

Present: Sherry Behenna, Rick Bohan, Stephanie Wallace & Denise Sola

The meeting was held in the LSF Cyber Cafe and called to order by Sherry at 3:10 p.m.

REPORTS

Administrative Announcements: There was no representative present from HR

Treasurer's Report: Ginny submitted a report to Sherry in advance, which was reviewed.

- West Lafayette Report: There was no West Lafayette Report

PENDING BUSINESS

A. Holiday Party –

1. The Holiday Carry-In will be Wednesday, December 20, 2006 from 11:30-1:30 in LSF 144.
2. Sherry passed around the floor plan for the room set up
3. Rick is in charge of setting up for the music
4. Stocking Snowmen Favors:
  - Denise and Stephanie finishing up on hats and scarves.
5. Games will include the photo guessing game and on game by APSAC.
  - Still need 10 more photos turned in by Friday – Sherry will remind those that have not turned theirs in yet.
  - Stephanie & Sherry getting together on Friday afternoon to put together the photo sheet (will finish on Monday if needed)
6. We have plenty of plastic cutlery and all of table wear/decoration are purchased.
7. Sherry will be shopping for game prizes this weekend.
8. The meat has been ordered and Jon Long will be picking it up.
9. Santa and two elves have been selected/volunteered.
10. Sherry will contact Joe Goepfrich to do the welcome
11. Stephanie will send out an email reminding everyone about the Secret Santa gifts and explaining how it works.
12. Stephanie and Rick will be taking photos.

New CSSAC Officers are:

1. Stephanie Wallace, President.
2. Ginny Borolov, Vice President.
3. Sherry Behenna, Treasurer.
4. Stacy O'Neal, Secretary.
5. Bridget Cadwell, West Lafayette Rep.
6. Rick Bohan, Member (Grants)
7. Denise Sola, Member
8. Cecilia Cajer, Member

Next meeting will be January 18, 2006 at 3:00 p.m. in the Cyber Café.

Respectfully submitted,

Stephanie Wallace  
Vice President

## CSSAC SUGGESTION SYSTEM

Revisions/Additions for CSSAC minutes (please include date of minutes): \_\_\_\_\_

Suggestions for CSSAC: \_\_\_\_\_

Your name: \_\_\_\_\_

Check here if you would prefer your name not be mentioned in conjunction with your idea.

Return this form to any CSSAC Representative:

Sherry Behenna	TECH 131	<a href="mailto:sbehenna@pnc.edu">sbehenna@pnc.edu</a>
Rick Bohan	SWRZ 225	<a href="mailto:rbohan@pnc.edu">rbohan@pnc.edu</a>
Ginny Borolov	LSF 27	<a href="mailto:gborolov@pnc.edu">gborolov@pnc.edu</a>
Bridget Cadwell	TECH 135	<a href="mailto:bcadwell@pnc.edu">bcadwell@pnc.edu</a>
Stacy O'Neal	LSF 80	<a href="mailto:soneal@pnc.edu">soneal@pnc.edu</a>
Stephanie Wallace	TECH 357	<a href="mailto:swallace@pnc.edu">swallace@pnc.edu</a>
Denise Sola	LSF 104	<a href="mailto:dsola@pnc.edu">dsola@pnc.edu</a>