

Staff Assembly Executive Board Agenda
Sept 11, 2017
Iowa Room

Members Present: Bell, Bellings, Burkhart, Cain, Clark, Darroucet, Hooks, Lamb, Mihms, Parker, Roush

1. Introductions:

- a. New officers
 - a. Chair – Kimberly Roush
 - b. Vice Chair – Jodi Hooks
 - c. Secretary – Rachel Lamb
 - d. Laurie Mihms
 - e. Hunter Darroucet
 - f. Andy Bellings
 - g. Jenny Parker
- b. New Committee Members welcome
 - a. Budget - *Two staff and two faculty representatives required to attend budget meetings with VP's and occasionally the President. Not necessarily there for input, but to represent the staff.*
 - 1. Callie Clark
 - 2. Andy Bellings
 - b. Staff Development – *Oversees Lunch & Learns, Rose O'Toole Awards and Gold Star Awards.*
 - 1. Deb Bell
 - 2. Jenny Parker
 - 3. Hunter Darroucet
 - c. Policy & Benefits
 - 1. Laurie Mihms
 - 2. Gina Burkhart
 - 3. Jodi Hooks – *In charge of overseeing the budget? Nothing noted in bylaws as to whom task is officially assigned to. Can someone check budget for sub-committees who are spending money?*
 - d. Staff Outreach
 - 1. Susan Cain
 - 2. Rachel Lamb
 - 3. Kim Roush

2. Old Business

- a. Follow up from events in the last quarter
 - 1. Staff Outreach
 - a. Food Trucks – *Susan: Food trucks run themselves to an extent. Helps schedule the trucks and send out informational emails to campus. Overall has been positive and fun, especially the cupcake truck. Trucks are usually on campus during the summer, when the dining hall is closed and students aren't on campus. A truck came for registration day and will be here for*

Homecoming. Possibly have a truck for finals week? Maybe afternoons when the dining hall is closed? When propose to higher ups, plug "local".

- b. *Electronics day – Filled the trailer. Eighteen electronics were recycled that required payment. In past, last shred day was also electronic recycling day. Is on-site shredding managed by Daisy or Facilities? Is on-site shredding charged by weight or frequency? Maybe find out when local banks have shred days? Maybe DB&T (as Clarke's bank) could sponsor a Clarke shred day?*
- c. *Bring your pet to work day – Successful. No biting or allergic reactions.*

2. Staff Development

- a. Gold Star Award
- b. *Lunch & Learns - Over the summer, hosted four Lunch & Learns: Internet Safety, Essential Oils, Cuba Experience and the Eclipse. Good attendance throughout. Food causes difficulty: Attendees must pay in advance and RSVP, if they end up not attending there's a lot of leftover food. Give \$10 gift cards to speakers as a thank you.*

3. Budget committee

- 4. *Policy & Benefits – Jeans could be worn on Fridays during the summer. With a donation on Clarke day (hopefully individual donation as opposed to 100% dept. donation), will be able to wear jeans and Clarke apparel on the last Friday of every month.*

3. New Business

- a. *Pull together new staff introductions list – ask department heads at all staff meeting.*
 - 1. President's office
 - 2. Academic Affairs
 - 3. Business & Finance
 - a. Buildings and Grounds
 - 4. Enrollment Management
 - 5. Institutional Advancement
 - 6. Student Life
 - a. Athletics
 - b. Residence Life
- b. *News on Campus to share*
 - 1. *Colin Muenster has agreed to step into Danielle's United Way liaison position. Present in April?*
 - 2. *Bookstore Updates – Sarah Haas – Bookstore purchasing protocols have changed*
- c. *Forms for consideration – Staff Assembly page online. "Staff Assembly Request Form". Callie requested change from Kara to Kimberly on form.*
 - a. *Staff concerns or suggestions*

4. Focus of the year

- a. September: Education
 - a. Susan Burns update on new organizational flowchart
 - b. Sarah Haas Updates to bookstore
- b. November: Freedom
 - a. Veterans focus student life to share about how their event went and how to support veterans on campus
- c. February: Charity
 - a. February project for Sisters
- d. April: Justice
 - a. DACA focus?

Additional Notes

*Kimberly: Would like to create a constructive and positive energy on campus amongst staff and faculty, not a cancerous negative energy. Some things are not ideal on campus, but overall, Clarke is a peaceful and great place to be. Always try to work toward the “big picture” and be constructive.

*Every one try to read the Staff Assembly bylaws before our next meeting. Bylaws can be found on the Staff Assembly page. <http://www.clarke.edu/wp-content/uploads/Clarke-University-Staff-Assembly-Bylaws.pdf> Later in the year, when we have elections, maybe also approve/vote on edits to the bylaws?