Council Members Present: Jayne Weber (SIE), Patricia Ashley (DO), Lori Mohr Pedersen (MEC), Kitter Bishop (BME), Natalie Edwards (CS), Yadi Weaver (ECE), Vanessa Pace (E&S).

The meeting was called to order at 2:05 pm by Chairperson, Jayne Weber.

The Council welcomed new members Lori and Kitter.

The November 2012 minutes were approved without changes.

Jayne Weber will send an email to CE, MSE, and CHE to encourage the departments to replace the SEC representatives who are no longer available to serve.

Jayne and Natalie reported on their December meeting with the Deans. Dean Aylor has agreed to provide a budget for refreshments for the March and April Staff Events. The Dean's are very much in favor of the mentoring initiative that SEC is currently developing. Jayne has offered to create certificates of service for the SEC members to be presented by the Dean at the Staff Picnic.

The Council endorsed the idea of awarding Certificates of Service. It was suggested that the Dean also send a letter to HR and to the employee's supervisor thanking the employee for their service.

The council worked as a group to create an email to staff to encourage them to participate in the mentoring program and edited the spreadsheet tool for collecting data. It was agreed that the each member would solicit participation and information from the staff in their area and send it to Natalie to combine into a master spreadsheet.

The meeting was adjourned at 2:50.