The meeting was called to order by Rhonda Griner at 11:04am.

Proxies:
- Rhonda Griner for Michael and Susan Altman
- Margaret Hall for Barbara Lawson and Linda Stanley
- Mike Logan for Sharon Casto

Minutes of last meeting:
- A motion to approve the minutes from the February 18, 2004 meeting was made by Marilyn Hargrave and seconded by Diane Jackson.

Old Business:
- Treasurer Margaret Hall reported the Staff Senate Budget remains at $512.00

New Business:
- Rhonda Griner mentioned Robin Douglass has accepted a position at Vanderbilt University; therefore, her seat will remain vacant for the remainder of the year.

Other New Business:
• Rhonda Griner reported the Administrative Council met briefly on March 9th. Dr. Fay Raines will be in charge of reaccrediting UAH with completion by 2006.

Committee Reports:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>By-laws</td>
<td>None at this time.</td>
</tr>
<tr>
<td>Communications</td>
<td>None at this time.</td>
</tr>
<tr>
<td>Election</td>
<td>Randi Moore, Chair, briefly mentioned the committee would soon be seeking nominations for the upcoming election.</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>Draft of the policy for a sick leave donation plan is nearly complete with just some minor details to be worked out.</td>
</tr>
<tr>
<td>Employee Development</td>
<td>None at this time.</td>
</tr>
<tr>
<td>Government Relations</td>
<td>None at this time.</td>
</tr>
<tr>
<td>Policies and Procedures</td>
<td>None at this time.</td>
</tr>
</tbody>
</table>

Announcements:

• Marilyn Hargrave circulated a sign up sheet for Staff Picnic duties on May 5th. She is working with Cynthia Doubet, Special Events Coordinator, on details.
• Marilyn Hargrave mentioned the Let's Pretend Hospital will be held April 1st - 8th in NB.
• Ray Pinner reported the Master Plan is progressing with many improvements in store.
• Chancellor Portera will speak at Chan Auditorium on March 18th at 12:45.
• Mike Logan mentioned the USA Team Handball tryouts on March 27th and 28th at Spragins Hall. Also, free admission to baseball games on March 17th, 20th and 21st.

Next Meeting: April 21, 2004 in UC127 at 11:00am.

Meeting adjourned at 11:30am.