

September 17th, 2015

From: Carolyn King

To: Dr. Peter Bales, Chair of the Academic Senate Steering Committee

Dr. Emily Tai, Vice Chair

Dr. Joel Kuszai, Secretary

Chair Dr. Carolyn King called the meeting to order at 4:07pm

In Attendance: Carolyn King, Ted Rosen, Danny Sexton, Linda Ostrowe, Susan Garcia, Jim Bentley

Absent: Peter Novick, Adam Luedtke, Ray Volel

I: Approval of the agenda for September 17, 2015

a. The agenda was approved by voice vote.

II: Approval of the minutes of September 3, 2015.

III: Reports

A. Updates on the Volunteer Fair

- Danny has received 3 completed registration forms from participating agencies.
- There are a total of 7 external agencies confirmed and 4 on campus offices.
- Susan is going to contact Mary in Service Learning to ask if she would consider inviting reps. from some of the agencies they work with.
- Carolyn will notify Public Safety and B&G about 1 week prior so tables and parking can be allocated.
- Carolyn will reach out to Adam and Peter about outreach to Animal and Art related agencies for the fair.
- Linda will call Dean Amato from Homes for the Homeless.
- Carolyn is waiting to hear from Student Government about whether they will provide funds and/or co-sponsor the event. By Monday, 9/21, she should have a response.
- Once we hear from Student Government, Linda will finalize the flyer and request about 500 copies to have displayed on tables throughout the campus, as well as distributed on the day of the fair.
- The fair has been posted on the Calendar of Events as well as the digital signage. Linda will arrange for the Office of Student Affairs to send an email to all QCC students.
- Ted/Carolyn will invite the President of Student Government to our next meeting.
- As we have \$250, Carolyn is going to see about negotiating the popcorn vendor to possibly working for just 1 hr. of the event for that amount.
- Carolyn will send an email to Student Activities (Ismely Medina) to forward on to all of the Clubs requesting co-sponsorship. The email will request that the clubs respond by 9/25 about whether they will co-sponsor and if so, how. (i.e. Distribute flyers during the event, provide water, snacks, arrange for balloons through the SUB, etc.)
- Susan will contact Ray Perez about having music and a microphone.
- Linda emailed and left a voicemail message for Ronni Weprin regarding whether we may invite the Mayors Voluntary Action Center. There has been no response to date.

B. Proposed Structure of the Day

- Tables to be set up by 11am (Request an additional 1-2 for us and refreshments)
- Invite the representatives to come at 11:30. They will be greeted by Carolyn, Danny, and Ted. Those of us who have a class during this time will join after.
- The tables will be set up in the shape of a U, with the open side facing the Science Bldg.
- Representatives may sit where they choose.
- At around 12:30, Carolyn will speak on the mic encouraging students to come on over. Hopefully, we can have a student help out with this as well.
- We will have a sign-in sheet by the popcorn area to obtain as many student signatures as possible.
- Wrap up will be around 1:45.

C. New Business

- i. The meeting that was scheduled for Friday, 9/15 has been rescheduled to Tuesday, 9/29 at 4pm in MA-317. It seems as though most of the committee will be available for that day and time.

Adjourned at 5:15pm