
In Attendance

Jim Fugate, Troy Olivier, Annemarie Ross, Sandra Bradley, Patrick Graham, Brian Trager, Scot Atkins, Denise Kavin

Absent: Clayton Ide, Erin Auble, Catherine Clark

Additional guests: Gary Behm, Jess Cuculick, Matt Lynn

Chair's Report – Brian Trager

1. Communication Officer Update
 1. No update today – absent due to conflict with teaching class
2. Workload Guidelines Update (Gary Behm, Jess Cuculick, Matt Lynn)
 - A. Committee still willing to do the work
 - B. Feedback on the 27 points, some are redundant
 1. This looks better than a few. Have a lot of similar opinions and feelings – will go through them.
 2. Some concern that there are nine departments. Six seem fine with the guidelines but three seem to have a lot of feedback so will this have any effect on the departments that are fine with the document?
 - C. Goal is to have the guidelines ready before January so that it can be considered for next year's POW.
 - D. Appendix has been removed from the letter – too much micromanaging could occur with this.
 - E. Should have general workload guidelines and then department have their own guidelines
 - F. DEADLINES:
 1. September 18th – Administration Responds to the letter
 2. October 2nd – WLGL complete
 3. Early October – Open Forum?
 - A. Need to decide on dates
 - G. Report between Workload Guidelines and Administration cover all the changes made during this meeting
 1. YES – ALL IN FAVOR!
 - H. Hope to present Workload Guidelines to provost mid-October
3. NFC Letterhead
 - A. We need to develop a new letterhead for NFC
 1. Discuss more in future meetings
4. Adjournment