



## **Business Administration Department Meeting Minutes March 12, 2015**

1. **Call to Order:** Ed called the meeting to order at 3:00p. Those present were Amrik Dua, Catherine McKee, Marty Ramey, Abby Wood and Ed Estes. Rasool Masoomian was out of town and not able to attend due to the late notice of the meeting.
  
2. **Reassignment Time for Paralegal Coordinator:** Marty explained the amount of time required for the Paralegal Coordinator that department approval was required for his request to increase the annual LHE for Paralegal Coordinator to 18 LHEs. The Department unanimously approved Marty's request.
  
3. **BUSL 18 Distance Learning Course Review:** The Department reviewed the changes to the BUSL 18 Distance Learning Course Review. Ed announced that the Distance Learning Committee gave its approval last Tuesday and the Department needs to approve as well. Approval from the Department was given unanimously.
  
4. **Department Budget 2015/16:** The Department Budget was reviewed and approved with no changes from the previous year without dissent.
  
5. **E-Pie Report:** Ed distributed copies of the E-Pie Report. Over the next 30 days, each discipline was encouraged to add data listing activities and resources which will allow our department to better serve students in their respective disciplines.
  
6. **Committee Reports**
  - a. Catherine announced she was confirmed to the Institutional Review Board and that the Library Advisory Committee will be meeting in two weeks.
  - b. Marty went over the activities of the Budget Committee with the District setting a policy of maintaining a 10% reserve.
  
7. **Adjournment:** There being no further business, the meeting was adjourned at 3:40p.