August 19, 2015
From: Sue Garcia

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

Chair Dr. Carolyn King called the meeting to order at 11:15am

In Attendance: Carolyn King, Ted Rosen, Susan Garcia, Danny Sexton

Absent: Linda Ostrowe, Peter Novick, Adam Luedtke, Gisela Rivera, Reuvain Zahavy, Chong Jue, Christina Kofron, Josling Lu, Hassan Jaafar, Kevinn Salazar, Jim Bentley

I: Approval of the agenda for August 19th, 2015
   a. The agenda was approved by voice vote.

II: Approval of the minutes of June 3rd
   • Date at the top should be changed from May 7, 2015 to June 3, 2015
   • Delete “from: Peter Novick” and replace with “from: Carolyn King”
   • At the bottom of the page: delete “Respectfully submitted by, Dr. Carolyn D. King”

III: Reports
   a. Old Business:
      • Discussed the contacts for the Volunteer Fair (VF). Each person will follow up with the contacts that didn’t respond.
      • We have so far about 10!
      • Discussed the registration form to send to our contacts. Danny Sexton will draft and email to group.
      • Discussed the flyer to send to our contacts. Made some changes. Carolyn will ask Linda to edit.
      • Carolyn will contact B&G to confirm and check on parking.
      • Sue will be contacting Ray Perez about Music (speakers for VF)
      • Will ask Linda to send final version of flyer to Stephen Di Dio for approval.

   b. New Business
      i. Carolyn went over the recommendations:
         • On Sept. 2nd is the Club Fair and would like us to have a table set up for students to sign up for the VF.
         • Will ask Ray if the Student Government Association to invite and cosponsor at the VF.
         • Ted is going to look into getting some money for the popcorn machine
         • Carolyn will be contacting everyone about Sept. 2nd, Club Fair
      ii. Next meeting will be September 3rd at 4:00pm in the Oakland room

Adjourned at 2:00pm