

**Staff Assembly Executive Board**  
**April 20, 2015**  
**Minutes**

1. Call to order Breitbach
  - a. Attendance: Nicole Breitbach, Megan Stull, Sue Leibold, Jeff Lamb, Doug Haltinner, Beth McGrath, Roberto Dominguez
  - b. Absent: Becky Digman, Amy Errthum
  
2. Minutes from previous meeting Breitbach
  - a. Executive – March 16 - Approved
  
3. Committee Reports
  - a. Updates
    - i. Professional Development/Recognition Digman/Thole
      1. Summer Lunch & Learn
        - a. Odd Places Tour-TBA
        - b. Pizza: Gourmet & Great, Grilled & Baked-June 17
        - c. Shred Day/Electronics-July 16
        - d. Canvas Painting-July 22
      2. It was brought up to consider having one of the food trucks here on shred day to save on the cost of food? Will look into for next year.
    - ii. Staff Outreach Alford/Errthum/Lamb
      1. Bring your pet to work day-June 26
      2. Food trucks:
        - a. May 18 (Baked + Wild Fryers)
        - b. June 9 (Beauty & the Beef + Wild Fryers)
        - c. June 11 (Scratch)
        - d. July 20 (Scratch + Beauty & the Beef + Wild Fryers)
    - iii. Policies and Benefits Liebold/Dominguez
      1. No new business. Will review request for tuition waivers for employees that have been employed 20+years regardless if they still work at the institution in the fall.
    - iv. Budget and Finance Breitbach/Haltinner
      1. Now meeting to look at budget lines and codes
    - v. Strategic Planning Stull/McGrath
      1. Program Array update will be coming out soon from Susan Burns
      2. Will begin SWOT analysis in the fall for next strategic plan
      3. Elections will be held soon to determine new strategic planning committee
  
4. April General Assembly Breitbach
  - a. Curt Long will give conference update
  - b. Marianne Oberdoerster will present on Read & Write Gold
  - c. Summer Academy Update by Megan Stull
  - d. Megan Lucas-HR update about summer
  
5. Review submitted forms Breitbach/Thole
  - a. Amy Errthum submitted request to have licensed massage therapist on campus weekly or bi-weekly. She had contact information. The cost would be \$15 for a 15 minute massage, the cost if paid by the individual. The next step is to talk to Megan Lucas and see if this is something that would be OK to look further into.
  
6. New Members
  - a. Institutional Advancement

- i. Jodi Hooks, Alissa Riegler
  - b. Business/Finance
    - i. Chris Dressler
  - c. At-Large
    - i. Callie Clark
  - d. Academic Affairs Nominations
    - i. Jo Lobertini, Kara Schroeder---voting will take place this week for their departments.
- 7. Other Business All
- 8. Gold Star
  - a. Laurie Schroder selected as April recipient
- 9. Adjourn

Respectfully submitted  
Megan Thole  
Vice Chair, SAEB