and plan to use these members for future mentorship opportunities as well as prospective members for our dept advisory committee.
11. Future Department Meetings	It was agreed that The 4 th Tuesday at 2:45 PM would be the best time for future dept meetings.

Next Department Meeting: September 23rd at 2:45PM