

## Staff Assembly General Meeting Minutes– September 20, 2018

1. Welcome Bell
2. Prayer Darrouzet
3. Introduction of New Board Members Bell  
(Deb Bell-Chair, Gina Burkart-CoChair, Susan Cain-Secretary, Andy Bellings, Hunter Darrouzet, Laurie Mihm, Jenny Parker, Emily Schultz, and Angela Ventris)

(Voting for new Staff Assembly Executive Board members open until Tuesday at noon. If you are a staff member in Financial aid/admissions, student life/athletics, or Marketing/Presidents office you are eligible to vote for one person within your area. I sent out an email, if you need a paper ballot please let me know. It seems some may be confused on voting. You only vote for ONE person and only within your area. For example, if you are in student life you can vote for Courtney Boyd, Triston King, or Brenda White. That is the only part of the form you will fill out. You will not vote in any other area).

4. New Staff introductions All
  - a. President's Office/Marketing (*Joanne/Megan*)
  - b. Academic Affairs (*Susan*)
  - c. Business & Finance (*Daisy*)
  - d. Enrollment Management (*Daisy/Susan*)
  - e. Institutional Advancement (*Bill*)
  - f. Student Life (*Kate*)
5. Committee Members & Reports
  - a. Professional Development & Recognition Ventris  
*Announced upcoming topics for lunch and learns. Watch e-mail for more information coming soon*
  - b. Staff Outreach Cain  
*Staff fall potluck will be held on October 24th*
6. Gold Star Winner Parker/Darrouzet/Ventris  
*There was a tie for the Gold Star award this quarter. Congrats to Kevin Gudenkauf and Courtney Leonard*
7. General Announcements Bell/All  
*Credit Cards (Beth and Viv will have a table near the entrance when you leave today, please stop by to pick up your new company credit card if you have one)*

Diversity and Inclusion Committee (*The committee is seeking a new member, if you are interested in learning more or becoming a member of the committee please see Marianne Mauss in the Marc or Deb Bell.*)

Colin Muenster spoke on behalf of the Arts@ Clarke Committee. Please attend upcoming musical performances on campus. A Night at Home is Sept. 26 beginning at 6:30 with food followed by alumni performance at 7:30.

Tammy Moore encouraged everyone to get a flu shot Thursday, Sept. 27 from 11:30 a.m. to 1 p.m. in the Fabiano Conference Room. Cost is \$32.

Megan Stull spoke on behalf of the President's Office regarding Founders' Day on Oct. 4. Watch your email for details. There will be mass at 11, complimentary buffet lunch in the cafeteria from 11:45 – 1, and a naming event in the mail center at 1:30 p.m. Founders' Day is also #clarkeday, Institutional Advancement's 24-hour annual giving campaign.

Change to request form on Staff Assembly webpage (*Last year a decision was made to make the name field mandatory on the request form. We have many requests come through that we have follow-up questions on and no one to go to. Some issues brought to our attention seem more like complaints than items that need action. Please include your name on the form, your name will still remain anonymous to the general assembly. If no name is included it will be treated as a general complaint and no action will be taken.*)

8. Presidential Search Committee (*Excuse cabinet-Next 45min-1 hour will be spent with the Presidential Search Firm. No other members of the search committee, with the exception of Rob Wahlert, will be in attendance. It is your opportunity to give input, feedback, and make your voices heard. Probably the only time throughout the*

*search that you will have this opportunity. Please know that what is said in this room is confidential and stays in this room. I encourage you to be open and honest, we know there are many good things happening at Clarke and we also know there are concerns. Deb spoke openly and honestly with the firm members yesterday and promise you they don't bite!*

*Please contact Deb Bell for contact information for the search firm if you have additional thoughts to share. If you want to share something but don't want your name attached to it, send the comments to Deb and she will forward them on, on your behalf.*

9. Adjourn