

## MONTHLY COMMITTEE and/or LIAISON REPORT

**COMMITTEE OR LIAISON:** Scholarship Committee

**DATE & LOCATION OF MEETING:** February 19, 2015 at 2 p.m. in Peabody 221

**ATTENDANCE:** Senator Arnold, Senator Bennett, Past-President Livingston, President-Elect Millican, Senator Nunes (a), Administrative Coordinator Milton; Senator Saucier

**PRESENTATION:**

1. **Update on Fee Support Scholarship Recipients:** Past-President Livingston communicated with Ellen Block, Senate's scholarship contact in Financial Aid & Scholarships. Ellen indicated that the recipients will be chosen before the end of February.
2. **Chairperson duties:** Past-President Livingston reviewed chairperson duties with Senators Bennett and Saucier.
3. **Candy Gram Planning Discussion:**  
The committee discussed the three current ideas for Candy Grams. Committee decided to table an Administrative Professional's Day candy gram in order to focus on other plans for March and April.

The following is the plan for Easter-themed Candy Grams:

Item/Candy Option: TBD, will include a chocolate and non-chocolate (fruit) option

Cost: \$2 (pending pricing once item is determined)

Audience: staff and faculty

Timeline:

- Research/determination of items: due Friday, February 20
- Development of publicity: due March 3 (for Exec)
- Development of labels: due March 6
- Prototypes assembled and photographed: March 6
- Information and prototypes available on Staff Senate website: March 6
- Broadcast email to President Perkins: March 6
- Request to include in LSU News & Notes: March 6
- Ordering: March 9 through March 20
- Reconcile records and make supply purchases: March 23 and 24
- Candy Gram Assembly: March 25-27
- Delivery: March 30 and 31

## Plan for Student Appreciation Candy Gram

Item/Candy Option: TBD, committee researching

Cost: \$2 (pending pricing once item is determined)

Audience: student employees

### Timeline

- Research/determination of items: due February 27
- Development of publicity: due March 10
- Development of labels: due March 13
- Request permission to use Student Employee Supervisor contact list (Senator Bennett)
- Prototypes assembled and photographed: March 20
- Information and prototypes available on Staff Senate website: March 20
- Request to include in LSU News & Notes: March 20
- Information sent to Student Employee Supervisor email list: March 23
- Ordering: March 23 through April 3
- Reconcile records and make supply purchases: April 9 and 10
- Candy Gram Assembly: Week of April 13
- Delivery: One day the week of April 13-17

**Next meeting:** March 19 at 2pm in Peabody 219

**Submitted By:** Past-President Lynn Livingston