

## SCHEDULE FOR REPORTING MINUTES & MOTIONS

Minutes & Motions Report due by 9:00 A.M. Monday	To be included in Campus Executive (CE) agenda for:
<i>PLEASE NOTE: Change in due date and time. This is a firm time documents are due.</i>	
<b>November 3, 2014, Monday</b>	November 11, 2014
<b>December 1, 2014, Monday</b>	December 9, 2014
<b>January 12, 2015, Monday</b>	January 20, 2015

- 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

<b>Campus Executive</b> Submit documents to <i>Frankie Strong</i> [fstrong]	<b>Academic Affairs</b> Submit documents to <i>Hasmik Sarkissian</i> [hasmik]	<b>Student Affairs</b> Submit documents to <i>Heather Glenn</i> [hglenn]	<b>Administrative Affairs</b> 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			