

It was decided that the process for campus moves would be as follows:

- 1. A form on the University website under the Facilities portion should be filled out.**
- 2. The form will then go before the Facilities Committee for discussion.**
- 3. The Facilities Committee will then present the recommendations to Resident Mark Mardin.**
- 4. The final decision will be made by Resident Mark Mardin.**

A discussion was held on Adjunct and Remote Professors. It was decided that there should be only one office per department due to the lack of space available.

Discussion of Safety Concerns:

Buildings are to be secured to protect people and University property.

BIT Discussion:

The BIT Team has been meeting on a regular basis. All referrals are being received and have been resolved successfully.

It was decided that there was no need to meet for every referral made. BIT members