Minutes from October 30, 2002 Staff Meeting
6:30 pm – 325 HUB

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

II. Approval of October 2 and 9, 2002 Minutes
   a. Motion to approve October 2 minutes made by Liz and seconded by Michelle
   b. Motion to approve October 9, 2002 minutes made by Kevin H. and seconded by Michelle

III. Pictures ☺

IV. Reports

Caucuses

   a. Northeast – Kevin D'Ausilio
      i. out of caucus meeting on Sunday at University Park at 12pm
   b. Southeast – Drew Lavenberg

Southeast Caucus Report
October 30, 2002

This last week has been very eventful and productive. The caucus info session is in its fourth week of the innovative five-week plan. There was a slight delay in getting the information from the campuses to the CCSG office. Due to this delay, there was a subsequent delay in the packets getting out to the campuses. The campuses will have all of next week to review the materials. Next weekend (Nov. 8th and 9th) is the Southeast Caucus Out-of Council Meeting or, as Mr. Curigliano likes to say, "OCM." The meeting will be held at the Mont Alto campus. Things that we will be discussing include, but are not limited to, 1) Caucus Info Session (including what to keep, what not to keep in the packet, who is going to be the presenters, how we will present this session (e.g. Powerpoint, copies for everyone, etc.) 2) Southeast Caucus Angel page 3) Other new business.

Respectfully Submitted,

Drew Lavenberg

   c. Two Location – Thom Slaski
      i. Thom – canning went really well at all locations, no one really cares about info session, only problem Berks got a .org using SAF money, wants to know if that was alright, Cooper will find out from Mr. Asbury if that's ok

d. Northwest – Brian Marko
    i. OCM will not be happening this weekend, communication is important, Brian and Mike will be going to Behernd next week
e. Southwest – Joe Curigliano
    i. Tara will be going to the mini THON, Mike does not want Joe to die in the Astro van, Beaver had a successful multicultural fair

Committees

a. Diversity – Jayneel Patel
    a. Angel page is under construction, diversity study on all locations, will take some time, meet with USG for Diversity brunch, will be hard to have all people on committee come up, Diversity conference from USG in April, wants to know what USG is planning, seems that Diversity Summit and Conference are the same thing, working on MLK day; Crystal – diversity summit if for commonwealth students and conference is for University Park
b. Academic – Brett Kluskiewicz
    a. Angel website up and running, thanks to Kevin ☺, Berk – having trouble with website, trying to get in touch with campus webmaster, THON fundraiser; Altoona – should wait for advising survey, make an amendment of Robert's Rules; Mont Alto – get in touch with Del. Co. about mentors, open ended SRTE's at the campus; Brian – the amendment was passed; Joe would love to sit down and talk to Brett sometime
c. Student Affairs – Crystal Saverioni

Student Affairs Committee
Report
October 30, 2002

I have been busy working on student concerns, and also my ANGEL page. Issues have come up from many campuses.

Beaver: Mice have been spotted in the dorms. I was told by a student that nothing was done about it except for giving students mouse traps and telling them to keep clean. When I contacted Carl Miller, Director of Housing and Food, he said that they may have gotten in when the doors were propped, which is understandable. He said after more than one mouse was spotted, he did call Leaf Pest Control who then set up more mouse traps, bait traps, and sticky pads. Since then, according to him, there have not been any mice. Another concern was brought up to Joe about the resident halls not having hand soap in the bathrooms. The student was apparently told that it was University wide that soap did not have to be put into the dorms. I emailed Chris Hurley who in

returned told me that several years ago it was implemented that all HFS buildings (resident halls included) are to have soap in them. He is looking into Beaver as well as other campuses.

Hazleton: During our committee meeting a student brought up concerns about meal plan accounts not rolling over from spring to fall. Chris Hurley informed me that students have the option to lower their meal plan towards the end of Spring semester, which will result in a refund to their student account. She also had questions about off campus students not being allowed to charge their student account for diners club. Chris is getting back to me because this issue has not been brought up for several years so he will contact the bursars office and get back to me.

Harrisburg: I am in the process of talking with the police at Harrisburg about the fees that students have to pay and also the appeals process. A student said that even if the ticket is appealed that they have to pay $5. More information will be known later.

