

Staff Assembly General Membership
Wednesday, September 24, 2014
8:30 a.m.
Cafeteria

1. Call to order at 8:30 a.m. by Nicole Breitbach
2. Prayer – Megan Thole
3. New Employee Introductions
 - a. Susan Burns – Vice President of Academic Affairs
 - b. Jo Lobertini – Dean of Adult and Graduate Studies
 - c. Kelly McAuliffe – Administrative Assistant of Enrollment Management
 - d. Mike Dashner – Assistant Men’s Basketball Coach
 - e. Emma Mentley – Assistant Director of Engagement and Intercultural Programs
4. Presenters
 - a. #ClarkeDay – October 9, 2014 (Bill Biebuyck & Gwen Hayes)
 - i. Goal is to get 250 gifts within 24 hours (the goal is to increase participation rates, not to raise a specific dollar amount)
 - ii. We have a donor match of \$50,000
 - iii. We are hoping to have your help promoting #ClarkeDay and for you to give or pledge your Faculty/Staff Gift
 1. Faculty/Staff gift will help us reach our goal of 250 and help encourage others to give
 - iv. How to support?
 1. Celebrate
 - a. Wear Clarke gear
 2. Connect
 3. Support
 - b. Homecoming
 - i. There are multiple events coming up for students and alumni. If you have any questions regarding the student events contact Callie Clark. If you have any question regarding alumni events contact Nicole Breitbach. The full list of events can be found online.
5. Committee Reports
 - a. Updates
 - i. Professional Development/Recognition Digman/Thole
 1. Upcoming Spring Lunch & Learns
 - a. True Colors - September 17
 - b. Fall Flowers & Landscaping – October 8
 - c. Born and Braised in the USA – October 22
 - d. Ergonomics – November 5

ii. A survey will be sent out to staff members. The survey will help us grow our committee and better understand what individuals like and what they would like to see in the future for lunch & learns.

iii. Staff Outreach Alford/Errthum/Lamb

1. Bring your pet to work day over the summer went well
2. Upcoming – Fall & Holiday potluck
 - a. Fall – October 29
 - b. Holiday – December 18 (tentative)
3. Looking for volunteers to help with the various events, please let the committee know if you are interested

iv. Policies and Benefits Liebold/Thomas

1. Submitted forms Update
 - a. Offering a benefit to those who do not take the health insurance benefit at Clarke University
 - i. Wasn't approved
 - b. Adding step aunts and uncles to bereavement policy
 - i. Wasn't approved/not moving forward
 - c. One week of additional vacation for hourly employees who have been at Clarke for 25+ years
 - i. Moving forward with this request
 - ii. Currently 7 hourly staff members are at 25 or more years of service
 - d. Sam's Club Group Membership
 - i. Wasn't approved
 - e. Discount cup for Faculty/Staff at Crusader Café
 - i. Working with Miles to determine if this is feasible
 - f. Haas Administration Kitchenette Update
 - i. Being reviewed

v. Budget and Finance Breitbach/Haltinner

1. No update at this time

vi. Strategic Planning Stull/McGrath

1. Currently at the midpoint of the 5 year plan
 - a. Need to continue to inform individuals on the progress of the plan
 - i. If your department is working on projects that are benefiting/following the strategic plan, let the committee know

6. General Announcements

- a. AdAstra

- i. The recent updates have caused a few technical difficulties, but the committee is working on getting the bugs fixed
 - ii. Thank you to everyone who attended last week's training and is planning to attend the training at 2 PM in LTC
 - b. Nate Lech
 - i. October 11th – Fall Visit Day
 - c. Campus Ministry
 - i. Busy Person's Retreat – October 19-23
 - ii. Antioch – November 15-16
- 7. Door Prizes
 - a. Don Adams, Dan Matthews, Lorie Murphy-Freebolin, Mary Jo Ramler, Laurie Mihm, Jim Blaine

Meeting adjourned at 9:10 a.m.

Respectfully Submitted
Becky Digman
Secretary, SAEB