Staff Meeting Minutes
November 13, 2002
325 HUB – 7pm

I. Roll Call – Mike Cooper, Nikkie DeSimone, Chris Zegar, Olney Pray, Anthony Bizzaro, Crystal Saverioni, Tara Minchin, Brian Marko, Kevin D'Ausilio, Drew Lavenberg, Joe Curigliano, Thom Slaski, Lauren Cycak, John Dingfelder, Liz Eisenhart

II. Approval of Minutes
    a. November 6, 2002 – minutes will be tabled until next week

III. Reports

Committees
    a. Academic
    b. Governmental – Anthony
        i. Elections were last week, Rendell won and Lawless lost; some campuses really active, will see what's going on this council meeting; some campuses have not been out to see their representatives, most campuses have 50 voter registration, which will continue throughout the year; being doing research on higher education and will present to committee this weekend; USG rally is November 18, will not be going for the whole day; USG trying to start a Pennsylvania student network, on a steering committee; CCSG lobbying trip soon, have to talk to Cooper about that
    c. Diversity - Jayneel
    d. THON – Tara
        i. Crazy week; money is due at the council meeting, making 100 days to THON (like an advent calendar) calendar, DuBois raised over $600; John – what is going on with the Metz family? Will ask Kevin and find out what's going on
    e. Student Affairs – Crystal
        i. No report

Caucuses
    a. Northwest – Brian

Northwest Caucus Report

November 13, 2002

Communications:

The Northwest Caucus Director has been in communication with the presidents from the Behrend College, the Altoona College, Vice-President from the DuBois campus and I have heard no word from the student government at Shenango.

Updates:

The ANGEL site has been up and running for more than two weeks now. On the site is roughly 65% of all student government members at the four locations (Altoona, Behrend, DuBois and Shenango). It is roughly at about 70 total members. Hopefully at the end of next week I will have a complete list. The site also has a picture of me at Rudy G. I have only updated the calendar for this month. More updates will come in the following week.

There is no further update on the Caucus Information Session.

The Behrend College trip was excellent. Except for my driver's ticket, the day was productive and full of new and interesting information. The trip resulted in a tour of the large, extensive campus by a Lion Ambassador, including a tour of some of the residential areas, food commons, sports facilities, classroom buildings, laboratories and administration offices. We met with six of the student government officers and members. We discussed information dealing with student affairs, difference of Behrend from the rest of the locations, Thon programs in the future, governmental affairs updates, internal organizational conflicts, the significance of CCSG with all organizations and future relations between CCSG and Behrend. Both Mike Cooper and the Northwest Caucus Director met with the Director of

Student Affairs, Ken Miller. We discussed the future of the Behrend College, both physically and academically. Questions arose on the issue of the Summer Leadership Conference, significance and importance of Behrend in CCSG and the future possibility of a student legal affairs advisor.

The Altoona College trip occurred on Tuesday, November 12th. The Northwest Caucus Director spoke with both the Associate Director of Student Affairs and the Assistant Director of Student Life. The Northwest Caucus Director attended the student government association meeting. Issues brought forth included the accepting of recognition of two new organizations, the Inner Greek Council and Sigma Pi Fraternity. These two organizations will provide the college with even more Greek life possibilities. The college is continuing their search for a Greek Affairs advisor. The University Faculty Senate Student Representative asked for a decision on the matter of a survey in relation to the academic advising at the college locations. The decision was made to accept the process and to continue with the survey.

Agenda For Council Weekend:

Issues lined up for this upcoming Council weekend include the Caucus Information Session, the Out of Council meeting, the ANGEL program, a caucus philanthropy, any issues and concerns and a discussion on the future structure and goals of this caucus.

Sincerely,

Brian Marko
Northwest Caucus Director
Council of Commonwealth Student Governments

i.

b. Northeast – Kevin D.

i. Dance in Wilkes Barre last night; stopped by Hazelton and checked on members; gathering information about Caucus Info session at council meeting

c. Two Location – Thom
d. Southwest – Joe

Southwest Caucus
CCSG
11/13/2002

Well, we have just finished our final O.C.M.'s this past week. There was a Mini-THON at New Ken, which was said to be a success. Followed up by a Foam Party at McKeesport. That one I was able to attend with the Staff Assistant, John Dingfelder. I would say it was another success due to the excess of 150 students attending. A focus that we need to work on is the cross campus interaction. I do know we are improving ever so slightly. I hope to have a heavily attended O.C.M. in the early part of the Spring Semester.

