1. The meeting was Called to Order 12:10pm while finishing the provided lunch.

2. The Minutes of October 28, 2011 were reviewed and approved.

3. The annual newsletter was discussed and edited.

4. Items for the agenda for next year were discussed. These include:
   - Collecting data on retirement contributions
   - Assessment of programs
   - A range of issues associated with flexible workloads
   - Reviewing the policy toward partial assignments

5. The meeting adjourned at 1:35pm.