

SCHEDULE FOR REPORTING MINUTES & MOTIONS

Minutes & Motions Report due by 9:00 A.M. Monday	<i>To be included in Campus Executive (CE) agenda for:</i>
<i>This is a firm time documents are due.</i>	
January 12, 2015, Monday	<i>January 20, 2015</i>
February 2, 2015, Monday	<i>February 10, 2015</i>
March 2, 2015	<i>March 10, 2015</i>
** March 30, 2015 (due to Spring Break)	<i>April 7, 2015</i>
May 4, 2015	<i>May 12, 2015</i>
June 1, 2015	<i>June 9, 2015</i>

- Different due dates may apply; (may be earlier) please confirm with your respective standing committee minutes recorder.
- Subcommittees shall submit minutes and a motions report to the appropriate standing committee as indicated on the chart below. Please "cc" the governance office.
- Unadopted minutes are accepted in order to keep the flow of information as current as possible

Campus Executive Submit documents to <i>Frankie Strong</i> [fstrong]	Academic Affairs Submit documents to <i>Hasmik Sarkissian</i> [hasmik]	Student Affairs Submit documents to <i>Heather Glenn</i> [hglenn]	Administrative Affairs Submit documents to <i>Merrilee Ahaus</i> [mahaus]
Budget	Academic Calendar	Assessment	Campus Development
(4 C's) – Campus Computer Coordinating	Baja Program	International Students	Environmental Affairs
Enrollment Management	Basic Skills	Library & Information Competency	Safety
(EEO) – Equal Employment Opportunity	Graduation Requirements	Matriculation	
Governance Review	Scholars Program	Noncredit Matriculation	
(IPCC) Institutional Planning Coordination	Study Abroad	Service Learning	
Master Planning – Team A		Student Fees & Tuition	
(RTEP) Released Time/Extra Pay		Technology Mediated Services	
Staff Development			
Web Oversight			