* Call to order 11:02
* Roll call
* Excused – Kelly and Sharon
* Sing in using sheets
* New employees gifts
* Approval of agenda
  + Amend to include guest speaker
  + Amend to November minutes
  + Motion Sandra
  + Second Brian
  + Unanimous vote
* Minutes
  + Motion Addie
  + Second Catherine
  + Unanimous
* Guest Speaker –
  + Isabel’s House
    - Collecting 2 weeks from today
    - Adding box to Taylor Health
  + Keke Davis – Asst Programming Mgr.
    - Mission and projects of Isabel’s House
    - Christmas is an important time for Isabel’s House
* Chair report
  + Photo session was not rescheduled
    - Will try again in January
  + Possible changes in committee structure – Ryan Wilson took the floor
    - Janelle – Need a fundraising committee. Could we ask President Smart if he’d be willing to provide a budget for Staff Activities to put on activities
      * + Scott – We need a proposal from SA Committee
    - Moving Bylaws Committee to an ad hoc committee.
    - Brenda – Motion to delay vote on committee re-structuring until January when committees can meet. Motion to bring financial question regarding budget usage to President smart
    - Second – Allison
    - Vote – unanimous
  + Staff Polo Shirts
    - Passing order form again because we only have six orders
  + EBC – no report
  + Master planning
    - Design and Construction requested to come present in Jan or Feb
    - Waiting to hear back from Doug Sampson
  + BoG –
* Chair elect:
  + Staff handbook committee meeting on Friday
    - Halfway through the process of coming up with updates.
    - After next meeting will have a more thorough report
  + Common reader – spring semester will see common reader discussions
  + Would like a motion for funds to acquire more items for new employee orientation (notepads). $600 requested
    - Brenda – suggest that we focus on one item
      * Motion for items for orientation for $600
      * Brian seconds
      * Gary – Amend to also include thumb drives
      * Scott and Christina will get bids and send email to Staff Senate.
      * Unanimous vote
* Past-chair – no report
* Sec/Treasurer:
* Director of Staff Relations
  + Staff Salary Incentive Program Committee
    - First 2 meetings have been discouraging
      * Need greater representation among job families
      * Will need to re-create the committee.
        + We have 4 job families and need at least 2 reps from each family
      * Timeline – Smart mentioned we need something by Feb 2015 for it to be included next FY.
  + Committee Reports
    - Bylaws-no
    - Denim-no
    - Public affairs- Thur 12/11 next adopt-a-street -- 11:30-1:30
      * Meals a million went well. Peng rocked three different shifts
    - Scholarship –
      * Harlem Globetrotters Fundraising Concession Stand Thurs Jan 29th – Sign-up sheet passed around.
      * Home Coming – Purchased mardi gras beads – not able to sell the beads
      * Chartwells partnering with for Admin Prof Luncheon – approved table tents (jan 7th)
      * Crowd funding site will be used to raise money for scholarship.
      * April 22nd Scholarship Luncheon
    - Staff activities – no
    - Excellence award –
      * Nominations closed 11/16
      * Meeting next week to pick a candidate.
    - Admin prof –
    - Fac senate – no
    - Ideas – no
    - Public arts – no
    - Sustainability – no
    - Wyrick – no
    - Shared Leave Committee –
      * Lots of new members; discussed policies
        + May discuss changes at end of the year
      * Discussed spreading knowledge of the pool
        + Participated at the wellness fair
* Old business
  + Staff Satisfaction Survey
    - HR and Psychology dept will partner to run a survey annually or every other year. Psy dept will conduct the survey
    - Most likely next fall
  + Sit/Stand Work Stations – getting ready to send out survey through sports management and BMS.
    - Looking into possibility of increasing wellness benefit incentive and using it to purchase stations.
    - Submitting survey for IRB approval.
* New Business
* Announcement
* Adjournment
  + Motion Janelle
  + Second Gary
  + Unanimously passed.
  + 12:03