

From: [Sabine Eggleston](#)
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 3:46:22 PM
Attachments: [image002.png](#)

Good afternoon Barbara,

All approved minutes for held mathematics department meetings during the 2017-2018 academic year, which are checked for ADA compliance and in a pdf format, are currently posted to the document manager.

Following are explanations for the questioned dates:

- 1) **September 8, 2017:** Due to hurricane Irma the college was closed starting on September 7th, therefore no meeting was held.
- 2) **November 17, 2017:** Since November 10th was the date for the regularly scheduled meeting, the option of having a meeting the following week was offered and pursued, but a room with polycom that could hold all fulltime faculty members on the Lee campus was not found, so the meeting could not be held at the scheduled time. Efforts were made to find an accommodating room, but that was not possible, so the meeting was cancelled.
- 3) **December 8, 2017:** No meeting was held on that date.
- 4) **February 9, 2018:** The meeting did take place and its minutes will be approved at the department meeting on Friday, April 13th, after which they will be posted to the document manager.
- 5) **March 16, 2018:** The regularly scheduled meeting fell in the week of spring break. The department voted at the February meeting not to hold a meeting on the optional date of March 16th.
- 6) **April 13, 2018:** As requested the April meeting minutes will be uploaded to the document manager. Does a draft of the minutes have to be uploaded on that date and then the approved ones next academic year?

If you have any additional questions or concerns, please let me know.

Sincerely,
Sabine

Sabine Eggleston

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From: Barbara Miley

Sent: Tuesday, April 10, 2018 3:05:47 PM

To: Sabine Eggleston

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 Professor Eggleston,

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 Mathematics, and it appears the following dates are missing: September 8, November 17, December 8, February 9, and March 16. 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

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