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

Absent: none

Agenda:

➢ Review CLAS Staff numbers and Sub Types data excel sheet in Shared drive and discuss job functions
  o The committee reviewed the staff numbers and sub-types and determined the function groups and how they would be grouped together.

➢ Review and update Manual of Policy and Procedures template
  o The committee continued to update the template beginning with Article III Section III.6.

➢ Roundtable
  o none

NEXT MEETING: October 3, 2018 at 1:00 pm in Schaeffer Hall 240