1. **Call to order** - the meeting was called to order at 1:05 pm by C. Norris.

2. **Roll Call**: M. Apigo, S. De Bord for Tim Russell (Learning Skills/Math), Y. Boghos (CTE), P. Braxton, W. Jones, C. Norris, K. Quitschau (Language Arts), A. Uwakwe (ASO), M. Smith, M. Turner (for P. Banday/Student Services), H. Young

   Guests: M. Long-Coffee (Public Relations), K. Manner (Language Arts), Q. Coleman (ASO)

3. **Minutes of June 4, 2014.** The minutes for June 4, 2014 will be brought to the next meeting.

4. **Fall 2013 Kickoff** – C. Norris led a discussion about last fall 2013’s Kickoff event for students and faculty. A student survey of 17 questions was distributed to members which provided good feedback on the Kickoff. Discussion followed on what type of food to be offered at this fall’s Kickoff, ASO involvement, raffle tickets, etc. Vendors such as Pizza Hut have donated in past years which makes serving food easy. ASO will look into this. There was discussion about distributing surveys to students in packets at the Kickoff in the form of a Scantron. There is a possibility of having a raffle for students to win the $7 ASO fee.

   There needs to be more participation from faculty. One way is to include the promotion of Kickoff since this is part of Professional Development. Issuing gift cards was discussed and Academic Senate rules for gifts of public funds. Postcards could be mailed to students and having something that will attract students and faculty on the college home webpage. How do we recruit instructors to make it worthwhile to attend as well as students was discussed. Faculty can earn a lot of flex credit – 6 hours for flex day plus workshops conducted during professional development week. May be a possibility of inviting a motivational guest speaker and ASO will look into inviting a professional rapper.

   A discussion followed of how we can incorporate scholarships into the Kickoff. M. Turner of Student Services assisted in checking in students at the last Kickoff. Student Services will work with IT to use laptops to check-in. Student Services will have a 3SP workshop at Kickoff day. SARS calls will also be made. Michelle Long-Coffee asked when the date should appear on the college website for announcing the Kickoff. It was agreed that it will appear the week before the last week of summer school which is the week of July 14 – July 18, 2014. Faculty can communicate with students in their classrooms that week. A suggestion was made to add parent sessions to the Kickoff day.

   The next committee meeting for planning the logistics of the Kickoff will be held Wednesday, August 6, 2014, at 1 pm.

The meeting adjourned at 2:38 p.m.