

A&A Staff Advisory Council
August 16, 2018
106 Stuckeman
Agenda

--Thursday for monthly meetings still OK? If so, I will send out a calendar invite for the rest of the year.

--Thank you notes sent to Retreat folks

--Spikes game – conversation with the Dean

--Budget from last year/this year – Dean approved \$5000 once again for events, and \$5000 for professional development. Leftover from last year - \$

--Organize Ice Cream social

- choose date (last year, 9/6)
- choose location
- decide time
- assign who is buying what
- Last year – (6) ½ gallons

--Tailgate

- choose date
- book space (Jury Space)
- ideas of what to eat/serve (tacos again? something different?)

--Review Calendar for the year

A&A Staff Advisory Council Draft Calendar

September

- Event – Ice Cream Social
- Meeting – Ticket lottery

October

- Event – Send out announcement for Spotlight nominations
- Meeting – Dean? Go over Tailgate

November

- Event – Tailgate
- Meeting – Spotlight Award Winner

December

- Event – All College Meeting, Food Drive
- Meeting – Determine campus rec event

January

- Event – Campus Rec event
- Meeting – Plan staff happy hour (location, date, etc.)

February

- Event – Staff Happy Hour
- Meeting – Plan Salad Bar (date, shopping, etc.)

March

- Event – Salad Bar
- Send a “Save the Date” for Retreat
- Meeting – Retreat planning

April

- Event – Possible Rick Capozzi seminar
- Cookie Day for Administrative Staff
- Meeting – Retreat planning

May

- Event- Staff Retreat

A&A Staff Advisory Council
September 20, 2018

Ice Cream Social Recap

Dean and Assistant Dean meeting November 15th (105 Borland)

Ticket Lottery – Newslines – Remind Staff – Deadline to reply by next Wednesday, 9/26

Taco tailgate

- Thursday, October 25th @ 11:30-1:00 Stuckeman Jury Space, set up at 11:00
- Shopping list
- Who is going shopping
- When are they going
- Raffle items – Sam's Club
- Extras- Lion mascot, photo booth idea

New Ideas?

A&A Staff Advisory Council
October 18, 2018

I Ticket Lottery Recap

II Staff Spotlight award

- date to send out
- date due
- Brianna has already made glass vase
- extra meeting in November to go over submissions

III December All-College Meeting Food Drive – do we know what we want to do about this, this year?

IV Taco tailgate

- October 25, Stuckeman Jury Space, 11:30 to 1:00, set up at 11:00
- Tables, chairs etc.
- Shopping list
- Who is going shopping (Diane and Jennifer)
- Angela is doing hamburger
- When are they going (Wednesday morning)
- Raffle items (Sam's Club items)
- Jennifer checking on Lion and quartet to play

V Next meeting is Thursday, November 15 with the Dean. Come with questions
Will be held in 105 Borland

A&A Staff Advisory Council

November 15, 2018

Meeting Agenda

1. Dean's Visit
 - a. Lack of staff replacements/understaffing in AAIT
 - b. For your consideration: some colleges give years of service awards to the staff based on the years of service to the university, not just the college. As staff move from college to college seeking advancement, they bring their knowledge and talents to the new college, but are often not recognized with years of service awards because they are for college service, not university service.
 - c. Staff listserv vs. Newline
 - d. Parking behind Stuckeman
 - e. Warm Hearts project – Angela

2. Staff Spotlight Award
 - a. Review 5 nominees
 - b. Brianna has already made the gift (glass vase)
 - c. Jennifer will give report and award at the All-College Meeting on December 12

3. Taco Tailgate Recap – 55 people

4. Ideas for start of Spring Semester
 - a. Happy Hour?
 - b. Campus Recreation (yoga, Zumba, etc.)
 - c. Salad Bar
 - d. Professional Development (Rick Capozzi, something else?)

5. Future Meetings
 - a. Do we need to meet December 20?
 - b. Spring semester meetings – January 17, February 21, March 21, April 18
 - c. Should we look at other days for meetings since people seem to always have conflicts?

A&A Staff Advisory Council
January 17, 2019

Due Date for Warm Hearts collections – January 24 – will CPA pick up or do we need to take to them? How are collections going?

Start Planning events for spring

Happy Hour Social event at Barrel 21
-February date?

Salad Bar – March (spring break date?) – Mardi Gras theme

Massage Day/Know your #'s – Wellness Fair

April – Professional Development speaker

Staff Retreat

-will be May 9th – Randy Ploog lunchtime game

-Start thinking of ideas for workshops different from last year

Future meetings are: February 21, March 21, April 18

A&A Staff Advisory Council
February 21, 2019
Agenda

1. Staff Salad Bar – Wednesday, March 6, 11:30-1:00, Stuckeman Jury Space
 - Posted to Newslite
 - Inform your staff
 - Don't tell them about special entertainment
 - Who will do shopping the day before?
 - Notes from last year
 - Any giveaways? (tickets, Penn State items, etc.)

2. Run, Fight, Hide Event – Is everyone OK with this for our April professional development event? We need to select date and time.

3. SAC Website
 - Jennifer talked to Amy Milgrub-Marshall about updating website
 - Since college is in process of updating their website, she doesn't want to make any major changes, only updates to members, etc.
 - Eventually, would like to add pictures, testimonials, award winners, etc.

