

# FRESNO STATE

## Staff Assembly Executive Committee Minutes

**October 18, 2023**

**LOCATION** Via Zoom

**TIME:** 11 to 12:30pm

**11:15 am**

**11:35 am Recording in progress**

**Attendance:** Belinda, Chris, Patricia, Veronica, Rose, Audrey, Mackenzie, Claudia, Alondra,

**Absent:** Gina, Dolores

### **Approval of Minutes:**

September Minutes Reviewed and Approved.

Belinda motion to approve, Rose second the motion.

### **Old Business:**

1. Review and requested members to read materials regarding; Committee by-laws and core values, etc update
  - a. [https://drive.google.com/drive/folders/11tPjzqdTbyPffTFNibzyh\\_geTWE-Uv8Vf?usp=drive link](https://drive.google.com/drive/folders/11tPjzqdTbyPffTFNibzyh_geTWE-Uv8Vf?usp=drive_link)
  - b. HOMEWORK Assignment Given:
    - i. Please review the drafted By-laws and core Values etc-update, Please share your feedback by Wednesday, November 8, 2023. (Motion to approved date by end of business day)
      1. [https://drive.google.com/drive/folders/11tPjzqdTbyPffTFNibzyh\\_geTWE-Uv8Vf?usp=drive link](https://drive.google.com/drive/folders/11tPjzqdTbyPffTFNibzyh_geTWE-Uv8Vf?usp=drive_link)
    - ii. Mission Statement
    - iii. Higher Education Employee Relations ACT:<https://hr.ucr.edu/front/employee-and-labor-relations/collective-bargaining/employee-labor-relations-heera>
    - iv. The goal date to have the final draft available is Wednesday, December 6th to update the document with all feedback considered.
    - v. Draft presentation to the SAEC team by **Wednesday, January 10, 2024**.
    - vi. Voting for Final REVIEW and voting approval on **January 17, 2024**.
2. Homecoming Week Activities
  - a. Serving Ice Cream @ RSU, Monday, 10/23/23 @ 11-1pm SAEC Volunteers needing in Serving Ice Cream
  - b. Homecoming Decorating Contest: <https://campusnews.fresnostate.edu/september-26-2022/homecoming-office-decorating-contest>
    - i. Wednesday 10/25/23 SAEC Judges: Homecoming **BOOTH** Decoration Contest
    - ii. Thursday 10/26/23 SAEC Judges: Homecoming **OFFICE** Decorating Contest
3. Homecoming week donations for decorating contest
  - a. <https://campusnews.fresnostate.edu/september-26-2022/homecoming-office-decorating-contest>
    - i. Wednesday 10/25/23 SAEC Judges: Homecoming **BOOTH** Decoration Contest
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- b. Friday 10/27/23: Crow and Wolf Brewing Co. 526 Spruce Ave, Clovis, CA 93611
  - c. Saturday 10/28/23: Game and Tailgate
4. Updating the website
    - a. Dates have been corrected
    - b. New content has been added
  5. October Red Friday hosted by ATHLETICS, Veronica updated committee on progress and plan to take place during event; drawing by ticket, tables will be provided,
    - a. In Person ONLY
    - b. Friday, October 27, 2023
    - c. Announcement <https://homecoming.fresnostate.edu/index.html>
    - d.
  6. November hosted by VETERANS dept
    - a. In Person and Zoom
    - b. Friday, November 3, 2023
    - c. Announcement
    - d.
  7. Holiday Party Updates Chris shares master plan and provided updates of progress available at [https://drive.google.com/drive/folders/1rX5QwXX3VdrEsAy7BHtGDFwscpiprUd?usp=share\\_link](https://drive.google.com/drive/folders/1rX5QwXX3VdrEsAy7BHtGDFwscpiprUd?usp=share_link)
    - a. Theme “Wrap thing UP!”
      - i. discussed bright reflection is bright and Shiny
    - b. Save the date flier created
    - c. Events, Subcommittee work, pre event planning, Group Photo
  8. Donating for a cause
    - a. Creating an opportunity to support the children of staff and faculty in forms of a dinner or gift donation drive “Holiday Kindness”

### **New Business:**

1. Chancellor letter for President Review
  - a. Please share your input, opinions regarding President’s annual employee evaluation
2. New Memberships/Emails to leadership
  - a. Mackinzee updates that campus administrator/ leadership has been sent emails requesting referrals to join SAEC
    - i. responses have been received and followed up
    - ii. 1 new member established
3. Organizational Development Position update “Cathlene’s position”
  - a. Professional development
  - b.

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**Additional Items:** Subcommittees please reach out to each other, communicate with your supporting

**TABLE:** Staff Council consideration

**Adjourned**

12:32pm

**Recording:**

**Notes posted on Calendar invite:**

**Agenda**

**Attendance:** Belinda, Chris, Patricia, Veronica, Rose, Audrey, Mackenzie, Claudia, Alondra,

**HOMEWORK Assignment Please review the drafted By-laws and core Values etc-update"**

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3. Mission Statement in compliance with HEERA
  1. Higher Education Employee Relations ACT:<https://hr.ucr.edu/front/employee-and-labor-relations/collective-bargaining/employee-labor-relations-heera>
4. The goal dates to have the final draft available is Wednesday, December 6th to update the document with all feedback considered.
5. Draft presentation to the SAEC team by Wednesday, January 10, 2024.
6. Voting for Final REVIEW and voting approval on January 17, 2024

**APPROVED: 11/15/23 @ 11:15**

**Motion to approve by Chris Cruz, secondary by Veronica**