

SAU Tech
Classified Staff Organization
Meeting Minutes
August 10, 2017

Welcome was given by President, Letitia Rusch.

Call to order-Letitia Rusch called to order the regular meeting of SAU Tech Classified Staff Organization (CSO) at 2:00 pm on August 01, 2017 in Room TE100 of the REL Located on the campus of SAU Tech.

Attendance- Members present were:

- | | |
|--------------------|-----------------------|
| 1. Vontisha Murphy | 13. Debbie Beasley |
| 2. Macon Patton | 14. Frances Bowen |
| 3. Connie Riley | 15. Samuel Briggs |
| 4. Keisha Robinson | 16. Veronica Bush |
| 5. Keturah Rumph | 17. Ralph Cochran |
| 6. Letitia Rusch | 18. Angela Fry |
| 7. Lisa Smith | 19. Cynthia Hendrix |
| 8. Kevin Smith | 20. Robin Hughes |
| 9. Landon Stewart | 21. Lottie Johnson |
| 10. Debra Tucker | 22. Mary Beth Kilgore |
| 11. Adele Bardella | 23. Carissa Lewis |
| 12. Charles Beard | 24. Becky Mahaffey |

Approval of minutes from last meeting

The minutes of the previous meeting were emailed to the membership prior to the meeting. There was a motion and 2nd to approve minutes of last meeting. Motion carried.

Introduction of new employees- Robin Hughes introduced and passed out new employees packets to new employees in attendance.

Report form Chair

A brief description was given from the Chair about the new direction we hope the Classified Staff organization will go this year. We hope to focus on our members and their families and what we can do for each other. We feel we need to take care of ourselves in order to take care of the students. The Chair thanked the committees for already working before the meeting.

Committee Reports

Faculty and Staff Development – No report

Special Projects – Connie Riley brought before the membership the idea of bringing cookies and packaging for move in day for all the students on campus and off-campus. Charles Beard moved we move forward on the project Veronica Bush second. Motion passed.

Ideas presented were sponsoring a tech or treat for students and employees children and have a partner for a month for encouragement. Details to be presented at September's meeting the membership was encouraged to contact Connie with other ideas.

Constitution and By-laws – No report

Budget and Finance – The budget has been separated as follows:

\$750.00 for Training

\$ 50.00 for supplies

Criteria for making an application were change to attending at least three (3) meetings and a limit of \$100.00 per application. \$626.95 is the balance of the training budget. If anyone has any questions they need to contact Angela Fry.

Nominating Committee – No report

Old Business- None

New Business – None

Events

Chair announced events going on around campus.

Sunday 13th Move in day –from 1:00 – 5:00 those interested in helping need to be at the on campus apartments for instruction.

August 16, Wednesday Slushy Day is in front of the LRC from 10:00 – 4:00. If you get a change go by and welcome the students.

August 21st MUSED drama club meets every Monday evening at 6:00 in TE100, If you are interested in being a sponsor please drop by all are welcomed.

August 22nd 2:00 – 5:00pm Water Park Day is Tuesday, in the field across from the Student Center.

August 24th from 2:00 – 5:00 pm Thursday, Student Leadership will be having a car wash in the student Center parking lot.

August 29th from 3:30- 5:30 pm Let's Paint will be going on Tuesday, in the Manufacturing building room 105.

August, 29th at 8:00 pm Ultimate Glow Frisbee will be Tuesday at the Football Field.

August 30th, from 11:00 – 1:00 pm Student Appreciation Day is Wednesday, in Grand Hall I

September 5th 7:00 – 9:00 pm Big Howdy Dance in the Game Room

September 6th 4:00 pm Flag Football Organization will meet in the Game Room.

Please contact the student life office, 574-4712, if you would like to help in any of the events mention.

Angela Fry mentions that Tech Island was coming up and if anyone wanted to help to contact her or Lauren Peck. Also, September 2 there is going to be a Rummage Sale to raise money for the Tech Island at the Ross Center. If you have donations or want a booth, contact Angela.

