**Florida SouthWestern State College
School of Business and Technology
Department Meeting Minutes
(Date of Meeting)
MINUTES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Present** | **Absent** | **Excused** |
| **Administration** |  |  |  |
| Dr. Mary Myers, Dean | X |  |  |
| Jennifer Baker | X |  |  |
| Mary Fullenkamp | X |  |  |
| **Department Chairs** |  |  |  |
| Alisa Callahan | X |  |  |
| Dr. Mary Conwell | X |  |  |
| Dr. George Kodsey | X |  |  |
| Dr. Brian O’Reilly | X |  |  |
| **Faculty** |  |  |  |
| Mark Snyder | X |  |  |
| Rushell Hopkins | X |  |  |
| David Hoffman | X |  |  |
| Luis Morales | X |  |  |
| Roger Webster | X |  |  |
| William Van Glabek | X |  |  |
| Dolores Batiato | X |  |  |
| Krissy Cabral | X |  |  |
| Richard Worch | X |  |  |
| Adam Davis | X |  |  |
| Kenneth Belcher | X |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Present** | **Absent** | **Excused** |
| **Faculty Cont.** |  |  |  |
| Michael Rubbinaccio | X |  |  |
| Sandi Towers Romero | X |  |  |
| Steven Scalici | X |  |  |
| Alicia Law | X |  |  |
| Dorothy Thompson | X |  |  |
| Jason Ciaschini | X |  |  |
| Jennifer Patterson | X |  |  |
| Matthew Hoffman | X |  |  |
| Timothy Lucas | X |  |  |
| Miguel Rivera | X |  |  |
| **Staff** |  |  |  |
| Michele Pelletier | X |  |  |
| Judy Dantes | X |  |  |
| Albert Nault | X |  |  |
| Jane Charles | X |  |  |
| Peter Ocsody | X |  |  |
| Crystal Wernicke | X |  |  |
|  |  |  |  |
|  |  |  |  |

**Call to Order.** The meeting was called to order at 1PM.

**New Business.**

**Introductions**

Faculty/Staff reintroduced themselves and discussed activities over Winter Break.

**Grand Opening: 1/23, 2 – 4PM**

* Guides needed – contact us if you are interested
* Respond by Monday with your polo shirt order
* Classes that conflict will be adjusted if needed – Dr. Myers will contact you

**Book Adoptions**

* Spreadsheet to be sent out soon, DUE May 1
* Kimberly Egolf (new administrative specialist) will be assisting in this process
* Try to adopt as much Inclusive Access as possible – easier for students, pricing included in tuition
* eBooks must be through the BibliU dashboard now, not the publisher
* Please reach out with any feedback you have regarding the new textbook processes
* Email forthcoming regarding replacing old Follett information

**Leave Requests & Reports**

* Please send an email to Dean Myers when you submit a leave request OR report

**ABA Reaccreditation**

* February 2 – 3
* SoBT is putting together the final materials

**State of the College**

* NEW DATE: February 21st @ 2PM
* Send an email if you are unable to attend

**Adjournment.** The meeting was adjourned at (2PM).

Mary Fullenkamp, Coordinator