4. Staff Retreat
 - Tuesday, May 7 due to a scheduling conflict with Jennifer's schedule
 - This means that lunch and most events will happen on this day.
 - Other days will have tours, etc.
 - need to come up with ideas and start schedule of events (SOVA, Stuckeman, etc.)
 - Stuckeman shop is confirmed for another coaster session.

Future meetings are: March 21, April 18, May 16

A&A Staff Advisory Council Agenda

March 21, 2019

1. Salad Bar Recap

- Amounts bought were pretty good (refer to this year's receipts)
- need 2 ranch dressings instead of just 1
- 49 staff attended
- 2 CPA ticket giveaways

2. Run, Fight, Hide Event – This will be held on Wednesday, April 17 in the Jury Space in Stuckeman. Jennifer will do a flyer and have this posted in the Newline for the next few weeks. We will need to do RSVP's as we will order pizza and need to have a good count. Please talk it up with your staff. We want to have a good attendance for this.

3. Ryan Burke – One on One Fitness – Possible Event

Topic: Thriving as you age: What you need to know. The presentation covers 3 areas, fitness, nutrition, and living healthy/happy.

Duration: 60-90 minutes. We can be flexible with this, especially if we are fitting it into a workday.

Location: It is most effective if conducted at One on One, however we can certainly conduct the presentation at a convenient location for you.

Price: \$350.00 donation to either the CVIM or YSB (we provide the education as a way to increase charitable giving)

4. Cookies for Admin Professionals Day – Wednesday, April 24 – Shelly was looking in to this.

5. Staff Retreat – The following have been confirmed:

- Monday – Beaver Stadium Tour–maximum of 20 people–Jennifer has confirmed- 12–1:30 p.m.
- Tuesday – Retreat Day –
 - Stuckeman Metal Shop – Coasters
 - Lunch – Jennifer
- Wednesday – Special Collections/Library Archives Tour – maximum of 20 people – 12-1 - Brendan has confirmed
- Thursday – Arboretum Tour – maximum of 20 people - Jennifer has confirmed – 12-1
- Friday – Theatre Department Costume Archive Tour – 12-1 – Diane needs to confirm.

6. Dean's Candidate Reviews

Budget Balance - \$3827
Next Meeting – April 18

A&A Staff Advisory Council Agenda

April 18, 2019

1. Run, Fight, Hide Event Recap – This event was held on Wednesday, April 17 in the Jury Space in Stuckeman. 10 pizzas were ordered. There was some leftover but not much. Approximately 30 staff attended. Feedback we received was good and the officer gave a great presentation.
2. Cookies for Admin Professionals Day have been ordered. They will be delivered to Jennifer in Stuckeman on the morning of Wednesday, April 24. Please plan to pick up your cookies to deliver to your staff. Try and have an idea as to how many you need for your department so we can have them sorted out. If you need assistance handing out, let Jennifer know. Label example:

“Hope today you know how very much your work is VALUED and how much you’re APPRECIATED!”

3. Staff Retreat – The link is live in the Newslite. Glitches but seem to be fixed.

Donuts and coffee – Who will pick up?

Lunch – Jennifer will help to set up. Anyone else?

Monday – Beaver Stadium tour – Jennifer will go.

Wednesday – Library Tour – Who will go?

Thursday – Arboretum Tour – Who will go?

Friday – Costume Archive Tour – Who will go?

Seats have filled fast. Shall we look for more offerings of additional sessions or more participants allowed?

4. End of year Survey – Sent to all staff asking for feedback during the year. Things they liked, disliked, things they’d like to see for next year, ways to improve, etc.

A&A Staff Advisory Council Minutes

8/30/18

Present: Jennifer Howard, Erica Nodell, Catherine Adams, Heide Port, Angela Harbst, Shannon Arney, Kyle Clark

First order of business:

Megan Hill has left A&A. She is now working at World Campus. Jennifer reached out to Kate Miffitt to see about a replacement from Office of Digital Learning. Waiting on an answer.

Mary Beth Day is leaving SOVA. She is going to Liberal Arts. Jeremy Fisher has temporarily assigned Tracie Mihalick to represent SOVA until Mary Beth's position is filled.

Irene Kohute is leaving the council. Jennifer will check with Music about a replacement.

It was agreed upon by everyone in attendance that the third Thursday of the month will be the meeting dates. A calendar invite was sent to all members to accept the dates.

Thank you notes were sent to faculty and folks who assisted with the Staff Retreat events.

Spikes Game – Jennifer had a conversation with the Dean regarding the 12:00 p.m. start time, and it was decided that it would not happen. We tried to have an evening event, but only 2 people went. This probably will not happen next year, as there really is no interest.

Budget for this year – The Dean approved \$5000 for events, and another \$5000 for professional development.

Ice Cream Social – The ice cream social was held on Wednesday, September 5. We had approximately 43 staff in attendance, including the Dean. We bought 6 half gallons, and it was a huge success with giveaways donated from Joyce Hoffman's office.

Taco Tailgate – The tailgate date has been set for Thursday, October 25. That way, we have the meeting the week prior to plan. Jennifer is going to see about getting the Nittany Lion there. The possibility of a photo booth was also discussed.