With no further business the meeting was adjourn.

The next meeting for CSO will be September 19th at 2:00 pm in TE116. Hope to see you there.

SAU Tech
Classified Staff Organization
Meeting Minutes September 19, 2017

Call to order-Letitia Rusch called to order the regular meeting of SAU Tech Classified Staff Organization (CSO) at 2:00 pm on September 19, 2017 in Room TE116 of the REL Located on the campus of SAU Tech.

Attendance- Members present were:

- | | |
|--------------------|-------------------------|
| 1. Vontisha Murphy | 10. Rita Givens |
| 2. Macon Patton | 11. Zoila Sabillon |
| 3. Connie Riley | 12. Anthony Tubberville |
| 4. Keisha Robinson | 13. Lottie Johnson |
| 5. Letitia Rusch | 14. Mary Beth Kilgore |
| 6. Adele Bardella | 15. Carissa Lewis |
| 7. Debbie Beasley | 16. Becky Mahaffey |
| 8. Cynthia Hendrix | 17. Loretha Walker |
| 9. Robin Hughes | 18. Robyn Binns |

Approval of minutes from last meeting

The minutes of the previous meeting were emailed to the membership prior to the meeting. There was a motion by Loretha Walker and 2nd by Macon Patton to approve minutes of last meeting. Motion carried.

Introduction of new employees- No new Classified employees were hired since our meeting in August.

Report form Chair

The Cookies that were done for moved in day were received with much gratitude. The students really liked that. The decorations for the Big Howdy dance were appreciated as well, Ms. Paula was very grateful. The items and the help that were donated to the garage sale were also appreciated.

Committee Reports

Faculty and Staff Development – No report

Special Projects – Treat @ Tech on Oct 31st from 3:30- 5:00 pm for the employees and students children was brought before the membership for approval. Motion was made by Carissa Lewis that the project be plan for Oct. 31st with the Classified donating candy, prizes, and time (with permission from supervisor) to have the Treat @ Tech. 2nd by Lottie Johnson. Motion Carried.

Constitution and By-laws – No report

Budget and Finance – The budget report is as follows:

\$750.00 (Training) \$270.00 was used for three classified persons books. New total is \$480.00.

\$ 50.00 (supplies) \$3.05 were spent on a binder with the remaining total of \$46.95.

Nominating Committee – No report

Old Business- None

New Business – Motion was made by Loretha Walker to take up money from membership to be a sponsor in the amount of \$150.00 for the Tinsel Town in December. The Money is to be taken to Angela Fry and the form will be filled out by Angela as well, 2nd by Carrisa Lewis. Motion carried.

Events

Chair announced events going on around campus.

Starting September 19 –Flag Football will be every Tuesday at 4:00 on the front campus

Mondays – MUSED drama club meets every Monday evening at 6:00 in TE100, If you are interested in being a sponsor please drop by all are welcomed.

September 24 – SAU Tech will be at the Pilgrim Rest Baptist Church to perform at 3:00.

September 26 – Mass Flu Clinic from 7 – 5 at the maul Rd Assembly of God Church

October 11-12- College Preview Day, You may be contacted to help, please give this some consideration if you are contacted.

Tech Island was coming up and if anyone wanted to help to contact Angela Fry or Lauren Peck. With no further business the meeting was adjourn.

The next meeting for CSO will be October 17th, at 2:00. Hope to see you there.

SAU Tech
Classified Staff Organization
Meeting Minutes October 17, 2017

Call to order-Letitia Rusch called to order the regular meeting of SAU Tech Classified Staff Organization (CSO) at 2:00 pm on October 17, 2017 in Room TE117 of the REL Located on the campus of SAU Tech.

