MINUTES


1. Approval of September Minutes – Ashley Ciraulo-Stuart
   a. Minutes approved with no additional corrections

2. Budget Update – Cossette Leos
   a. General fund – $13,788.27, general fund reflects the correction to the error made at the end of the fiscal year, money was transferred from the fundraiser account to cover the error
   b. Fundraiser account $21,633.33
   c. Discretionary account: $5,797

3. Staff Picnic Conversation – Carlyn Ster
   a. University brought up the idea of having a campus wide picnic, conversation arose that USA already holds a picnic; could we make changes to that event and make it campus wide?
      i. This would involve moving the event up in the spring (early May) to accommodate faculty and staff still on campus
   b. University would cover the additional cost to increase the size of the event
   c. Would include an additional 600-700 people and would be a huge coordination effort for all involved in planning the event, that additional estimate seems like a conservative estimate when taking students into account
   d. Issues could come up with the weather – the last two out of three years, we have had to move the event inside, do we have a space that could accommodate that event if it needed to be inside
      i. Is the outside quad big enough to accommodate a growing event? Would result in needing additional food lines, tables, etc.
      ii. If space in a concern, where else could we look – football field?
   e. This would still be a free event across the university
   f. Do we want to still look into the details of this event? USA is for staff, so are we going to lose out on staff participation (could staff not close offices to attend the event if is held while university is still in session?)
   g. Can see doing something involving faculty and staff but it gets difficult when trying to include students; although academic department staff may feel like they want the event to be staff focused
   h. Has there been any additional consideration – ice cream social in the spring?
      i. Consensus: we don’t feel that this is something we can accommodate with our picnic, but staff are open to additional events that staff would participate in
4. Committee Update – Carlyn Ster
   a. Halloween Committee (Monday, 10/31/11) – Michelle Williams
      i. Have received about 10 entrees so far
      ii. Anticipate receiving an entry from the Aquatic Center, but the committee cannot get out there to see the decorations; it has been suggested that the office video tape their entry for consideration
      iii. Meeting the Friday before the judging to determine the route; won’t be able to have any prizes
      iv. Carlyn has a trophy from previous years that she would donate to the committee to present to the winning office
      v. Could we come up with one best of show prize? Shannon will make certificates to each winner, could include a picture of the winners
   b. Entertainment Books – Carolann Forseth
      i. Have sold 22 books, leaves us with 9 books remaining
      ii. Liz ordered additional books, but we have not received them yet
      iii. $660 total taken in so far, so we are doing well
   c. Winter Social (Wednesday, 12/7/11) – Darlene Monroe
      i. In the Union Ballroom
      ii. Darlene will be meeting with catering to order the dessert options; the caterer has new ideas on how to present the food
   d. One Book – Richard Cotenas
      i. The three members of the committee have picked up the copies of the books (five books each)
      ii. There should be a notification in the bulletin next Monday
      iii. Dr. Helen Lee Keller, faculty chair of the one book, has sent out an email to her campus list serve notifying the campus community of the book
   e. Donation committee – Richard Cotenas
      i. suggested that providing an Entertainment Book as a prize to the winning Halloween decoration office; Liz will check to make sure that there is no issue with this being considered a taxable item
      ii. Working on a letter from the committee to send out for donations
      iii. Looking for a central location to store the remaining donations, HR has a lockable space to keep the donations
         1. Contact Liz or Jackie to get stuff in/out of the storage

5. College / Department Updates
   a. Introducing Jackie Kernen as the new HR liaison, taking over for Liz Sublett when she retires
   b. University convocation is this Thursday, 10/20/11 and will feature Michele Norris as a speaker in the morning and then have breakout sessions in the afternoon, all staff, faculty and students are encouraged to attend
   c. New Dean of CCE starting November 1st: Dr. Guido Krickx
   d. Bookstore is participating in the blood drive and having a football rally in front of the bookstore on Thursday, 10/20
   e. CMS upgrade starts October 27th; anticipating everything being back up by November 3rd
   f. Winter Orientation will begin next month – there should be at least 1000 students coming, half day sessions with morning and afternoon sessions available.