A&A Staff Advisory Council
Minutes
9/20/18

Present: Jennifer Howard, Catherine Adams, Tracie Mihalick, Heide Port, Angela Harbst, Melissa Strouse, Shannon Arney, Diane Toyos

Absent: Cynthia Mannella-Nickel, Erica Nodell, Kyle Clark

Ice Cream Social Recap – We had 43 attend the ice cream social. We bought 6 ½ gallons of ice cream, and that seemed to be a good number.

The Dean and Assistant Dean will be visiting our November 15th meeting in 105 Borland. Please come to the meeting with issues/concerns from your staff.

Ticket Lottery – The ticket lottery link was in last week's Newslines. There was a glitch in the link created, so it had to be fixed. Council members were encouraged to go back to their staff and ask them to resubmit their choices. The drawings will be held on Thursday, September 27 by Erica and Jennifer. Winners will be given their tickets on Friday and announced in next week's Newslines.

Taco Tailgate – The tailgate will be held Thursday, October 25th in the Stuckeman Jury Space from 11:30-1:00 p.m. Jennifer and Diane will do the shopping the day before and will get a pcard from Cynthia or Amy. They will purchase raffle (Penn State) items and groceries from Sam's Club. Angela will get her own hamburger and prepare it at home, along with a gluten free portion.

We will have a makeshift photo booth this year at the tailgate. Heide will provide the silver backgrounds to be hung on one of the rolling boards in the Jury Space. Diane will provide funky glasses, tiaras, hats, boas and bling. We are going to encourage staff to wear their blue and white and there will be a prize for most Penn State spirit! We also need to find a Blue Band CD.

Jennifer asked Stephanie about taking pictures. She was going to have one of her interns take pictures and Erica Quinn may be able to provide polaroid cameras. Still checking on that. We will need to come up with a prize for best dressed.

Jennifer has written to Curtis White regarding an appearance from the Nittany Lion. He hasn't responded as of yet.

New Ideas for 2018-19

A plethora of ideas were brought up including:

We!

Mardi Gras – Possibly Salad Bar on March 5?

Tussey Mountain event

Massage Day

Know Your #'s – Wellness Fair

Cassandra Kitko

Next Meeting – Thursday, October 18, Location TBD

A&A Staff Advisory Council
Minutes
11/29/18

Present: Jennifer Howard, Catherine Adams, Heide Port, Shannon Arney, Diane Toyos, Erica Nodell, Sean Cain, Cynthia Mannella-Nickel, Barbara Korner, Kate Domico

Absent: Angela Harbst, Tracie Mehalick

HR Feedback – Catherine asked the Dean if anything had been done since last year’s meeting regarding HR and the staff’s disappointment with that department.

Staff Morale – Cynthia agreed to share with CALC that staff do not feel like they have a safe place to go.

One of the suggestions was to have an ombudsman for staff, since there’s already one for faculty. Kate Domico volunteered to be a sounding board for any issues.

Another suggestion was to assign a person or persons to go into each department and interview staff regarding morale and what can be done to improve it.

IT Staffing Issues – There apparently is a whole new IT being created called Reimagining IT (RIT) and should be rolled out by June 30. There will be different tiers and central IT will be handling all issues/requests.

IT is in transition across campus. New Business Analyst positions are being created. They will be engaging students for internships to handle minor IT issues. An AAIT update will be given at the All-College Meeting in December (I don’t think this happened).

Digital Presence - CALC needs to reinforce their faculty to READ THE NEWSLINE. Many things are getting missed because people just aren’t reading it. When SAC asked for staff nominations for the staff spotlight award, there were only 5 nominations across the college. This is unacceptable.

SAC Community Project – Warm Hearts – This project was presented to the Dean for approval and she approved.

Staff Spotlight Award – Stephanie Swindle Thomas was chosen as the recipient and will be awarded at the all-college meeting in December.

Next Meeting – January 17, 2019, 2:00 p.m., 106 Stuckeman

A&A Staff Advisory Council
Minutes
2/21/19

Present: Jennifer Howard, Catherine Adams, Diane Toyos, Erica Nodell, Cynthia Mannella-Nickel, Brendan Berthold, Shelly Marquardt

Absent: Angela Harbst, Tracie Mehalick, Shannon Arney, Sean Cain, Melissa Strouse

Brendan Berthold was introduced as the replacement for Megan Hill's position from the Office of Digital Learning. Introductions were given around the table to Brendan.

SALAD BAR – The SAC Salad Bar is being held on Wednesday, March 6 from 11:30 a.m.-1:00 p.m. in the Jury Space in Stuckeman Building. Jennifer will ask Amy Bucha if the Dean plans on attending. All SAC members, please plan on coming to the Jury Space at 11:00 a.m. for help with set-up. Jennifer will also ask CPA if they can donate any tickets for giveaways. Diane and Jennifer will do the shopping at Sam's/Wal-Mart next week. We will have special entertainment with Brent Kessler, Magician.

RUN, FIGHT, HIDE Event – This will be our professional development activity for the month of April. Diane and Jennifer are working on finding a date that works for the University Police. It will be held in the Jury Space, and we'll offer pizza to increase attendance.

There's also a 2-hour self-defense class for women that we may be interested in. We could possibly offer it the week of the staff retreat.

