

Staff Assembly Executive Board Mtg 8-15-2019

Attendance: Angela Ventris, Mary Jo Ramler, Laurie Mihm, Jayme Ironside, Courtney Boyd, Susan Cain, Jolene Christensen, Hunter Darrouzet, Becky Herrig, Colin Muenster and Jenny Parker. Absent: Emily Schultz.

Revision of the By Laws were reviewed at a previous meeting. The changes have been adopted and approved by committee members.

Faculty/Staff Emergency/Assistance Fund was discussed. This Fund would be used for a one-time emergency such as a fire, unexpected illness, etc. The faculty or staff member would have to complete an application for approval. It would be funded by donations from Faculty and Staff and there has already been an anonymous donor.

Policy and Benefits Committee along with HR has been asked to set up the guidelines, application and review the requests. A Policy and Benefits meeting will be set up for early Sept. and will be brought to the table. Once the guidelines are set, this will be taken to Cabinet for approval.

Request for clarification as to whether Clarke's President and VP's should be present at the Staff Assembly meetings was discussed. President Joanne was present during several of the meetings due to Agenda items which she was asked to attend. The Staff Assembly Board suggested that if an item is on the Agenda that we prefer the President and/or VP's to not be present for, they will be asked when the Agenda goes out not to attend or to leave during the time item is presented. This will need approval from the Cabinet.

A request proposal for volunteer hours for staff was discussed. The board thought this would be a good idea as it would represent Clarke's Mission Statement with the Community. Staff and Faculty would be paid their regular pay from Clarke to volunteer their time during a working day. This will also go to Policy and Benefits and then to Cabinet. Suggested time allotment was from four to eight hours per month. There would be a form of some sort to fill out and a signature or some kind of proof of where they volunteered, and possibly they would speak about their volunteer work at a Staff Assembly meeting.

Colin gave a presentation on Sharepoint. This is a separate intranet system that will remove internal pages from Clarke's outward facing website, so marketing can tailor the website to recruitment and alumni. Eventually all staff and faculty business pages will be on Sharepoint. This will be presented to all Staff in a future Staff Assembly meeting.

Emergency Training and AdAstra will take place at the September Staff Assembly meeting, Sept 19th.

No further discussion to place.

The meeting adjourned at 11:00