Attendance- Members present were:

- | | |
|--------------------|----------------------|
| 1. Adela Bardella | 7. Lottie Johnson |
| 2. Robyn Binns | 8. Mary Beth Kilgore |
| 3. Paula Doss | 9. Connie Riley |
| 4. Cynthia Hendrix | 10. Landon Stewart |
| 5. Letitia Rusch | 11. Debbie Tucker |
| 6. Robin Hughes | |

Approval of minutes from last meeting

The minutes of the previous meeting were emailed to the membership prior to the meeting. There wasn't a quorum, so the vote couldn't be taken.

Introduction of new employees- No new classified employees were hired since our meeting in September.

Report form Chair

A reminder to save your empty gallon jugs for the Tinsel Town fund raiser on Dec 2nd, and if you are interested in volunteering please contact Lisa Antoon. There are going to be exciting things for the children to do, hope to see everyone there.

Committee Reports

Faculty and Staff Development – No report

Special Projects – Tech and Treat on Oct 31st from 3:30- 5:00 pm for the employees and student's children. If you want to volunteer, contact Connie Riley.

Constitution and By-laws – No report

Budget and Finance – The budget report is as follows:

\$480.00. (Training)

\$46.95. (supplies)

Nominating Committee – No report

Old Business- None

New Business – A request was made by Paula Doss for classified staff to donate thirty \$10.00 gifts to the Students Christmas party on November 27th. These gifts are for the left-right party and the gifts would need to be unisex. Paula told the classified staff that the gifts could be homemade gifts or candy, gift cards, throws, anything a student would like and use. Since there wasn't a quorum an email will be sent out so a vote can be taken on this project.

Events

Chair announced events going on around campus.

Tech Island was coming up and if anyone wanted to help to contact her or Lauren Peck. With no further business the meeting was adjourned.

The next meeting for CSO will be November 14th @ 2:00 in TE 116, hope to see you there.

So July 2019

Angela Fry

From: Angela Fry
Sent: Wednesday, July 31, 2019 2:00 PM
To: Classified Staff
Subject: A BIG thank you!!

A **BIG** thank you to all that attended the meeting yesterday, for those that could not make it, we hope to see you all at the next one 😊

The revamp committee presented a proposal to take the CSO in a new direction – **shared leadership**.

We voted to be represented by a Council; the following are your Council members:

Mark Ferns, Loretha Walker, Debbie Beasley, Shannon Green, and Angela Fry.

We are all excited about moving forward with the new CSO Council and will work together to make it a stronger organization that benefits us ALL.

Please try to attend our first official meeting August 13, 2019 at 2pm in TE 117. The Chancellor will be there and will be providing **refreshments**😊. If you have any questions for him please get them to any council member so that he has time to prepare answers.

We will talk more about what **YOU** want from CSO and how the council can serve us better – we have already had some great suggestions from you – keep them coming!! ALL suggestions, ideas, comments and thoughts are welcome. We are here for you, we are your voice. We truly want to make things better for CSO.

Let's get this party started!

CSO Council 2019

CSO August 2019

Angela Fry

From: Angela Fry
Sent: Friday, August 23, 2019 7:35 AM
To: Debbie Beasley
Subject: CSO meeting notes - for newsletter
Attachments: 2019-20 Officers&Members.docx

- 27 employees attended, we welcomed the Fire Training Academy back.
- Mark started the meeting off, welcomed everyone, then Dr. Jason Morrison.
- JM talked about the importance of Classified Staff, and how he wants to hear from the CSO on ideas/suggestions etc.
- Loretha talked about the role of the Council, terms of the officers, how we chose them and how the new officers will be elected.
- Angela proposed changes to the budget spending guidelines and changes to funding application; these were approved by the members.
- Angela talked about changes to committees, dissolving all but one, also approved by members.
- CSO voted Vontisha and Keisha in to the Professional Development Committee, Angela advised KC of the new CSO members.
- Shannon explained the new suggestion box, upcoming projects, asked for input from CSO
- Mark talked about SAUT Fantasy Basketball league, a fundraiser CSO are working on
- Debbie presented the newsletter and talked about the format, will be delivered monthly print
- Debbie announced birthdays and Techaversaries
- Shannon did the door prizes
- Refreshments provided by JM, thanks tammy for baking the cookies.