STAFF RETREAT – The main retreat day will be Tuesday, May 7 this year due to a scheduling conflict with Jennifer. As of right now, we have discussed the following:

Monday, May 6 – Costume Archive Tour – Basement of Theatre Building (12-1)

Tuesday, May 7 – Ideas include: Cutting Board Workshop – Cynthia (SOVA); Ceramics; Painting (wine glass?); 2000 Degrees, Coaster Workshop in Stuckeman Wood shop; Virtual Reality session in Stuckeman VR Lab; Food session

Wednesday, May 8 – Library Archives tour (confirmed with Brendan)

Thursday, May 9 – Beaver Stadium Tour (Jennifer will check into this)

Friday, May 10 – Arboretum Tour

Jennifer will take care of the catering.

Next Meeting –March 21, 2019 – Place TBD

A&A Staff Advisory Council
Minutes
3/21/2019

Present: Jennifer Howard, Catherine Adams, Diane Toyos, Erica Nodell, Cynthia Mannella-Nickel, Brendan Berthold, Shelly Marquardt, Kate Domico, Shannon Arney, Sean Cain

Absent: Angela Harbst, Tracie Mehalick

Sheryl Shaffer was announced as Heide Port's replacement for the Palmer Museum of Art.

SALAD BAR RECAP– The SAC Salad Bar was held on Wednesday, March 6 from 11:30 a.m.-1:00 p.m. in the Jury Space in Stuckeman Building. The amounts of food bought were good quantities and the receipts should be used for next year's purchases. The Dean attended and we also had Brent Kessler, magician, for entertainment. He was well received by all staff and cost \$300. 49 staff attended. CPA donated two sets of tickets for giveaways.

RUN, FIGHT, HIDE Event – This will be our professional development activity being held on Wednesday, April 17 from 12-1 in the Jury Space. Jennifer has received a flyer from Police Services and will have it advertised in the next few Newslines. RSVP's will be requested as we'll offer pizza to increase attendance.

RYAN BURKE, ONE on ONE FITNESS – We discussed the possibility of an event to be held over the summer entitled "Thriving as you Age." The timeframe would be 60-90 minutes, which didn't seem to be a problem if we held over the lunch hour and over the summer, as things are not as busy then. Their charge is \$350, but they give that as a donation to either the CVIM or YSB, which the council agreed was a great idea. Jennifer will communicate with Ryan on a June date.

COOKIES ON ADMIN PROFESSIONALS DAY – Cookies have been ordered by Heather Luse at the Penn State bakery. They will be delivered to Jennifer's office in Stuckeman, and then will be distributed to the departments. The staff council member in each department will then give to each staff member as a thank you for their service. This will take place on Wednesday, April 24.

STAFF RETREAT – The main retreat day will be Tuesday, May 7 this year due to a scheduling conflict with Jennifer. As of right now, we have confirmed the following:

Monday, May 6 – Beaver Stadium Tour (12-1) – Confirmed with Jennifer

Tuesday, May 7 – Cynthia - 2000 Degrees, Coaster Workshop in Stuckeman Wood shop; Virtual Reality session in Stuckeman VR Lab; Matt Olson – Wooden spoons/spatulas workshop; Ceramics – am/pm workshop; Steve Schneider – juggling; Lunch in the Jury Space; Trivia with Randy Ploog during lunch

Wednesday, May 8 – Library Archives tour (confirmed with Brendan)

Thursday, May 9 – Arboretum Tour – Confirmed with Jennifer

Friday, May 10 – Costume Archive Tour – Basement of Theatre Building (12-1)

Staff Advisory Council Minutes

4/18/2019

Present: Jennifer Howard, Cynthia Mannella-Nickel, Diane Toyos, Angela Harbst, Sheryl Shaffer, Nicole Harmon, Sean Cain, Shannon Arney, Brendan Berthold, Erica Nodell

1. Run, Fight, Hide Event Recap – Event was held on April 17. Approximately 30 people attended. 10 pizzas were ordered. Feedback was great. Suggestions for next time: forks, cookies, mints.
2. Cookies – 9 dozen cookies were ordered for Admin Professionals Day. Staff Council members distributed within their departments. Was well received.
3. Staff Retreat – Sign-ups now complete. Will recap at next SAC meeting.
4. End of year survey – Jennifer will check with Shelly to see if this is allowed. It would be good to get feedback from the year.
5. Members and Replacements:
 - a. Diane Toyos – Leaving – Need replacement for Theatre
 - b. Angela – Will look for someone from CPA, but if can't find someone, she will continue on
 - c. Shannon – 2nd year
 - d. Sheryl – 1st year
 - e. Brendan – 1st year
 - f. Cynthia – will stay on as Dean's Office rep
 - g. Sean – 2nd year
 - h. Nicole – 1st year
 - i. Melissa – 1st year
 - j. Shelly – HR Rep

It was mentioned that maybe the chair should stay on for a 2nd year. Bylaws will need to be checked and a vote will need to be taken.

