I. Scott Darveau called the meeting to order at 8:00 AM

Present: Stan Dart, Scott Darveau, Nathan Buckner, Herbert Craig, Audrey Kauders and Anita Kucera

Absent: Phyllis Markussen and Kenya Taylor

II. Darveau handed out the Professional Conduct Committee Rules and Procedures. The committee discussed the charge for the committee.

III. Election was held for the positions of chair and secretary. Dart was elected Chair and Kucera was elected Secretary.

IV. For the benefit of the new members,
   a. the Committee discussed various recent Committee activities including the recommendation to the Faculty Senate regarding professional staff’s responsibilities associated with alcohol use by both staff and students when participating in University sanctioned off-campus activities.
   b. Dart also discussed how the committee handles complaints and the progression of the complaint process.
   c. Dart noted that the committee would only be convened when necessary and the stressed the importance of confidentiality.

VIII. Meeting was adjourned at 8:30 AM.

Submitted by

Anita Kucera
Committee Secretary