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**Minutes**

**3rd Wednesday of the Month**

**MARCH 20, 2024**

**ZOOM:**<https://fresnostate.zoom.us/j/82400615197>

**TIME:11:10 am**

**WELCOME:**Belinda and Chris

**ATTENDEES:** Celeste, Stacy, Rose, Stephanie, Melissa, Zaida, Veronica, Claudia, Alondra, Sarah, Dolores, Mackenzie,

**ABSENT:** Patricia,

**APPROVAL OF** February 21, 2024 **MINUTES:** 3.20.24 @ 11:25

1ST MOTION: Rose

2ND MOTION: Melissa

**OLD BUSINESS:**

1. **STEERING COMMITTEE**
   1. Second level of membership, individuals gearing tasks as part of the SAEC committee such as Mackenzie in communications, & recruitment, Audrey in social media, Veronica in red-friday
2. **MENTORSHIP OPPORTUNITIES**
   1. Members collaborating with leadership and steering committee members as a mentees to learn from each other and supporting current volunteer roles to expand knowledge and ease of staff involvement which will engage in leadership
3. **STAFF “Star Awards” NOMINATIONS**
   1. Discussed in minutes of February Agenda (2.21.24)
   2. Reminder of “High 5s” always available to recognize staff!
      1. https://adminfinance.fresnostate.edu/hr/orgexcellence/highfive.html
      2. https://technology.fresnostate.edu/recognition/index.html
4. **CALENDAR REMINDERS FOR AGENDAS**
   1. To help with organization and workload of event planning
      1. We will not be meeting during these calendar invites, these reminders serve only as “time savers” to offer members an opportunity to add items onto the SAEC agenda (information of events, volunteers needed, fyi…)
   2. Question pose would members like to be included in calendar reminders?
      1. Stephanie, Stacy, Celeste, Rose, Veronica, agree (in chat) to have reminders included within their calendars

**NEW BUSINESS:**

1. **NEW STRUCTURE**
   1. Executive
   2. Steering
   3. Leadership Board
   4. Voting Members
2. **CAMPUS EVENTS COMMITTEE**
   1. Synchronizing all campus events by effectively collaborating with all organizations on campus
   2. Stacy has been recruited to co-lead this service mission of staff engagement
   3. Last monthly meeting recognized that a synchronization idea has begun, however currently is place is student, alumni and community focused
      1. Currently a master calendar lives within the Alumni homepage “News and Events” https://alumni.fresnostate.edu/
3. **TECHNOLOGY STEERING COMMITTEE**
   1. Employee input is requested to assist as the strategic arm and partner of innovative technology for Fresno State
   2. In collaboration with Chris, Celeste is transitioning to become a member of this initiative which will help all staff and faculty contribute to the ideal future of technology on campus
      1. AI
      2. AGI
      3. ASI
4. **SAEC STEERING COMMITTEE updates**
   1. Recruitment/ Class w/ organizational excellence
      1. Strategic planning based on needs (table to agenda for next meeting)
   2. Meet and Greet hangouts
5. **RED FRIDAY UPDATES**
   1. MARCH
      1. Hosted by the Provost Office Included dancing!
   2. APRIL 5th @ RSU outdoors
      1. Hosted by **Enrollment Management** in person only on Friday April
   3. Collect number of attendees
   4. OIE was suggested for May RedFriday
6. **VINTAGE DAY BREAKFAST UPDATES**
   1. Renamed from priorly known as Pancake Breakfast to “Vintage Day Breakfast”
   2. Friday, Apr 19, 2024 @ inside the Residence Dining Hall and on the balcony (pictures of view shared by Chris)
      1. Projected 800 ppl to attend
      2. Sales begin April 5th!!
      3. $8 staff/faculty $7 students/$9 day-of
         1. Funds collected through e-campus market and outside RSU pavilion
   3. Advertisement by Melissa
   4. Donations needed!!
      1. Food (Dutch bros
      2. prizes
   5. Ticket collection and sales inside building
      1. Announcement will be made through Campus News, Red Friday
   6. Menu includes; french toast
   7. Activities planned:
      1. Powerpoint presentation of fresno state events
      2. Raffle prizes

**MOTION TO ADJOURN** by Chris

1ST Celeste

2ND Belinda

**ADJOURNED @ 12:30pm**

**Noted: Questions and Suggestions**

1. Suggestion to limit amount of topics on agenda, pending on urgency, importance
2. Chris please add directions re: ChatGPT3.5 with microsoft office log into “CO-Pilot”

Follow-up on a work related AI tool you can use to help you with productivity. Below is the information you need.

login to, [copilot.microsoft.com](http://copilot.microsoft.com) using your Fresno State email. Once logged in, you can use Copilot which uses the Chat GPT engine to ask it anything. For example, you can ask it to, "create you a PowerPoint slide about how to host and plan for an event." or "Create me an excel spreadsheet with statistics about the most reliable cars"

Approved: Celeste, Mackenzie