

TO: Staff Senate

FROM: Catherine Murphy  
Secretary

DATE:



6. Old Business:

Finance Committee:

Ms. Winslow reported that the Executive Committee decided to keep the Finance Committee relatively small. It was decided that a representative from each of the employee groups and the Vice President of the Staff Senate would make up the Committee. She said that anyone interested in serving on the committee should sign the signup sheet that was passed around. Ms. Rupp asked about the responsibilities of the Finance Committee. Ms. Winslow said that the committee is responsible for preparing and submitting the budget as part of the budget process and to oversee the budget during the year.

Retreat/Orientation:

Ms. Winslow reported that the retreat/orientation is planned for October 13<sup>th</sup> from 9:00 am to 1:00 pm at the CRC. Mr. Murphy asked everyone to check with their individual supervisors to see if there are any problems getting the time off.

7. New Business:

Parliamentarian Position – a signup sheet was distributed for the Parliamentarian position.

The By-Laws Committee will work on language that will outline the procedure to replace officers that