The process chart is final, unless someone has a change
  - One possible addition would be any out of jurisdiction complaints
  - A subset of misconduct could be criminal allegation
- Brian will begin writing the report
- Same deadline of November

Membership
- Discussion about a nine member committee
  - Question – what if one person does not attend a meeting and a vote is split 4 to 4? That would be reported to the president.
  - President will consult with ASUO and SEIU leadership and then appoint members from those respective groups, as well as consult with other campus constituencies when making appointments
  - Summer meetings for student members? Katie thinks that can be possible, as long as the students are appointed in the spring
  - Terms of Service – 2 year term is agreed for everyone except for students; they will be one year terms with the option of an additional year renewal for a total two year term

Background Checks
- Any employee of Department of Public Safety (DPS) will not be eligible. Lieutenant for Professional Standards and Training will be a resource, not a member
- Questions regarding background checks:
  - What types will be used?
  - What makes someone ineligible?
  - Does DPS have specific standards for confidential information? What are they?
  - What are the state’s requirements?
  - Is the reason for background checks confidentiality? Or is it credibility?
  - Would impartiality be an issue – if someone has been investigated by DPS would they be eligible to serve?
  - Is there a removal clause? i.e. someone who misses meetings, gets arrested, employee who resigns employment, student who transfers
- Committee needs to come up with own set of standards
- UO does background checks for some positions, but not all, so it would not cover all employees
- Background check issue will be revisited. President may take issue under advisement and assign to someone else, or ask the working group to meet about it
- In the report, Brian will state these areas that still need delineation as this working group will not have enough time to provide all of the details
Meeting Schedule

- It was agreed that the committee could meet once per term, plus whenever there is a complaint.

Membership Structure

- Notification of the complaint will go out from the chair of the committee, prior to the meeting.
- Executive sessions:
  - What are the requirements?
  - For what reason can you call an executive session?

Discussion of what types of complaints go to this group:

- Department employee to department employee complaints?
- Misuse of department equipment and resources?
- Misuse of sick leave?
- There is agreement that some internal matters are personnel matters and should not go to this group.
- A complaint will need to be defined.
- External complaints are more appropriate for this group.

Voting Structure

- Chair
- Vice Chair
- There will be a voting process.
- If not unanimous, the dissenting person may submit a written report which will go to the Chief, Vice President for Finance & Administration, and President.