6. It was suggested that we have Police Services back for the women's defense program over the summer.

2018-19
College of Arts and Architecture
Staff Advisory Council

Vendor	Event	Date	Amount	Comments
Berkey Creamery	Ice Cream Social	9/5/2018	\$ 43.50	Assorted Ice Cream
Giant Foods	Taco Tailgate	10/25/2018	\$ 19.44	Veggie Tacos Only
Penn State Bakery	Admin Prof Day	5/3/2019	\$ 219.99	Paw Print Cookies
Giant Foods	Run, Hide, Fight	5/3/2019	\$ 23.46	Beverages
Domino's Pizza	Run, Hide, Fight	5/3/2019	\$ 113.00	Pizza
The Ceramic Shop	Staff Retreat	5/3/2019	\$ 53.92	Workshop Materials
The Ceramic Shop	Staff Retreat	5/3/2019	\$ (9.50)	Shipping Credit
The Ceramic Shop	Staff Retreat	5/3/2019	\$ 105.85	Workshop Materials
Amazon.com	Staff Retreat	5/3/2019	\$ 55.75	Workshop Materials
Dunkin Donuts	Staff Retreat	5/10/2019	\$ 110.20	Retreat Kickoff
2000 Degrees	Staff Retreat	5/14/2019	\$ 601.00	Pottery Painting
Country Café	Staff Retreat	5/15/2019	\$ 890.00	Staff Retreat Lunch
			Total	\$ 2,226.61

Delivery
PAID
Domino's Pizza
4761
(814) 237-1414

Rewards Code: TK9dXXfM
4/17/2019

11:40 AM

Server 9491
Order 766730

TIMED * TIMED

Domino's Pizza #4761

JENNIFER
121 STUCKEMAN FAMILY BLDG

ITEMIZED RECEIPT

(814) 863-2450

Order

2 14" Hand-tossed Pizza	\$25.98
2 14" Hand-tossed Pizza Pepperoni	\$25.98
1 14" Hand-tossed Philly Steak (Philly Steak Pizza)	\$17.49
1 14" Hand-tossed Buffalo Chic (Buffalo Chicken Pizza)	\$17.49
1 14" Hand-tossed Spinach/Feta (Spinach/Feta)	\$17.49
1 14" Hand-tossed Pizza Bacon Pineapple	\$14.49
1 14" Hand-tossed Pizza Pepperoni Mushroom	\$14.49
1 14" Hand-tossed Veggie Pizza (Veggie Pizza)	\$17.49
Triple Play Large (795)	-\$50.40
1 Delivery Charge	\$2.50
Sub Total	\$103.00
Tax 1	\$0.00
Total	\$103.00

Payments

Amount Tendered	\$103.00
Balance Due	\$0.00

THIS ORDER CAN STILL EARN
POINTS TOWARD FREE PIZZA!
VISIT DOMINOS.COM/CLAIMREWARDS
WITHIN 30 DAYS TO CLAIM
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03/06/19 08:28 8718 06533 004 1789

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 373 BENNER PIKE
 STATE COLLEGE PA 16801

ST# 02230 OP# 005811 TE# 52 TR# 01618
 DRESSING 004133533517 F 2.12 0
 1000 ISLAND 002100064473 F 1.86 0
 CATLN FRENCH 002100064469 F 1.86 0
 RD WN VNGRT 004132100580 F 1.94 0
 VB ITALIAN 004132100626 F 1.94 0
 HV RANCH 24Z 007110000578 F 3.88 0
 CARROT SHRED 007146410017 F 1.98 0
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 GV SUNFL KER 007874229512 F 2.44 0
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 TOTAL 44.86
 VISA TEND 44.86

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Jennifer Howard
 3/6/19

03/06/19 08:49:51
 CHANGE DUE 0.00

ITEMS SOLD 14
 TC# 8532 2299 4254 6918 0030



Low Prices You Can Trust. Every Day.
 03/06/19 08:49:51
 CUSTOMER COPY

Scan with Walmart app to save receipts



JENNIFER

E 581687 WM CROUTON F 4.98 N
 E 980061567 CHKN FAJITAF 7.98 N
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 E 622943 AVOCADO F 4.48 N
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 E 901973 SALAD F 2.98 N
 E 186318 CHR/CRU/MUF 8.48 T
 E 980708 AQUAFINA F 3.98 N
 E 901973 SALAD F 2.98 N
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 E 980061567 CHKN FAJITAF 7.98 N
 E 980010593 WM BACON F 10.98 N
 E 504331 BROCCOLI F 3.98 N
 E 28271 GLOBEGRAPESF 5.98 N
 E 725545 GREEN GRAPEF 7.98 N
 E 431710 SPRING MIX F 4.48 N
 E 431710 SPRING MIX F 4.48 N
 E 473008 GRAPE TOMATF 5.98 N
 E 473008 GRAPE TOMATF 5.98 N
 E 136173 SLICED MUSHF 2.88 N
 E 810937 CUCUMBERS F 3.98 N
 E 810937 CUCUMBERS F 3.98 N
 E 980150186 WM MILD CHEF 5.98 N
 E 980150114 WM MEXSHREDF 5.98 N
 E 715121 COOKIE F 5.50 N
 E 980120711 BRONNIE BITF 7.98 N
 E 980104743 WHITE SUGARF 4.48 N
 VL 188318 CHR/CRU/MUF 8.48-T

**** VOID ****
 SUBTOTAL 157.44

TOTAL 157.44
 VISA TEND 157.44

VISA CREDIT **** * 0768 I 2
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 TERMINAL # SC010404
 *Pin Verified

CHANGE DUE 0.00

Jennifer Howard
 3/6/19

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814-235-9306 Mgr:MICHAEL MERAGLIA
373 BENNER PIKE
STATE COLLEGE PA 16801

