I. Call to Order  
Mary Ann George called the Staff Senate meeting to order at 3pm on Thursday, July 17, in Donaldson Lecture Hall.

II. Review of Minutes  
Mary Ann requested everyone review the minutes from May 10, 2013. Rick made a motion to accept the minutes Candy seconded the motion.

III. New Elections  
Mary Ann George – President, Brett King – Vice President, Candice Miller – Treasurer,  
Mary Twardos - Secretary

IV. Old Business  
✓ MUSSA meeting with Board of Regents: Mary Ann attended GF meeting. BOR declined Staff attending Salary discussions.  
✓ Mary Ann submitted Staff Senate Budget –Institutional money- for approval. About $1,000.00 based on activities from previous year. Divided between travel for meetings, supplies & professional development.  
✓ Resolution by the Associated Students of UM and MSU:  
✓ Accreditation (May Ann)

V. Committee Reports - SKIPPED  
Community Service/Outreach  
Welcome Committee  
Professional Development

VI. New Business  
✓ Stuff the Bus - Mary Ann suggested school supplies donation at Potluck...denied to short notice.  
  Val suggested Staff Senate hosting ice cream social in August asking for donations then. Mary Ann will visit Samantha Cooley.  
✓ Review of Accomplishments of FY 13:  
  Stuff the Bus, Can drive CATS/GRIZ, Festival of Trees, TP for the FC, Cook off, Montana Meetings.  
✓ Planning and Goals for FY14:
Amanda, Val, Therese & Mary to focus on Staff Morale monthly celebrations.

VII. **Action Item**
- Mary Ann to inquiry and set up monthly reports starting with Institution community.
- Val, Renae, Therese & Mary will meet to discuss Staff Morale celebrations:
  - Focus on Helena College staff and faculty
  - $ to staff education
  - Employee recognition
  - Employee socials off campus
  - Monthly employee cake/celebration
  - How should Airport Campus be included
- Mary Ann to follow up with Leah & Russ in Leadership to confirm of campus during break policy.

VIII. **Thoughts to Ponder-Project List**

IX. **Other Business**
- Mary Ann suggested Staff Senate will meet monthly, Friday at 3pm.
- Val inquired about breaks off campus property policy. Mary Ann explained Janice informed her of the policy a few years ago. (Mary Ann inquired with Daniel in Leadership meeting, he was not aware of policy. Russ stated policy is insurance related.) Rick Caron suggested sign out sheet at departure….if in location on sheet you are covered with insurance….if out of location you are not covered. He has seen this practice in other school districts.
- Voted on chili cook-off gift cared 3x$20- & supplies $72.60. Val made a motion to accept, Therese seconded the motion.
- Online vote approved for $20 towards shipping to Kuwait donations mailed by Tammy Steckler.

X. **Staff Senate**
Mary Ann defined Staff Senate as a committee formed to ensure governance for staff and faculty on campus. “It is also a place where we connect with coworkers on campus who are from other departments”. The Staff Senate does no work with the Union they work parallel to the union. Staff Senate addresses campus apparel, work environment. Val has stated on 7/22/11, “Staff Senate is a collective voice regarding things we may not agree with on campus.” Amanda inquired where the boundaries are outlined.

XI. **Treasurer’s Report**
Mary Ann displayed the budget balance of approximately $800.
- Joanne questioned the column titled Gifts, she believed this was for scholarships not gift cards for functions. She is concerned when the vote changed to disbursement guidelines.
- Mary Ann suggested Joanne form a committee to review disbursement of gift column.
- Val reminded relatives of community not applicable….so not fair.
- Rick added level of budget determines Non-Profit status responsibilities.
- Joanne added complete definitions of account transactions would be preferred.
- Mary Ann stated fund raising in the past was Staff Senate volunteering to park cars for a car show, $1,500 was received, then volunteers dwindled and they have not done for a few years.
- Suggested to keep petty cash fund at $100. Checks for Staff Senate in cashier’s office.

**Adjournment**
Mary Ann called the Staff Senate meeting adjournment at 4:10pm. Renae made a motion to accept, Val seconded the motion.