Staff Meeting Minutes
October 2, 2002
325 HUB – 7pm

I. Roll Call
   a. Mike Cooper, Nikkie DeSimone, Olney Pray, Steve Cuppett, Chris Zegar, Anthony Bizzaro, Crystal Saverioni (excused), Jayneel Patel (excused), Brett Kluskiewicz (excused), Tara Minchin, Brian Marko, Kevin D'Ausilio (excused), Drew Lavenberg, Joe Curigliano, Thom Slaski, Liz Eisenhart, Kevin Homan, Michelle Armstrong, Vera Spina, Lauren Cycak (excused) John Dingfelder (excused)

II. Approval of Minutes from September 25, 2002
   a. Motion to approve minutes by Kevin H. and seconded by Tara Minchin; approved

III. Reports
   a. Caucuses
      i. Northeast – Kevin D'Ausilio

Called each campus twice but did not get in touch with anyone from Scranton and Wilkes-Barre.

Sent out email about trying to get new senator contact list so I can give it to Kevin to add to the NE caucus list server. In addition, I told the campuses to bring a list of possible internships from each of their career services (for our caucus info session)

Along with all the other wonderful caucus we are working on a presentation about the benefits of CCSG. It's both educational and fun. We will be presenting it at the Saturday meeting.(its on power point so we need the equipment to run it) I am sure the rest of the caucus directors will talk more about it.

Hazleton:

Date auction and pool party sponsored by sga and rotarac club
Had voter registration drives threw out the week
Discussed getting more diverse classes and professors

Wilkes-Barre:

Is setting up their hunted forest, which raises money for THON
This weekend there is a car show, which is also being worked on by SGA

Scranton:

Have not heard anything in past week.

Sorry that I couldn't come to the meeting guys.

ii. Southeast – Drew Lavenberg
    1. called all campuses to get proxy lists and about Open House, not getting any responses from the campuses, no one reads the emails that are sent out; other than that everything is going great, looking forward to this meeting

iii. Northwest – Brian Marko

Northwest Caucus Report

October 2, 2002

Communications:

The Northwest Caucus Director has been in communication with all four presidents within the caucus during this last week.

Activities:

There are no activities aware of by Northwest Caucus Director.

University Faculty Senate Representative from the Altoona College:

The newly appointed University Faculty Senate Representative from the Altoona College is **Gene Petriello**.

Caucus Info Session:

All campuses agreed to discuss all information at the Council meeting.

Out of Caucus Meeting/Conference:

There has been a lack of information sharing on part of the Caucus in response to this issue. Again, all campuses agreed to discuss all information at the Council meeting.

Sincerely,

Brian Marko
Northwest Caucus Director
Council of Commonwealth Student Governments

1.

iv. Southwest – Joe Curigliano

CCSG

Southwest Caucus Report
Oct. 2, 2002

This weeks report is going to cover a few things more than just what happened this week. Let's start off with the Out-of-Council-Meeting that was to happen on the 21st of September. There were two people there, Seth Meyers and Marlene Lytle from Fayette. Did I mention Fayette is the one that was hosting? Well, needless to say I got a campus tour and some one on one time with the two from Fayette. Our goal of "A Better Network of Communication" does not seem to be going no where fast. This would have been a prime opportunity to meet new people and get to know your counter parts. I am personally disappointed with the turn-out and plan to address this to everyone during Council this weekend. Next is an update on the Caucus info Session. I have worked long and hard to get information on this. I have done a lot of research online and through a contact at Behrend (Erie) to learn about the Angel Network. I found out that this network is only two years old and relatively no one outside of University Park utilizes this tool. I have the student's guide to Angel as well as some other helpful documents to share with everyone. I have also looked into the bookstore price scheme. That has led me to a meeting with Steve Balky. He is the Barnes and Noble representative for the Penn State University. I plan on sharing everything I learn at this meeting to the rest of my Caucus this weekend. I have high hopes that people are talking to Faculty about using older editions. From my initial phone calls it does not look too promising. Onto Advising, this subject has not received a lot of my attention due to other occupations I have outside of CCSG (mostly girl watching). I have this sitting on the back burner until the next Commonwealth Faculty Senate meeting, where I hope to address this issue as well as receive more information about it. For the second half of this report, the campuses:

Beaver: (724) 773-3758

- Having the M-4 simulator
- Cheerleaders held tryouts last night

- There is still a look out for a Sophomore Rep.
- Having multiple speakers on how to pick a successful career to ghosts
- The new secretary is really keeping things "punctual"
- Beaver might be experiencing a dip in the enthusiasm it saw during the Orientation programs.

