

***Division II***  
***Office Meeting Agenda***

January 6, 2016  
11:00 am

Type of Meeting: Office Staff Meeting

Meeting Facilitator: Dean Myron Jordan

Participants: Dean Myron Jordan

Brenda Lewis, Staff Assistant to the Dean

Valerie Hollins, Clerical Assistant II

Maria Margarita Pinilla, Clerical Assistant III

I. Enrollment Management

- Canceling classes on 1/13/16
- Phone calls to students of canceled classes 1/13/16
- Referring students to alternative classes 1/13/16 to 1/15/16

II. Consumer Service Satisfaction Survey data

- Creating a Survey Monkey by 3/1/16
- Administer Survey Monkey to student, faculty and staff

III. Division Office Restructure

IV. Operational duties before census day.

V. Accreditation