Staff Minutes
September 4, 2002
325 HUB – 7pm

I. *Roll Call* – Secretary
   a. 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, Thom Slaski, Liz Eisenhart, Kevin Homan, Michelle Armstrong, Vera Spina, Lauren Cycak, John Dingfelder

II. *Approval of Minutes*
   a. Motioned to approve minutes by Thom, seconded by Kevin H.

III. *Reports*
   1. Caucus
      i. **Northeast** – Kevin D'Ausilio
         1. emailed caucus a few times –
         2. emailed DSA's – open lines of communication, hope to see at some meetings
      ii. **Southeast** – Drew Lavenberg
         1. not at meeting
      iii. **Northwest** – Brian Marko
         1. emailed all presidents
         2. problem with Shenango – issues with Lion Ambassadors and SGA, asked for Brian's advice and he talked to Mike, hasn't been able to get back to her
         3. traveled to Altoona yesterday for SGA meeting, gave history and purpose of CCSG, answered questions about positions, common hour problem – DSA and ADSA common hour problem will be taken care of, opening of brand new stadium – Medivac delivered game ball, food service director mentioned a few things that were being worked on last year by Senate
      iv. **Southwest** – Joe Curigliano
         1. emailed caucus last night
         2. curious to see if Beaver established an executive board – found everyone except a Treasurer and Secretary
         3. 3 or 4 campuses are doing a Root Beer blast – handing out Penn State mugs with root beer and vanilla ice cream to stir up school spirit

4. McKeesport – still trying to fix ADA compliance issues

v. **Two Location** – Thom Slaski
   1. finally emailed Kevin with addresses to set up Two Location ListServ
   2. emailed caucus about Academic Affairs to fill committee
   3. called Schuylkill and left message
   4. communication goal – only goal the caucus will work on this semester
   5. he is a student again ☺

2. Committees

Academic Affairs – Brett Kluskiewicz

CCSG Staff Report
Brett Kluskiewicz
Academic Affairs Director
9/4/02

Just to touch again on the Academic Affairs side of the Annual Leadership Conference, it went very well. The general Academic Affairs campus representatives seemed very motivated and numerous issues that were discussed and will be researched and dealt with during this academic year. Some of the larger issues involved the First Year Seminar Curriculum, Course Selection Guides, advising for non-traditional students, tutoring fees, and other faculty-related problems at the individual campuses.

Recent efforts have been directed to preparing for the first Council Meeting, this weekend, 9/6 – 9/7. As of this past Thursday, August 29th, the Academic Affairs List-serve has been up and running thanks to Kevin Homan, the IT specialist. There were 4 campuses not represented at the leadership conference at the AAC meeting: Wilkes-Barre, Berks, Lehigh Valley, and Capital Location. Caucus directors responsible for these Commonwealth Locations were addressed about the participation of those campuses, and so far a response was received from the Wilkes-Barre campus, which has been since added to the list-serve.

This past Monday, Sept. 2nd, Nikkie and I attended my first Academic Assembly meeting in which the officers and representatives were introduced. Mike Cooper was also introduced. The meeting was mostly in and introductory format.

Before the end of the week I will have prepared handouts for the Council Meeting AAC meetings. I also plan to schedule a meeting with Dr. Cahir and Dr. Jacobs, Cooper, Nickie and myself. Finally, before the University Faculty Senate meeting on Tuesday, I plan to contact the Commonwealth College Student Representatives for University Faculty Senate.

Student Affairs – Crystal Saverioni

Student Affairs Report
September 4, 2002
Crystal Saverioni

Committee Issues

At the conference we talked about some goals for the committee and issues that campuses have. There are many Housing and Food issues, and also the use of social security numbers as student id numbers. I am in the process of sending out an email to the committee just so they know I'm still here and to give them my office hours. I want to get back from them information on their career services if it has changed at all.

I, along with Nikkie, have a meeting with Chris Hurley on September 23, where I will bring up the issues the committee has brought before me. As far as the social security issue goes, I talked to Chris Zegar today about that, and he gave me a contact on USG on who to talk to about that, as well as other information.

