



## **Business Administration Department Meeting Minutes April 10, 2014**

### **1. Call to Order**

The meeting was called to order by Ed Estes at 3:00 p.m; those in attendance were Catherine McKee, Amrik Dua, Marty Ramey and Ed. Guests included Jennifer Galbraith, Joe Vasquez, Robert Stubbe and representatives from the Business Building Planning Group. Rasool Masoomian was excused as he is on Banked Leave this semester.

### **2. New Business Building**

The Department received an update on the new building and made suggestions on its construction. The Business Building Planning Group will bring back modifications to the building as suggested by the Department Members.

### **3. E-PIE**

Ed reminded everyone to go to the Department Drop Box and add any appropriate items. The Department will have a final review of all items at next month's meeting.

### **4. Adjournment**

There being no other business, the meeting adjourned at 4:00 p.m. The next meeting will be on May 22<sup>nd</sup> at 3:00p in 18-15. Ed reminded everyone to be on time as the Department Chair Election will be the first item of business. Everyone will receive an e-mail from the Division Office at the end of the month regarding nominations for Department Chair.

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