

## MONTHLY COMMITTEE and/or LIAISON REPORT

COMMITTEE OR LIAISON: **Holiday on Campus**

DATE & LOCATION  
OF MEETING: **Monday, August 31, 2015, 10 a.m.**

ATTENDANCE: Present: Michelle Lowery (Chair), Jennifer Gomez (Co-Chair), Dominic Adedeji, Brent Corbitt, Jacquelyn Craddock, Nikki Godfrey, Kendra Hendricks, Kevin Owens, Darcy Waguespack and Melonie Milton (Staff Senate Administrative Coordinator).

Absent: Jennifer Springstead (attended Long Range Review and Planning Committee meeting scheduled at the same time).

PRESENTATION: No outside presenters in attendance.

SUMMARY: **Welcome & Introductions** – Senators shared their name, department, and area of expertise/focus.

**Meeting Schedule** - Bi-monthly meeting schedule was set for every other Tuesday from 11am – 12 pm starting on September 15. Meeting dates include the following:

- September 15 & 29
- October 13 & 27
- November 10 & 24

**Holiday on Campus 2015** – Scheduled for Tuesday, December 1, from 6-8 p.m. in the LSU Student Union. HOC Committee members will hold time on calendars from 2 p.m. – 9 p.m. for set up, event, and clean up.

**Holiday on Campus 2014 Slideshow** – Reviewed photos of HOC 2014 and played holiday music to get everyone in the holiday spirit and provide committee members with examples of what happens at the event.

**Committee Roles** – Discussed 7 roles needed including Activities, Facilities & Decorations, Entertainment, Publicity, Refreshments, Sponsors & Door Prizes, and Volunteers.

Members were asked to submit top three preferred roles in rank order to Michelle Lowery via email by Friday, September 4.

Event planning document will be shared via email with committee members by Friday, September 4. Original document was created in 2012 and committee chair/co-chair are making updates to include contact information and additional information on how to plan parts of the event.

**Other** - Concern expressed regarding John Dinger, hired as the Santa for 2014 HOC. Senator Craddock shared her experience as the photographer for that station at HOC. Concern will be remedied with a conversation prior to the event with Mr. Dinger.

Submitted By:

Michelle Lowery