

Staff Assembly Executive Board
February 16, 2015

1. Call to order Breitbach
 - a. Attendance: Becky Alford, Becky Digman, Nicole Breitbach, Megan Stull, Sue Leibold, Amy Errthum, Jeff Lamb, Doug Haltinner, Beth McGrath, Roberto Dominguez
 - b. Absent: Megan Thole

2. Minutes from previous meeting Digman
 - a. Executive Board – January 19, 2015 - Approved

3. Committee Reports
 - a. Updates
 - i. Professional Development/Recognition Digman/Thole
 1. Lunch & Learns are going well; Summer planning will start at our next committee meeting.
 2. Rose O’Toole nominations will be requested the first week of March. We will vote for the winner at our March meeting.
 - ii. Staff Outreach Alford/Errthum/Lamb
 1. Spring Potluck – March 11th
 - a. Announcement will be made at Staff Assembly on Wednesday
 - iii. Policies and Benefits Liebold/Dominguez
 1. Informed individuals directly regarding the results of pending submitted forms
 - iv. Budget and Finance Breitbach/Haltinner
 1. Last meeting was canceled
 - v. Strategic Planning Stull/McGrath
 1. No new updates
 - b. It was recommended, that if there are no updates, that the committee shouldn’t get up and speak. Add the no update to the agenda so attendees know why various committees are not speaking.

4. February General Assembly
 - a. United Way Alford
 - b. Student Life Update Haltinner
 - c. Future ideas: Conference Update, Holiday Inn request, CSA drop-off
 - i. Community Shared Agriculture – local farms offer a box per week of local fruit/vegetables. They have approached Clarke to be a drop-off location. A certain number of individuals need to be interested to guarantee Clarke as a drop-off location. – This would be a speaker for the April meeting
 - ii. Holiday Inn – Executive Committee agreed not to have them speak at the April General Staff Assembly Meeting

5. Review submitted forms Breitbach/Thole

- a. *New Speaker Jason Dorsey*
 - i. Jason's presents on millennials (aka Clarke recruits) and the combination of four generations working together. He has done lots of research on this and has lots to offer. It may be interesting to have him speak to the faculty, and recruiting staff (or all staff) on how we can all work together, and how to recruit this generation. He was a very motivational and interactive speaker!
 - 1. Megan Stull will take it to Mackin-Mailander Committee
 - 2. This request will also be sent to Susan Burns for opening workshop
- b. *New Restroom Cleaning*
 - i. Protocol for cleaning restrooms, especially faculty/staff areas.
 - ii. This request is being forwarded onto Michael F.
 - iii. This will not be mentioned to the large group
- c. *New Performance Appraisal Review*
 - i. Can it be simplified?
 - ii. Sue will meet with Megan Lucas
- d. *Take n' Bake*

6. By-Law Changes

Breitbach

- a. Bylaws currently state: These rules may be amended by a two-thirds majority of votes cast by the general membership
 - i. Over two-thirds of individuals that voted, voted approved
 - ii. Approval will be announced to staff on Wednesday and updated on the web in the near future.
- b. Concerns that were brought up by various staff members
 - i. Are the minutes still being saved? Some thought the minutes were no longer going to be taken
 - 1. They will continue to be taken, but will be saved directly on the share drive verses being given to the secretary to be placed on the share drive.
 - ii. Committee Names – should they be listed in the bylaws?
 - 1. The executive board voted to not list the committee names within the bylaws because the bylaws would need to be updated every time a committee name was changed, dropped or added.
 - iii. Will follow-up with individuals who addressed concerns via email on an individual basis

7. Gold Star

Digman/Thole

- a. Marilyn Jones

8. Other Business

All

- a. Budget – Staff Assembly

- i. We have excess funds in our budget – should we be using the whole budget so we get approved for the same amount in the future?
 - 1. It was determine to stay consistent with what we have been doing and with recent budget cuts, no need to spend more than we have in the past.

9. Adjourn

Respectfully submitted

Becky Digman

Secretary, SAEB