That's all I have!

Angela Fry

Buyer

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CSO August 2019

Angela Fry

From: Angela Fry
Sent: Wednesday, August 14, 2019 10:14 AM
To: Classified Staff
Cc: Shannon Fleming
Subject: New CSO Application Form/Library list
Attachments: CLASSIFIED TEXTBOOK LIBRARY.docx; CSO Application.pdf; SPENDINGGUIDELINES19-20.pdf

Thanks to all who attended the CSO meeting yesterday, we had a great turnout! Welcome back AFTA ☺

Below is the new structure we voted in.

CSO COUNCIL 2019-20

Mark Ferns (1yr), Debbie Beasley (1yr), Shannon Green (2yr), Loretha Walker (2yr), Angela Fry (2yr)

Budget/Finance Manager/Librarian

Angela Fry (1yr)

COMMITTEE

Professional Development (Foundation)

Keisha Robinson (1yr)

Vontisha Murphy (1yr)

Also attached is the updated CSO Application should you wish to apply for funding. Applications are now capped t \$100. Our current Library listing is attached, should you need a textbook, and a copy of our new spending guidelines.

Thanks,

Angela Fry

CSO Budget Finance Manager/Librarian



CLASSIFIED STAFF ORGANIZATION BUDGET SPENDING GUIDELINES 2019 – 20

CSO Budget Finance Manager/Librarian
Angel Fry (1 year)

BUDGET IS \$750

SUPPLIES BUDGET \$25

For office supplies for CSO meetings and fundraiser events i.e. flash drive, notepad, cardstock etc. Purchases must follow SAU Tech and State procurement guidelines.

EDUCATIONAL TRAINING BUDGET \$725

For educational training for CSO members. May include textbooks, access codes, registration or course fees, course materials, and travel expenses.

To apply for funds, employees must complete an application and forward it to CSO Budget Finance Manager . **Applicants must attend at least three meeting in a year to be eligible for funding.**

Funding will be capped at \$100 per application.

TEXTBOOK GUIDELINES

All textbooks purchased entirely from the Classified Staff Budget will be the property of the CSO. A member of the CSO Council will serve as librarian of the books. Books purchased should be returned to the CSO librarian at the end of the semester. Books will be made available to CSO members on a first come first served basis. At the beginning of each semester, the CSO librarian will email an updated list of books available in the library. The CSO librarian will keep a record of books on loan and ensure books are returned.

BUDGET REPORTING

CSO Budget Finance Manager/Librarian will be responsible for keeping up with the budget and reporting back to the CSO members at the monthly meeting.

150 September 2019

Angela Fry

From: Angela Fry
Sent: Wednesday, September 11, 2019 4:20 PM
To: Classified Staff
Cc: Alana N. Morlen
Subject: Welcome new CSO officer - Anthony Tuberville

Thanks to everyone who attended the meeting yesterday, and a special thanks to **Alana Morlen** for being our guest speaker, and to the awesome cosmetology students who demonstrated their skills.

We voted to elect a new member to a 2-yr term on the council.

Welcome Anthony Tuberville!

If you have any ideas or suggestions for future meetings please let us know.

Thanks,

Anthony, Debbie, Angela, Mark, and Shannon
CSO Council 2019-20

CSO – Sep 10, 2019

Meeting Notes

Alana Morlen gave a great presentation on the Cosmetology Program and the services offered by students. Students demonstrated various services.

Angela and Debbie gave feedback on the Rocket Council.

No update on Dress Policy from Dr. Morrison.

Mark introduced the new welcome pack to be given to all new full-time classified employees. Veronica will be our Ambassador to new hires and will present pack and invite them to meetings.

Loretha has left. Anthony Tuberville was voted in for a 2-year term, welcome Anthony!

Angela gave a budget update and reminded everyone of the textbook library and how to apply for funding.

Shannon and Mark talked about our upcoming projects – calendar attached.