THON – Tara Minchin

a. Leadership conference went great
b. Went over concerns with DSA's (they are a roadblock) – trying to overcome the roadblock to establish lines of communication
c. "Last 4 Hour" pass – must raise enough money to keep this pass (each campus) – all 19 campuses get 1 48 hour pass – if they raise more money they can earn more passes
d. A lot of people applied for the committee – being restructured
e. Trying to get campuses more involved with the committees at University Park – Morale will be finished next year
f. December canning weekend – Pittsburgh – being set up right now
g. Meeting with Rules and Regs tomorrow – Greek Life Coordinator from Behrend wanted to know if their fraternities and sororities could get dancers besides the ones appointed for the Behrend campus
h. John Dingfelder wants to know if Behrend has had dancers in the past? Tara did not know but gave the campus suggestions about how to get everyone involved – having more meetings with Behrend about the dancer issue

Governmental Affairs – Anthony Bizzaro

i. will email committee
j. Nikkie, Cooper, and Anthony met with Dr.
k. Was suppose to meet with J.D. and Kip – keep canceling

l. Getting stuff ready for council
m. Voter registration getting under way
n. will meet with Connor from USG

Diversity Affairs – Jayneel Patel

o. Leadership Conference went well
p. Full attendance from each campus
q. Wrote goals and problems they were having at their campuses
r. Emailed campuses - successful
s. Will go over goals at council meeting
t. What is expected of committee members and how the meetings are going to work – new set up being worked on
u. Meet with Casey from USG tomorrow and a few other people about Diversity
v. Will act as a liason between USG and CCSG for diversity issues at each campus
w. Will be attending MLK day meetings with USG on Mondays – let him know if we have anything
x. Email Jayneel if know of anyone who wants to be on Diversity committee
y. Kevin says MLK day meeting tonight – because the one was missed on Monday

3. Departments

Information Technology – Kevin Homan

Staff Report, 04 September, 2002
Council of Commonwealth Student Governments
Kevin M. Homan, IT Specialist

- Working on getting those who don't have computer access logged on, I've e-mailed the help desk again to get you guys all set up.
- All list-serves except for the All and Diversity Affairs are up and running, I still need the names of the people for the Diversity list-serve from Jayneel so I can get those names on and the list-serve running.
- I have started work on the web page, tomorrow there will be profile sheets in everybody's mailbox for them to fill out. We will be working on getting everyone's picture taken with a digital camera later on for use on the web site.
- Caucus and committee directors need to meet with me for a brief moment after the meeting tonight; I would like to set up meetings with each of you so I can have an idea of what all you want on your committee/caucus pages.
- This Friday, the sixth, Tony will be coming in to clean up the computers, anybody with any files on the computers needs to back those files up or risk losing them.
- I'm going to figure out what is going on with the computer and new printer this week.
- Sorry to Liz for all the problems with the Councillor computer

Councillor – Liz Eisenhart

a. Issue out on time – no graphics or advertisements (couldn't get into PageMaker)
b. Filled up regular newspaper space with articles
c. Wrap newspapers on Friday after 2:30pm
d. Newspaper readership meeting to be set up soon

Public Relations – Vera Spina

Vera Spina
Public Relations Director
Report for 9/4 Staff Meeting

Collegian – I made contact with the Collegian, did not get a well receptive response from them. I will be contacting them tomorrow (9/5) about the possibility of having a reporter come to this weekend's council meeting when Dean Disney is speaking.

State Of The Student Body Address – Mike and Rubina have decided against the State Of The Student Body Address this year, traditionally the student leaders speak in a response to President Spanier's State of the University Address. This year, Mike and Rubina are petitioning *The Collegian* for space to write a "Student Leader's Response". When this happens, I will be working with them on this.

Fundraising – Due to the fact that the CCSG budget was cut this year, we will be doing some kind of fundraising, as we need additional funds.

Additional notes:
I will be working on a CCSG Brochure for the Open House.
I will be working on a CCSG Info Sheet as well.

Staff Assistant – John Dingfelder

e. All is well – first job ordering letterhead and envelopes
f. All items for folders due 12pm on Thursday – will not be able to easily be put items in folders like it was last year
g. In charge of transportation to and from lunch at Dr. Spanier's house
h. Assisting Lauren with after council programming
i. Discussion about what is to be included in the folders for Council meeting – distributed to Council members
j. Liz – advertisement to be photocopied about Councillor to be put in folders

Programming – Lauren Cycak

Lauren Cycak
Program Director
Staff Report for September 4, 2002

COUNCIL

Currently I'm getting everything ready for this weekend's Council meeting and after council activity. This weekend's activity is the Mt. Nittany Hike. We will be meeting at the HUB parking deck at 7:30 pm Saturday.

