1. Call to Order
   a. Introductions of all representatives
   b. Additions to agenda
   c. Approval of agenda

2. Approval of Minutes 11/18/2003-

3. Old Business
   a. Sub-committees: reports
      i. Annual Meeting – Invitation to be used, Contact for Poster Displays
      ii. Awards - F.O. Butler nominations, evaluators
      iii. Bylaws & Constitution changes
   b. Review of representation (Susan)
   c. Determine process to fill open positions
   d. Research coffee action item, Laura: collecting staff feedback for Kevin/Jim, areas needing help-Banner, lack of inter-system communication, etc.

4. New Business
   a. Website update
      i. Decisions that need to be made (Jenn & Gabriella)
   b. Nomination and Election Committee: Executive Committee and 2 representatives, from areas with expiring terms. See By-Laws Section 4
   c. Areas nominating new representatives: Student Affairs, Business Administration/Facilities Management, and Research
      Nomination timeline: January 1 – 21, 2014

5. Announcements
   a. Spring 2014 Research Coffee with Kevin Kephart and Jim Doolittle-Tuesday, February 25, Hobo Gallery, 9:30-11:00
   b. Next meeting 1/13/14 - The State Room. USU
   c. Around the table?