We set up an agency account for CSO to make donations for projects and refreshments. Council Officers are currently proving refreshments.

Debbie announced birthdays, new employees and Tech Anniversaries.

Door Prizes and Refreshments ended the meeting.

Angela Fry

CSO Council 2019-20

CSO EVENT/PROJECT PLANNER 2019-2020

Scheduled events for this year

PROJECT

SEPTEMBER	Create Welcome Pack for New CSO	FEBRUARY
OCTOBER	Fill the Financial Aid Student Snack Box	MARCH
NOVEMBER	Cakes for Camden's Thanksgiving Meal	APRIL
DECEMBER	CSO Christmas Breakfast	MAY
JANUARY	Stock the Student Pantry	JUNE

NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL
M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	M T W T F S S 1 2 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	M T W T F S S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
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Angela Fry

From: Angela Fry
Sent: Wednesday, October 16, 2019 9:26 AM
To: Classified Staff
Subject: Update from yesterdays meeting

Thanks to everyone who came out in the rain! Here is a summary of yesterday's meeting:

Stephanie Morrison was our speaker and brought 4 members of the **Cheer Squad**. They demonstrated a cheer and some awesome tumbling! They have a t-shirt fundraiser going on; email her if you would like to purchase one (short and long sleeves).

We said **goodbye to Anthony** and voted in a new CSO Officer – welcome **Creek Cochran** (Physical Plant), he will be serving a 2-year term.

Creek talked about the new **dance club** he has started on Fridays at 12 in the Activity Center – everyone is welcome, not just students.

Our fundraiser was “**stock the financial aid student snack box**”, you can still donate snacks to the Financial Aid office.

CSO are taking part in next Wednesday's **Fall Festival**. We are judging the **Halloween contest** and hosting “**Spooky Tombola**”. We need a couple more **volunteers** please or just come by and support CSO! If you can help in any of the following ways that would be awesome! **Fall Festival is 11-1.**

Donations of candy or items for the tombola (trick or treat game where you win prizes, anything from a candy bar, food, toiletries, to a gift card.) We all have something we can donate in our pantry or closet, the unwanted birthday gift 😊. So far, we have candy, jewelry, t-shirts, toiletries, a Woods gift card Thanks!! –donations may be given to any officer. **Please try to donate something!**

Volunteers to help with the game, we still need a couple more volunteers to help with the game, let one of us know if you can help out. Dressing up is optional 😊 Fun is mandatory 😊

Veronica welcomed our new CSO member Olivia Davis, Financial Aid and gave her a welcome pack of Tech goodies.

The response to our dress code policy change proposal will be emailed out as soon as we hear back.

There was no Rocket Council Meeting this week so nothing to report on that.

Anthony talked about the Strategic Planning Committee, and advised that we would be receiving emails for our input. We have \$339 left in our development budget; email one of the officers if you would like to apply for funding.

We ended with door prizes, chocolate cake and drinks!

See you at the Fall Festival next Wednesday!

Angela, Debbie, Anthony, Mark, and Shannon
CSO Council 2019-20

Angela Fry

From: Angela Fry
Sent: Wednesday, November 13, 2019 1:41 PM
To: Classified Staff
Subject: CSO meeting summary

Thanks to all of you who attended yesterday's meeting at **Arkansas Fire Training Academy (AFTA)**. Here is a summary:

Director Nix introduced the Fire Academy and programs, and thanked her Classified employees.

Terry Harcrow (AFTA) talked about the importance of CPR and demonstrated how it should be done.

AFTA have offered CPR to CSO for the cost of the card, **if you are interested in taking a CPR class please let us know**, we may be able to pay from our budget or apply to the Foundation for funding.

Mark gave feedback from Mondays Rocket Council meeting. They voted in two student policies on Pregnancy and Free Speech.

Angela gave feedback from the Strategic Planning Committee meeting. Survey results results from employees, students, and public were discussed. Two future events are being planned.

CSO got the Dress Policy changed! we can now wear jeans to work as long as they are not torn, frayed, or faded.

