

SAEC Monthly Team Meeting

Date: Wednesday, November 19, 2025

Time: 11:00 am

Modality: in-person RSU 206

Myrna is providing chicken enchiladas, and Patricia is providing rice and beans for lunch.

Absent: Choua, Raquel, Veronica, Delia, Zaida,

AGENDA

1. Meeting Called to Order at 11:15
2. Approval of the Agenda
 - a. Motion: Andrew
 - b. 2nd: Dolores
3. Approval of [last meeting's minutes](#)
 - a. Motion: Chewy
 - b. 2nd: Rose
4. Communications & Announcements
 - a. Exec meeting with HR tomorrow regarding the Staff Resource Center
 - b. Goodbye Mel!!! 🎤
 - c. Instructions for assembling Wholiday centerpieces
 - d. Welcome, Diana, Evita, and Rigo! (introductions all around: Name, department, number of years on campus, number of years and/or role in SAEC, what you love most about being a part of this committee.)
 - e. Member shout-outs
 - i. Rose with Red Friday
 - ii. Claudia/Raquel Toy Drive
 - iii. Chewy Recruitment spreadsheets
 - iv. Celeste website quick updates
 - v. Holiday committee/chairs ahead of the game
5. New Business
 - a. Linen rentals - things to consider
 - i. Price (range \$12-\$20)
 1. \$10 cocktail, \$12 rounds
 - ii. White rounds: 15, red cocktail: 20
 - iii. Minimum order of 5
 - iv. Rental agreement and replacement cost if lost/damaged
 - v. Google Form to order/order at least 1 week in advance?
 - vi. System for washing in between rentals
 1. Belinda volunteers to do the washing, and two backup people sign up per month
 2. Philip will ask about finding washers/dryers on campus
 - vii. Linen committee: Delia and Gina
 - b. Upcoming leadership opportunities (see [Bylaws](#) for descriptions)
 - i. Donations Coordinator
 - ii. Communications Coordinator
 1. Diana nominated
6. Old Business
 - a. Upcoming Event Updates
 - i. Staff Tailgate Party, Nov 22, 4:00- Claudia/Audrey/Dolores
 1. [RSVP here](#)

2. [Volunteer sign-up here](#)
 - ii. Red Friday, Dec 5, 9:00 - Rose
 1. Facilities host
 2. Fed confirmed: Student Affairs
 3. Need hosts for March, April, and May
 - iii. Bulldog Wholiday Bash, Dec 11, 2:00 - Audrey/Myrna
 1. No pinwheels on catering - all hot food, 60% out at 2pm and rest at 3pm
 2. Meeting this Thursday
 3. Video from VP Hawkins, President, Provost
 4. Day before set-up (balloons) Chewy will send out sign-up sheet, Mackenzie suggested including day-of duties
 5. Day of: set up raffle prizes, last minute
 6. Chewy donated tree
 7. One drink ticket per guest?
 - iv. Toy Drive - Claudia/Raquel
 - v. SAEC Holiday Party, Dec 15, 4:30-6:30 details to come!
7. Other Leadership Updates
- i. Membership - Chewy
 - ii. Donations - Mel
 1. \$1900 worth of donations from 20 different businesses
 2. 3 need to be picked up
 3. Student assistants making calls to sites
 - iii. Communications - Andrew
 1. Will be calling a meeting between Evita, Diana, Audrey, Celeste after Thanksgiving break
8. Next Meeting Date: Wednesday, Dec 17, 2025
9. Meeting Adjourned at 12:32