

June 3, 2015 (Edited)

From: Peter A. Novick

To: Dr. Peter Bales, Chair of the Academic Senate Steering Committee
Dr. Emily Tai, Vice Chair
Dr. Joel Kuszai, Secretary

Chairs Peter Novick and Carolyn King called the meeting to order at 3:16 pm

In Attendance: Peter Novick, Carolyn King, Linda Ostrowe, Raymond Volel, Ted Rosen, Jim (Lawrence) Bentley, Danny Sexton

Absent: Adam Luedtke, Susan Garcia, Gisela Rivera, Reuvain Zahavy, Chong Jue, Christina Kofron, Jusling Lu, Hassan Jaafar, Kevin Salazar

I: Approval of the agenda for June 3, 2015

- a. The agenda was approved by voice vote.

II: Approval of the minutes of May 7, 2015

III: Reports

We welcomed the new members: Jim (Lawrence) Bentley and Danny Sexton

a. Old Business

- Update on **Volunteer Fair**: Carolyn reserved the Quad for October 7th and the Student Union was also reserved as alternate location in the event of rain.
- We are aiming to have 12-15 organizations, so we will target the entire list of 50. The goal is to have 20-25 confirmed, expecting there to be some attrition by Oct. 7, 2015. Carolyn will draft a letter of introduction to be sent to the organizations. That letter and the list of organizations will be emailed to: Peter, Linda, Ted, Jim, Danny and Adam. Each will respond with suggestions to the draft letter and the organizations in which they know the contacts personally. Carolyn will respond with final letter and a list of organizations that each member will contact. By August 15, we should have a list of confirmed organizations. We should also check to see if the organizations need more than just a table.
- To plan for the fair we need to contact: (1) B&G (Need 2 work orders for the alternate venues and 24-hour advanced notice regarding set-up, Tables, etc.), (2) Security (parking for organizations), (3) Ray Perez (sound, microphone) and (4) Stephen Di Dio, marketing (photographer). September 1st, was offered as a good deadline for each.
- To advertise this event: (1) Linda, will design the flyer and work to get the event sent to students (Ray and V.P. Hoge) and on the Community Dialogue, (2) We need to contact Debbie to get the event on College Calendar and (3) We need to notify QCC VIP's about one month prior to the event so they can save the date.
- In order to explore the possibility of providing popcorn (\$300?), we need to contact the Senate. Ted explained that there is a new process for using tax dollars and we need to investigate. Ray may be able to find the contact information for the popcorn vendor what was used before. Ted also suggested using a microphone so that some music could be played.
- Peter will complete the end of the year report once he receives these minutes.

b. New Business

- Ray reported that the new members of the Student Board were elected. Student planners for the incoming students are currently being created and the order will be about half that of the previous year, since many students prefer to keep their calendars on their smartphones. The **Club Fair** has been scheduled for Wednesday, September 2nd, 12:10-2:10pm, RFK Track Field. The rain date is September 9th (Student Union is the alternate location in the event of rain.)
- **Carolyn King was elected as Chair and Adam Luedtke was elected as Secretary.**
- **NEXT MEETING:** Wednesday, August 19, 2015. Room to be determined. MA-209, MA-317, Oakland and a room in the Administration building were suggested.

Adjourned at 4:15 pm.

Respectfully submitted, Dr. Carolyn D. King