ST# 02230	OP# 006663	TE# 04	TR# 01930
DRAFT TN SEC	073753801390		19.97 0
22 NET TUMB	073753808243		14.97 0
PENN STATE	009 QTY 1		14.97 0
COOZIE STAD	003208527770		2.97 0
T-SHIRT	019278143473		14.96 0
T-SHIRT	019278104442		14.96 0
TEAM TEE LS	072499592889		29.96 0
HOODIE	019109301658		26.95 0
FRALL TRAY	003993860077		1.97 0
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T-SHIRT	019311405243		9.88 0
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HAT	009960624465		9.97 0
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VISA TEND			256.75
TOTAL			256.75

VISA CREDIT - 0768 I 2 APPR#002787
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VALIDATION - 3400
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AID A0000000031010
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TERMINAL # SC010781
*Pin Verified
10/23/18 17:16:44
CHANGE DUE 0.00
ITEMS SOLD 21

TC# 6719 0849 9687 7504 3261 6



CLUB MANAGER RICH FICKES
(814) 235 - 9404
STATE COLLEGE, PA

10/24/18 08:41 4298 06533 006 1693

JENNIFER

E	725545	GREEN GRAPEF	5.98	N
E	502942	MM JALAPENOF	3.48	N
E	329632	QUACTRAY	8.98	N
E	329632	QUACTRAY	8.98	N
E	119517	BROWNIE BITF	7.98	N
E	725553	RED GRAPES F	5.98	N
E	980117630	NCAA S PREP	16.98	N
E	980135817	CREW FLEECE	19.98	N
E	980135760	NCAA HOODIE	29.98	N
E	980135760	NCAA HOODIE	29.98	N
E	674109	TOMATO	4.98	N
E	41373	3 LB DAISY F	3.97	N
E	41373	3 LB DAISY F	3.97	N
E	605170	SHRED LETTUF	2.28	N
E	605170	SHRED LETTUF	2.28	N
E	605170	SHRED LETTUF	2.28	N
E	188318	CHRY/CRU/NUF	7.98	T
E	988708	AQUAFINA	3.98	N
E	986326	DORITOS NCHF	12.72	N
E	139312	OTB CHIP	3.98	N
E	139312	OTB CHIP	3.98	N
E	139312	OTB CHIP	3.98	N
E	715121	COOKIE	5.58	N
E	980074103	MINI PASTRYF	6.98	N
E	980091089	FANCYNEXSHIF	11.98	N
SUBTOTAL			219.22	
TAX REMOVED			0.48	
SUBTOTAL			219.22	
TOTAL			219.22	
VISA TEND			219.22	

VISA CREDIT **** ** 0768 I 2
APPROVAL # 045071

AID A0000000031010
TC C6567C41202A4A7C
TERMINAL # SC011607
*Pin Verified
CHANGE DUE 0.00

Visit samsclub.com to see your savings

ITEMS SOLD 25

See back of receipt for your chance
to win \$1000 ID #:7M52H2S4TXZ



814-235-9306 Mgr:MICHAEL MERAGLIA
373 BENNER PIKE
STATE COLLEGE PA 16801

ST# 02230	OP# 005811	TE# 52	TR# 00591
PEARLS SLCD	007299948303	F	1.96 0
PEARLS SLCD	007299948303	F	1.96 0
PEARLS SLCD	007299948303	F	1.96 0
PEARLS SLCD	007299948303	F	1.96 0
SUBTOTAL			7.84
TOTAL			7.84
VISA TEND			7.84

VISA CREDIT - 0768 I 2 APPR#001781
REF # 829700013986
TRANS ID - 468297466702131
VALIDATION - W3M
PAYMENT SERVICE - E
AID A0000000031010
TC 6D68210FA924427A
TERMINAL # SC010305
*Pin Verified

10/24/18 08:57:59
CHANGE DUE 0.00
ITEMS SOLD 4

TC# 4961 4883 2736 7107 2292



PROPOSED SETTLEMENT OF
PENNSYLVANIA CLASS ACTION
Farneth v. Walmart

IF YOU USED A COUPON WHEN PURCHASING A TAXABLE
ITEM AT A PENNSYLVANIA WALMART FROM JUNE 8, 2007
THROUGH APRIL 15, 2015, YOU MAY BE ENTITLED TO
CERTAIN RIGHTS AS A CLASS MEMBER.

This is a notice ordered and authorized by the
Hon. Robert J. Colville, Judge of the Court of
Common Pleas of Allegheny County, PA, in Farneth,
et al. v. Walmart Stores, Inc., GD13 11472. To learn
if you qualify to receive a \$30 Walmart Gift Card
(amount could be lower or higher (up to \$100)
depending on certain factors explained in the
Notice), you should review information about the
case before November 14, 2018.

To get information and a copy of the Court-
approved Notice, do one of the following:

1. Scan this code:



2. Visit this website:

www.walmartcouponclassaction.com

3. Call this toll-free number: 1-855-569-5890

Low Prices. You Can Trust. Every Day



1/30/19

Important: All agreements that are paid with either a Purchase Order or P-Card will need to be processed through Purchasing Services. P-card payment related contracts should be sent to pcard@psu.edu with the subject line of Contract/Agreement Review for P-Card Transaction.

