

## FY 12 Budget Meetings: Business Division

February 14, 2011

Attendees: Dr. Webb, Dr. Yates, Bill Gann, Tommy Smith, Savannah Knight, Renee Lewis, Belinda Westfall, Hali Repass, Jack Armstrong, and Ramona Buckner

Dr. Webb opened the meeting with a discussion of the FY 12 budget outlook and Governor Fallin's proposed 3% cut to higher education. He emphasized the importance of prioritizing those items that must absolutely be addressed now and those items that can be addressed when state funding to the college improves. He encouraged faculty members to share their classroom needs in order to continue providing the best service possible to our students. He also encouraged them to share ideas on improving student services and our overall campus environment.

The following are budget requests and institutional recommendations offered during the meeting:

- Investigate feasibility of offering Hotel/restaurant Management program
- Develop a Cyber Security program
- Investigate feasibility of offering Medical Transcription certificate
- Hire part-time person as administrative assistant to the department
- Room 833 needs to update computers. Approximately 17 needed.
- Room 833 chairs need to be replaced
- Adobe software needs to be upgraded
- Pencils sharpeners for rooms 833, 831, 832, 841, 842
- Increase travel opportunities for Child Care Development program
- Add new scanners in computer labs that are compatible with Windows 7
- Add surround sound to classrooms that use Power Point
- Create a rolling lab with 20-30 laptops with statistics software
- Repair door to room 842
- Room 841/842 needs functional desk and podium at front of room
- Find a way to baffle water running through pipes from 3<sup>rd</sup> floor of building
- Room 841/842 need paint
- Students complain about textbook costs
- Students complain about sidewalk access to Ollie Center
- Work study students should sign a confidentiality agreement
- Check on updating employee loyalty oath
- Improve greeting from the 1200 line to college
- Install an office directory in Holton and Ollie buildings
- Update the campus map
- Consider holding Senior Day and pre-enrollment day at the same time where students can meet with advisors and take campus tours and parents can possible attend a financial aid workshop
- Purchase flip camera for recording lectures and demonstrations