

**Minute Taking Rotation for Administration Team Meetings
July through December 2008**

July 2008

July 3, 2008	Pat Collins
July 10, 2008	Marie Hooks
July 17, 2008	Tabitha Anderson
July 24, 2008	Gloria Martin
July 31, 2008	Dean Chance will be out of town (NO MEETING unless called by Associate Dean/s)

August 2008

August 7, 2008	Muriel Allen
August 14, 2008	Wanda Mathew
August 21, 2008	Sherry Smith
August 28, 2008	Jenane West

September 2008

September 4, 2008	Pat Collins
September 11, 2008	Marie Hooks
September 18, 2008	Dean Chance will be out of town (NO MEETING unless called by Associate Dean/s)
September 25, 2008	Tabitha Anderson

October 2008

October 2, 2008	Gloria Martin
October 9, 2008	Muriel Allen
October 16, 2008	Wanda Mathew
October 23, 2008	Sherry Smith
October 30, 2008	Jenane West

November 2008

November 6, 2008	Pat Collins
November 13, 2008	Marie Hooks
November 20, 2008	Tabitha Anderson
November 27, 2008	Thanksgiving Day (NO MEETING)

December 2008

December 4, 2008	Dean Chance will be out of town (NO MEETING unless called by Associate Dean/s)
December 11, 2008	Gloria Martin
December 18, 2008	Muriel Allen
December 25, 2008	Christmas Day (NO MEETING)

Note: Dean's Secretary is not included in regular rotation as she is responsible for all off campus minutes for retreats, etc.