

## Staff Assembly Executive Board Minutes

May 14, 2018

1. Call to order
2. Minutes from previous meeting
3. Committee Reports
  - a. Professional Development/Recognition – 1000 diploma certificate holders were printed incorrectly (Info correct, formatted incorrectly). Deb grabbed some, thought we could put Gold Star and O'Toole awards in them instead of using a frame.
  - b. Staff Outreach - Food Trucks
  - c. Policies and Benefits – no updates
  - d. Budget and Finance – Board of Trustees meets next Monday at 3pm
4. New Items
  - a. Police – Active Shooter Protocol training for fall
    - a. One hour long, faculty has already been trained.
    - b. Possibly offer another session just for staff?
    - c. Coordinate with officer directly, touch base with Steve Kirschbaum in the fall.
    - d. Training will not take place during General Meeting, too lengthy
  - b. Employee Longevity incentive update Kim
    - a. 200 employees have been here 15+ years
      1. How many raises have they missed, Jody said one. (One raise was actually a stipend and did not effect base pay, think they have missed two).
      2. Kim will meet with Joanne after graduation and ask who the concern should be directed to.
5. New Members Welcome – Kim explained purpose of the SAEB and all the sub-committees.
  - a. Emily Schultz
  - b. Angela Ventris
6. New Committee Assignments
  - **Professional Development / Recognition:** Hunter, Jenny & Angela
  - **Policy & Benefits:** Deb (1 year remaining, left Professional Development subcommittee), Laurie & Gina (1 year remaining)
  - **Staff Outreach:** Kim, Rachel & Susan
  - **Budget & Finance:** Emily & Andy (1 year remaining)
  - **New Officer positions:** Chair – Kim, VP – Gina, Secretary – Rachel
  - Strategic Planning Committee? Was formerly SAEB, now outsourced. Tentatively add to SAEB as needed. (Deb)
7. Gold Star Award Re-Assessment
  - a. Nominees and winners are on the website
  - b. Discussed creating a “thankful culture on campus”
    - a. Kirkwood does “Pat on the Back award, all nominees receive the award and it is noted in their HR file.
    - b. Make thank you notes available at Mary Ellen’s desk?
    - c. Pins as thank you?
    - d. **Add “Kudos” time to Staff Assembly meeting** (add reminder to email)

8. Rose O'Toole Award

- a. There was a glitch in Spring 2018 nominees. A nomination wasn't received, too many email addresses in the form crashed the form.
  - a. SAEB had already voted and decided it didn't impact the results
  - b. Marketing updated the form to only allow one email address
  - c. Cabinet member was part of the nomination, Daisy said the Cabinet was supposed to approve nominee. Cabinet thinks there needs to be approval in case nomination isn't "appropriate".
  - d. Dunham and Core Values are approved by the Cabinet.

9. Voting for 2018 positions

10. Review submitted forms : none currently

11. Old Business

- a. Sick Leave Donations

12. Next Staff Assembly meeting Sept 2019 / Next General Assembly Sept 2019

13. Adjourn

**ADDITIONAL NOTES:**

\*Kim will be setting up a meeting to discuss with Joanne the following items:

1. Process for Rose O'Toole
2. Cabinet ExOfficio person and their role
3. Strategic Plan subcommittee and their role
4. Sick leave donations – employee longevity incentive – who do we talk to about this? Process?
5. Active Shooter training for all staff and faculty thru Steve?

**\*\*Next meeting will be week of Aug 25**, Kim will be sending out a google poll to find the best time for everyone for meetings for next fall.

**\*\*\*Kudos: New addition to Staff Assembly:**

- 5 min saved in each meeting to give a shout out to someone who has made an impact on you or campus each month. Outside of Gold Star award. Also have thank yous available at Mary Ellen's Desk for people to share an Attitude of Gratitude