Central Staff Meeting
December 4, 2002
7pm – 233 HUB

I. Roll Call
   a. Mike Cooper, Nikkie DeSimone, Chris Zegar, Steve Cuppett (late – exam), Olney Pray, Anthony Bizzaro, Crystal Saverioni, Jayneel Patel, Brett Kluskiewicz, Tara Minchin (late), Brian Marko, Kevin D'Ausilio (late), Drew Lavenberg, Joe Curgiliano, Thom Slaski (late), Liz Eisenhart, Kevin Homan, Michelle Armstrong (late – exam), Vera Spina, Lauren Cycak, John Dingfelder
II. Approval of 11-20-02
   a. Motion to approve minutes by John and seconded by Kevin H.
III. Reports
   a. Northeast – Kevin D.
      i. Got in contact with all the campuses, next semester having OCM the weekend we get back, info session first meeting back, VA nursing home cancelled, will do next semester, ANGEL website is up and running
   b. Southeast – Drew Lavenberg
      i. As per Mike's email, will be canning with Del. Co. this weekend
   c. 2 Location – Thom Slaski
      i. 2 weeks ago had a meeting and came up with new goals, want to know more about SAF; communication is much better than it has been
   d. Northwest – Brian Marko
      i. Most campuses only have one more meeting left
   e. Southwest – Joe Curigliano
      i. Needs a date for two Caucus winter formals, Friday December 13, 2002
   f. Academic Affairs – Brett
      i. 7 campuses have confirmed FYS orders, Josh Troxell and I will be taking a trip all over PA this weekend in order to get them to the campuses ASAP, USG has copied 4,000 surveys and scanTron forms
   g. Student Affairs – Crystal Saverioni

    i. Name change Ed Mulfinger from Tom Gibson
h. Governmental Affairs – Anthony Bizzaro
    i. Met with some members of Central Staff and talked about the Rally, will be Tuesday, April 1, don't really like but there were only 4 days that we could do it and that was the only day that the Capitol could give us, Vera is working on a lot of stuff, need a speaker, if you want to help let Anthony know, will be meeting representatives on January 27, , haven't sent out an email since the break and will
i. Diversity Affairs – Jayneel Patel
    i. Insert report; questions – Mike – have you met with Dr. Jones yet? Not until next semester
j. THON – Tara Minchin
    i. Have had meetings with a lot of people, canning this weekend, please sign up, campuses were given more dancer couples, top 5 campuses were given another couple, have all the money turned in, total went up a little bit, as CCSG they are still not getting back to me to see how many couples we have, must have $900 by January for one couple and two couples must have $1800, 7-8 people met at my house and shaved their heads for Drew's brother, good job guys ☺
    ii. Questions – Joe - did you let the top 5 campuses know about the extra dancers? Yes, committee will be called; John – needs the disk for corporate relations; Nikkie - canning in Pittsburgh will only be on Sunday
k. IT – Kevin Homan
    i. All listservs will be updates by tomorrow, will check on all pictures to make sure they work, John will be allowed to change his picture
l. Programming – Lauren Cycak
    i. Nothing to report
m. Public Relations – Vera Spina
    i. Alumni Interest Group – will be doing fun stuff, looking for old survival guides for names and addresses, and in the LaVie for names, working with

Anthony and got the confirmation on Monday for the lobbying trip, working on the press packets
    ii. Anthony – will help look for pictures because he spends a lot of time in the Special Collections Room
n. Councillor – Liz Eisenhart
    i. December 9 – next Councillor meeting, December 20 – last readership meeting at CDT, sent September files to Cuppett, will send the rest of them later, Change of Assignment – HUB LateNite will meet, more information will be given for help, Michelle is doing a great job bringing in a lot of money
o. Advertising – Michelle Armstrong
    i. Working on the end of the year report, try to come up on Council weekend, last report – good luck on finals
p. Staff Assistant – John Dingfelder
    i. Working on getting rooms for the Diversity Summitt, trying to find Academic space for it, ordering office supplies this week, if anyone needs anything leave a message in my mailbox or send an email, will have to take office supplies away if they keep disappearing, can borrow as long as your bring them back
    ii. Chris found the United Kingdom and will be returned tomorrow to the North Atlantic Trade Agreement
    iii. Joe – could put masking tape on the caps of the pens

IV. New Business
a. One-On-Ones
    i. Sheets will be passed around, sign up if haven't done so; will be more in depth, plan on spending some time during these one on ones
b. Next Week's Meeting
    i. Will be at Chris's house, will be catered by Drew (chicken parmesan), secret pal meeting – will be finding out your secret pals and exchanging presents

ii. Day and Time – Wednesday December 11, 2002 at 7pm
iii. Directions to 119 S. Gill Street (Chris's house) will be on dry erase board

c. Mid-Year Report
i. Mike sent out directions to do, serious about the deadline, had 2 ½ weeks of advanced notice, won't take too long to complete, due December 13 by 5pm, mandatory; these will be used next year for the person who takes over your job

V. Old Business
a. Penny Wars
i. There is still not enough to sit down and count, this point they will be counted on December 13 and the last day will be January 17 by 5pm

VI. Executive Reports
a. Secretary – Olney Pray
i. All reports from the semester are in your mailboxes, please include these in your mid year reports

b. Financial Manager – Steve Cuppett
i. Deposits, transfers, ect. If done while I am away, should be copied an put in my mailbox, will be clearing off the filing cabinet, 2/3 through our coping budget
ii. Michelle – did you get my money yet?, not yet
iii. Tara – do you want me to give the stuff for THON? No, because does not go through our account

c. Chief of Staff – Chris Zegar
i. Food is back in the office, please take a moment to remember that there is a garbage can within an ant's reach away, will be evaluating me tonight – please be honest and truthful, will not see these reports, Olney will compile them and show them to me after the break

d. Vice President – Nikkie DeSimone
i. Diversity Summitt will meet at 8, Liz will take over until I can get there, Alumni and Heritage Hall were booked for the weekend
ii. Meeting with Commonwealth College DSA's next Tuesday

iii. CLRC – important to meet on Sunday before break, will email with time of meeting

e. President – Mike Cooper
   i. 2 reminders – 1. what my job is – link between the organization and administration – 2. no more talk about CCSG elections in the office or at CCSG functions
   ii. Monday 3:45-5pm 106 HUB– meeting about controversial programming, would like Central Staff members to go if available
   iii. Memo from Black Caucus – adopted 2 AIDS families, if you have anything you can contribute, David would be very pleased
   iv. Agenda - unofficial quotation on Cuppett's picture will win candy at the next staff meeting
   v. Congrats and thanks for an excellent semester, on track with our goals, need to take the next week and focus on classes, enjoy winter break, and deal with some hard issues for next semester, come back with some fire, want to thank Michelle for an excellent semester, stay in touch, best of luck in your Co-Op ☺

VII. Open Forum
   a. THON – Tara
      i. Who is going where for canning? Meet with dancers after the meeting, don't say anything about the extra dancers until I find out for sure; John – can go canning on only Sunday
   b. Chief of Staff Evaluations

VIII. Announcements
   a. Stupid Joke of the Week

IX. Adjourn
   a. Motion to adjourn meeting by John and seconded by Kevin H.

Submitted by: Olney Pray 

Hope everyone has a happy and safe holiday. See you next semester!