I am still looking for meeting places for the October, November, and April meetings. I'm looking in to using the Eisenhower Chapel.

The after council activity for October will most likely be a Hayride at Shaver's Creek. I'm not sure what we are doing yet for the November after council meeting, but we will have open house in either October or November.

ALL U DAY

I need every Caucus Director to call each location and remind them to bring their flag with them to council this weekend. Please stress that if they don't turn in a flag they may not participate in All U Day. I will email staff on more information on the Staff Tickets for All U Day.

We normally have a tailgate party before the game on All U Day. This year I am going to ask each location to bring something. This way CCSG won't have to pay for all the food.

HOMECOMING

Start thinking about themes for our float, because Homecoming will be here soon. I will be calling to reserve a space to build our float at Fleet Operations.

Advertising – Michelle Armstrong

a. Not at meeting

New Business

Mike – September Council Meeting

Dean's Hall - Penn Stater

1. half the size of the Walker Banquet Room
2. caucus and committee directors need to keep everyone quiet
3. will have newsprint pads available for anyone
4. Dean Disney will be speaking – an amazing woman and will have a great speech
5. legislation – approval of November meeting – Maribeth passed a Saturday and Sunday meeting
6. Caucus directors keep an open ear about anyone wanting to pass legislation
7. Info Session – Friday – Spike, Parliamentary Procedure

8. Info Session – Saturday – interactive discussion about Leadership Conference – everyone needs help in facilitating
9. Caucus Info Session – ideas and ways to coordinate this – select member to present – pick out of a hat for someone to go in November
10. Rubina will be here on Friday Nicole Lobaugh on Saturday

Nikkie – Saturday's Lunch at Dr. Spanier's

Trolley and 2 vans will take everyone to and from the Penn Stater, staff will be assigned to a vehicle to make sure everyone gets there – name tags for everyone, Brian asked about the USF reps. for stand alone campuses – will be able to be addressed by council and gallery members, will be able to freely answer questions, are invited members of council, important members of meeting, will be non voting members, will not sitting at the council table (may have their own table or might be sitting on in a row in the gallery)

Zegar – Report for Council Meeting

Must lead by example – can not be sitting together and talking, must be functioning members of the gallery, ok to walk around, recognize people, wake people up if they are falling asleep, do not want to see anyone making a ruckus in the back or standing in the back, will get a warning and then will be removed from the meeting, act professionally

Yield the floor – I'd like to yield the floor to Gentlelady or Gentleman from….

Staff members can be addressed

Microphones situation will not be as good as it has been, will be difficult for people to hear, try to have one free standing microphone for people in the gallery (explanation of how to recognize someone from the gallery)

Everyone should be at the Penn Stater by 7pm Friday night

Behavior – tradition 21 year olds going to the Big Easy after the Council meeting – ok if people do it, DO NOT show up anywhere intoxicated (Cooper will throw anyone off the mountain if he sees it)

Get hyped for Council – put game faces on – will set the trend for the entire year, come into meeting ready for business

Must be at the Penn Stater by 8:15am on Saturday – President's session will be going on, staff members will be used as bouncers to make sure everyone is quiet

No PowerPoint slide presentations at this meeting

After Council Event – Mt. Nittany Hike

2 people who are willing to take stuff up to hiking site

Dingy and Tom

Coolers – at least 2 – bring coolers to office tomorrow or Friday morning - Thom and Joe

Interesting Ghost stories – will email campuses to ask for ghost stories

Can get wood for fire - Zegar and Tom will go and find it together – early afternoon

Reminder about what to wear on a hike – no skirts or sandals

Leaving HUB parking deck at 7:30pm SHARP!

