

CCRI Governance Appendix II



COMMUNITY
COLLEGE
OF RHODE ISLAND

Governance Council Committee Meetings Calendar Committee Agenda – September 18, 2014

Calendar Committee	
Date of Agenda Posting:	September 18, 2014
Meeting Date:	September 18 2014
Meeting Start Time:	9:00am
Actual Start Time:	9:00am
Meeting Location:	2240
Meeting Secretary :	S. Sokoll

Member Attendance

Committee Member Name	Title	Present Y/N	Notes
Erinakes, Gail	Senior Financial Aid Officer	y	
Flowers, Stacy	Recorder/Scheduling Assistant		
Friel, Kerri	Assoc. Professor, Dental		
Galliano, Joanne	Dir. Student Success Centers		
Mattson, Edna	Coordinator, Facilities Use	y	
Peckham-Bell, Brendalee	Graphic Designer/ PR Officer		
Rogers, Rachel	Asst. Professor, Psychology		
Schulte, Ellen	Public Relations Officer	y	
Snow, David	Assoc. Director, Physical Plant		
Sokoll, Sandra	Chief Accountant	y	
Teh, Bortie	Manager, Systems Development	y	
Tessier, Cathy	Director of Records	y	
Woodberry, Peter	Dean Science, Business & Tech		
Guests in Attendance	Melissa Braun, Enrollment		

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Agenda

Agenda Item 1	Notes on Discussion
S. Sokoll presented the document from the Governance Assessment Meeting from 5/12/14 received from VP Lamontagne in the Chairpersons Meeting held 9/12/14.	The role of the Calendar Committee is now considered and 'action group' rather than Governance. Minutes from 12/3/13 were reviewed for member committee to terms. It is the understanding by Sandy Sokoll that the election process of members is no longer valid. Sandy will contact all members individually by email to see if they are going to continue their commitment time frame. Sandy will then report the outcomes to VP Lamontagne. Rachel Rogers stated that she will continue.
Agenda Item 2	Notes on Discussion
Cathy Tessier will start working on the Summer 2015 calendar.	Cathy will then start working on the next 5 years. Cathy believes she could have the next five years ready for November 2014.
Agenda Item 3	Notes on Discussion
The start date for the new scheduling/calendar software was reviewed.	Cathy Tessier and Bortie Teh reported the installation will start next Monday or Tuesday, September 22 and 23 rd . Complete installation expected by September of 2015.

Meeting Action Items

Action	Assigned To	Deadline
N/A		

Decisions Made

Decision 1	

Meeting End

Meeting Schedule End:	10:00am
Meeting Actual End:	10:00am

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Next Meeting Date:	TBD
Next Meeting Time:	TBD
Next Meeting Location:	TBD