

## Calendar Committee Meeting

September 27, 2017 – 9am

District Board Room

MINUTES

Jeremiah Gilbert, District Assembly President (co-chair) Amalia Perez, Director, Human Resources (co-chair)		
Celia Huston, SBVC Kay Weiss, SBVC Rania Hamdy, SBVC April Dale Carter, SBVC Corrina Baber, SBVC	Mark McConnell, CHC Kathy Bakhit, CHC Rebecca Warren-Marlatt, CHC Kristina Heilgeist, CHC Patricia Menchaca, CHC	Sheri Lillard, CTA Erika Almaraz, SBCCD DyAnn Walter, SBCCD

### 1. Introductions

### 2. Committee Membership and Charge Review

*Membership and Charge were reviewed. Changes in membership are in bold:*

- *President, District Assembly (co-chair)*
- *Vice Chancellor of Human Resources & Employee Relations **or Director, Human Resources** (co-chair)*
- *2 Managers from each campus (appointed by the college presidents)*
- *1 Classified staff from each campus (appointed by ~~the Classified Senate~~ **CSEA**)*
- *2 Faculty from each campus **including Professional Development Coordinators or designees** (appointed by the Academic Senates)*
- *1 CTA representative*
- ***Director, Internal Audits***
- *1 representative from Administrative Applications for coordination with the State for calendar compliance (**appointed by Director, Administrative Applications**)*

### 3. 16-week Instructional Calendar Update

*An update on negotiations was provided.*

### 4. Lincoln's Birthday Date Options: Feb. 8, 11, 12, or 15

*Feb. 15 was chosen to provide a 4-day weekend.*

5. Thanksgiving Break?

*Discussion was had about having a Thanksgiving Break. J. Gilbert suggested Academic Senates have further discussion about this.*

6. Finalize 18-19 Academic Calendar

*The 2018-19 Academic Calendar was finalized. On the second page of the calendar, the following was added: "**Short Term Courses** ..... Grades due 7 calendar days after last day of class"*