

**University Staff Assembly  
MEETING MINUTES  
Tuesday, January 17, 2006-12:00  
(Sac Hall 275)**

In Attendance: Kristin Abundis, Evelyn Bradley-Owens, Cindy Collins, Carmen Gonzalez, Shari Gonzales, Georgina Hansen-Stevenson, Asha King, Candace McGee, Arianne Pancallo, Lynn Onitsuka, Liz Redmond, Nicole Rogers, Kerry Ryan-Wood, Lisa Sbragia, Leah Spratt, Adrienne Thompson, Janett Torset, and Lori Wisheropp

Absent: Leigh Barber, Jon Payne, Carlyn Pollock, and Rolly Robinson  
Meeting started at 12:05 PM.

- 1) **Approval of Minutes of 11/15/05** - The minutes of the 11/15/05 meeting were approved as submitted.
- 2) **President's Report** – Sara Jean Harrison asked to step down in her role as USA Representative for College of Social Science and Interdisciplinary Studies. Leigh Barber will assume her representative responsibilities. We will also need a new volunteer to assume the responsibility of USA Historian. At this time there are no volunteers.

The election, yet to be scheduled, calls for nominations for offices and committees that will need new members.

- 3) **Treasurer's Report** – N/A
- 4) **Winter Social Wrap-up**–300+ people attended the Winter Social; the attendance has overwhelmingly doubled from last year. Comments regarding the social included: not enough food, a sense of chaos, people assumed it was a sit down event/buffet. Based on these comments, the board brainstormed ideas for improving the Winter Social. The following suggestions were made: Have only a begin time with no ending time on the flyers/invitations; shorten the time of the event; have the representatives get a head count of their constituents; or sell tickets. Another suggestion was to maybe have a Dessert and Coffee for next year's Winter Social. Candace McGee volunteered to chair the 2006 Winter Social.
- 5) **Picnic**- Leigh Barber is co-chair of the picnic and Sara Jean Harrison was her co-chair. Since Sara Jean has stepped down, a new volunteer is needed to co-chair the Picnic Committee with Leigh. Adrienne Thompson volunteered to assume the responsibility of co-chair. Evelyn Bradley-Owens and Kristen Abundis have also volunteered to help out on the Picnic Committee. Shari would like a copy of last year's grant proposal for the picnic.
- 6) **Solicitation Committee** – Shari announced that a new committee is needed to solicit prizes for the various sponsored USA events to prevent overlap. The committee would serve between Aug and Sept. Responsibilities would include: creating a list of potential donors, writing letters of solicitation, follow-up phone calls, and writing thank you letters. The committee would then designate the prizes for each event. Nicole Rogers volunteered to chair this committee.
- 7) **Discussion Items:**
  - a) **Expectations of USA representatives** - Per term each representative must actively serve on a committee and represent their constituents. Shari asked the Board if USA was meeting their expectations and if the constituents are being represented. It was commented that not much feed back is received from the constituents and it is a lot of work to serve on a committee and time commitment can

be difficult. A suggestion was made to send a detailed letter regarding the time commitment and responsibilities that are expected of a USA representative to the representative's supervisor.

**b) Charitable Contribution Committee-** Mustard Seed School was established to help meet the needs of homeless children. Adrienne Thompson, committee chair, researched the current needs list for Mustard Seed. Currently, Mustard Seed is sponsoring a summer program. After reviewing the list of needs for the Summer Program, the Board decided that the fall needs (i.e. back packs, reading books) would be more beneficial for the children than the list of needs for the Mustard Seed Summer Program. Kerry Ryan-Wood, Janett Torset, and Lynn Onitsuka volunteered to serve on the committee. Suggestions for fundraising included: tree giving such as an apple tree and soliciting businesses for book donations (i.e. Borders, Tower, Barnes & Noble).

- 8) Other Business** – Please notify Shari ahead of time if you know you cannot attend a meeting; representatives should also notify their alternate. Shari would like to send a letter out soliciting for new staff representatives. All reps should send out an email to their constituents to solicit for new committee members.

Alumni Chapter- We need to actively solicit the staff members who signed the petition to become a staff alumni member. The Staff Alumni Chapter is an opportunity for staff to do things on campus as well as off campus and it provides staff with more flexibility.

Entertainment books- net profit is \$528

Georgina Hansen-Stevenson volunteered to be the USA Historian.

Meeting Adjourned at 12:40 PM  
Minutes Submitted by Kerry Wood, USA Secretary

Approved as amended on 2/21/06.