Meeting was called to order at 10:00 a.m.

Secretary Report (Approval of Minutes)
- A motion was made to amend the minutes from November to read that the current fee waiver is being revised. Minutes were approved.

Treasurer Report - F. Olson
- F. Olson reported that she has received a Foundation report, which shows donations made during July and expenditures for December. There is $2400 in the spendable side and over $101,000 in corpus. Interest of $8539.54 was gained on the endowed side for the 2013-14 year. Additionally, $2513 was earned for the scholarship side. A three-year rolling average will produce $3,000 in scholarships which will fund our current distribution.

Speaker Bess Huyge – Environmental Health & Safety (Ergonomics)
- Bess shared tips to assist employees in obtaining a healthy work environment.
- Bess is willing to assist individuals with work environment related issues.
- Prolonged, repeated, or extreme exposure can contribute to Musculoskeletal (MSD) injuries.
- For assistance, individuals can contact Beth Nagel at purchasing by calling 372-8410 or by contacting Environmental Health & Safety at 372-2171 for a free ergonomic assessment or visit http://www.humantech.com/resources/.

Administrative Staff Council – Jeremy Joseph
- The speaker for the December meeting was Vicky Kulicke from the Office of Equity and Diversity.
- Jessica Turos is the new Ombudsperson for ASC.
- Brown bag luncheon took place on Tuesday, December 16. Chief Moll discussed campus Safety. A representative from Not in Our Town presented action items.
- Provost Rodney Rogers will be guest speaker in January.

Committees
- Handbook committee – Carolyn Warden is working with HR on updates.
- Health & Wellness – At the January meeting numbers will be presented regarding how many employees signed up for the different health care plans.
- The Leave Bank Committee will meet in January. The Leave Bank Committee is looking to expand the leave use criteria.

Announcement
- Next meeting is January 21, 2015 at the BTSU room 316. The speaker will be Ellen Broido and Katie.

Good of the Order

Locations for 2015 CSC Meetings.

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Bowen Thompson Student Union</td>
<td>January 21, 2015</td>
<td>10am - noon</td>
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<tr>
<td>Student Recreation Center</td>
<td>February 18, 2015</td>
<td>10am - noon</td>
</tr>
<tr>
<td>WBGU-TV Station</td>
<td>March 18, 2015</td>
<td>10am – noon</td>
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</tbody>
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Bowen Thompson Student Union  Union 316  April 15, 2015  10am – noon
Awards Ceremony  Olscamp 101  May 20, 2015  10am – noon
Bowen Thompson Student Union  Union 316  June 17, 2015  10am – noon

Meeting adjourned at 11:45 a.m.

Linda Hamman
12/22/2014