Fayette: They had problems with connecting on campus and bringing their own laptops and connecting on campus. I emailed their IT Director, Larry Beline, who responded very rudely to my questions. I am going to talk to Marlene about the problems and response.

As far as my ANGEL page, I added many things to it with the help of Drew. If anyone wants to be added just let me know.

a. Fayette – problems with connecting to the internet, the IT director sent a nasty email; Mike wants a copy of the email and the response

d. THON – Tara Minchin
    a. thanks for participating in canning this weekend, most campuses raised about ¾ of what they made last year in one weekend, I went to Behrend with a few people from my committee, Harrisburg was really excited, Richel sent an email about all the DSA's to see if they had any problems, received two or thee emails back that said that they had no problems, things are being changed in their communities, complaining about someone canning in boxer shorts and socks, Families came out this weekend, we did not get the Metz's, they did not register with the four diamonds fund, just want to see if they want to be adopted, pen pals with the families, thank Mike for mentioning the THON carnival, 12-4 on Sunday; if anyone gets information about THON please pass it on to Tara
e. Governmental – Anthony Bizzaro
    a. GAC Angel page is up, news clippings on there to develop arguments for lobbying; did not like the empowerment rally, wrote an email, Mike didn't like it so he wrote another one, and

the lady said she was sorry; talked to Abington and Altoona, Abington does not feel like they can adopt enough time; voter registration for Liz; hard to talk to representatives due to elections; November 8 USG rally, if you would like to go tell Anthony; email about common hour should be on president's list serv;

Departments

a. Information Technology – Kevin Homan
    a. Insert report; caucus and committee directors should make sure that Kevin H., Chris, Mike, Richel, and Nikkie are included on them; Penn Sate lost and Kevin will have to sing the Ohio State fight song on Friday of the Council meeting
b. Programming – Lauren Cycak

Staff Report
Programs Director
Lauren Cycak
October 30, 2002

- Semi-Formal November 22 at the Atherton Hotel from 6-10pm. There will be a buffet style dinner. My best friend from high school will be the DJ so there will be a lot of good tunes! Tickets are now on sale for $15 per person. Please get the money to me ASAP. Make all checks out to CCSG.
- After council activity for November's meeting will be bowling at The Last Cowboy.

I am also starting to work on the End of the Year Banquet at the Penn Stater.

    a. if anyone is missing anything from Fleet Operations it is in the back of Zegar's Passat; there will be a bowling tournament between GAC and SAC, pick your teams wisely

c. Councillor – Liz Eisenhart
    a. newspaper readership program 15th year anniversary on November 14, 2002; preparing Newspaper Readership sheets will be distributed at next Council meeting; Berks is starting campus newspaper; called all campuses last week for a reminder that deadline is November 6 at 5pm; Del Co councilors will be taken to the OCM; email from Richel complimenting Councillors, pass out to administrators
d. Public Relations – Vera Spina
    a. thanks for being pretty for the picture
e. Advertising – Michelle Armstrong
    a. asked assistant to do something and she didn't so Michelle will have to do it herself
f. Staff Assistant – John Dingfelder

a. doing stuff in office, helping people out with inner campus mail, all office supplies in, OAG 11-13 campuses in, will be posted on the website, Kevin will email John the campuses that aren't in and will CC the caucus directors

V. New Business
   a. Legal Affairs – Brian Marko
      i. Spoke with USG Legal Affairs lady, had a good conversation with her, explanation of Legal Affairs, there are no students at any of the campuses to help other issues, wants to implement at only campuses that have residence halls, two cases at Altoona which Brian will have to take care of; works with the student, want to have student advocates for the students on trial; Anthony wanted to start one at Berks last year, there were not a enough cases to have a full time person do this, students can also use the faculty as a resource, will be focusing on Erie and Altoona, was thinking about having a regional person to travel to the other campuses; problem number one USG and CCSG do not have jurisdiction at any campuses, job is educate students, not constitutional to represent other people without a law degree; does not want to make it a student government department, Drew and Tara will be willing to help Brian
   b. THON – Tara Minchin
      i. Penny Wars are going well, coins are positive and bills are negative, no one is allowed to open jars at all, will take jars home and count every Friday
      ii. Upcoming events – York, Friday – Christian Rock Concert; November 2 – New Ken is having a Mini THON; Monday November 4, Band Bash at the CrowBar all proceeds go to THON, November 21 Big Sleazy THON event, 5K, $30/team for basketball go to THON office for more information, Retention ratios for campuses will be distributed tomorrow, different kind of canning poster on the door, tshirts are going out for final design for CCSG design, let Tara know if you want a shirt (long sleeved), wants to apologize to everyone for neglecting the CCSG side of the THON committee; Crystal – got cans; John – emailed corporate relations to see about getting packets, must go through Tara to see what to do, outside of the residence halls they have cans and Vera and John stole them; Nikkie – Hershey staff appreciation week, collecting cards for everyone who works in the hospital – if you write the name of the organization on back can earn spirit points; Joe – December canning

