I. **Call to Order**

Mary Ann George called the Staff Senate meeting to order at 3:10pm on Thursday, December 12, 2013 in the Donaldson Campus, Room 103.

II. **Review of Minutes**

Mary Ann requested everyone review the minutes from November 14, 2013. A few changes were noted. Amanda made a motion to accept the minutes, Therese seconded the motion. With two corrections: to correct OCHE spelling and work Election Day to receive 12/26/2014 off.

III. **Treasurer’s Report**

→ Budgets are due on January 10, 2014. Volunteers needed for Budget group with Candy. 1) Renae volunteered. Two more volunteers needed.

→ Tina suggested submitting class description & list of interested participants in with the Profession Development request, as to validate staff’s interest. Mary Ann is unsure of procedures just yet.

IV. **Old Business**

→ Cat/Griz Food Share drive collected 34lbs of food.

→ A Staff Mixer is planned for Thursday, January 9, 5:30pm, downstairs at the Brew house. Mary Ann will send an email invitation.

→ A Chili cook-off is scheduled for February 14th. A volunteer is needed to visit with the café, Student Senate, maintenance and notifying all. Last year Josh donated bowls, utensils. Ballots for Fan Favorite awarded.

→ Keeping Antiques Road Show Fund Raiser for further discussion.

V. **Committee Reports**

→ **College Committee** met Tuesday, December 10, 2013.
  - The Diversity exhibit in January will be Asia.
  - The Science Expo was quite successful. 450-650 attended. Nathan Munn proposed the renaming of the library to the Janice Bacino library. Long discussions lead to the formation of a new committee “Utilization of Space” to address the renaming process.
  - Discussion of converting the open computer lab to a testing center. Studies to determine the use must first occur.
  - Formation of a Foundation/Advising Board still in its early stage.
Calendar Committee:

- Faculty would like HC spring break to coincide with the Helena high schools. Faculty feels the simultaneous would alleviate student absences.
- Union approval, then Commissioners office approval required to trade working Election Day, taking off December 26th, 2014.

HC Professional Development Committee:

- Application deadline is January 7th, 2014. Funds are still available, education to occur between 1/1/2014 & 6/30/2014. Kim Worthy is the new Chair.

VI. New Business

- Potluck the 24th, Christmas Eve discussed.
- Reminder: Winter Luncheon, Monday, December 16th at the Airport Campus.

VII. Other Business

VIII. Adjournment

Mary Ann called the Staff Senate meeting adjournment at 3:43pm. Renae made a motion to accept, Candy seconded the motion.