May 7, 2015
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 3:11 pm

In Attendance: Peter Novick, Carolyn King, Linda Ostrowe, Raymond Volel
Absent: Adam Luedtke, Susan Garcia, Ted Rosen, Gisela Rivera, Reuvain Zahavy, Chong Jue, Christina Kofron, Jusling Lu, Hassan Jaafar, Kevinn Salazar

I: Approval of the agenda for May 7, 2015
   a. The agenda was approved by voice vote.

II: Approval of the minutes of April 14, 2015
   • Lloyd Balch needs to be removed from the “absent list” as he is not a part of the committee. He was just an invited guest a few months back.

III: Reports
   a. Old Business
      • Update on Volunteer Fair: Linda was in touch with VP Hodge and he informed us to continue along with the concept. However, we need to check with legal, marketing and make sure that there is no money or contracts involved.
      • Ronni and Linda have been playing phone tag. Ronni is to talk with VP Zins so that we can have our list of organizations approved. We would like to start to invite our guests. Update: An hour later, Ronni informed us that VP Zins was OK with the list of organizations.
      • Carolyn also emailed the list of organizations to Mary Bandziukas in Service Learning to see if we already have any prior connections. She is still waiting to hear back.
      • Carolyn also reserved the Quad for October 7th and October 14th as a rain date; however, Linda brought up the idea that a rain date would look bad, and then we would have to have the organizations block out two dates. Cancelling would look bad on us, the rest of the committee agreed. So, Carolyn is now going to reserve the Quad and potentially the Student Union for one of the 2 days only so that we have a location in case of inclement weather.
      • We are aiming to have 12-15 organizations, so we will have to narrow down our list by removing similar organizations, and removing those that will not be able to attend. Once we get the red light we will divide and conquer the organizations.
      • Peter will construct the end of the year report as he has already had the experience two years in a row. Carolyn will use this as a template for the future.
   b. New Business
      • Ray reported that the semester is wrapping up. All that is left is the recognition dinner for the clubs on campus which will be at Terrace on the Park. Also, the SGA scholarship deadline is approaching and only a few applications have been submitted.
      • NEXT MEETING: ?? We are unsure when to plan our next meeting as we have to hold elections and the new members who are selected for the committee need to be invited. As we have not yet receive the committee member list for the following academic year, Peter will email Dr. Tai and find out when we will get the new roster. Then, we can plan or final meeting of the semester accordingly.

Adjourned at 4:02 pm.

Respectfully submitted, Dr. Peter A. Novick