

- c. Revised Graphics Standards Manual - Mr. Banks made a motion to approve the proposal sent to the senate. Mr. Champagne seconded and the motion carried.
- d. Policy on Children/Personal Visitors in the Workplace – the discussion included: the words “personal visitor” should be added in the 6th paragraph. If a child/visitor is in your office, the supervisor needs to be notified. Mr. Banks will send language defining visitor. Mr. Banks made a motion to table this discussion until the January meeting for more definitive language. Mr. Champagne seconded the motion.

IX. Announcements

- a. Next meeting – February 12 at 10 a.m. in GUC 200

- X. Adjournment – Mr. Banks made a motion to dismiss. Ms. Jones seconded and the Senate adjourned at 11:45 a.m.