I. **Call to Order**

Mary Ann George called the Staff Senate meeting to order at 3pm on Thursday October 10, 2013, in Donaldson Campus Room 002.

II. **Review of Minutes**

Mary Ann requested everyone review the minutes from July 18, 2013. Val Osborne made a motion to accept the minutes, JoAnne Johnson seconded the motion.

III. **Treasurer’s Report**

Candace reported:
- $25.40 in Trico Savings account
- $851.65 in Trico Checking account

IV. **Old Business**

- **Statement of Goals for FY14**
  - Leaving Campus during breaks—per Leah Martin there is not a policy on leaving campus during breaks. It is suggested to stay on campus, encouraged to stay safe...walk with a buddy & advocated by Russ Fillner of an insurance issue when exiting campus property during break.
  - Community Outreach Activities 2012—should we continue in 2013?
    - Stuff the Bus—missed this year, maybe next year
    - Can the Cat/Can the Griz food drive—yes, Mary Ann will advertise, 3rd box suggested, titled HC
    - Festival of Trees -Table Tree—$0 in budget for tree. Brett & JoAnne would like to HC tree donation to continue but feel others should organize. Mary Ann suggested contacting other committee (Leadership) to host the cost of table tree $100, putting Brett as contact to approach Leadership regarding funds. Maren informed Intermountain has begun tree distribution and suggested volunteering at Intermountain in lieu of tree donation. At the time of this meeting, no staff had volunteered to be the point person for Festival of Trees.
    - Friendship Center-TP for the FC—**Tabled**

V. **Committee Reports**

- **Morale Committee**—$0 in TRICO budget and HC budget cannot be used for morale activities and is strictly defined. Val mentioned that a suggestion was made by Mary Ann last year to ask campus staff & faculty for a donation of $5 at the beginning of the school year to fund such treat days throughout the academic year. Leadership will need to approve this first.
Should we keep a Community Outreach committee? - Mary Ann encourages Outreach Committee members to attend Staff Senate meetings. Keeping Staff up-to-date. Outreach members: JoAnne Johnson, Julie Adams, Brett Lyons & Megan.

VI. New Business

- Member needed to sit on Calendar committee---Maren Kirkland volunteered.
- We Are Montana Tour or UM Campus Visit: -10-11am Staff Senate / Staff
  11-12pm Student Senate / Students
  1-2pm Faculty Senate / Faculty

- Janice Bacino Library naming---Tabled Mary Ann will send an e-mail to staff for responses.

VII. College Council

- Travel---Mary Ann reported it was stated during Tuesday’s CC meeting by Russ & Daniel that forms are to be submitted per person annually when traveling off campus. Mary & Therese reported Tina advised of a blanket form covering all Donaldson/Airport trips. Only if traveling outside that destination should we fill out a separate form - annually. Mary Ann will investigate these conflicting instructions.
- Providing CE Classes for staff---If there is a skill or software that you feel you would like additional instruction on, send your requests to Therese in HR and classes will be developed based on staff need and request. Continuing Ed may facilitate, as well.

VIII. Other Business

- Chili Contest---Val inquired if we will sponsor Chili Contest again this year. Mary Ann thought Valentine’s Day or Pie Day. Valentine’s Day seemed to be unanimous. Begging for Deli & Bookstore gift cards is needed. Val volunteered to bring corn bread.
- Brett’s concerns---Brett is concerned that HR has been vacant. Therese informed 5 candidates are in process of interviewing & her temp position ends 11/3. Brett suggested engaging campus morale with FISH ! or similar inspirational video at the beginning or ending of meetings. Brett and Mary Ann Will preview titles and report back to Senate.
- SharePoint---Val inquired of the status of Share Point. Summer informed during Admin. Meeting 10/9 that Share Point is on hold until IT position is filled and stable.
- Smoking Areas---Jo Anne questioned the smoking email. Are co-workers to reprimand other coworkers smoking within the 25ft rule? Mary Ann reminded all to respond to Summer and provide any thought, suggestions, or concerns about proposed campus policies.

IX. Proposals

- Mary Ann suggested that Staff Senate sponsor two campus events this year: a Family night (like a night at the Y) and an adult only night or some after hour’s event.

Adjournment

Mary Ann called the Staff Senate meeting adjournment at 4:06pm. Renae made a motion to accept, Candace seconded the motion.