Fayette: (724) 430-4247

- Having a Joe Corbi's Pizza Kit fundraiser for all the clubs
- Had a pride week before the All-U-Day game which consisted of events like:
    - a pie eating contest
    - 60's Day
    - Blue and White day
- Hosted Tom Teasley, a drummer last night
- Will have a Blood Drive on the 10th of October
- Airbrush Tattoo's will also be available to students.

New Kensington: (724) 334-6141

- Had the Dixie Power Trio
- Lion Leadership Challenge and winner had a pizza party
- Hosted Dr. Judith Thomas who spoke on "Relationships" and was well received by students
- Plan to have a Classical Guitarist, Peter Jordan
- Some other upcoming events include a Karaoke Night, Bingo, and a Mini-THON

McKeesport: (412) 675-9492

- Have sworn in 19 new Representatives
- Had a very successful Presidents/Advisor luncheon with all the clubs
- New web-page was up last night
- Plans for the FOAM Party are still in the works, but SAF did approve some funding.

In closing, I want to thank the Special Events Coordinator at New Kensington, Crystal Smicik, for emailing me all the events that are occurring at her campus. AS well as everyone else that I have spoken to in the last week about events, issues, and concerns. I still want to see the caucus talk more, discuss issues, or share suggestions to each other. This weekend coming up I think will be really beneficial to get us back on track.

Joe Curigliano

Southwest Caucus Director

1. Brian – wants information about the Angel Network; Mike – going go to the Bookstore meeting

v. Two Location – Thom Slaski
1. put a lot of emails out, no replies, make phone calls later, got together on Sunday to put together presentation for Saturday, would like any input

b. Committees
i. Academic Affairs – Brett
1.

ii. Student Affairs – Crystal Saverioni

Student Affairs Committee Report

October 2, 2002

Crystal Saverioni

My committee has been kind of quiet since Council. I took many of the issues that they brought up and tried to answer them with the best of my ability. The ones that I did get answers too, I emailed the students that brought them up so they know. I did receive an email from York, saying they want housing on their campus, and wanted to know how to go about doing that. I got the contact that they wanted and emailed them. I did find out that a proposal was submitted about two years ago for housing there except I did not hear what the turnout of that was.

I met with Joelle Sherlock to go over the answers to the questions that I threw out to the committee at the last council weekend. She had asked me to bring up the subject of the Career Service websites at each campus, if students had viewed their own or the one at UP, and what they would like to see on a CWC Career Services website. The committee as a whole pretty much agreed on posted internships, links from each major to related information, and the ability to post their resumes for potential employers to view. Joelle explained that this is not possible. While campuses like Abington and Harrisburg are able to post resumes and look at internships it is because of a program that the campus bought. It is a very expensive program, and the colleges have more money for it. Many students do not understand that Career Services does not give out internships. Students must look for them on their own, and CS will then help them with their resume, cover letter, interviewing, any other help that they need to prepare them. We are both hoping that students who believe that CS does get internships are not being given the wrong information from their faculty/staff members. We need to hear student feedback to know if there is truth in that or not. In saying this, it came to the realization that internships fall under

Academic Affairs. It is the faculty's duties to have internships available to students and to help them with that. Internships are a part of curriculum, are graded by a faculty member, and are students are given credits once completed.