Bring flashlights

Hike is HIGHLY encouraged for all staff members

Office Hours –

Everyone is required to hold 2 office hours every week; does not have to be right in a row

Have to do it in hour incriminates

List starts at 9am-4:30pm

Peak hours for people who need to reach you

Office hours will go into effect next week – if missed will have a meeting with Zegar – if miss more will result in a fate worst than death – email Zegar if can't make hours – really times for people who definitely need to talk to you

Secretary Report – Olney Pray

Ask everyone to send an electronic copy of their reports before the meeting that they are due, also put a hard copy in mailbox

Financial Manager – Steve Cuppett

Reconciliation from last year

Check request forms near mailbox

Monster Ball will be returned after he is cleaned ☺

Drink less than 3 Doubleshots in an 8 hour period

Chief of Staff – Chris Zegar

Would like to reinforce what Cuppett said about the Doubleshots

Lesson on how to take messages from the phone

Car pool for Council meeting – please try and carpool – call Zegar if can't find a ride to the meeting – park in Guest parking

One on ones – sign up must meet by the end of the week

Next Wednesday meeting – starting a game called Assassin or Gotcha – will be given a name of another staff member to kill, after successfully to killing your person will be given their names, buy an inexpensive water gun, can kill the person by squirting them between the eyes, the HUB is safe, names will be assigned next week

Staff shirts are in – please pay Zegar $20

Will be wearing staff shirts every Friday meeting night, can wear jeans or khakis with them, will be sent home to get the shirt if forgotten, shirts are same size as leadership conference shirts

Office – discussion of how to use office

DO NOT leave stuff on table, throw food away

There are a lot of organizations around us – no inappropriate jokes and comments are not tolerated, can be exiled from an organization that we need help from

Staff meetings have been going well – can bring something small and something to drink at the meeting – do not bring dinner to the meetings

Vice President – Nikkie DeSimone

i. reports to meeting – hard copy and email please
ii. council stuff
iii. Bus trips for Fall Break – Nikkie found in her USG mailbox
iv. met with Rubina and Mike yesterday about opening lines of communication with USG
v. MBNA building opening up on Friday 11:30am – nice facility
vi. good emails over ListServ
vii. form Constitutional Review Committee
    1. Brian wants to be a part of
viii. Need to see Kevin D., Anthony, and Joe after meeting
ix. Nikkie's job is to make sure everyone is on track – will be checking in with everyone periodically

President – Mike Cooper

1. Deep Thoughts
2. Wanted to thank everybody for last week, clarified a few things on how he came off.
3. Caucus directors need to call locations about bringing flags up this weekend for all U Day.
4. Starting a new CCSG department, Judicial Affairs. Coop is looking for someone to take up this new department. Modelling it after USG's judicial affairs. Maybe a new position next year
5. every Tuesday night – USG Senate meetings, interested or care about Student Government at UP, room at the end of the hallway of 3rd floor – Mike will always be there
6. Mike's cell phone will be turned off for about a week and a half – 215-601-3886, will be the cell phone number to be used to get in touch with Mike

7. Thanks to Kevin for getting the ListServs up and running very quickly
8. Justice Rally – during day of Nebraska game – great speakers, poets, would like to see a significanct CCSG presence
9. State of University Address – Dr. Spanier, Eisenhower Auditorium, September 13, 2002
10. Memorial planned for September 11 – 12pm on Old Main lawn, will not be penalized for missing class, candle vigils, Old Main bells ringing, many speakers will be speaking

If there is work to be done and the office is loud must tell people to be quiet

Open Forum

1. Change of Assignment
   a. Last year work started on change of assignment (concerned expressed about students who transfer to Univeristy Park during sophomore and junior year, freshman orientation not sufficient,
   b. Anyone interested in being on the committee
      i. Brett, Crystal, Liz, Drew, Kevin D., Brian
2. THON

Need to pick places for canning weekends

Canning weekends

October 25, 26, 27, 2002
December 6,7,8, 2002
January 24, 25, 25, 2003
February 14, 15, 16, 2003

Need a staff assistant to help with the committee

Should be someone who is not interested in dancing

Anyone can help out

Cuppett is going to dance in a pink bunny suit

Tara told Brett to shut up about her comment about being THON staff assistant

Canning ideas

- Inner Harbor, Baltimore (Kevin says were aren't allowed to can in Maryland, will arrest you and take all your money)
- North Jersey (Zegar will call for permits) and will host at his house
- Can in Washington D.C.
- Giants Stadium, Lincoln Tunnel
- Tom – friend at MBNA, see if we can CAN in Delaware at the MBNA buildings (headquarters)

Anyone have locations talk to Tara after meeting

Announcements

Adjournment
- motion to adjourn meeting by Tara Minchin seconded by Brian Marko

Submitted by:

Olney Pray