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MINUTES
CLAS Shared Governance ad hoc Committee Meeting
September 12, 2018
1:00 – 2:00 PM
302 SH

Committee members: Rob Durham, Kari Gates, Dian Gottlob, Monica Griffin Madura, Becky Kick, Heather Mineart, Adam Skibbe

Absent: none

Agenda:

- Introduction of committee members
 - The committee members introduced themselves and where they worked.
 - Monica and Heather provided a brief history of staff council and how this committee was formed and Dian gave a history on the Manual of Policy and Procedures.

- Review Manual of Policy and Procedures
 - Dian passed out a template of the draft of the Referendum on the Amendments to the CLAS Manual of Policy and Procedures and the committee discussed the different articles that needed to be updated.
 - The committee discussed the staff function groups and how many people should serve on the committee. It was agreed that more information is needed before a determination is made on this.
 - The committee will need to have the addendum finalized and submitted by early November.

- Next Steps
 - Kari will set up reoccurring weekly meetings on Wednesdays at the same time as the first scheduled meeting.
 - Adam will set up a one drive for the ad hoc committee to use to update and store documents. He will also set up sub-folders and give the shared folder some structure.

- Kari will add to the shared drive a document to provide job types and additional data for staff function groups.
- The group will begin to look at Article II and plan to have this updated by the next meeting on Wednesday, September 19.
- Heather will add the New Councilor Orientation Manual to the shared drive.
- Monica will ask Jennifer to sketch us in on the Faculty Assembly for November.
- Heather will give an update on our progress at her meeting with Staff Council.

NEXT MEETING: Wednesday, September 19, 2018 at 1:00 Pm – Schaeffer Hall Room 302