

Staff Assembly Executive Board Meeting (SAEB)

Monday, September 17, 2018

New business

Nominations for new SAEB members -- Deb will send out voting form link for new members to staff.

Presidential Search Committee:

- Share anything that you have to relay onto that committee with Deb by 9/18 because she meets one-on-one with them that morning, **per the search committee's request**
- SAEB brainstormed some thoughts together as a group

Budget: \$1550 (only over by \$50!)

- Professional Development: \$200
- Staff Outreach: \$500
- General Assembly: \$850
- Budget & Finance: \$0

Consider ways to bring this down for the future.

SAEB is reviewing Bylaws and will edit as needed at next meeting.

The Diversity and Inclusion Committee requested a member to be recommended from SAEB. We will ask for volunteers at staff assembly.

Agenda for General Assembly on 9/20:

Welcome

Prayer

New Staff introductions

Presidential Search Committee Open Forum

Committee reports/announcements

Gold Star winner

General announcements

Door prizes

Voting took place for Gold Star award.

Committee reports

Professional Development

- Upcoming Lunch & Learns

Staff Outreach

- Fall Potluck is Oct. 24
- Almost done with securing the free stuff coupons to new employees (Meal in caf, drink in café, working on t-shirt from admissions). Emily to work with Colin to design coupons.

- Reach out to Happy Hibachi for next year's food trucks
- Freddie's popcorn will come back a couple times while students are present

Policies & Benefits

Request form issues brought up:

- Raises for longevity. This continues to be considered by HR. Research was done by HR but unless approved by President/Cabinet, the only action by this committee is to continue to ask.
- VTO: Paid volunteer hours for staff. Girl Scouts does this on a monthly basis. This will be a question the group brings to HR.
- Facebook buy/sell group. We would need a staff member to manage the group/page. If someone comes forward at the general assembly or thereafter we will ask to see if it can be done.
- Commuter lounge needs healthier food. This request was forwarded to Miles to suggest a food cart of fresh food of some sort.
- Minutes will continue to be posted to the SA page: <https://www.clarke.edu/faculty-and-staff/intranet-staff-assembly/>
- Names of current committee members was requested. We are in the process of adding 3 new members. As of today, the committee consists of:
 - Deb Bell, Chair
 - Gina Burkart, Assistant Chair
 - Susan Cain, Secretary
 - Andy Bellings
 - Hunter Darrouzet
 - Laurie Mihm
 - Jenny Parker
 - Emily Schultz
 - Angela Ventris
- SAEB strongly encourages staff filling out the request form to include a name and/or contact information so we are able to follow up individually on topics brought to the committee's attention.

Topics for future General Assembly meetings:

Active Shooter protocol

- Could be good to offer a training to all staff, focused on dealing with a shooter in office setting vs. classroom. Could be good to have at the November assembly.