ASOSU
Executive - Staff Meeting
June 8th 2011
2:00 pm

Roll Call

Late:
Absent:

1. Introductions
   a.

2. Individual updates on transition (and Hiring if applicable)
   a. Secretary
      i. I will be scheduling meeting times on “doodle” for art work re-furnishing. I will post the times that Kent has available for transition, and you can check when your available for him to move out old artwork and replace it with new artwork
         1. Talk to kent if artwork can be used in cultural centers
      ii. If you aren’t on Yammer yet, you should go to Yammer.com and make an account using your Oregonstate.edu email address and this is a social community for certain companies to communicate with one another. Make sure to add the “Executive Cabinet” group, this is where we can chat and communicate throughout the workday freely.
         1. Performance evaluation
      iii. Who wants Mice? (computer mouse)
         1. Tonga
         2. Sokho
         3. Ali
         4. Alfredo
         5. Andy
         6. Patricia
         7. Amelia
         a. Talk to Bockhop about the process
     iv. Ordering sticky pads, tacks,
     v. I will also be doing an inventory next week, and cleaning out the back stock room, I might recruit some front line soldiers for this task.
1. Alfredo
2. Ravi
3. Patricia

b. Public Relations
   i. Interviewing PR staff and designers
   ii. Locked out of computer and doesn’t have access to files.
   iii. Send things to his email.

c. Finance
   i. Getting everyone signed up for payroll.
   ii. **Go to poling 110**
   iii. Time sheets and stipend pay
   iv. Future goals:
       1. Set the budget in stone
       2. Abide and stand by them
       3. There’s some accounts that seem to overspend.
       4. Tonga believes some of the money was wasted on Board meetings

d. Diversity Programs
   i. Just called people that were hired for task force directors
   ii. Women’s affair position was unsure of acceptance
   iii. International affairs task force position is open
   iv. Diversity Footprint – unite all CC’s.
   v. Research Universal Calendar

e. Campaign Resources
   i. Hiring is done already
   ii. One of the positions is unsure as well
   iii. **Delete yammer group and re-create the group for Private**
   iv. **Make another public group for all cabinet and task force.**

f. Government relations
   i. Hired Nick the new assistant
   ii. Debriefed on new plans
   iii. Incorporate him in Lobbying.
   iv. Get task force packet from Hogan

g. Director of services
   i. Safe ride ends hiring tomorrow
   ii. Making doodle
   iii. Donna Beegle conference – beginning of august
   iv. Important that we all go to that conference.
v. Portland - 2 day conference, 2 HSRC coordinaters are going
vi. 1st day Poverty competency training. 2nd day you train the trainer.
 vii. This fall were doing a conference similar to the Donna Beegle one.
 viii. GROUP TOUR FOR EVERYONE.

h. Chief of Operations
   i. Compiling a summer schedule
   ii. Talking to everyone about our training and sessions we must attend.
   iii. Set cabinet meeting dates.
   iv. Start responsibility
   v. CHECK for travel points for the ASOSU credit card

3. Office space update
   a. Shifting for new spaces
   b. Alfredo looking for larger desk
   c. Space in the front for 2 new task forces,
   d. Sid cooper – Director of Building facilities (Schedule for Tour’s)
   e. Feel comfortable about asking for something and be clear
   f. Tonga’s office is being re-painted
   g. People help those who they know and have camaraderie with.
   h. Schedule Snell Tour
   i. Meet the Presidential Cabinet. Early august
   j. Take Ali to meet Sabha’s secretary’s

4. Director of Finance information/update with payroll
5. SEMT training
   a. Student Executive Management Training
   b. 2 parts
      i. Board meeting
      ii. And actual training
   c. Talks about not going to the meeting. And just having our own training here at OSU
   d. Thursday is the board meeting, 3 boards
      i. Board of Directors
      ii. OSAAC
      iii. OSERA
         • GO and visit SOKHO at his space and maybe get the monks to bless our space
         • Massive Cleaning on the Friday of SEMT training since we are not going
         • Changing the order of offices for task force.
• Key of storage room is in the front desk and escort stuff in the storage room.
• Archive stuff by contacting Karl McKearney
  • Katie Baker will give door codes and Key's on Tuesday.
  • You will be given a list of contacts, get to know them in your free time.
• HIGHLY RECOMMENDED
  • Working on being Confirmed by the senate.

6. Motorpool certification
   a. Everyone has to be motor pool certified.
   b. Expense comes through travel account.
   c. Fill out using the instructions
   d. CLEAR OUT NAMES of mailboxes and put new names.

7. All staff meeting
   a. Ice breakers
   b. Doing game with the entire

   Ravi motion to ended and Alfredo Seconded. Patricia Thirded.
   Unanimous decision.