AGENDA

Attendees: Shannon Ainger, JoAnn Campbell, Cathy Davis, Aaron Eichenberger, Rachel Frame, Nicole Johnson, Nadia Mayard, Mimi Phothichack, Michelle Williams, Janie Xiong, Veronica Hodge, Angel Thayer, Michelle Bianco, Ashley Ciraulo Stuart

1. Approval of July Minutes – Ashley Ciraulo-Stuart
   a. Motion to approve the minutes as it, motion approved

2. Budget Update – Angel Thayer
   a. Start of the new year, we received the same starting budget of $14,000
   b. Updated fundraiser account to include purchases and sales
      i. To include Sees candy and tickets for the awards lunch
   c. Catering for awards lunch is $8,000+ with the assumption that we will sell all 500 tickets and have $5,000 to put towards catering (total of catering from account: $3,707)
      i. Recommendation that we use the ending balance from the general fund ($840) to cover some of the catering costs, so the event’s catering costs will be covered through the general fund and discretionary fund

3. Staff Awards Luncheon Update – Michelle Williams / Mimi Phothichack
   a. Mimi has taken over organizing the ballroom and ticket sales
   b. Michelle is receiving notifications to correct names on the programs (must be submitted by August 30th)
   c. The corrected list of names will be updated on the website, so the complete correct list will be online before the event
      i. We can look at revising how we put the names in the program, since we are not having representatives from each college/department making statements on their award recipients
      ii. We may also need to look on how the programs are created, previous programs were tri-fold format, but that may not fit all of the information needed on the new program
   d. Committee will send out a reminder regarding the personal statements that can be put on the websites
   e. We have 33 out of 50 tables filled for groups and have filled 10 seats on the individual tables
   f. The catering staff will be adding Kailua pork as a free entre
   g. We will need assistance with the volunteers to help direct the guests to the food lines
   h. Leis will be provided to all of the 25, 30, 35, and 40 year recipients

4. Committee Membership – Michelle Bianco
   a. Mimi will chair awards lunch for 2014
   b. Need one more member on elections, Ashley will be EB representative
5. **Interim Secretary – Ashley Ciraulo-Stuart**
   a. Needed for October, November and possibly September
   b. Michelle Williams will take the minutes while Ashley is on leave

6. **Department / Division Reports – Michelle Bianco**
   a. From IRT: Site license for Adobe is in place that is available for all staff and faculty that covers all Adobe products; if a staff member does not have Adobe installed, a request can be sent to IRT for it to be added
      i. Adobe products are registered with Saclink accounts, so when you create your adobe ID, use your Saclink emails for registration
   b. From IRT: Making IRT requests for software – we have a list of IRT consultants for each area on the IRT website that can assist with software installation
      i. the consultants know your area best so that is who staff should be going to first for assistance
   c. From HR: HR is working on updating the website with information on new employee orientations, including reworking the orientation as a whole and including USA information
      i. Have USA executive board members review the website to see if there is any additional information that should be provided to new employees
   d. From UEI: Food trucks will come back next week and be located near Capistrano hall
      i. will try to have the trucks come one day a month during the fall semester
      ii. looking at trucks that have a good turnout but are not highly competitive with other food vendors on campus
   e. From UEI: Epicure in the Union reopens next Tuesday
   f. From UEI: A new salad option will open in River Front called RF Greens to cater to vegetarian/vegan populations on campus
   g. From Shannon: Approximately 8,300 new students (freshman and transfer) for the fall semester