

Minutes of Social Committee Meeting
April 22, 2015
Senate Office, HSS 261
2:30 p.m.

- I. Meeting called to order by Chairman Janie Jones at 2:30 pm. Present: Terry Green, John Rogers Janet Harclerode, and Dalia Cortes (guest). Absent: Roxanne Captor, Aned Muniz

- II. Budget was announced: \$5,820, and includes amounts requested from Senate and Dr. Tsang

- III. List of retirees was discussed.
 - a. To date there are 28 retirees, plus we need to get Gloria Bando, retiree from last year, a watch. May 1st will be the cutoff date. John Rogers will call Janie with the final numbers as of May 1, and Janie will order the watches (Perfect Time: (800) 872-0392) and clocks (Worldwide-USA.com, style "Venus") as needed. We will need to order watches for all retirees, but there are 12 clocks in stock for 25-year employees. If more are needed, those will be ordered.
 - b. Personalization of watches: Watches have the SMC logo on the face. If people want to have them personalized with their name and retirement date, John Rogers will collect watches at the end of the ceremony, and have that done at Carr's Trophy and Engraving.

- IV. Tables and Chairs
 - a. Janet emailed Esau Tovar and Kiersten Elliott inquiring our using tables and chairs from graduation night for our event the next day. We need 20 rounds and 160 chairs. We will need additional table covers for the round tables. We have 8 tablecloths. Janie will order the rest from Oriental Trading.

- V. Save the Date and invitations
 - a. Georgia, CSEA head, Dr. Tsang, and Eve will all be contacted by Janie to remind them to save the date and what their jobs are. Dr. Tsang will be contacted for the name of the Manager of the Year. Eve Adler will be contacted for the name of the Outstanding Teacher (Hayward nominee?) Head of Classified union will be contacted for the name of any outstanding classified employee.
 - b. Dalia will design Save the Date and invitations. Eve will send out the Save the Date flyer campus-wide on May 1st.
 - c. Invitations will be hard copies, and should be printed on campus. If we use color ink, it may be expensive. It would be cheaper to use black ink on some color paper. We will meet May 13 to stuff the envelopes with invitations.
 - d. Program copy will be ready 3 weeks in advance. It will be printed at SMC.

- VI. Tickets
 - a. There will be no advanced ticket sales. All sales will be at the door, and admission will be \$12. We will comp senators, presenters, past retirees, and this year's honorees. All others pay \$12 at the door.

- VII. Slide show
 - a. Terry Green is working with the Media Center to do a slide show of retirees, which will play during the retiree section of the event.

VIII. Entertainment

- a. Names were discussed for the entertainment. It was suggested that TAD have some singer/actors. Last year, two student duets were done and one faculty trio.

IX. Dr. Tsang's importance

- a. Since this is Dr. Tsang's final year, it was questioned if his retirement should be weighted heavier than that of the other retirees. While it was felt that we should give all an equal note, Terry Green suggested that Brian Rodas, or some other faculty representative, could speak briefly for the faculty about Dr. Tsang's retiring. An AGS student could also speak on his behalf, as could one of the Ambassadors. It was suggested that Muriel Walker sing. She could do a solo or a duet with Brian Rodas. All of us feel it is important not to slight other retirees in favor of Dr. Tsang.

X. Other duties

- a. Terry Green and John Rogers will sell tickets on the day of the event. Janie Jones and Janet Harclerode will "run" the program. Eve Adler will be the MC.
- b. Dalia Cortes will contact grounds to be sure they bring flowers from graduation over to our event. She has already booked the Mainstage for the event, the patio by the fountain for the meal after, and events staff to run both locations.

XI. Meeting adjourned 4:00 p.m.

Next meeting will be on May 13, 2:30 p.m. in the Senate Office, HSS 261.