We discussed what the Student Affairs committee could do to help CS. I do not believe that every member of my committee understands the problem with CS throughout the Commonwealth. I don't think they understand the importance of having CS on their campus. Joelle suggested having each person meet their CS person, sit down and meet with them, see what they do, and ask them how they need help. I have already informed the committee to meet with their CS personnel but I think for them to actually do it I have to take it a step higher. Joelle asked me to send a contact list of each student and where they are from, and she will email the CS personnel and inform them of the student that is trying to contact them. I think the best thing that the committee can do right now is help with promotion, and also help with whatever their respective CS personnel needs as far as a student level.

This weekend we are having two speakers, Joe Beaver and Barry Bram, at our Committee meeting. Joe is going to be explaining his position, Commonwealth College Faculty Senate Student Representative, to the committee, and Barry Bram is explaining the online housing contracts.

iii. THON – Tara Minchin
    1. had 70-100 people at last weeks New To THON meeting; had a meeting with Schuylkill; Abington emailed – holding a Penn State night at a club in Philadelphia, publicize at campuses; Hospitality – have proposal done to get campuses involved; Jamie – corporate relations, speaker on Friday; put up a website under the CCSG website – 2 people on committee will be taking care of, will have fundraising ideas, how to approach people, information on the carnival, retreat, council meeting, canning weekends – do's and don'ts, general information, how to approach businesses, link to www.thon.org; Saturday November 16, 2002 – THON get together for after Council Meeting, talked with Lauren and said it was ok to do this

iv. Governmental Affairs – Anthony Bizzaro
    1. 2 Thursdays ago went to the Gubenatorial debates and video taped, will be shown at the committee meeting; instead of 3 rigid phases, will meet with representatives and staff whenever they want and more often and before

the 2nd Annual CCSG Rally – will actually be the lobbying part; email committee every week, don't get responses back; met with Dean Disney to talk about murder boards and briefing books; October 22, 2002 – 1st lobbying trip; October 21, 2002 – murder boards in office, mostly be legislatures that they will be lobbying; letter to Mike Fisher from CCSG and USG to see if he wants to meet with him if he wins; USG already sent a letter to Ed Rendell camp; start working on 2nd Annual Rally

v. Diversity Affairs – Jayneel Patel
    1.

c. Departments
    i. Information Technology – Kevin Homan

Staff Report, 02 October 2002
Council of Commonwealth Student Governments
Kevin M. Homan, IT Specialist

Web page will be up by Friday, preferable tomorrow

- Will have minutes and Leadership survival guide posted
- Caucus/committee pages will be up by early next week
- Staff profiles will be up by end of next week

Missed the SAC-IT meeting yesterday, I have e-mailed Betty Asendorf to get the minutes from that meeting

ii. Councillor – Liz Eisenhart
    1. Councillors are out; wanted to have more pages didn't happen this time; will be wrapping the papers tomorrow at some point, if you are around can help; articles from Crystal about Student Affairs, Joe about, Anthony about tuition

iii. Public Relations – Vera Spina
    1. Friday night at about 10pm – Open House; Caucus directors please remind caucuses; student leaders and administrators have been responding; will see if the Yearbook staff will come take our picture at the Staff meeting; thanks to anyone who helped fold brochures

iv. Staff Assistant – John Dingfelder
    1.

v. Programming Director – Lauren Cycak
    1.
vi. Advertising – Michelle Armstrong
    1. there was a miscommunication from the bookstore, are about $1000 short; will talk to them tomorrow or Friday; sent out letters

IV. New Business
a. Council
    i. Mike - All the rest of the meetings will be in the HUB; Friday – room 302 HUB, will have to be accomadating to everyone; Saturday – Alumni Hall; this meeting will be high moral – big meeting about why we are here and what we need from them to do our jobs, do not approach this meeting angry, do not want to make people angry or else they won't come back, need to make a big impact on them, Caucus Directors – need to have a special message to let them know why we are here and what they can get from us, funny, caucus meeting timing is a little weird but it is what they want; Dr. Spanier will be here on Friday, great job on emails to campuses about questions for Dr. Spanier, motivate students to ask him questions; everyone needs to communicate with their home campuses sometime this weekend, need proxy lists and to communicate with their caucus directors; please clean up the office, no frivolous stuff around, PLEASE clean it up; see everyone at the Hayride – means TONS to Lauren ☺, make an effort and it is only 2 hours; need to support members of council and staff
    ii. Liz – please push the Councillors at everyone; if you are sitting in on a committee or caucus meeting, remember that you are just another member of the meeting, make your presence even less when you are at the meetings

