1. Stankus volunteered to be the Secretary.

2. Jones discussed our mandate to revise documents covering the Tenure-Track Faculty, the Non-Tenure Track Faculty, and the Non-Classified Staff.

3. A division of labor emerged, with Lehman agreeing to lead the initial discussions with the Faculty and Jones doing so for the Non-Classified Staff.

4. Among the themes discussed was that new documents should clearly indicate an emphasis on collegiality and diversity.

5. The committee resolved to meet separately with Faculty and the Non-Classified Staff to hear out what they perceived as problem areas of the current document, as one basis for the revision.

6. The committee also considered examining the Personnel Documents of Fulbright, Bumpers, Walton, COEHP, Engineering, and some individual departments to determine whether they contained ideas or language we could use in our own revision.

7. Lehman proposed that Drop Box be the initial depository for working copies of documents and discussion to be housed, with more finished versions posted to Alexandria.

8. Jones volunteered to set up meeting separate invitations for Non-Classified Staff and Faculty.

9. The meeting adjourned at 11AM.