Staff Minutes – August 28, 2002
325 HUB
7pm

Attendance – Mike Cooper, Nikkie DeSimone, Olney Pray, Stephen Cuppett, Chris Zegar, Anthony Bizzaro, Crystal Saverioni, Jayneel Patel, Brett Kluskiewicz, Tara Minchin, Brian Marko, Kevin D'Ausilio, Drew Lavenberg, Joe Curigliano, Tom Slaski, Elizabeth Eisenhart, Kevin Homan, Michelle Armstrong (late – excused), Vera Spina, Lauren Cycak, John Dingfelder

Chris Zegar started the meeting with a welcome. Introductions were made for people who had not met anyone (ie., for people who were not at the Staff Retreat). Zegar talked about how the meetings will be run. They are business meetings – NO swearing. Kevin D. wanted to know if we had to dress up (he can still wear his headband). Staff meetings will be held in 325 HUB for this semester. Report meetings – everyone will tell what is going on in their positions.

Breakout meetings – Caucus directors met with Zegar, Committee directors met with Cooper, everyone else met with Nikkie. Breakouts were held for 10 minutes.

Rubina Javeri – president of USG, introduce herself and talked about USG, 4 platforms – expand dining hours, Ritenour services, resources for commuter students – fall housing fair, online services concerning drop/add class info.

Field trip to the CCSG office ☺
- we received detailed information about the rules and regulations of the CCSG office ☺

Mike – USG liaison to CCSG – he attends all staff meetings. Senate meetings will be held at 7pm Tuesdays in the HUB.

Reports (no committee reports were due today)
1. Secretary's Report – Olney Pray

a. Nothing to report at this time

2. Chief of Staff Report – Chris Zegar
    a. Council Meetings will be at the Penn Stater – Dean's Hall
    b. Staff t-shirts - $20
        i. Will be in for the first council meeting
        ii. Money due ASAP – checks made out to Chris Zegar
        iii. Jeans and polo shirts to Friday meetings
3. Vice President's Report – Nikkie DeSimone
    a. Career Planning News in Collegian today
        i. Kickoff for students (new Career Services Building) – Friday September 6, 2002 – 11:30-3:30
            1. raffle and other fun prizes
    b. "Freedom Now More Than Ever" Rally – sponsored by the Black Caucus
        i. September 13-15, 2002
    c. Dr. Spanier will not be present at our Council meeting due to surgery
        i. Still having lunch with him at his house
    d. Constitution Review Committee
        i. Will be forming soon
4. President's Report – Mike Cooper
    a. Cooper will tell everyone about Spanier not attending our meeting
    b. Agenda will be out Friday evening by 5pm
        i. Legislation – passed a meeting for Saturday and Sunday (instead of Friday and Saturday) – should not a big deal or be controversial
    c. September 13, 2002 – Eisenhower Auditorium
        i. State of the University Address
            1. theme – more centralized focus on students
            2. will be available online if you can't make it to the address
            3. time TBA
    d. Outstanding job at the conference by Central Staff - Student Affairs staff and students felt that CCSG

was more prepared and friendlier this year than in previous years

e. Executive desk
    i. Confidentiality of papers on desk – respect other's things – many times Cooper and Nikkie will have sensitive materials on the desk…be respectful
f. Telephone calls
    i. Do not call long distance
    ii. For office use ONLY – once and awhile personal use is ok
    iii. Mike's cell number 814-777-3478
        1. no voice mail yet so do not leave a message
g. Collegian
    i. Never in the history of the newspaper have they gotten a story right – will be calling the office asking for information and quotes – Mike and Nikkie are the ONLY ones who should be giving quotes – they will decide if/who needs to talk to the paper
    ii. If other staff members give quotes it will make Vera's job much harder
h. Friends in the office
    i. Doesn't matter if we have them in there – still a place of business
    ii. Friends are not allowed to use computers or phone
i. Council Weekend
    i. Agenda will be out on Friday
j. Individual Breakouts – starting next week
    i. Nikkie, Cooper, and Zegar will have time slots to meet with everyone this week
    ii. Schedule of available slots will be in the office tomorrow

5. IT Report – Kevin Homan
    a. Most LISTSERVS will be up tonight
        i. Email all information for your LISTSERVs to Kevin tonight, if haven't done so already

ii. He needs the names, email addresses, and positions of everyone for the LISTSERV

b. Kevin needs to talk to staff about what they want on their individual web pages
c. CCSG web page will be updated tomorrow
d. Watch for emails saying you have been added to the LISTSERVS

USG has decided to have a second housing fair in the fall semester – maybe October on November (maybe a council weekend) – 2 people usually help with the housing fair –

1. Kevin Homan
2. Crystal Saverioni

Open Forum

1. Tara Minchin – THON Director
    a. THON applications are due on Monday because of the Council weekend
    b. Sent out applications to everyone on staff – they are to be passed to anyone who we think would like to join the CCSG THON committee (students must be from a Commonwealth location)

Tom made a motion to adjourn the meeting. It was seconded by Kevin Homan. Everyone voted in favor of the motion.

Submitted by,
Olney Pray