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**2014-2015 POLICY SUBCOMMITTEE**

*Chairman Mary C. Barclay (Royalston); Vice Chairman Jim Gilbert (Templeton);  
Scheduler Barbara Reynolds (Lunenburg);  
Members Helen E. Lepkowski (Gardner); Kathy Airolti (Hubbardston)*

**POLICY SUBCOM MEETING**

**Wednesday, September 9, 2015 – 6:30 – CULINARY ARTS CONF. RM.**

**AGENDA**

- I. Review and adoption of notes from past meeting(s)
- II. Primary foci:
  - Organization Chart – Dr. Harrity
  - Administrators’ Job Descriptions – Dr. Harrity
  - Program Advisory Committees; General Advisory Committee – Ross Barber
  - Policies in progress/unfinished
- III. Requests for future policy review and/or revision
  - a. Finances/financial policies – updates needed (Business Manager Tammy Crockett)
  - b. LPN program – time for updates (Facilities Director Rich Ikonen)
- IV. Any other business not reasonably anticipated.