We have \$339.47 remaining in our budget. Please email us if you would like to **apply for funding** for professional development.

We have approx. **\$50 in our agency account** – thanks to all who have set up a **payroll deduction** (see Debbie) or **donated** at the Business Office. Refreshments are currently being provided by the council.

Debbie welcomed new employees **Adrianna Archer** (Financial Aid) and **Alonzo Falls** (Physical Plant); both received a welcome pack – **thank you Veronica!**

Mark talked about the new after school **Soccer Club** he has started on Mondays, and informed us that Fantasy Basketball league was not approved.

Creek talked about the **Christmas Brunch Jingle and Mingle**. **December 9th at the Student Center Dining Nook between 9-11am**. It will be a **potluck** and we will **use our funds for prizes**. Mark is working on getting prizes donated. More details will follow.

Door Prizes and refreshments ended the meeting.

Thanks!

Angela, Creek, Debbie, Shannon, and Mark
CSO Council 2019-20

ISO OCT 2019

Angela Fry

To: Classified Staff
Subject: Update from yesterday's meeting

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Anthony talked about the Strategic Planning Committee, and advised that we would be receiving emails for our input. We have \$339 left in our development budget; email one of the officers if you would like to apply for funding.

We ended with door prizes, chocolate cake and drinks!

See you at the Fall Festival next Wednesday!

Angela, Debbie, Anthony, Mark, and Shannon
CSO Council 2019-20

CSO MEETING - REVAMP!

JULY 30, 2019

ROOM 115

18

SIGN IN SHEET

NAME	NAME	NAME
Ally Bynum	Art	
Debra Rusch	Marty Hopson	
Alisbie Beasley	Becky Mahaffey	
Angela Fry	Lee M. Sanders	
MARK FERNS	Lesetha Walker	
Katrina Robinson		
Tammy Carline		
Robert Burns		
Tammy Allen		
Marcella Joe		
Mason Patta		
Shamm Green		
Veronica Bush		

CSO MEETING

AUGUST 13, 2019

ROOM 117

27

SIGN IN SHEET

NAME	NAME	NAME
Vontasha Murphy	Debbie Beasley	Robert Binns
Idele Berdelle	Shannon Fleming	
Terry Harcrow	April McPhee	
Edurne Daniel	MARK PERNS	
Jessie Vest	Anade Fry	
Becky Mahaffey	Shirley	
Myrinda Ingram	Amy Lemedies	
Kilatha Jeffers	Jimmy Lee	
Macon Patton	Shannon Green	
Veronica Bush	Leatha Zeller	
PATRICK GRAHAM	Marcella Lee	
John Lee	Carissa Lewis	
Lettie Johnson	Frances Bowen	

CSO MEETING

SEP 10, 2019

STUDENT CENTER DINING NOOK

SIGN IN SHEET

23

NAME	NAME	NAME
Victoria Murphy	Heidi	
Lele Barber	Melinda Ingram	
Debbie Beasley	Paula Doss	
Becky Mahaffey	Edwina Daniels	
Mark Lewis	Shannon Fleming	
Angela Fry	Janet Covington	
Kristina Vanhook	Anthony Tuberville	
Lied Lachan	Robert Binns	
Veronica Bush	Marty Hearn	
David D.	Handers	
Shannon Green		
Lollie Johnson		

Bush

Bush

Bush

Bush

Bush

Bush

CSO MEETING

NOV 12, 2019

AFTA CONFERENCE ROOM

19

SIGN IN SHEET

NAME	NAME	NAME
Marty Hopson	Debbie Beasley	
Keisha Robinson	Terry Hargrove	
Frances Bowen	Anacle Fuy	
Jessica vest	Mark Ferris	
Kidatha Jaffer	Leek Jaffer	
Edwina Daniell	Veronica Bush	
Olivia Davis	Macon Patton	
Adrianna Archer		
Janet Coughlin		
Shannon Fleming		
April McDonald		
Marinda Ingram		