

**Staff Assembly General Meeting
Agenda - Sept 20, 2017**

1. Welcome – Jodi Hooks welcomed everyone
2. Prayer – Hunter Darrouzet led prayer
3. SAEB Introductions: Jodi Hooks introduced everyone on the SAEB
 - a. New officers
 - i. Chair – Kimberly Roush
 - ii. Vice Chair – Jodi Hooks
 - iii. Secretary – Rachel Lamb
 - b. New Committee Members & Reports
 - i. Budget & Finance
 1. Callie Clark
 2. Andy Bellings
 - ii. Professional Development & Recognition
 1. Deb Bell – Spoke about the upcoming Salsa Lunch and Learn, clarified it would be Miles presenting, so there will be no dancing.
 2. Jenny Parker
 3. Hunter Darrouzet
 - iii. Policy & Benefits
 1. Laurie Mihm
 2. Gina Burkhart
 3. Jodi Hooks
 - iv. Staff Outreach
 1. Susan Cain
 2. Rachel Lamb
 3. Kim Roush
4. New Staff introductions All

– Various department heads introduced new staff members

 - a. President’s Office
 - b. Academic Affairs
 - c. Business & Finance
 - d. Enrollment Management
 - e. Institutional Advancement
 - f. Student Life
5. Presenters
 - a. New academic structure updates

-Susan Burns discussed Clarke’s move towards a colleges structure and what the colleges’ official titles will be. Encouraged everyone to look up online who the chairs will be for each college.
 - b. Bookstore updates

-Sarah Haas declined to speak
6. General Announcements
 - a. Jodi and Callie – Homecoming

-Jodi Hooks spoke about the upcoming alumni Homecoming events and encouraged everyone to reach out and volunteer.

- Callie Clark spoke about the upcoming student activities for Homecoming and urged everyone to volunteer to chaperone the dance. Callie also gave an update concerning the Budgeting Committee. They are working to figure out what the incoming budget will be before they decide where money will be spent. If anyone has any requests, please submit them before August.
 - Courtney Leonard spoke for Institutional Advancement, reminding everyone of the upcoming on campus fundraising campaign. Please make sure to keep communication open concerning donations.
 - Kari Vize spoke about the upcoming Assessment Day. Could use volunteers to help corral students to where they need to be. Freshmen-Juniors are expected to attend.
 - Julie Cirks asked everyone to keep an eye out for an email she sent this morning regarding Admissions' "Recruitment Updates"
 - Roberta Potter-Kratz spoke about upcoming Office Swap and Take Away Hunger events.
- b. Other misc announcements
- Susan Cain announced the Fall Tailgate Potluck details
7. Gold Star Winner
- Jenny Parker and Hunter Darrouzet introduced the Gold Star Award and its recipient: Joel Leach accepted the award
8. Door Prizes
- Rachel Lamb drew names and announced winners, Susan Cain distributed prizes to winning staff (cups, t-shirts, etc.)
9. Adjourn - Jodi Hooks thanked and dismissed everyone