

1. Call to Order

Lane Green called the meeting to order at 2:00 P.M.

2. Attendance

Patrick Bolwahn
Stephanie Brackett
Lisa M. Caid
Cheryle Dill
Nanna Fisher
Chari Lueb
RoseAnne Platt
Andrea Porter
Victoria Salas
Swaina Six
DuBoise "Dub" Walker
Lane Green

3. December minutes

4. Treasurer's Report

Budget approved. There were no outstanding expenses.

5. Old Business

- a. Professional Development: There was discussion of an excel training nothing concrete was decided. Dr. Severn has approved for another writing course when we decide to promote one. There were no problems with the e-mail training. Forward any questions about training to the right people.
- b. Student Appreciation Luncheon: There is no information presented. We will wait on Amber.

6. New Business

Patrick to contact Dr. Chase and see if we can get two buffalo chips ordered.

7. Other Business

- a. Employee of month: Lane to send out ballots again for votes send there is a tie. Make sure everyone votes.
- b. Mollie Mitchell: RoseAnne explained about her grades. Everyone votes to go ahead a give the scholarship. RoseAnne will take application to scholarship services and let them know of staff council's decision. Mollie Mitchell will also be notified.