V. Old Business
a. All-U-Day
    i. Comments – Steve, never leave a Penn State Football game before it ends; Tara - Thanks to Lauren for the tailgate, everyone had a good time, talked to these people after the game to get their cans, gave them all of their cans and $10 for THON ☺

VI. Reports
a. Secretary – Olney Pray
    i. Campus Information and Proxy Lists still needed from Altoona, Delaware County, Lehigh Valley, Schuylkill,

and York and also Schuylkill, Fayette, McKeesport, Hazelton, Altoona, Shenango, and Delaware County

b. Financial Manager – Steven Cuppett
    i. There is nothing to report regarding my position as Financial Manager
c. Chief of Staff – Chris Zegar
    i. Need to meet with all Caucus directors next week about Caucus Info session; will be doing one on one next week with Zegar; Change of Assignment will be meeting at 9:30pm in the CCSG office; Penny Wars will start not next week but the following week, more about that next week; Office Hours – if you need to change them again meet with Zegar after the meeting; meeting on Friday – short amount of time between we are allowed inside the room and when the meeting starts – if you aren't doing anything at 7:30 on Friday please help Lauren set up so that everything looks nice; Hayride – what keeps people coming here and keeps people involved has a lot to do with business aspect but also the social events, please go, good way to bond with council and each other, want everyone there, will not keep people there until 2am, please show up; What can we do to make the Staff Meetings more productive? It is a time that we can all be together to discuss issues. What would you like to see here? Not seeing anything from Staff on the agendas and that is why we aren't having any discussion. What's wrong? Kevin – people who have missed meetings, have a legitimate excuses (like exams or New To THON meetings), if you have exams DO NOT come to staff meetings, if you have meetings that you cannot get out of, go to them, if you can come to the staff meeting; this is not open time for group projects or studying. Why aren't people sending things for the agendas? Brian – not getting as many issues being brought to his attention, communication issue (lack of from campuses); Tara – I'm comfortable with everyone, I feel bad about getting my reports because a lot of stuff I do is right here because I have a lot of stuff to say, I've had one on ones with everyone except my own campus so I understand what Brian is saying; Zegar – anything can be added to agenda, does not necessarily have to do with your committee/caucus or even CCSG; Cooper – staff meetings are where Nikkie, Zegar, and I learn about what you guys are doing, the longer the staff meetings are the more productive I think they are, the

caucus directors should hear what the committee directors have to say in respect to their caucuses, we all look forward to hearing what everyone is doing; everyone has tests and need to study, DO NOT use this time as your one time to study, we need to make the staff meetings a priority; Liz – agree with Mike, this is a full time commitment, if we aren't coming to meetings and after council activities then we aren't respecting each other and their jobs; Zegar – any organization is as good as their members, don't want to get to November and have problems with the staff, everyone around this table is the best from their location and the best at what you do, that is why you are picked; Brian – caucuses and committees could maybe give a 5 minute talk about what is going on, sometimes feel out of the loop with communication, give a heads up about what saying to caucuses (email); Mike – Eportfolio, Dr. Burlingham from Student Affairs will be coming to a future meeting to give a presentation about this, online resume, high tech marketing tool on the web, employers can search online for employees, think it is a new way to apply for jobs, just at Penn State, thinking about booking for the November Council Meeting; Kevin – also have the staff ListServs, if you have any ideas, can send it on the ListServ and everyone will be able to read it, can keep each other up to date about what's going on

d. Vice President – Nikkie DeSimone
    i. Tara – THON panel, Nikkie will speak at the THON meeting to let the committee know about it

REPORT OF THE VICE PRESIDENT

October 2, 2002

Submitted by: Nikkie DeSimone

Council

- Once again President Spanier is coming Friday night. Please try to wear khakis with your staff shirts. I know most people don't like them with the gray shirts, but it does look nicer.
- Parking: I know Mike has addressed the Caucus Directors as well as the Presidents about the Parking issues this weekend. Caucus Directors -For Saturday reiterate to your

campuses that they are to park above the Parking Deck in the non-metered spaces. For Friday, they have to park in the metered spots if not able to walk to the HUB from their hotels. The easiest way to avoid parking tickets it to take an extra 3 or 4 dollars when allocating the funds for this weekend and convert it to quarters strictly for parking purposes (all depending on the number of cars coming to the HUB, figuring each car needs 3 quarters an hour.)

