

September 12, 2016

1. Call to order
 - a. Members present: Doug Haltinner, Gina Burkart, Callie Clark, Amy Errthum, Jodi Hooks, Roberto Dominguez
2. Minutes from previous meetings
3. New members
 - a. Elections are open for two of the three open positions, from Business & Finance, and Institutional Advancement. Elections will close at 5pm on Friday, September 16th.
 - b. Nominations for the open Enrollment Management position will remain open until an accepted nomination is received. Election will follow.
 - c. The Board discussed formally including the President's Office staff as part of the Enrollment Management division for Staff Assembly structure and voting purposes.
 - i. Marketing was part of the Division of Enrollment Management, but was recently moved under the President's Office. The Staff Assembly bylaws were not updated to reflect this structural change. Doug will look into what needs to be done to update bylaws.
4. Committee assignments
 - a. Professional Development & Recognition Committee – Gina Burkart
 - i. Newly elected members will be placed in this committee, and/or we will re-evaluate assignments when those members are on boarded.
 - b. Staff Outreach Committee – Amy Errthum, Jeff Lamb, Kara Schroeder
 - c. Policies & Benefits Committee – Jodi Hooks, Roberto Dominquez
 - d. Budget Committee – Doug Haltinner, Callie Clark
5. Committee Reports
 - a. Updates
 - i. Professional Development/Recognition
 1. The Board discussed how often SAEB presents Gold Star Awards, and it was decided that we would announce Gold Star Awards at only the November and April General Assembly meetings.
 2. The Rose O'Toole award will be still be announced at the campus-wide Faculty and Staff Recognition event in April.
 - ii. Staff Outreach
 1. The committee will meet before the General Assembly meeting on September 21st to select a date for the Fall Tailgate event.
 - iii. Policies and Benefits
 1. The committee did work last year on the University Travel Policy. The Business Office has made changes, which will be announced soon.
 2. The committee will meet to discuss the submitted form regarding early release Fridays.
 - iv. Budget and Finance
 1. The Budget Committee has had one meeting, where we looked at the final budget numbers from last year. The institution ended the fiscal year with a very small surplus – but a surplus!
 2. A first task of a sub-group of committee members will be to look at course fees, as there are an exorbitant amount of course fees being charged.
 - v. Strategic Planning
 1. The Strategic Planning Committee will not be a committee this year, while the Visioning Committee finishes their work for the longer-term institutional plan. It will pick back up

next year when there is a plan from the Visioning.

6. September General Assembly

a. September 21st, 8:30pm in the Dining Hall

- i. The Board discussed agenda items for the General Assembly meetings. Ideas were: Having Institutional Advancement present on #ClarkeDay taking place on Sept. 22nd and a Homecoming update, Athletics speaking about actually being in the new HAC conference this year, Compass review of Year 1.
- ii. Doug will make requests for presenters.

7. Gold Star Award

- a. Pro. Dev. & Recognition Committee will solicit nominations prior to the SAEB meeting on Nov. 14th, and the award will be announced at the November 16th General Assembly meeting.

8. Review submitted forms

a. Fridays

- i. Form suggests looking into the option for administration early release Fridays (3:00pm) during the academic year to keep summer's high spirits up during the school year.
- ii. Roberto will seek feedback from staff at the General Assembly meeting, in regards to staff desires to maintaining or increasing morale.

b. Walking Trail

- i. Form suggests revitalizing the walking and fitness trail that existed in the past, in order to encourage wellness on campus. Submitter supplied a link to fitness station products that could be included in such a project.

9. Other Business:

- a. Doug will be investigating ways to have better communication or collaboration with the Faculty Senate.

10. Adjourn

