Present: Maggie Abbott-Wills, Ann Dalton, Erin Siems, Crystal Sosalla, Karel Mathisen, Anna Miller, Shereen Matheson and Sarah Schneider

I. Approval of minutes from previous meeting
   a. Approve minutes from November 2015 meeting – Karel Mathisen made the motion to approve the minutes; Sarah Schneider seconded the motion, all in favor.

II. Reports
    A. College Council Report
       • No report
    B. Policy Committee Report
       • Per Ann Dalton the Purchasing policy and Equal Opportunity and Non-Discrimination policy were both passed at the December Board Meeting.
    C. Tri-Alliance Report
       • No report
    D. Activities Committee Report
       • Per Sarah Schneider, the Parsifal Worthy dinner, Gingerbread House Contest and Holiday Breakfast were successful. Next up is a Homecoming Pep Rally and Cheer contest with a voucher for drinks and popcorn at the game in February. The month of March will see an Ice Cream Social, April is Ropin’ & Riggin’ Days, and May will have the retirement dinner.
    E. Treasurer’s Report
       • Per Maggie Abbott-Wills the current account balance is $629.21; $460 in dues was paid to the Activities Committee and our account earned .10 the last quarter of 2015. A total of 46 members have paid their voluntary dues of $20 apiece.
    F. Employee of the Month Committee Report
       • No report
    G. Durst Committee Report
       • Per Ann Dalton the first call for nominations was sent earlier this month. Nomination forms will be available online.
    H. Staff Development Fund Committee Report
       • No report

III. Old Business
    A. Recap of ERI feedback from Board Meeting – Updates
       • Per Ann Dalton the Board is due to vote on the Early Retirement applications at the next meeting scheduled for January 26, 2016. A “Save ERI” committee has been formed and includes members from all employee groups. This committee is looking at the ERI policy and proposing plans to the Board to reconsider their decision to eliminate the policy in 2020.
    B. Activities committee and funds – No report

III. New Business
A. Outcomes Recap – Melissa Stahley-Cummings, Director of Assessment
   • Melissa Stahley-Cummings joined us to give us an update on the Assessment Department, where they are with institutional assessments and providing data as to their outcomes. Melissa’s example was from the fall 2015 semester where a group was asked to assess 20 student assignments submitted by faculty representing the general education outcome. Each student sample had an assignment sheet from the instructor and an instructor assigned outcome. The sample assessment findings showed what was being done well, what needed improvement, and recommendations to Faculty/Deans. One example of a change that was brought about by the assessments was to change all classes to the APA writing format.

IV. General Discussion
   I. Next meeting scheduled February 11, 2016

V. Adjournment
   J. Sarah Schneider made the motion to adjourn; Shereen Matheson seconded the motion, all in favor.