- Open House & Hayride: Attendance is encouraged from all of Staff, unless Chris, Mike and I have been notified otherwise. The Administration, Faculty, Staff, DSA's, and other University Park Student Leaders have been given an update and an agenda about the events this weekend. We expect them to be around throughout the entire weekend so please act accordingly in your best behavior, not that we expect anything less from you.
- Break Outs will be as Follows:

Friday	Saturday	
233	233	Academic, Northeast
304	304	Diversity, Northwest
327	327	Governmental, Two-Location
330	321	Student, Southeast
302	Alumni Hall	THON, Southwest

Meetings

- Mike and I met with Dr. Burlingame last Friday. He is continually avid in wanting to help us. We discussed getting the web-space for the *Councillor* and also expanding the THON web page.
- We are meeting with Dr. Higginson this Friday – More on that next week.

Upcoming Events

- "Straight Talk", 302 HUB, Thursday, October 3rd, 7:00pm
  - Sponsored by the LGBTA Student Resource Center as a part of National Coming Out Weekend.
  - Social: 7:00-7:30 and Program 7:30-8:00
- "Moxie-thon": IM Building, Sunday, October 6th, 10:00am
  - Sponsored by Lion Ambassadors
  - $12 pre-registered, $15 on race day
  - Benefits the Leukemia and Lymphoma Society of America
  - Free T-shirts to the first 500 registers

e. President – Mike Cooper

i. Mr. Asbury has announced his retirement for June 30, 2002; will be a key member of the process to find his replacement, if you see him congratulate him, in the end we are all working together, strong advocates and strong willed people while being respectful, USG internship will be in March, ½ with Nikkie and the other ½ with Mike, will be helping Mike with projects, lasts 3 weeks; very impressed with the Councillor, good job Michelle, Vera, and Liz ☺; Student Satisfaction Survey sent out to all presidents, wanted to see how they are functioning as Co-Chairs, keep your ears out for problems/concerns with Student Activity Fee, a lot of people have been meeting with Richel, I think it is great that everyone is going to see her, but if you have problems within the organization please make sure you tell Zegar as well; received information about CCSG information session at the Leadership Conference, very positive comments, will be posted in the office tomorrow, will be rescheduling meeting after Council; emails about USG senate parliamentarian, Robin is trying to find someone for USG Senate and can demonstrate Robert's Rules, must be free Tuesdays from 7pm-10pm; kick ass on Council this weekend, we all know the flow, really make this meeting count, morale and communication are key, I think we really need this right now and need an energy jolt because I am seeing a lot of sleepy people; Anthony – talked to Ben Jordi, he said he did not understand the Student Satisfaction Survey, not enough communication between CCSG and caucuses, will be talked about in President's session

VII. Open Forum

a. Thom, Brian, Joe, and Drew – Power Point Presentation for Caucus Session, equipment will be available to show power point presentations
b. Tara - Dancer Guidelines will be ready probably next week – still have to meet with Nikkie, Cooper, and Zegar
    i. We are not in the rule book with USG
    ii. In the rule book, says that we can only have one dancer couple
    iii. People with most spirit points will be the ones can dance
    iv. Thom's idea – purchase Penn State garbage bags, walk around the football games and get cans, can be used to make money for THON
c. stuff for folders – due tomorrow by 12:30pm

d. Anthony - TV for Governmental Affairs Committee (Nikkie's TV – be nice to it ☺)
e. Thom - Made a hotel/motel list for CCSG council meetings if anyone needs it

VIII. Announcements

IX. Adjourn
a. Motion to adjourn meeting by Drew and seconded by Liz