The event will be at 10:30 am on April 16.

We decided for this year's event there will not be a speaker; instead Alveno has agreed to be the Master of Ceremonies. Also, there will be a call for departmental pictures and events that could be put in a slideshow. This will streamline the event and keep it to our allotted time.

Valerie Abrams will be getting the lists of "years of services", graduates, and retirees as soon as possible. Sylvester helped with the graduate list last year. Please get the list to Ben Fry calculate YOS and Lauren Russ will help with department heads.

Ben Fry will call names of years of services.

Jennifer Godwin will be putting out a call for the pictures and events that highlight each department's year. This will also include Staff Senate's accomplishments.

Sandra Bates will be breaking out those sweet, smooth jazz tunes for the event. She will also be in contact with Roz for last year's menu and schedule this year's.

Kamike Gaines will be in contact with Printing Services to get last year's deal of half off the printing.

Aarrayon Farlough will be getting a cake donated.

I'll be in contact with Sharon Downs about interrupters.

We discussed changing the retiree gifts from the pens and clocks; will table till next year.

Welcome Table Volunteers are Lauren & Jennifer

Award Table Volunteers are Aarrayon, Sandra, Jamie, & Kamike

Ushers are Valeria, Joshua, Michele, Sylvester, and Chris

Welcome, awards, and usher volunteers will then proceed to help serve food.

Will try to get a work study person to guard food while the event is happening.