

**Florida Atlantic University Schools Committee Meetings
MINUTES**

January 28, 2009

Henderson Media Center

College of Education, Florida Atlantic University

Personnel Committee

Attending Advisory Body Members: Mr. Tom Ievoli, Dr. Patricia Hodge, Ms. Cynthia Morani, Ms. Kris Moser, and Ms. Daphne Smolka

Others Attending: Mr. Glenn Thomas and Ms. Kristina Cornwell

I. Discussion on Election Procedures

- a. The committee created a draft timeline for the process of election to be presented to the Advisory Body for a vote.
- b. The committee discussed procedures for notification to announce any Advisory Body vacancies through Hawktalk, the Henderson school website, AlertNow, and Friday folders.
- c. Committee members discussed the qualifications required of the nominees and all documents that will be submitted for review.