

Minutes of Academic Senate Social Committee

Regular meeting, May 13, 2015 at 2:30 pm

In attendance: Janie Jones, John Rogers, Terry Green, Janet Harclerode, Dalia Cortes

1. Approval of minutes of meeting, April 22, 2015

2. Discussion of end of year event

a. Final details of recognition event

i. John and Terry will collect tickets

ii. Tables and decorations will be available from Dr. Tsang retirement party and graduation (Kiersten Elliott)

iii. Discussion honoring Dr. Tsang at the final senate meeting of the year (budget within \$200 if possible for refreshments) and resolution thanking him

iv. Janie and John are managing the gifts – clocks for 25-year and watches for retirees. (Janie ordered 10 clocks from Worldwide – USA, cost \$16.73 each with \$50 setup charge for engraving and \$17.59 shipping. Total for clocks for 25-year employees is \$234.89.) (Janie ordered 16 men's and 21 lady's watches @ \$31.50 along with 37 tin cases for watches @ \$1.50 each. Setup charge for silk screening is \$15 and shipping is \$33. Tax came to \$112.59. Total paid was \$1396.59.)

v. Terry has list of retirees and is working with Media Center on details of who will be honored

vi. Hayward Award winner to be honored (Lorrie Ivas)

vii. Manager of the year still TBD

viii. CSEA wishes to participate in recognition event

ix. Terry Green will help mail the watches not picked up by retirees

x. Dalia has created a beautiful invitation for the recognition event

3. Stuffed envelopes with invitations for mailing

4. Adjournment at 4:00 pm