**Project Team:** Administrative Excellence Policy Work Team Agenda  
**Date / Time:** August 24, 2012  8:30 to 10:00 am  (We may be able to end early!)  
**Location:** Room 302 Bascom

**Attendees:** Judy Caruso, Brigid Daly, Kurt Dorschel (co-lead), Peg Eusch, Alice Gustafson (co-lead), Eden Inoway-Ronnie, Patrick Sheehan

**Advance Materials:** Kurt sent final materials for your review

<table>
<thead>
<tr>
<th>TOPICS</th>
<th>WHO</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome back!</td>
<td>Alice</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Review all deliverables for final approval</td>
<td>Alice</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Next steps</td>
<td>All</td>
<td>10 minutes</td>
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**Deliverables:**
- Benchmarking
- Definitions of the terms “policy, process and procedure” – in policy document
- Process map for creating a policy
- Process map for maintaining a policy
- Roles and responsibilities matrix
- Policy Initiation form
- Policy on Establishing an Administrative Policy
- Policy template
- Hierarchy
- Implementation plan

**Next meeting – tbd**