**Date:** April 21, 2022

**Time:** 11 am – 12:30 pm

**Location:** Virtual Zoom meeting

**Members**

Present:Belinda Munoz, Audrey Munoz, Veronica Reyes, Yosagandhi Tarvin, Chris Cruz, Deborah Reba, Hope Hardwick

Not Present:Gina Tamez, Stephanie Covacevich

Meeting called to order at 11:11 a.m.

**Old Business:**

1. Post Covid Task Force update - Deb
   * It has been predominantly Faculty focused discussions.
     + Belinda and Deborah have pointed this out and would like to move forward with making representation equally distributed for staff.
     + *Hope and Chris volunteered*to join, staff interested including staff outside of SAEC are able to join. Please contact Belinda or Deborah.
   * Responsibilities of the Task Force are:
     + Meet bi-weekly via zoom
     + Someone who is not afraid to speak up and can represent staff in a professional manner
     + Someone that has a good understanding of their fellow staff needs in relation to post covid matters. As well as understanding of the staff that are working remotely and how other staff members are affected by this.
2. Art show - Belinda/Deborah
   * Belinda and Deborah have been meeting with Chris Lopez bi-weekly.
   * The event has been scheduled to happen June 14, 2022

**New Business:**

1. April Red Friday - Hope
   * A flier has been created and will be submitted to University Brand Strategy and Marketing.
   * *Veronica will submit a flier* for Around Campus as soon as it is approved, We will need to ensure the zoom is shared a week before the meeting.
   * A tour of the Memorial Garden.Vintage Days will be set up
   * Before the end of the semester SAEC will send out a calling (sign up sheet) to campus asking any offices if they are interested in hosting a Red Friday, on a first come first serve. *Deborah will help Hope with sending out a google sign up* list.
     + During our next meeting we will discuss whether we will offer “first rights to RSVP” to existing hosts as a first right option (i.e. Athletics gets to keep their slot because of homecoming)
2. Vintage Days Breakfast - Belinda
   * A lot of emails have been sent out
   * We have a lot of celebrity flippers, we will not have hot grills or onsight cooking.
   * We breakfast items will consist of:
     + Catering will provide pre packaged waffles, eggs and sausage.
     + Deborah was able to get a donation of fruit.
     + Hot coffee by catering
     + Cold Brews donated by Dutch Bros
   * *We need more volunteers* for the day of the event
   * Prize Donations, we plan to have 30 raffle prizes
     + Almost every VP has contributed something for raffle prize
     + *Belinda will shop for more* this Monday. She will use the $1,000 that was donated to the event
     + We will raffle off 20 prizes in the morning (10 during first half and second 10 during the other half breakfast). The remaining 10 prizes will be raffled off in the afternoon.
     + Must be present to win
   * Tickets have been designed and submitted to printing
   * Veronica submitted TD request and email Jeff Colvin for 4 spreakers and microphones needed
   * There are a lot of TOE, foundation forms, billing authorizations that need processing. We need volunteers. *Belinda is willing to train. Yosagandhi, Veronica and Audrey expressed interest.*
   * Yosagandhi received confirmation that Victor E will appear from 7:30 am till 8 am.
   * *Deborah will speak to Jake* to try to have Cheerleaders come out as well
3. Afternoon and Beer Garden - Belinda
   * We will have different color tickets for our group
   * We need a volunteer to create a list of students selling food that day. The will need:
     + Price list
     + Items sold
   * *Yosagandhi volunteered to find 4 online games and a survey* (best SAEC moment, Worst moment, suggestions) as ice breakers for Beer Garden. *Chris Cruz will create a QR code* for them.
   * Tickets will be sold the day of. There will be a table set up with petty cash available.
4. Salary Steps - Deborah
   * Why aren’t salary steps available, what structure is there to compensate higher cost of living for employees
   * We need to have the union come speak with SAEC regarding this salary structure and IRP’s.
   * *Deborah and Hope will speak to the union* and set up a zoom meeting for this.
   * *Hope to find out hours allotted for employees* to help and/or participate in activities outside of their department

Meeting adjourned at 12:06 p.m.