

**Calendar Committee
November 25, 2009
Minutes**

Present: Michelle Santos, Reilly Ridgell, Patrick Clymer, Clare Camacho, Christopher Dennis, Imelda Clymer, Tania Arceo

- I. Called to Order at 8:30 a.m.
- II. Elections – Patrick Clymer voted as Chairperson.
- III. Five-Year Calendar – this was passed out and discussed. Each member will be responsible for one academic year and ensuring that the contact hours are met. Reilly will do the summers, and Patrick will do the new year (2014).
- IV. Committee By-laws – This will be given electronically and voted on at the next meeting.
- V. Committee Charge – Clare discussed the charge of the committee to populate the calendar. Support staff of the Faculty Senate will provide this. Patrick will check with Wes on the public calendar versus an in-house one on MyGCC.
- VI. Open Discussion – none
- VII. Next meeting: December 9 at 8:30 at PCR.
- VIII. Adjournment at 9:30 a.m.

Calendar Committee
December 9, 2009
Minutes

Present: Reilly Ridgell, Patrick Clymer, Clare Camacho, Christopher Dennis, Imelda Clymer

Not present: Michelle Santos (but provided written feedback on her calendar year)

- I. Called to Order at 8:30 a.m.
- II. Approval of Minutes – none to approve
- III. Old Business
 - A. Five-Year Calendar – discussed the start day for faculty in the Spring when the Monday following is Martin Luther King. This was moved back to the Thursday before classes start to accommodate the holiday. Patrick will confirm graduation dates with Bill. Make-up days on Fridays were good. Any other changes, please send to Patrick. This will be voted on at the next meeting.
 - B. Committee By-laws – Quorum was changed from 6 to 4 and must include one Dean as part of the quorum. No other changes to bylaws. Bylaws approved unanimously.
 - C. Request for calendar access – Patrick checked on this with Wes and is waiting word from Wes. Patrick will follow up before next meeting.
- IV. New Business
 - A. Barry Mead made a request to have PDD on a Friday. Discussion was held. Because it would be even harder for secondary faculty to attend, the committee decided to keep it as is.
- V. Open Discussion – none
- VI. Next meeting: December 16 at 8:30 at PCR.
- VII. Adjournment at 9 a.m.