I have been testing my endurance of technology this week. I have sat in front of a computer now for 7 hours, working on the Southwest Angel Page. Right now it has all of Central Staff able to log on. I have also added the four Southwest Presidents. I am currently waiting for the IT Director, Kevin Homan, to email me a list of people's email addresses within my caucus, in which time I shall add them onto the member's list. I invite everyone to take a look around. I will put this disclaimer out, "It is a work in progress". The Southwest Calendar is extensive for the month of November. I am working on the month of December.

The Southwest is getting ready for this upcoming Council Weekend. We have a tentative plan to work on all aspects of our Caucus Info Session (C.I.S.). I do believe we will set up a plan of dates to get the three separate parts of our C.I.S. to be completed. I have asked the Southwest to come up to this Council ready to work.

(list of events can be found online at cms.psu.edu under Southwest Calendar)

Any questions, comments, concerns, and/or problems please come to me, I feel that I am an expert on the Southwest.

Joe Curigliano
Southwest Caucus Director

i.

e. Southeast – Drew
    i. Had OCM at Mont Alto this weekend; talked about Caucus Info Session, really excited for it; haven't done much for it – which is good, exactly what we wanted, campuses are working together; 75% communication with campuses

Departments

a. Information Technology – Kevin
b. Councillor – Liz

Editor's Report for 11/13: Submitted by Elizabeth Eisenhart

1. Councillors are out . . . Locations contributed incredibly this issue: Overwhelming response from Mont Alto. I also got articles from Harrisburg, Berks, Shenango, York, and New Kensington. I had too many stories! So that's a good start for January Issue.
2. 5th anniversary Readership Program celebration is on Thursday. Tom Curly, president and publisher of USA Today is coming first for a reception held tomorrow. Then a lecture for communication students on Friday, talking about the benefits of readership and other collegiate concerns. I will be attending the reception as well as going to a dinner with some members of the Readership committee after the reception. Both the reception and lecture include invites to Altoona students in order to incorporate all locations.

3. The Newspaper Readership committee will be meeting Friday. Next Meeting is December 20th.
4. Since this last edition of the Councillor is the last of the semester, I am now available and excited to begin working on the website. I will have enough time to have all information needed and have all previous councilors, articles, and pictures saved for reference: hard copies, disks, and on the Councillor computer.
5. Fayette has started a monthly newspaper and Orlando Lambert, their editor, sent me a copy of their first edition. Looks like a great start. They got SAF funds to do this.
6. Help me wrap the newspapers Friday afternoon: 3:00 in the office!
7. I met with the Progressive Alliance Coalition and spoke about our Diversity Summit to be held in March. Im getting good feedback from it!
8. Thank you to Vera: She drove me to the CDT at 8:45 AM on Monday – She ROCKS!

c. Advertising – Michelle
d. Public Relations – Vera
e. Staff Assistant – John Dingfelder

John Dingfelder
Staff Assistant Report
November 13, 2002

The rooms have been confirmed for the Penn State Student Summit on Diversity. (P.S.S.S.oD.) We have Heritage Hall and 4 Breakout rooms, 129 A and C, and 106 and 330 HUB.

I will be reviewing the office supplies to see what we need to order other than Paper. If anyone has any other suggestions let me know.

Half the OAG is up check it out Kevin did a great job. I will be contacting the locations when the rest up and telling the others to get theirs in.

ITEMS for Council folders are due no later than Thursday at NOON any questions or concerns see me.

Oh My secret Pal is the BEST! I got HOME MADE COOKIES!!! So everyone remember you SP's it really makes a difference in his or her day. ALSO Everyone get fired up for council! EVERYTHING will run SMOOOOOOOOOTH!!

Thanks,

John Dingfelder
CCSG Staff Assistant

i.

f. Programming – Lauren
    i. Rooms for Council meeting; hotel rooms list available, tickets for semi formal still available, bowling at Last Cowboy at 8 pm; starting to be non official THON assistant

IV. New Business
    a. Leadership Conference Discussion
    b. Before Council Event
        i. Last meeting of the semester, everyone needs to be most interactive and energetic; need hyped up the most now, need to be excited about organization; Friday at 5:30 at Cooper's house, food will be provided, will get ourselves hyped up, this is half over, bring up enthusiasm level, on Sunday can crash and watch football all day
    c. Council Meeting
        i. Everyone got the agenda, no questions, 2 hours about caucus meetings, Joe will contact Mac Stanley and see if he is alright with presenting information, 2 caucus information sessions (two location and southeast), e-Portfolio presentation, 2 resolutions coming up, who will be around Saturday evening, everyone will be coming to bowling; caucus and committee directors will be evaluated during the