weekend in Pittsburgh and there might be a 5th OCM going on; Zegar – needs official stuff from Tara to host a canning weekend; Drew – all corporate sponsorship must go through procedures that was explained to John; canning weekend in Pittsburgh will be December 6-8; wants to can in New Hope, Pennsylvania, Tara's aunt and uncle own three shops, Drew can host people at his house, can't be around the stadium in Pittsburgh to can, maybe can go to theatre district and near the Civic Arena; Homecoming Float hours – would it be ok to not giving your extra hours to staff?; spirit points for people who participate in activities for THON at the commonwealth locations

VI. Old Business
   a.

VII. Executive Reports
   a. Financial Manager – Steve Cuppett

1. Check request "advance", use form and put in my box; will take 2-3 days to process; if you know exactly how much and who the money goes to can use a purchase order; otherwise must spend own money, keep all receipts, and fill out a check request form

   b. Secretary – Olney Pray
      i. Sent out an email to the presidents about proxy lists
      ii. Anyone who presented at the last council meeting should send it to me to be included into the minutes
      iii. Staff reports are due by Friday
   c. Chief of Staff – Chris Zegar
      i. Halloween decorations, please throw candy wrappers out, when people are on the phone please be considerate; secret pal will be starting next Wednesday, don't cry won't be having enough stuff left in the semester, be creative
   d. Vice President – Nikkie DeSimone

REPORT OF THE VICE PRESIDENT

October 30, 2002

Submitted by: Nikkie DeSimone

CLRC

- We met this past Sunday. We are looking into adding legislation or by-laws that will institute the proper format of legislation in the constitution so that every one is aware when bringing legislation to

council. We are also looking to put that format on the web. We started discussing the issue with the CWC Faculty Senator Electoral process-something that I think everyone here should discuss at a meeting one night.

Summit on Diversity

- We met Tuesday night. We are looking to outreach and get help of the other organizations for the planning of the Summit. We have a date set: March 14th and 15th. We will have something tangible to take into the Council Meeting in November as a form of announcing this event. Also, Caucus directors if we could have 5 minutes of your meeting to come in and talk a little more about this event that would be great!

Office Use

- For any of you who need to use the office for meetings, please shoot an email over the staff list serve so that everyone else is aware what's going on at that time and so that no one schedules a meeting or plans on coming in to do work. Thanks!! (:

e. President – Mike Cooper

President's Report
Mike Cooper

October 30, 2002

1. Eagles won on Monday night – will be entertained by Kevin D.
2. Info Sessions – if anyone isn't busy Thom and Drew could use your help
3. THON Carnival – this Sunday 12-4; would like to see as many people there as possible
4. Alumni Council – this weekend; looking forward to sitting back and just listening during the meeting; not really talking about the commonwealth
5. Council Changes
    a. 2 hour caucus/committee meetings
    b. Dr. Burligame will present about E-Portfolio
6. Social – will be having one Friday before Council around 5:30pm
7. DSA contact – MUST let Mike know if anyone is conducting business with DSA's
8. Mid Year Reports – are due last week of classes
9. Ad Hoc Committees
    a. Progress reports are due by the next staff meeting for the council meeting
        i. Change of Assignment
        ii. Diversity Summit
        iii. Legal Affairs

iv. THON Committee

VIII. Open Forum
   a. Web Page – want to talk about suggestions for the web page; first thing under new business for next week, will give Kevin a week to talk about it after the meeting; does updates every week, look at website and make positive and negative comments for the next meeting
   b. THON party after November Council meeting at the Pointe; will be inviting THON members and will be asking $5 to pay for pizza;

IX. Announcements

X. Adjournment
   a. Motion to adjourn meeting by Thom and seconded by Joe