Meeting Called to Order: 3:19 pm  
Alternate Minutes Recorder: Celeste McNiel  
Facilitator: Rhonda Hoover  

Roll Call of Members Present: Rhonda Hoover, Deborah Abrahamson, Barbara Pitts, Randy Rikel, Carolyn McDermott, Jayson Ferguson, Celeste McNiel

Members Absent: Barbara Sears, Jerry Henry, Marcie Whisenhunt

Guest: Alyssa Haley

Agenda Item: Approval of Minutes (February 27, 2012)  
Motion:  
2nd Motion:  
Discussion: Minutes will be approved at next meeting.

Agenda Item: Book Scholarship  
Presenter: Rhonda Hoover & Alyssa Haley

Discussion: 1) Discussed the possibility of starting a Staff Council Book “Scholarship” program. We cannot call it a scholarship though because it affects the type of aid that students are able to receive otherwise.

Action Items  
Poll other universities with a similar award and see how the awarding/criteria are handled.

Agenda Item: Unit Plan Overview  
Presenter: Rhonda Hoover

Discussion: 1) Our Unit Plan overview is due by April 9, 2012. We discussed our goals and how to measure them. We must include a proposed budget with this Unit Plan in order to be funded for FY13 with BRC.

Action Items  
Communicate our goals/ideas to Rhonda via email ASAP. Be on the lookout for more information from her.

Next Meeting: To Be Determined  
Adjourn Time: N/A  
Motion: Celeste McNiel  
2nd Motion: Barbara Pitts