The Staff Council for McMurry University met on Tuesday, June 13, 2006, in the Library Wylie Seminar Room. Members present were: Jeanie Bone, Brenda Breeden, Rachel Atkins, Melanie Long, Mark Odom, and Terry Nixon.

Meeting convened at 10:05 with the reading of the minutes date June 6, 2006. Updates to the minutes included:
Paragraph 3-Smoking policy issue was to be brought back to the table at the next regular monthly meeting which would be July
Paragraph 5-President title is actually Chair

After these corrections, Brenda moved and Jeanie second the approval of the minutes. Motion passed.

Faculty Scholarship Proposal for modification as written by Carolyn Calvert last month was reviewed and updates suggested.

Jeanie will re-write and e-mail it to the council for final approval before submitting a copy to Dr. Russell, with instructions from him as to the rest of the IBC committee getting a copy.

The Outlook Calendar features were discussed as to the automatic placement of meeting dates to hit our individual computers. Accept and Deny buttons and then dates placed on recipient’s calendars is a handy feature to learn by all.

Next meeting to be Tuesday, July 11, 2006 at 2:30 and invite Lisa Williams to explain the vacation benefits

Adjournment 11:01

Minutes approved/corrected at the _____________________ meeting.

Submitted by _________________________________ Secretary ___________________ Date

Filing approval by ________________________________ Chair ___________________ Date