* 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