



## STAFF SENATE SEPTEMBER 2016 COMMITTEE REPORTS

### SCHOLARSHIP COMMITTEE

#### **Crowdfunding:**

- Per our discussion today, we will look at pursuing a Crowdfunding Campaign for the Staff Senate Scholarship sometime in Spring 2017. A workshop on Crowdfunding (through the MSU Software) is being hosted in October and I think it would be great if as many folks from our committee could attend as possible so we can all get ideas on how to make it successful.

#### **Crowdfunding Workshop – Tips for Planning a Successful Campaign**

**Thursday, October 20, 2016**

**8:00 a.m. – 9:00 a.m.**

**Plaster Student Union 308**

Please let me know if you can attend, and I will get you on the RSVP List. Not only could this workshop help for this initiative, but also might spark ideas for your individual areas.

#### **Beads for Homecoming:**

- In 2013 we ordered through Mardi Grad Beads Online ... we were able to order 720 necklaces (Maroon and Silver) for roughly \$60 (\$45 + \$15 shipping). The prices are basically the same and you can find the option we went with on this website - <http://mardigrasbeadsonline.com/teamcolors3.html> (it is the 5th option, where you can select two different colors).

#### **Concession Stands:**

- I have reached out to Ovations to see if we can get a list of available Concession Stands for upcoming events at JQH Arena. As soon as I get that, I will share it with everyone so we can look at potential dates we could host a fundraiser.

## ADMINISTRATIVE PROFESSIONAL FORUM COMMITTEE

The committee met on August 30.

### **Guidelines for Planning Forums:**

The committee has perfected a document with all the procedures and guidelines regularly practiced to plan each forum.

### **Office 365 Workshop for Administrative Professionals Fall 2016 Forum – *Organized by Sandy and Jamie***

- Working with Kevin Piercy to set the date or dates if there are two due to space limitations—possibly mid-October
- Looking at holding this forum/workshop in Cheek 100—the computer lab for staff and faculty—it only has 24 seats though
- The new Professional Management Learning System is due to go live next week, and the forum should be set and available after that for registration
- Also looking at a second location for the workshop which may be more accessible to downtown admins
- Anticipating a higher demand for this forum

### **P-Card and the New Amazon Purchasing – *Organized by Julie and Suzanne***

- This would be a February forum
- Julie and Suzanne will work on scheduling and presenter

The next Administrative Professional Forum Committee meeting will be held on September 27 in PSU 309.