Friday evening session; committee and caucus directors will be handed out by the opposite person who shares the room with you

d. One on Ones
    i. Will be coming around next week, next week and the week after, will be a different kind of evaluation, sign up sheets in the office by the end of the week, choice between Nikkie, Mike, and Zegar; long discussion about goals

V. Old Business
a. Web Page
    i. Explanation about discussion of web page; there was a discussion because the web page is an outlet to the SGA's for information, any functional changes should have been addressed, makes it easier for a function; aesthetics were left out because they are a matter of opinion; want everyone to think about if we were going to have a meeting about your job, do you have documentation to prove what you are doing?
    ii. Comments – discussion went well, glad there were limitations, glad to know that we will be protected when things come up
b. Penny Wars
    i. Executive - +5585
    ii. Committee - -496
    iii. Department – - 1347
    iv. Caucus - -23

VI. Executive Reports
a. Financial Manager – Steve Cuppett
    i. Caucus directors – this is how you get paid for gas, when you leave State College you get all of the fuel you need, you don't get paid to fill up, if you need fuel get it, must have a receipt, that way you get paid for the gas you use while at your OCM
b. Secretary – Olney Pray
    i. Campus Proxy Lists needed from Delaware County, DuBois, Shenango, and McKeesport

ii. End of Semester Reports will be given out

c. Chief of Staff – Chris Zegar
    i. The office – this is how it will go, have one week probation of eating in the office, cannot leave food in the office – it's gross; if I catch anyone will confiscate the food, for one month afterwards there will be no eating in the office; Change of Assignment meeting at 9:30, going to put stuff together to start on next step; Office Hours – please sign in office hours, will be up for next week; paper – running through it like crazy, don't mind printing stuff out in the office at all, we will start taking a collection to buy paper; found out that there are a lot of embarrassing pictures of people in the office, will be finding fun pictures of everyone and placing on the agenda
d. Vice President – Nikkie DeSimone
    i. Meeting with Dr. Latta and Richel this weekend; met with Dr. Carter about THON and individual groups; Diversity Summitt – will not be meeting on Friday, game plan will go over on Friday – will go in caucus meetings and explain; CLRC – the legislation usually has its own section, anyone who's name is on the legislation be ready for questions; best wishes to SAC for bowling and will take down GAC; will be leaving directly from Council, good luck to THON thing
e. President – Mike Cooper
    i. Thanks to all sub committee chairs for getting their reports on time; this meeting will be doing mid year progress report to Council, running through platform goals, congratulations to everyone who ran the THON 5K, Cooper was working security to direct cars and people; assignment for next Monday by 12pm on the Exec. desk – you are to meet one new member of USG, need their full name, place they live, favorite color, favorite TV show, and their signature, reason because Mike and Rubina feel

that CCSG and USG aren't close at all; not trying to be rude about cutting people off trying to make meeting run more efficiently; if you take the office key you must return it, do NOT take it home with you; something bothering Mike about Penn State community, furious that Penn State did not include CCSG in steering committee to find a new vice president of student affairs, will say something to President Spanier, only 2 people from University Park were choosen, send an email to president@psu.edu as a concerned commonwealth student, caucus and committee directors please mention in your meetings, blatantly ignored 40, 000 students; hope everyone goes to the Semi Formal and has a good time

VII. Open Forum
   a. Mid Year Evaluations
      i. Something different this year, improvement of organization and having stuff there for the future, present moment there is only the end of the year report for an incoming staff member, will be doing mid year assessments, compilations of one on ones, will also have personal evaluations, if you want to know how you are doing in general you can talk to anyone on executive staff, will be shared at next semester one on ones, Zegar and I will make the questions for the evaluations, staff will see them
   b. Tara
      i. Write down shirt size for Tara's committee
      ii. Pledge books – if you need to know about them ask Tara, do not take out of mailbox
   c. John
      i. Should make a chart of all the campuses and have a staff member go to campus and visit, gives the campuses a special meaning when central staff visits them; Joe – great idea, caucus directors have been saying that since the beginning, OCM; Brian – will concur, got a warm reception; Brian – it is our

job to know what the campus is like; Drew – as part of caucus directors that is our job and in our job description; Crystal – don't have to visit people, can just visit the campuses; if people would like to see the campuses go with the caucus directors during OCM weekends

VIII. Announcements
   a. Joe's Stupid Joke of the Week

IX. Adjournment
   a. Motion to adjourn meeting by John and seconded by Brett