Risk Management Notes for Assistant Treasurer

Do not write in this section

OK Carl 1-30-19

2419 emailed 9-07-18 sm ok

Submit cover sheet and contract by ONE of the following methods:

Email: riskcontracts@psu.edu US Mail: Risk Management Office
Fax: 814-865-4029 227 W Beaver Ave., Suite 103
Interoffice: 103 Rider Bldg/UP State College, PA 16801

Contract Service/Performance Date March 6, 2019

Name of Vendor/Other Party Brent Kessler

Mailing Address for Vendor/Other Party 75 Dunes Drive, Milton, PA 17847

Check here if contract requires a Certificate of Insurance to be supplied to the Vendor/Other Party []

Brief Description about the contract and/or Special Notes:

Ag - Cooperative Extension Only

*Is this event sponsored by the University [] Yes [] No *If yes, will an employee be present and in charge? [] Yes [] No
*If a volunteer will be present and will be in charge of the event, stop here and contact The Wood Agency.

Penn State Initiating Department Information

Please check the appropriate option below:

Option 1 [x] Signature Requested

By selecting Option 1, the Contract Requester affirms on behalf of their Department the terms of this contract, including if any, the financial obligations and business terms have been read and agreed to, and will comply with the following:

- Initiating Department must forward the signed contract to the Vendor/Other Party as this will not be done by the Assistant Treasurer's Office, nor Risk Management.
Initiating Department must verify that any changes made to the contract by the University have been accepted by Vendor/Other Party.
Initiating Department must secure and maintain a copy of the contract that has been signed by all parties as the official University record.

Option 2 [] Review Only

By selecting Option 2, the Contract Requester is requesting Risk Management review the contract and provide feedback to the Contract Requester. The contract is not to be sent for signature.

This section is only for areas with special approval and routing protocols. (i.e. Student Affairs, Health/Human Dev.)

Financial Officer or Department Approval

Please complete the information below:

Initiating Department

(College, Admin Area/Campus) Arts & Architecture

Contract Requester

Name: Jennifer Howard
Email Address: jxh6@psu.edu
Phone Number: 3-2450
Mailing Address: 121 Stuckeman Family Building

Contact person for questions relating to the contract (if other than Contract Requester listed above)

Name:
Email Address:
Phone Number:

Have questions or want to check the status, please contact our office at riskcontracts@psu.edu or 814-867-4906

Risk Management notes to Initiating Department:

Mayewski, Bryan

From: Howard, Jennifer Lynne
Sent: Wednesday, January 30, 2019 10:07 AM
To: CCORiskContracts
Subject: Contract for March 6
Attachments: brent kessler contract.docx; risk management cover sheet.pdf

Hello Risk Management -- Please review the attached contract for a magician we are hiring for March 6 for a staff event here in the College of Arts & Architecture. Please let me know if you need any additional information. Thank you.

Jennifer

Jennifer L. Howard

Assistant to the Department Head
Program Coordinator
Department of Architecture
Penn State University
121 Stuckeman Family Building
University Park, PA 16802
814-863-2450
Jxh6@psu.edu

WE ARE...PENN STATE!



Brent Kessler
75 Dunes Drive
Milton, PA 17847
(570) 677-2664

Location of performance: Stuckeman Building Penn State University State College, PA

Date/Dates of performance: 3/6/19

Brent Kessler will perform from: 12pm-1pm

Arrival time for unload/setup: 11:30am

For a fee of: \$300.00

Deposit: N/A

(Deposit is due immediately in order to reserve your date/dates)

-Deposit is NON-REFUNDABLE

Fee owed on performance date: \$300.00

All signers understand this contract is binding on both parties, and cannot be cancelled without the agreement of both parties. The fee for the performance includes labor for packing of vehicle, travel, set-up time, the performance, and clean up time. If the show is cancelled, the deposit is NON-REFUNDABLE. If the show is cancelled it must be done NO LESS THAN ONE WEEK within the date and time of the performance or the client is still obligated to pay the remaining fee due in full.

PLEASE MAKE CHECKS PAYABLE TO BRENT KESSLER.

X Clients address and phone number: _____

X Kimberly J. Fisher
Clients signature

**KIMBERLY J. FISHER
ASSISTANT TREASURER**

X Brent Kessler
Brent Kessler

SAC Ice Cream Social

9/5/18

1. Diane Toyos
2. Catherine D Adams
3. Angie Harbst
4. Jennifer Howard
5. Kyle Clark
6. Karen McNeal
7. Jamie Perryman
8. Nina Bongamer
9. Tom Furtick
10. Sean Cain
11. ~~Bub~~ Hutchinson
12. Janeann Lindsay
13. Stephanie Swindle Thomas
14. Negar Fadaeidehkordi
15. Nicole Cingolani
16. Bob Klotz
17. Chris Cooper
18. KYRIE HARDING
19. Linda Wheeland
20. Ann Kerstetter
21. Angela Smith
22. Cynthia Mannella Kiceel
23. Mary Beth Deeg
24. Joyce Hoffman
25. Jen Curry Morgan

26. Kate Domico
27. Green Miller
28. Stacie Chandler
29. Leon Valsechi
30. Amy Bucha
31. Mary Cavanaugh
32. Barbara Cutler
33. Cody Goddard
34. STEVE WILSON
35. JASON WINFIELD
36. Mark Tinik
37. Dean Korner
38. Curt Marshall
39. Amy Milgrob Marshall
40. Tracy Spier
41. Nicole Hane
42. Shelly Marguardt
43. Kathy Kensingler
- 44.
- 45.
- 46.
- 47.
- 48.
- 49.
- 50.

