



Business Services Team Meeting Agenda

April 21, 2014

1:30 pm

Type of Meeting: Directors of Business Services Team Meeting

Invitees: George Prather, Charlie Yen, Cynthia Moore, Director of Fiscal Services (Vacant). **Fiscal Services Managers will attend until a Director of Fiscal Services is hired.*

I. Roundtable discussion on the status of the District.

II. Accreditation.

- Distribution of prior year reports
- Departmental status report by Directors on preparation to date for 2016 visit

III. Directors of Business Services Team Meeting Schedule

- Date: 2nd and 4th Monday. (**When the Monday falls on a holiday meeting is cancelled*)
- Time: 1:30 pm
- Location: Administration 308

IV. Individual Director Meetings

- Monthly: 3rd Monday. Time: TBD. Place: Administration 308
- First Meeting Topics: (**Date for first meeting TBD*)
 - Work Schedule (**Vacation and changes to schedule need to be submitted at least a week in advance*)

- Organizational Chart
 - Discussion on each area of responsibility
 - Purpose/What the area does
 - Staffing
 - Goals
 - Successes in the last year
 - Areas for improvement and plan for improvement
- Program Reviews
- SLO/SO
- Outcome Assessment Documentation
- Policy and Procedures: Business Processes Documented

V. Open Discussion

VI. Adjournment