

## Meeting Minutes

*Date of Meeting*                      *December 9, 2004*  
*Present:*                                Laura Mullins, Al Parten, Jeanette Mann, Lynn Youngblood, Jill Brady  
*Next Meeting:*                        Thursday, January 8, at 9:30 am in the Student Center, Room C.

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The meeting began at 9:45 am.

Laura Mullins opened the meeting and distributed the agenda.

### **President's Report:**

No new information to report.

### **Vice-President's Report:**

No new information to report.

### **Treasurer's Report (as of 11/5/04):**

1. Staff Council Expense Account: \$421.17
2. Staff Council Foundation Scholarship Fund: \$2,496.26
3. Staff Council Development Fund: \$10,005.36

### **Committee Reports:**

Staff Development: No updates other than stated above.  
Public Relations: No new updates  
Scholarship: No new updates  
Volunteer: No new updates  
CommunitE – Bulletin Board: No new updates

### **Old Business:**

1. White Christmas – There was a great turnout of faculty and staff. The food bank received over 700 pounds of food and numerous toy donations. Jill Brady, the Staff Council/White Christmas coordinator, arranged the event and did a fantastic job. Neal Miller and Aramark provided free breakfast for participants, donated trays of cookies, and Chick-fil-A gift certificates. Laurie Davis, Bookstore manager, donated a couple of gift baskets, a fleece throw, and a plush toy to be given away as door prizes.
2. Cookies with Santa – Cookies with Santa was December 4, 2004 in the Adams Great Room from 6:30 – 7:30. President Hansford read *T'was the Night Before Christmas*, a visit from Santa and Mrs. Clause, and Aramark donated hot apple cider and cookies for refreshments. There were approximately 25 children in attendance.
3. Leave Policy – Sharon McCormick and Nancy Schwartz are still fine-tuning the regulations and Laura will draft a proposal shortly that will be presented to President David Potter.
4. Welcome Committee – The Welcome Committee will soon be added to the Staff Council Bylaws. Members of the Welcome Committee are working on the committee description and requirements.

### **New Business:**

1. Online forms and email address – Laura will convert and format all Staff Council forms so staff will be able to fill the forms out and submit them online. She will also contact IIT in regards to securing an email address for Staff Council.

Meeting adjourned at 10:20 am.