



## University Calendar Committee Minutes

Date 09/13/2019 Start Time 9:00 AM Adjournment Time 9:30 AM Location SAND 236  
 Type of Meeting  Regular  Special

<b>CHAIR</b>	Ms. Shelley Johnston
<b>SECRETARY</b>	
<b>ATTENDEES</b>	Ms. Olivia Bailey (SGA), Mr. Brandon Bruscato, Mr. Todd Dooley, Ms. Shelley Johnston, Dr. Paul Karlowitz Mr. Anthony Malta, Ms. Jennifer Perodeau , Ms. Melissa Rhodes
<b>ABSENT (EXCUSED)</b>	Dr. Adaobi Duru, Dr. Stephen Hill, Dr. Arturo Rodriquez, Mr. Brian Taylor, Ms. Melissa Thorpe, Ms. Nicole Walker

### Agenda

<b>GENERAL ANNOUNCEMENTS</b>		
Ms. Johnston welcomed the committee and thanked them for attending. Ms. Johnston advised the committee that after its initial meeting, all correspondence would be made via email.		
<b>DISCUSSION TOPICS</b>		
<p>1. A draft of the 2020-2021 calendar was sent via email prior to the meeting for the committee to review. Ms. Johnston opened the floor for discussion regarding any potential issues and advised that the date for Fall Break would be re-evaluated upon the release of the 2020 football schedule.</p> <p>2. Ms. Johnston advised that going forward, an email would be sent to all employees notifying them of any changes made to the calendar and made a motion to add the following statement to the calendar: "Please note: This calendar is subject to change. Please refer to the Academic Affairs website for the most current version." Todd Dooley seconded; the motion passed unanimously.</p>		
<b>CONCLUSIONS</b>		
Ms. Rhodes motioned to accept the calendar as presented; Mr. Bruscato seconded. The motion passed unanimously. Ms. Johnston will email the calendar to the Vice President of Academic Affairs for final approval.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>

Approved by committee/council chair  Yes on 3/24/20