A. Update from Philip Lewis Mr. Lewis described the policies and procedures currently in effect regarding the monitoring of air quality in campus buildings. He described how air quality in GCB was brought under control and noted that his office had not received any complaints on air quality in the past six months. Monitoring for asbestos in campus buildings was also discussed briefly.

B. Other Items discussed
- Design of survey instrument to ascertain the campus-wide practices on reassigned time (paid leave) and unpaid leave. A draft version of a survey was presented by Chair Paul Alston. Modifications to the survey form and the rewording of certain questions on the survey were discussed by members of the committee.
- Election of an additional member to the Faculty-Staff Benefits Committee.

C. Actions
- It was moved that data on reassigned time and unpaid leave among various units should be obtained from Planning & Institutional Research and to invite a representative from PIR for the next meeting. Motion was carried.
- Chair Paul Alston called for nominations from the floor for a position on the Faculty-Staff Benefits Committee. The nomination of Martha Selby was accepted by acclamation.