Present: Erin Brothers, Laurie Hafner Dahms, Hans Hoerschelman, John Laverty, Monica Madura, Glenda Smith, Matthew Watson and Marsha Adolph.

Absent: Shannon Lizakowski and Chuck Wieland.

Meeting called to order.

Approval of Minutes:
All minutes from November 2015 were approved without changes.

Hans Hoerschelman announced that he is going to the Rose Bowl as a part of the official delegation from the University of Iowa.

Council Attendance Discussion:
According to our Bylaws, Article XIII, Section 5, Council members missing more than three of the regularly scheduled meetings during the year may be sent a letter reminding them of their obligations to represent their constituents on the Council. Council members missing five or more of the regularly scheduled meetings during the year shall be subject to replacement upon the recommendation of the Executive Committee. There are two councilors who have missed more than three meetings. Erin Brothers will draft a note to send to these counselors. Hans Hoerschelman will approve the note before sending it.

We also discussed taking attendance of guests at monthly Staff Council meetings. We currently ask everyone, including guests, to sign in and/or announce their name at time of rollcall. There are several reasons but the main one is that it helps to gauge interest in a topic. We will continue this process as is.

Bylaws Discussion:
At the December Staff council meeting, there was discussion regarding the language that the Bylaws committee proposed for Article XV Section 3. It was tabled until the next Staff Council meeting. The Executive Committee is recommending that the language in the first sentence be changed from “for the remainder of the term” to “until mid-term”. The Executive Committee also recommends that a third sentence be added to say something to the effect “If it is close to mid-term, then the Executive Committee will be the authoritative source and decide who should take over”. The last change the Executive Committee is recommending is adding a sentence that if the past-president is unwilling or not available to take over, they follow the recommendations in Article X, Section 7 on how to handle the situation. Laurie Hafner Dahms will forward these recommendations to the chair of the Bylaws Committee, Justin Rogers.

Coke Funds Discussion:
We had one submission of a name and department asking for Coke funds but the submission did not include any detail. Matt Watson followed up but has heard nothing.
There was discussion about why we cannot use Coke funds to help fund some of our activities such as the dinner at the Ronald McDonald House. The Coke Funds must be used for the betterment of staff. The money cannot be used for charity events.

**Survey Results Analysis:**
Monica Madura has categorized the results of the staff survey. The Executive Committee will continue to look at these data and process the information to give to President Harreld. The committee will respond to those who included their contact information and make sure that staff know we are processing the results and will have a final report ready in January or February, 2016.

Meeting Adjourned.