

**Facilitator: Stephen Waller, Dean of Instruction**

Agenda			
Item	Title	Presenter	Time
1.	Welcome	Stephen Waller	2 min
2.	Data and Survey Request Processes	Sooyeon Kim <i>College and Community Events Manager</i>	25 min
3.	Travel Approval Procedures	Yvette Colby <i>Administrative Assistant for Vice President of Instruction</i>	20 min
4.	Accessibility Processes and Resources	Andrea Thorson <i>Dean of Instruction</i>	40 min
5.	Multi-Factor Authentication	Brett Redd <i>Executive Director Technology Support Services</i>	20 min
6.	Embedded Writing Center Project	Kimberly Arbolante <i>Program Manager Writing Center</i>	7 min
7.	General Announcements	All	5min

**Next Admin Council Meeting: December 9, 2024, 2:00 – 4:00 pm (NOTE CHANGE IN DATE)**

**Upcoming Important Dates and Events:**

see <https://www.bakersfieldcollege.edu/campus-life/calendar.html> for events

- Nov. 20, 2024: Spring 2025 semester open registration starts
- **Nov. 28 – 29, 2024: Thanksgiving Holiday – College Closure**
- Dec. 9 – 13, 2024: Final Exams

**Upcoming Home Sports:** see <https://www.gogades.com> for full schedule

- Nov. 19, 5:00 pm: Basketball, Mens – vs Santa Barbara
- Nov. 20, 5:00 pm: Basketball, Womens – vs Reedley
- Nov. 23, 3:00 pm: Basketball, Womens – vs Merced
- Nov. 27, 3:00 pm: Basketball, Mens – vs Victor Valley
- Nov. 27, 5:00 pm: Basketball, Womens – vs Lemoore
- Dec. 4, 5:00 pm: Basketball, Mens – vs Coalinga