

FRESNO STATE

Staff Assembly Executive Committee

Minutes

3rd Wednesday of the Month

April 17, 2024

LOCATION: <https://fresnostate.zoom.us/j/82400615197>

TIME: 11:00 am

RECORDED:

WELCOME: Chris welcomed committee members

Attendees: Belinda, Chris, Veronica, Claudia, Alondra, Audrey, Celeste, Dolores, Mackenzie, Rose, Veronica, Zaida, Melissa, Stephanie

Absent: Stacy, Sarah, Patricia

Approval of Minutes: March 20, 2024

<https://docs.google.com/document/d/19n58vHa4UW8xl9-12Ygm3Jp4qPE8VYJqANzx4BNClgI/edit>

TIME: 11:13am

1st Motion: Celeste

2nd Motion: Mackenzie

Old Business:

1. New Structure
 - a. Executive, Steering, Leadership Board, Voting Members
2. Campus Event Committee
 - a. Stacy, co-lead this service mission of staff engagement
 - i. Currently a master calendar lives within the Alumni homepage "News and Events"
<https://alumni.fresnostate.edu/>
3. Technology Steering Committee
 - a. Employee input is requested to assist as the strategic arm and partner of innovative technology for Fresno State
4. SAEC Steering Committee updates
 - a. Recruitment/ Class w/ organizational excellence
5. RED Friday Updates
 - a. MARCH
 - i. Hosted by the Provost Office Included dancing!
 - b. APRIL 5th @ RSU outdoors
 - i. Hosted by Enrollment Management in person only on Friday April

New Business:

1. Fiscal Year Proposal (10min) ((((((PENDING DETAILS))))))))
 - a. Calendar year budget was sent over to the President and cabinet, then reformatted into a fiscal year presentation
 - b. Holiday Party Approval of \$20,000
 - c. Pending Approvals _____ of \$
2. Committee Rep. Update (20min)
 - a. SAEC Steering

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- i. Recruitment: Mackenzie challenged every member to nominate someone else they know on campus: <https://forms.gle/1PLMACQFpVvsTrhU8>
 - ii. Veronica and Mckenzie working on a presentation for recruitment
 - 1. Powerpoint presentation
 - 2. Nomination forms
 - b. Tech Steering
 - i. making software user friendly, databases centralized (mocha,--, tools (AI) discussed
 - ii. Celeste will replace Chris during summer 24 as ____ of the Campus Technology Steering Committee
 - c. Announcement and Congratulation to Melissa accepting the nomination of SAEC Donations Coordinator
 - i. Melissa is excited to accept with future plans
 - d. CPC (Committee reflects and discuss all that goes on campus grounds)
 - i. Project Descriptions:
 - 1. City of Fresno Skyline
 - 2. Canal emerging from the Sierras and downtown
 - 3. Ash Trees
 - 4. Solar panels
 - 5. Soil levels represent with roots
 - 6. round medallions ant the bottom
 - 7. Sustainable MURAL McLane Hall
 - e. Campus Events Planning Committee (CEPC)
 - i. No Updates
 - ii. Projected meeting in May/ June updates to be presented in August
 - f. Mental Health
 - i. No Updates
3. STAR DAY
- a. Veronica and Mckenzie working on a presentation for recruitment
 - i. Proposal pending approval (currently in review by star day committee)
 - ii. Powerpoint presentation
 - iii. Nomination forms
 - 1. <https://forms.gle/1PLMACQFpVvsTrhU8>
 - iv.
4. Vintage Days Breakfast Updates
- a. Advertised in campus news since April's Red Friday 4/4-5/24
 - b. Celebrity Cooks
 - c. Certification to become a Food Handler is requested
 - i. <https://www.efoodhandlers.com/>

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- ii. Cost will be reimbursed (send receipt of payment to Patricia cc: Belinda)
- d. Donations for food and raffle prizes
 - i. Coffee, syrup, butter,
 - ii. VOLUNTEER needed! Pick up coffee from Dutch Bros
 - 1. Claudia volunteered
- e. Set up Thursday 4/16/24 inside dining hall
 - i. Banner hanging
 - ii. drop of some donations and food items
- f. INDOOR event (first annual indoor VD Breakfast)
 - i. At the Residence Dining Hall
- g. Ticket Sales: PRESALE \$7.00 Staff/ Faculty \$6 Students
 - i. Sales at the Door \$

;

ii.

iii.

5. OPEN ITEMS

- a. Update Meeting with Board of Trustee ----
 - i. [Trustee Yee-Melichar](#) visited campus 4/3/24 to learn more about staff at Fresno State for professional development
- b. Proposed by Chair Munoz; MAY meeting proposal to be forfeited and final fiscal meeting be held in June 2024
 - i. 1st motion to approve: Mckenzie
 - ii. 2nd motion to approve: Audrey
- c. Projected Team Retreat for 1st or 2nd week of August 2024
 - i.
- d. TABLE Chair Munoz Proposal to allow a faculty member to be a “member at large” for SAEC (attend meetings, assist in facilitation of events, extended committees)
- e. Website Updates: Celeste has been helping along with Audrey to update SAEC website
 - i. Request for Executive committee to review:
https://docs.google.com/document/d/1g_CL0rtBNxui1zfXxpYzFG-2ovA683Szc0bb-K2few/edit
 - ii. Celeste shared screen to show new photos posted
 - 1. homepage, activities (eliminated items no longer active)
 - 2. Recruitment tab to join updated
 - 3. Members page updated (photos to be replaced should be emailed to Celeste)

TO DO LIST:

TO DO: Share ByLaws on website (to be linked into a separate page of homepage)



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TO DO: Share SAEC team Minutes (on a separate page with links to each month's meeting)

TO DO: Calendar events to be posted on Homepage

TO DO: RID orphan pages

Additional Items:

For any forgotten comments or questions please send a message through the group chat

Adjournment

Chris motion to adjourn the meeting

1st motion: Belinda

2nd motion: Melissa

Adjourned at 12:21pm