

Administrative Council  
November 19<sup>th</sup>, 2014

Meeting Notes:

1. Bill Update:

Our last meeting felt very productive, and I believe we have a first draft that begins a portion of our Administrative Handbook! [Confetti, kazoos, etc.] I'd like to extend a huge Thank You to Tracie for helping talk us through our very first round of compiling information.

A. I'd appreciate it if everyone could take a look at the attachment and review it. Many of the items in this document feature language that reflects POLICY, when our aim is to develop a handbook for reference and PROCEDURES. We may need to cut much of this out (although repetition doesn't hurt), if it is too heavy on policy. Please include edits to reflect how to make this a PROCEDURE-based document.

B. Discussion around edits and changes that need to be made. Nill will make those changes and send out for review.

c. Ron is reviewed the document too and we had time to discuss his notes.

2. Nellie: Spirit Week Ideas

A. Nellie discussed many different options and ideas for Spirit Week for 2015.

B. We will begin the planning process!

3. Discussion regarding Daycare services

A. Rob and Erika are in the process of composing an informative document together for the campus community.