



**Office of the Dean**

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MINUTES  
CLAS Shared Governance ad hoc Committee Meeting  
October 15, 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:**

- Discuss goals/duties for Staff Council
  - Reviewed updated list that Adam had worked on and broke out duties into groups. Finalized duties and entered into version 1.1
- Review and update Manual of Policy and Procedures template
  - Updated Article VIII.2 duties for Staff Council
- Roundtable
  - Next meeting members will review working document V2.0 and finalize so it can be given to Dian for her work on the document
  - Dian will add this to the next possible agenda slot available
  - Heather will forward meeting invites to Michael Hesseltine and Michael Weaver to attend one of our next meetings so they can observe our process.

**NEXT MEETING:** October 17, 2018 at 1:00 pm in Schaeffer Hall 240