1. **Call to Order** – Max called the meeting to order at 2:03pm
2. **Review/Approval of Minutes from previous meeting**, October 11, 2018
   a. David moved for approval and motion seconded by Michael. Minutes approved
3. **Special Guest**: Nancy Hampton shared information about flex time.
   a. Flex time is decided by department and deviation from set hours must be approved by manager.
   b. Time has to be made up within the same week and minimum 30min lunch is encouraged.
5. **Old Business**
   a. New Members Committee Selection
      i. Signup sheet passed around so new members can choose committees to serve on.
   b. Parking Committee
      i. Staff Council has three seats – Do we want to leave Kina on in the third seat?
      ii. Mary proposed to let Kina stay on and Amanda seconded. Passed unanimously.
iii. Rik will fill the third seat should Kina not want to stay on.

6. **Staff Council Subcommittees**
   a. Employee of the Month (Megan Ward)
      i. Nov. recipient is Michelle Blake. Reception likely in Dec. due to Wendler’s schedule.
   b. Scholarship & Tuition Assistance (Shawna Simmons) – Shawna out. No report.
   c. Staff Appreciation (Amanda Lawson)
      i. There was a good turnout for the October 18th event.
      ii. Next event will be Nov. 30 and we’ll be delivering candy bars to staff.
   d. Election Committee (Megan Ward)
      i. All seats are filled. No report.
   e. Homecoming (Michael Reagan)
      i. Prizes have been delivered and the committee is done for a while.
   f. Staff Development – (Brooke DePue)
      i. Tuition assistance research – Will have a proposal for the next meeting to support increasing tuition assistance for staff and dependents.

7. **New Business**
   a. Parking Lot/Green Space Proposal
      i. If removed, green space between Guenther and Buff Halls could be 50 parking spaces.
      ii. Amanda proposed to convert green space mentioned above to parking and Christina seconded. Sixteen for and one opposed – proposal passes
   b. Formation of New Committee
      i. Committee to ensure Staff Council terms are consistent when it comes to roll offs.
      ii. Rik will chair and a signup sheet was passed around.
   c. Scholarship Question
      i. There are no specifics on what Staff Council Scholarships can be given for or spent on.
      ii. Do we allow them to be used towards books?
      iii. Michael proposed we do not restrict use of staff scholarships and Rik seconded. Motion passes with unanimous vote.
   d. Spring All Staff Meeting
      i. Will be more of a staff meeting with a meal and will not include a construction update.
      ii. Staff recognition and awards will take place during this time.
   e. Other
      i. Can we tie Employee of the Year into spring all staff meeting?

8. **Announcements**
   i. Veterans Memorial Dedication, Friday, November 9, 10:00am

9. **Adjournment** – 3:05pm
   a. Rik moved for adjournment and Michael seconded the motion
   b. Passed unanimously

Next meeting is scheduled for December 13, 2018 at 2pm in Buff Branding Room 12.

Respectfully submitted by Secretary, Amber Bustos