

North Georgia College & State University
Staff Council
Meeting Minutes

Date of Meeting: November 8, 2007

Present: Laura Mullins, Melissa Lach, Andi Georgia, Pat Walden, Christie Waters, Ann Reed, Sean Mullins, Bernard Larkin, Michele Barton, and Susan Perry

Absent: Alisha Matthews and Suzanne McCarter

Guests: Dr. Ralph Hitt, Ms. Linda Smith, and Ms. Brenda Findley

The meeting began at 3:00 pm.

- I. Approval of Minutes
 - a. October 2007 minutes were revised and approved.

- II. Officer Reports
 - a. President
 - i. Melissa Lach introduced Brenda Findley from Human Resources. Brenda presented "Office and Administrative Career Paths" that will replace secretarial titles within the university. These new position titles will reflect the changing roles of administrative assistants within the university.
 - b. Vice President
 - i. No updates to report.
 - c. Secretary
 - i. No updates to report.
 - d. Treasurer
 - i. Staff Council Foundation Scholarship Fund: \$3,486.57
 - ii. Staff Council Development Fund: \$10,078.54
 - iii. Staff Council Foundation Account: \$2,684.89
 - iv. Staff Council Print Services Account: \$850.64

- III. Committee Reports
 - a. Nominations & Elections – No updates to report
 - b. Staff Development – No updates to report
 - c. Public Relations – No updates to report
 - d. Scholarship – No updates to report
 - e. Welcome – No updates to report
 - f. Staff Awards
 - i. November EOM: Ms. Linda Smith – Biology
 1. Received gift certificate from the bookstore, a certificate, and a free meal voucher from the Dining Hall.

- IV. Old Business
 - a. University Calendar
 - i. Melissa Lach informed Jill Rayner (Financial Aid) that Staff Council voted to keep the current 55/85 minutes class times for the next four academic years.
 - b. Raffle Update

- i. Wal-Mart has agreed to donate a \$100 gift-card for the raffle. Laura Mullins will design the raffle tickets. Staff Council decided that they and members living in their household are ineligible to win the raffle.

V. New Business

a. White Christmas

- i. December 6, 2007 at 7:00 am in the Dining Hall
- ii. Ann Reed and Pat Walden are working on procuring external donations and Robin Webber is working on acquiring internal donations.

Meeting ended at 3:55 PM.