

**Minutes of the Staff Advisory Council
Wednesday, December 5, 2007**

Present: Scott Gilreath, Brian Dawsey, Carlita Carter, Chris McCarthy, Peggy Witherow, Fern Illidge

Absent: Leona Avey, Amelia Castilian, Rebecca Carroll (ex-officio)

Guests: none

The members of the Staff Advisory Council met at 10:00 a.m. in the President's Conference Room.

The December meeting of the Staff Advisory Council was called to order at 10:10 a.m.

I. Old Business

A. Approval of Minutes

The minutes of the November 7th meeting were approved.

II. New Business

A. Committee Reports

1. Special Events Committee

Brian Dawsey has not had the chance to call another meeting together.

2. Communications Committee

The Communications Committee had nothing to report.

Scott Gilreath will be working with the Communications Committee to send out emails to remind staff members about the web page.

3. Staff Welfare & Development

The Staff Welfare & Development Committee had nothing to report.

B. Funds for General Accounts and Thank you Letters to Donors

Scott Gilreath shared total amounts in the Staff Advisory Council funds given to him by Shirley Carter-Green in External Affairs.

Scott Gilreath made a motion to extend the deadline date for the Staff Textbook Scholarship to allow staff members more time to apply because there was no reminder email sent out. The motion was seconded, and approved.

C. Staff Only Email Account

Scott Gilreath thanked Peggy Witherow for initiating the creation of the staff-only email account that was set up last week. Jen Taylor of CIS took charge of that project and made it possible. The staff email account will be used for announcements, updates, and elections.

D. Staff Textbook Scholarship

The Council discussed putting a cap on funds in the account to always keep a minimum of \$250.00 in the account at all times. It was also discussed that fund distribution would be divided by semester in this manner:

40% of funds to be distributed for the fall semester

40% of funds to be distributed for the spring semester

20% of funds to be distributed for the summer semester

Scott Gilreath made a motion to accept this as a known policy of the Staff Advisory Council Staff Scholarship Fund. The motion was seconded, and approved.

E. Description of Committees and Inclusion in Bylaws

Scott Gilreath asked for committee descriptions from the chairs/co-chairs during last month's meeting. Carlita Carter had a description ready – she was asked to share with the Council. Chris McCarthy agreed that the descriptions do not need to be added into the Bylaws. Brian also added that the descriptions could be used as a guide for incoming members and given out during the SAC Retreat to introduce them to the Council and Committees. Scott Gilreath suggested also adding the descriptions to the website for a guide and so all staff members can understand the purpose of the different Committees. Council members agreed.

F. Election

The election to replace Linda Hansen has been postponed until January.

III. Announcements

Scott Gilreath thanked everyone for their work and dedication this year. There were no further announcements.

The next meeting will be January 2, 2008, at 10:00 a.m. in the President's Conference Room.

The meeting was adjourned at 10:55 a.m.

Respectfully Submitted,

Fern Illidge, Secretary