I. Approval of Minutes

Motion to approve the minutes was made by David Kizer. Seconded by Dennis Erfourth. Motion carries and both the November and December minutes were approved.

II. President’s Communications

Welcome new member Donna Stephens! She is filling our vacancy in group 4. She will also serve on Staff Senate. John asked for thoughts and prayers for the family of Jerry Vincent. Jerry worked in HFS and died unexpectedly last week. John also reminded us all to be aware of our surroundings and to report unusual behavior of individuals to the authorities. It will take all of us to keep OU safe. We finally received the donation check from Corix.
Julie got a cashier’s check from the credit union made payable to the Regional Food Bank and mailed it today.

III. Committee Reports

*Communications Committee:* Ross Mehl *(chair)* Working on getting the HEC website updated with the help of Dan Hough.

*Awards Committee:* Julie Hamburger *(chair)*, Kristen Holmes, Stephanie Gerhard, Darrell McClure, and David Kizer, Judy Oliger, Emilie Bozek, Sharrie Sanders. We will soon begin the process of naming the 2016 award winners. Deadline for applications is February 12, 2016.

*Staff Week Ice Cream Social:* Julie Hamburger, Emilie Bozek, Judy Oliger, Kristen Holmes, Cecilia McEwen, Sharrie Sanders, Emilie Bozek, Susie Brewer *(chair)*. Julie gave the information book to Suzie Brewer. We need to establish commitment from Blue Bell to provide the ice cream for our event this year.

*Election Committee:* Suzie Brewer, Ross Mehl *(chair)*, David Kizer, Kristen Holmes. Since Cecilia McEwen is retiring as of mid-February, we need to find a replacement for her on HEC.

*Holiday Committee:* Emilie Bozek *(chair)*. Darrell McBride, Kristen Holmes, Sharrie Sanders, Judy Oliger

IV. New Business

V. Old Business

1. Length of term ad hoc committee met and decided to only clean up the language of the Staff Senate bylaws. No amendments to the length of term were changed. They didn’t find any compelling reasons to change it. David Kizer, who sat on the ad hoc committee, suggested the HEC should re-evaluate our members group and that by doing so it should help us get sports filled without as much difficulty. We will discuss this issue during the February HEC meeting.

VI. Credit Union Report

Credit union balance was $93.27. With a deposit of $1602.00 from ticket sales and a deposit of $900 from the donation from Corix, the balance was $2595.27. We had the credit union prepare a cashier’s check in the amount of $2502.00 for the Regional Food Bank and this leaves our balance back at $90.27.