

FRESNO STATE

Staff Assembly Executive Committee Minutes

Executive Committee

DATE: Thursday, May 2, 2024
LOCATION: <https://fresnostate.zoom.us/j/89732335148>
TIME: 2:45pm

WELCOME: Chris welcomes the Executive Team
ATTENDEES: Belinda, Chris, Patricia, and Claudia
ABSENT: None

REVIEW & APPROVAL OF MINUTE: April 17, 2024
https://docs.google.com/document/d/1iTM5RUV0YzbgkWsVSlhDi6L_5u6okD3F/edit

March 22.
https://docs.google.com/document/d/1HYTtDpLJsu5cR_efg1ocDkPVUkijwOg75tC48VgP8Rek/edit

TIME: 2:04 pm
1st Motion: Belinda
2nd Motion: Patricia

EXECUTIVE and STEERING COMMITTEE

DATE: Thursday, May 2, 2024
LOCATION: <https://fresnostate.zoom.us/j/89732335148>
TIME: 2:45pm - 3:35pm
RECORDED:

WELCOME: Chris welcomes the Steering Committee
ATTENDEES: Mellissa, MacKinze, Audrey, Chris, Patricia, Belinda, Claudia
ABSENT: None

Old Business:

1. Fiscal Year Proposal
2. The calendar year budget
 - a. Holiday Party Approval of \$20,000 (Communicated with VP Astone, coordinating meeting with VP Astone)
3. Committee Rep. Update
 - a. SAEC Steering
 - i. Recruitment: Veronica and Mckenzie presentation
 - b. Tech Steering
 - i. User-friendly, databases centralized (mocha--, tools (AI) discussed
 - ii. Celeste will replace Chris on the Campus Technology Steering Committee

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- c. Announcement Melissa new SAEC Donations Coordinator
- d. CPC (Committee reflects and discusses 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 roots
 - 6. Round medallions at the bottom
 - 7. Sustainable MURAL McLane Hall
 - e. Campus Events Planning Committee (CEPC)
 - i. No Updates
 - f. Mental Health
 - i. No Updates
- 4. STAR DAY
 - a. Veronica and Mckenzie for recruitment
- 5. Vintage Days Breakfast Updates
 - a. Advertised in campus news since April's Red Friday
 - b. Celebrity Cooks:
 - c. Certification to become a Food Handler is requested
 - d. Donations for food and raffle prizes
 - e. Set up Thursday 4/16/24 inside the dining hall
 - f. INDOOR event (first annual indoor VD Breakfast)
 - g. Ticket Sales: PRESALE \$7.00 Staff/ Faculty \$6 Students
- 6. OPEN ITEMS
 - a. Update Meeting with Board of Trustees -----
 - i. [Trustee Yee-Melichar](#) visited campus on 4/3/24
 - b. Proposed by Chair Munoz; MAY meeting proposal be forfeited and the 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

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New Business:

1. Board of Trustee Updates and Contact Follow-Up
 - a. Project List: reach out to contacts (Representative of staff associations from various CSU campuses) sent by Trustee
 - b. Plans to contact and propose a collaborative Zoom meeting
2. Proposed Faculty Representative (allow a faculty member to be a “member at large” for SAEC (attend meetings, assist in facilitation of events, extended committees)
 - a. Proposed by Chair to review Bylaws
 - i. Benefits to faculty
 - ii. Service hours inquiry
3. Vintage Days Pancake Breakfast
 - a. Positive Feed Back
 - b. Constructive Feed Back
 - c. Profits
 - i. TBD

Check out the breakfast post on Instagram:



4. Budget Update
 - a. In conjunction with VP Astone
 - b. Update pending
5. Website Updates
 - a. Share ByLaws on the website to be linked to a separate page of the homepage
 - b. Calendar events to be posted on the Homepage
 - c. RID orphan pages TO BE REVIEWED
 - i. https://docs.google.com/document/d/1g_CL0rtBNxui1zfXxpYzFG_-2ovA683Szc0bb-K2few/edit
 - ii. Review Staff photos; Members please review and request changes to be made with Celeste
 1. <https://orgs.fresnostate.edu/staffassembly/about/members/index.html>
 - iii. https://docs.google.com/document/d/1g6p4oh717euL6EeMKP0_wpI9fxrvsX4N/edit
6. Star Day
 - a. Workshop Approved: Recruitment and Campus Involvement
7. Red Friday
 - a. Feed back

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- b. Ideas of photo sharing
- 8. Recruitment
 - a. Has the staff assembly received any applications in the last couple of days??
 - i. NO as per Chir's confirmation
 - b. Nominations are working
 - i. University work chart representation is considered to conjure recruitment strategies and
 - ii. Anticipated 20 members by the August Retreat
 - iii. Star day presentation
 - iv. Nomination Forms: <https://forms.gle/XjuPm7i5YaYMzHa18>
 - c. Member information
 - i. DOB
 - ii. Phone Numbers
- 9. Communications **TABLE**
- 10. Event Coordinator **TABLE**
- 11. PROJECT (Priority List)
 - a. <https://docs.google.com/spreadsheets/d/1U087aC6KwAM6y-7mc2aWrqmlVV8gTCCx5Injnc5L-w/edit#gid=0>
 - b. Setting June meeting in person (Summer hours (½ lunches))- **Claudia**
 - c. Traditional Events (list of events per month) -**Claudia**
 - d. Event Collaboration Team- **Melissa**
 - e. Podcast-Belinda and **Melissa**
 - f. Mentor/ Mentee guideline and feedback forms (for supervisor to know) - **Chris**
 - g. Staff Voting on Department Chair Policy - **Chris**
 - h. Budget Update - Patricia and **Belinda**
 - i. Creating/ Updating members list and folders - **MacKenzie**
 - j. June meeting WEEK IN-PERSON -**Claudia**
 - i. Motion to move from 6/19/24 to 6/20/24 -Claudia
 - 1. 1st motion- Patricia
 - 2. 2nd motion- MacKenzie
 - k. Faculty as part of SAEC - (service hours ?) **TABLE**
 - i. expectation of the faculty member
- 12. Retreat
 - a. PLANNING HIGH PRIORITY- Patricia and Melissa
 - b. August 7, 2024
 - c. \$2250 Budget

Additional Items:

- a. Happy Admin Appreciation DAY!! April 24th

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- b. Propose to reschedule the June 19 meeting to June 20, 2024,
- c. Motion to add 5 minutes 1st claudia, 2nd Mackenzie

TABLED ITEMS:

- Communications **TABLE**
- Event Coordinator **TABLE**
- Faculty as part of SAEC - (service hours ?) **TABLE**

Adjourned 3:37pm
Motion-Patricia
1st motion- Melissa
2nd motion - MacKenzie

https://docs.google.com/document/d/1g6p4oh717euL6EeMKP0_wpI9fxrvsX4N/edit

The screenshot shows a Google Sheets spreadsheet with the following data:

	A	B	C	D	E	F
1	Summer 2024 Projects					
2	Project	Lead	Co-lead	Info	Deadline	Misc. Info
3	Bylaws Update	Belinda		adding and changing of procedures	Summer Retreat	
4	Traditional Events List for FY 24-25					frind lead for each of our larger events
5	Events Collaboration Committee	Stacy				
6	Podcast		Melissa			
7	Mentor/Mentee guidelines and feedback form					
8	Staff Voting on Department Chair Policy					
9	Planning Retreat					
10	Budget update					
11	creating/updating member list and folders					
12	Faculty as part of SAEC - service hours					
13	June in person meeting with team					
14	Board of Trustee's Contacts					
15	Letter of recommendations					
16						
17						
18						



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