SAC Taco Tailgate

10/25/18

1. Diane Toyos
2. Erica Nodell
3. Heidi Port
4. Melissa Strouse
5. Angie Markst
6. Shannon Arney
7. Catherine D Adams
8. Janif Howard
9. Janie Reisman
10. Karen McNeal
11. Nina Bumgarner
12. Cybele
13. Cynthia Hannelle Ruckel
14. Diana Nelson
15. Barbara Cutler
16. Nicole Cingolani
17. Kendale Mainzer
18. RICH HALL
19. CRAIG WITTER
20. Tony Intore
21. Rick MacFara
22. Arnee Cirkfield
23. Annie Donsecz
24. Deanna Heichel
25. Mark Tink
26. Leah Asbell-Swanger
27. Amy Vashaw
28. ROBERT WAYNE KLOTZ
29. Jen Cury Morgan
30. Amy Bucher
31. B. Koerner
32. JANEIRA KALSMITH
33. Negar Fadaeidehkerdi
34. Chris Cooper
35. Linda Wheeland
36. Pam Wertz
37. Amy Marshall
38. Janeann Lindsay
39. TRACY JACKSON
40. Marissa Rojas
41. Tracy Noll
42. Chris Igoe
43. Stacie Chandler
44. Tracy Spicer
45. Nicole Ham
46. Sheryl Shaffer
47. Ronda Craig
48. Carrie Lowe
49. Brandi Breslin
50. Katie Rountree
- ~~51. Scott Tichen~~

SAC Salad Bar

3/6/19

1. Diane Kerstetter

2. Linda Wheeland

3. TRACY Spicer

4. Nicole Hane

5. Kathy Kensinger

6. Shelly Marguardt

7. Barbara Cutler

8. Aimee Critchfield

9. Dee Herchel

10. Annie Donceez

11. Barb Hutchinson

12. Janeann Lindsay

13. Robin Seymour

14. Marissa Rojas

15. Robyn Krause - Hale

16. Don Henze

17. Allan Suttley

18. Greg Herrold

19. James Barr

20. Tom Intorre

21. Adam Lutz

22. Nina Bungamer

23. Diane Toyos

24. Shannon Arney

25. Tracy Noll

26. Len Codispot-Anderson

27. Amy Vashaw

28. AMANDA FEZG

29. Catherine D Adams

30. Nicole Cingolani

31. BOB KLOTZ

32. Gwen Miller

33. Jen Curry Morgan

34. Amy Bucha

35. Karen McNeal

36. Courtney Robison

37. Jamie Perryman

38. Katie Rountree

39. Brendan Berthold

40. Cynthia Mappella Mitchell

41. Jenif Howard

42. BO Korne

43. Christine Cooper

44. Carolyn Lucarelli

45. Medora Ebersole

46. Odie Colick

47. Bev Suttley -

48. Joi McKenzie

49. Melissa Stovise

50.

Run, Hide, Fight Event - 4/17/19 Sign In

Nicole Cingolani

NC

Shannon Arney

SA

Aimee Crihfield

AC

Tracy Noll

TN

Len Codispot-Anderson

LC

Sheryl Shaffer

Diane Nolten

Diane Nolten

Erica Nodell

Erica Nodell

Margaret Higgins

Margaret Higgins

Cynthia Mannella Nickel

CMN

Beverly Sutley

BS

Amy Bucha

AB

Janeann Lindsay

Adam Thomas

AT

Sean Cain

SC

Karen McNeal

Courtney Robison

Jami Curran

Barb Hutchinson

BH

Erica Quinn

EQ

Stacie Chandler

Stacie Chandler

Jay Lasnik

JL

Deanna Heichel

DH

Diane Toyos

DT

Amanda Ferg

AF

Nina Bumgarner

NB

Jennifer Howard

JH

Linda Wheeland

LW

Angela Harbst

AH

Jen Curry

JC

Stephanie Swindle Thomas

ST

Chris Cooper

CC

Kendall Mainzer

SAC Retreat Donuts & Coffee

5/7/2019

1. Jennifer Howard
2. Jamie Perryman
3. Chris Coupez
4. Shannon Arney
5. Nina Bumgarner
6. Kathy Kensingler
7. Peg Woods
8. Catherine Adams
9. Tracy Spicuri
10. Carolyn Lucarelli
11. Tia Intorre
- 12.
13. Shelly Marguardt
14. Courtney Robinson
15. Karen McNeal
16. Kendall Manza
17. Diana Notten
18. Erica Nodell
19. Nicole Cingolani
20. Sean Cuh
21. Mary Cavanaugh
22. Linda Wheeler
23. Diane Torres
24. Angela Smith
25. Margaret Higgins
26. Katie Rountree
27. Cynthia Mannella Nickell
28. BOB KLOTZ
29. Stephanie Thomas
30. Jen Cury Morgan
31. Barbara Cutler
32. Green Miller
33. Jen Cadispat
34. Irene Kohute
35. Bev Sutley
36. Amy Bucha
37. Candiane Lone
38. MELISSA ARNETT
39. Nicole Harmon
40. Allen Sutley
41. Angie Harbst
- 42.
- 43.
- 44.
- 45.
- 46.
- 47.
- 48.
- 49.
- 50.