

FRESNO STATE

Staff Assembly Executive Committee

Minutes

November 15, 2023

Zoom: <https://fresnostate.zoom.us/j/84911100940>

TIME 11 to 12:30pm

Chris Motion to increase meeting by 5 minutes, second by Celeste

11:10am

11:35 am Recording in progress

Attendance: Belinda, Chris, Patricia, Veronica, Alondra, Audrey, Diane, Dolores, Mackenzie, Melissa, Rose, Claudia, Melissa, Celeste

Absent: Gina, Sabrina, Amalia, Yosi

11:10 in order

Approval of Minutes:

APPROVED: 11/15/23 @ 11:15

Motion to approve by Chris Cruz, secondary by Veronica

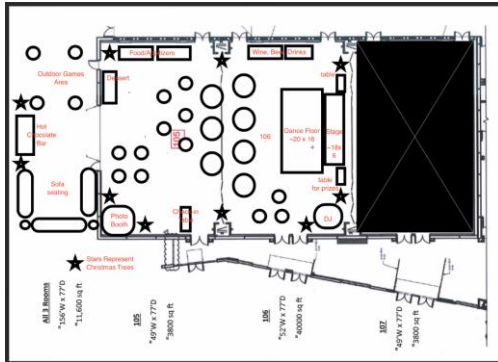
Old Business:

1. Update on Red Friday
 - a. Veronica announced that the College of Arts and Humanities will host the “Creative Winter Sweater Contest”
 - i. Date: Friday, Dec 1, 2023
 - ii. Location: RSU, Outdoors
 - iii. Non-Zoom must be present to win
 - b. NO RedFriday in January
 - c. Recruitment flyers will be sent out to Departments and Dean Offices for Spring24 and Fall24 hosts
 - d. Campus News to begin announcements 11/20/23
 - e. Announcements will be shared with office of IDEAS for publication in monthly Faculty Newsletter
2. Update on Holiday Party
 - a. Chris provides overview of committees progress; venue, floor plan, program, invitations, master plan, speakers, entertainment (choir, band, timeout, cheer team), photo booth options, catering services/food truck, games, angel tree donations for staff, donations for the Raffle prizes, mascots, decorations,
 - i. NEEDED: decorations and help setting up and wrapping
 - ii. Centerpieces

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- b.
- c. Newest members are welcomed to join. Please let Claudia know if you are interested: Alondra, Celeste, and Melissa express interest
- d. <https://docs.google.com/spreadsheets/d/19wXngqaWfoJcp2bTD0BRHOiDVHICXpLTneg0UCvjd4g/edit?usp=sharing>
- e. Campus News to begin announcements 11/20/23
 - i. <https://pawsforms.csufresno.edu/rsvp/reply/> RSVP Code, "wrap"
 - ii.

3. Strategic Planning: core values, mission, vision statements working document

New Business:

1. Updated meeting day and time with President, Belinda noted that the meeting had been moved up from January to December 1 and extended by 15 minutes.
2. Communications and Recruitment, Mackenzie shared that campus leadership is nominating team members. Even representation is becoming well rounded and recognition from department directors has been positive, especially the part of being nominated is a valued honor.
3. Communications and Social Media; Increasing followers by Mackenzie and Audrey. Duplication material is being avoided, a projected format will be planned with the campus communications department to help with our development. Audrey and Chris are working on social media posts. Audrey and Mckaenzie will be creating "Meet the SAEC" episodes. Audrey is also updating the members page and would like head-shots of each member. Please send your best pics. If you need professional headshots let us know.
4. New members: Melissa Norris, Celeste DeMonte, Amanda Andalon, Stephanie Foster
 - a. Melissa, Alum and Health Educator in Health and Wellness center, Staff member and Proud Mamma of 2
 - b. Celeste, Alum and Administrative Assistant in Office of Dean Muscat in Undergraduate Studies, Mamma of 2 fur babies.
 - c. Alondra, 2x Alum, Coordinator of Student Success in Richter center, Immigrant background, excited about the positive changes onto campus for all staff
 - d. Stephanie, 2x Alum, Access Counselor, Services for Students with Disabilities, former student employee, Mamma of 2 young boys and 2 fur babies. "Energy Suckers HAHAH
 - e. Amanda, Alum, ASC, Services for Students with Disabilities, formerly employed in the Fresno State mail room, feeling excited about positive impact of this team

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- f. Ongoing members introductions, Rose, Mackenzie, Chris, Claudia, Dolores, Patricia, Audrey, Belinda
5. SAEC team holiday party date and time please fill out the Doodle survey of suggested date and time.
 - a. <https://doodle.com/meeting/participate/id/e7Akj1Qb>
 - b.
6. Vintage Days Breakfast

Additional Items: Donation needed for holiday party

Adjourned 12:40pm

Notes on Meeting Invite:

welcome Newest Member to SAEC Melissa Norris and Celeste DeMonte!

TENTATIVE AGENDA

Old Business

1. Review and Accept Old minutes
 1. https://docs.google.com/document/d/1bTUuyKFuM3Ls_QvEt_KaTrbgCl5KwTvi/edit
2. December Red Friday
 1. Outcomes
3. Holiday Party Updates
 1. Progress
 2. Needs
 3. Done

New Business

1. Welcome Newest Members (self introductions)
 1. Melissa Noris
 2. Celeste DeMonte
2. Tentative meeting with the President (Recommended discussion point)
 1. December 1
3. Discuss Communication Email for Next Red Friday and Employee Holiday Party
 1. Campus News
 2. IDEAS (send to IDEAS for faculty Dec 1 news letter)
4. SAEC Holiday Party IDEAS (Date, time, venue, theme)
5. Review Core Values and Mission Statement
https://drive.google.com/drive/folders/11tPjqdTbyPfTFNibzyh_geTWE-Uv8Vf

Suggested agenda items by team members:

1. Volunteer request for backup Note Takers

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TO DO:

1. **Set up headshots**
2. **Organize SAEC holiday party**
3. **NEW... Mental health task force collaboration with Professor _____ for meditation sessions**
 - a. <https://ds.calstate.edu/?entityID=https%3A%2F%2Fidp.calstate.edu%2Fproxy%2Fsaml%2Fsp%2Fsumtotal&return=https%3A%2F%2Fidp.calstate.edu%2Fsumtotal%2FShibboleth.sso%2FLogin%3FSAMLDS%3D1%26target%3Dss%253A%253A%253Ab23944a78382c9538cc764a6fc1526aa66fdea160bad78ddea5f8f4139cd9c75>
 - b.
4. **Team Shirts, lanyards, Identification**
5. **Decorations for holiday party**
 - a. **Add updated invitation to our social media**
 - b. **New members would like to be included in holiday committee**
 - i. **Melissa would like to be included for decor**
 - ii. **Alondra would like to help with Balloons**
 - iii. **Celeste, donations?**