

From: [Peggy Romeo](#)
To: [Barbara Miley](#)
Cc: [Jeff Stewart](#); [Eileen DeLuca](#); [Martin A. McClinton](#); [Joseph Van Gaalen](#)
Subject: Re: FSW Operational Audit; Academic Committees and Meeting Minutes; Sunshine Law Compliance
Date: Wednesday, April 11, 2018 11:32:25 AM
Attachments: [image002.png](#)

Barbara,

I've uploaded the one missing document, although it was waiting to be approved by the department, and replied to the other concerns.

I reviewed the 2017-2018 meeting agendas and minutes posted on the Document Manager for Natural Sciences, and it appears the following dates are missing:

September 8 – **no meeting; off due to Hurricane**

November 10 - **no meeting due to Veterans day**

December 8 - **no meeting due to finals week (see article 8.1.D: (see article 8.1.D: “Every effort shall be made to limit contractually-mandatory meetings during a full-term semester final exam week.”)**

January 12 - **no meeting that Friday due to the meeting was held January 3 during Professional Development days.... Those minutes are posted on Document Manager.**

and February 9 - **was waiting to upload these minutes once they were approved at our April 13 meeting (there was no March meeting due to Spring Break). They are now uploaded (but not officially approved).**

The minutes for the April 13 meeting will also need to be posted - **Due to almost all faculty serving on our Science Department faculty search committees (8 positions currently in process of interviewing candidates), we canceled this meeting so there will be no minutes. Actually, I have to spend the whole afternoon today at the Hendry/Glades Center for Biology interviews and teaching demos.**

For those meetings that were canceled due to hurricanes, holidays, committee work, etc., our faculty work within individual disciplines to create common finals, update course outcomes, choose textbooks, review syllabi changes, etc. Most of these meetings extend into more time than the couple hours set aside for department meetings. Many of these faculty get together over the weekends, and throughout the summer. With so many disciplines within one department, this is the only way to get specific tasks finished. I am working with Dr. McClinton to find a way to document discipline work so we will have minutes to post; this plan was to take effect beginning next fall.

Peggy

From: Barbara Miley
Sent: Tuesday, April 10, 2018 3:08:54 PM

To: Peggy Romeo

Cc: Jeff Stewart; Eileen DeLuca; Martin A. McClinton; Joseph Van Gaalen

Subject: FSW Operational Audit; Academic Committees and Meeting Minutes; Sunshine Law Compliance

Good afternoon Dr. Romeo,

I hope today finds you well! As you may or may not be aware, the College is currently undergoing an operational audit and the reviewers are partly focusing their efforts on our compliance with the Sunshine Law as it pertains to committee meetings and agendas/meeting minutes. I reviewed the 2017-2018 meeting agendas and minutes posted on the Document Manager for Natural Sciences, and it appears the following dates are missing: September 8, November 10, December 8, January 12, and February 9. The minutes for the April 13 meeting will also need to be posted. In an effort to provide a timely response to the auditors and demonstrate compliance, kindly update the Document Manager by this Friday (April 13).

If you have any questions or need anything further, please do not hesitate to contact me.

Thank you,

Barbara

Barbara I. Miley, M.B.A.

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