

AMBCS Division Meeting Agenda

December 4, 2009

I. Financial Aid Update - Mary SanAgustin

II. Scheduling - Summer 2010 / Fall 2010

- a. Timelines
- b. Reductions

III. Accreditation Update

IV. Administrative Tidbits (discussed at November's meeting)

a. Timesheets – meeting deadlines

- * Timesheets (Classified) to Division Office for signature.
- * Timesheets (Temporary/substitutes) to Division Office by 24th
- * Timesheets (Students) to Division Office by 15th

REMINDER From Payroll – *December Student Time Sheets*

- * Student Time Sheets due in Payroll by: December 15th by 5 p.m.
- * **Due in the Dean's Office by December 14th**
(hand walk to Dean's Office, do not rely on campus mail)

V. Sharing