

Staff Assembly Executive Board  
March 12 2-3 p.m. Mississippi Room

1. Call to order
2. Minutes from previous meetings.
3. Breakfast is confirmed. April 18. Committee members to help.
4. Gina will send an email linking to form to nominate for open Staff Assembly seats. Gina will send Susan edits and I'll work with Jenni. (This is complete.)
  - Open spots:
    - Academic Affairs
    - Business and Finance
    - Enrollment Management
    - Institutional Advancement
5. Rose O'Toole
  - a. We will vote for winner at our next SAEB meeting in April 15.
    - We discussed a problem from last year when a nomination was lost and resolved the issue. Now Jenny is directly emailing people who submit nominations and they also receive a message to contact her if they do not hear from her.
    - Question was raised do we allow VPs to be nominated? Discussed this and decided no.
    - New trend -- multiple people supporting the nomination of one nominee. Decided this is permitted.
    - Jenny will not vote since she was nominated but she will compile the nominations.
6. General Assembly meeting April 18
  - Teams presentation – Colin
  - United Way
  - Gina will reach out to Meggie and ask if she would like to present her trivia idea to Staff Assembly.
7. Committee reports
  - We will vote on Gold Star, Rose O'Toole at the next meeting April 15.
  - Sending out spring potluck email this week.