**February 21, 2024**

**LOCATION**

[**https://fresnostate.zoom.us/j/82400615197**](https://fresnostate.zoom.us/j/82400615197)

**TIME**

11:00am - 12:30pm (Meeting Called to Order 11:08)

**Approval of Minutes:**

January 17, 2024

 <https://docs.google.com/document/d/1sZjXyZA2g9MKZlnpVRa31p8zSnz995XS/edit>

(Correction of end time as 12:48pm, approved minutes, Belinda, Mackenzie)

**Old Business:**

1. SAEC ByLaws Purposed Final Draft
	1. Mission Statement, reviewed and approved 1.17.24
	2. Vision Statement, reviewed and approved 1.17.24
	3. Core Value TABLED 2.21.24
	4. Purpose TABLED 2.21.24
2. 1.18.24 SAEC Executive Board presented to President Jimenez-Sandoval
	1. SP23 and FA23 SAEC accomplished events
	2. Requested endorsement for Sp24 and FA25 projected events
	3. Powerpoint presentation link: \_\_\_\_
3. February’s RED Friday hosted by the Career Development Center at the Bulldog Pavillion
4. Pancake Breakfast discussion, committee will be formed and updates will be shared 2/.17.24

**New Business:**

1. WELCOME: Newest Members “WOOHOOOO!”
	1. Sarah Pantoya, Academic Counselor, College of Arts and Humanities, 1/31/2024
	2. Zaida Reyna, Dean’s Executive Assistant, Lyles College of Engineering, 2/7/2024
	3. Stacy Bragaw, Administrative Coordinator, Craig School of Business, 2/12/2024
	4. Did we miss anyone? I'm sorry, please insert name here; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Welcome!
2. GOOGLE Groups for SAEC
	1. saec-members@mail.fresnostate.edu
	2. saec-executiveteam@mail.fresnostate.edu
		1. Purpose to streamline communication and maintain consistency and sustainability of SAEC for the future.
3. Pancake Breakfast (PB24) Updates and Questions
	1. Committee Members:
		1. Committee Chairs: Delores, Celeste, Rose
		2. Co-Chairs: Belinda, Chris, Patricia, Claudia
		3. Members mentorship opportunities
			1. NOTE TAKER NEEDED
	2. Collaboration with:
		1. Catering
		2. ASI
		3. Vintage Day events coordinators:
	3. Questions:
		1. When
4. Outcome of Meeting with President:
	1. POSITIVE….
	2. Invitation to present to President's Cabinet
	3. Cabinet Presentation: Cabinet meeting that was scheduled for Tuesday February 20th was rescheduled for February 26 (between 8 and 10am) via zoom.
		1. Graph for staff representation
		2. SAEC members growth
		3. Funding available for staff vs faculty development (OIE data)
5. Campus Planning Committee Updates
6. Campus Event Planning Group
	1. Student Family housing on campus corner of shaw and cedar
		1. 2026 completion date
		2. housing for students, athletes, and families, managed by fresno state, fully furnished units/apartments
		3. additional information in our google drive
7. Bylaws Update:
	1. Mission vision, Core Value, and Purpose are officially put into place.
	2. For changes, revisions, additions, please motion to do so
	3. During summer retreat bylaws will be re-visited
		1. TASK- Audrey please post bylaws onto SAEC website (side note and Holiday party picture)
8. Organizational Excellence Collaboration
	1. Brainstorm, Discuss ideas, part of events planning group. STAR Day with new improved ideas. STAR - Staff Training And Recognition
		1. May 29th @ Savemart center
		2. if interested in helping please contact Belinda, she will share with Georgiana
	2. Melissa Norris interested in supporting, Celeste
		1. If Interested in Committees please send a message to saec-executiveteam@mail.fresnostate.edu
	3. Organizational Excellence Committee SAEC representative. Please reach out to Belinda to be part of Planning
	4. Comment about off-campus and on-campus calendar. The campus calendar has some of this information, but not all.

**Additional Items:**

**Adjourned: Meeting adjourned 12:25 pm, second by** Melissa Norris**.**

**Motion to Approve: Request by Belinda**

**1stRose**

**2nd Melissa**

**NOTES:**

**AGENDA planning (Notes TO BE DELETED after agenda is Reviewed and Approved)**

**Pancake Breakfast updates and questions, Bylaws update, Cabinet presentation, Google Groups for SAEC, Campus Planning Committee Updates. Thank you**

**Add - meet the new members as well please and a update with the Campus Collaboration group also maybe named Campus Event Planning Group.**