

Official Minutes, approved 2-19-04

TO: BSU Staff Council Reps and Alternates  
FROM: Tracy Scott  
DATE: January 12, 2004  
SUBJ: 21<sup>st</sup> Century Scholars Tutoring Snacks

Please find attached a memo that was passed out at the last staff council meeting explaining the 21<sup>st</sup> Century Scholars snacks and your role. I was unable to attend the meeting due to a faculty/staff meeting scheduled at the same time here in CICS. I have been told that many were absent at the meeting and, therefore, did not receive the memo.

You will also find the schedule attached. Please locate your assigned date and work with the other staff listed for that date to get the snacks provided for the scholars. You'll need to have the snacks in TC 204 by 3:20 p.m. on your assigned date.

If you have any questions or concerns you can either call me at 5-1884 or email me at [tscott@bsu.edu](mailto:tscott@bsu.edu).

Thanks!!

Attachments

ts

Staff Council Representatives and Alternates:

The opportunity of furnishing snacks to the 21<sup>st</sup> Century Scholars and their tutors has been assigned to the Staff Council. The Public Relation's Committee is responsible to coordinate this assignment. I have taken the lead responsibility and will be the main contact point for coordination.

Snacks need to be furnished each Wednesday in Teacher's College at about 3:20 p.m. According to Byron, storage is being worked out for those who need to drop items off before 3:20 p.m. Exact location and time will be provided to those who volunteer. The estimated number of those needing snacks is 20 people. Snack suggestions include some type of beverage (juice, punch, water, etc.), healthy snack (fruit, veggie, granola, or cheese), and/or snack food (chips, sweets, pretzels, popcorn).

Each of the staff council representative and alternate will take a turn in providing snacks. It may work best to create "teams" for those areas that have a smaller staff constituency. Our suggestion is to ask for volunteers from your list of constituents. You can send out an email to all your constituents asking for volunteers to bring in a snack item. You will be responsible for getting the snack items to Teacher's College on your Wednesday. If you would like a draft letter requesting your constituents to volunteer by bringing in snack item(s), I'd be happy to send one to you.

Please send me an email ([tscott@bsu.edu](mailto:tscott@bsu.edu)) if you have a certain week that will not work for you. I will be creating a draft assignment sheet to be sent to all reps and alternates giving your assigned dates (no more than 2 Wednesdays during 2004) of responsibility. The Ball Building reps and alternates will take care of the first 2 weeks – January 14 and 21.

Working together we can have a positive impact. Your cooperation is appreciated.

Sincerely,

Tracy Scott  
PR Committee Member  
BSU Staff Council Alternate

## 21st Century Scholars Tutoring Snacks

<b>Date</b>	<b>Responsible Area</b>	<b>Rep/Alternate Responsible</b>
January 14, 2004	Ball Communications Building	Dorothy Marvell/Tracy Scott Marty Gors/Vickie Hahn
January 21, 2004	Ball Communications Building	Dorothy Marvell/Tracy Scott Marty Gors/Vickie Hahn
January 28, 2004	Administration Building	Nancy Engstrom/Deborah Dorste Marilyn Folkerth/Jahma Gray
February 4, 2004	Alumni Center, EB Ball Center Architecture & Planning, Printing Services	Sharon Martin/ Diane Allen Lucinda Turner/Cheryl Duffy
February 11, 2004	AJ, Univ. Food Court, Noyer & Woodworth Dining Arts & Communication, Emens, Music	Brenda Monroe/Jereme Grinslade Kim Hiatt/Kristi Royal
February 18, 2004	Bracken Library	Lisa Chambers/Kathryn Bohnert Heather Robbins/Lori Siefker Chris Wallen/Judith Austin
February 25, 2004	Burkhardt, North Quad Burris, Elliott Dining, IN Academy, Maria Bingham, Medical Technology, Wagoner	Linda Ritchie/Stephanie Painter Barbara Spike/Joey Narramore
March 3, 2004	Carmichael Cooper Science	Christy Roe/Robert Cope Adrian Adams/Marilyn Waldo
March 10, 2004	Contracts & Grants/OARSP, Applied Technology, Fine Arts, West Quad Health Center, Health & Physical Activities, HPL, North Campus Shelter, Worthen Arena	Tia Albea/Linda Swartz-Ritchie Kelli Burke/Debra Sheller
March 31, 2004	Lucina	Byron Ballard/Beth Haisley Kim Fogle/Shelia Flanagan Sally Willmann/Robyn Hunt
April 7, 2004	Parking Svcs, Public Safety, Telephone Svcs Robert Bell	Michelle Dipego/Nancy Wray Kim Heston/Charles Tuite
April 14, 2004	Student Center, Academic Systems, Multicultural Affairs Teachers College	Stacey Myers/Donna Perry Janie Carter/Mardell Kuhns
April 21, 2004	Service & Stores, Showalter, Inventory Control, North Grounds, South Grounds, South Svcs	Angel Silvers/Angelia White Teresa Rector/Angela Pickett

Official Minutes, approved 2-19-04

April 28, 2004

Laffollette, Johnson, Noyer Housing, Studebaker  
West, Scheidler Apartments  
Whitinger Building, PBX (Noyer)

Ellie Palmer/Janice Grile

Sylvia Ewert/Linda Fisher