Present: Phil Jones and Molly Moore (co-chairs), Cheryl Conway, Martha Guirl-Phillips, Lynaire Hartsell, Cedar Middleton

Jones offered to take minutes.

The group approved—and made several more modifications to—the draft of the outline of the program that Moore had distributed on Tuesday. She agreed to make these changes and send the latest version to Banks for comments. He could provide feedback for the next meeting of the task force and may choose to attend the meeting. The task force can then make any needed changes and submit the final draft to the administration.

The task force identified three forms that it would like to submit with the main document to the administration: 1) survey form, 2) cross-training request form, and 3) cross-training report form. The draft of each was reviewed and some changes were discussed. Other changes were left at the discretion of the person(s) who will revise the draft. Moore will take responsibility for #1 and work with Middleton on #3. Hartsell offered to work on #2.

Moore offered to create a folder for forms in the task force’s folder in Homer. The task force discussed what to address in the cover letter that will accompany the material to be submitted. Jones agreed to write the draft of the letter.