

University Staff Assembly
MEETING MINUTES
Tuesday, January 16, 2007
(Sac Hall 275)

In Attendance: Madonna Barlow, Julie Carroll, Shari Gonzales, Georgina Hansen-Stevenson, Candace McGee, Heather Mummaw, Arianne Pancallo, Liz Redmond, Nicole Rogers, Tonya Stanger, Janett Torset, Katie Walker, Lori Wisheropp

Absent: Suzy Abshire, Kristin Abundis, Carolyann Forseth, Roberta Fleet, Lynne Onitsuka, Evelyn Bradley-Owens, Christie Patrick, Carlyn Pollock, Jon Payne, Rolly Robinson, Leah Spratt

Meeting started at 12:10 PM.

1) President's Report – Shari Gonzales

The Giving Tree: Shari thanked the participating members for their generosity. USA members were able to purchase a bike for an eight year old girl, a scooter for an eight year old boy, a DVD player for a 16 year old boy and a Winco gift certificate worth \$50 for a family to purchase a holiday meal. The excess \$10 was donated to the Giving Tree fund to help purchase unfulfilled gift requests. We discussed offering the opportunity to participate in the Giving Tree to a broader base next year, asking all representatives and members if they would like to participate. This may entail creating a committee. We will revisit this topic next fall.

Lunch Committee: Asha King is no longer able to be a representative for USA. She and Janett had been on the lunch committee, ordering and picking up lunches for USA meetings. Shari asked if anyone could fill in for Asha. Madonna Barlow offered to collect and place the lunch orders but is unable to pick up lunches. Tonya Stanger offered to help Janett with pick up.

Spring Elections: Shari announced that Jon Payne and Georgina Hansen-Stevenson have volunteered to be on the Spring Elections committee. Shari stated that participation on this committee would entail emailing nominees to verify that they would like to run for representative, acquiring written permission from their supervisors, approving their appointment and tallying election results. One more representative is needed to complete the committee per the bylaws. She requested that anyone who is interested in the position email her. Shari said that she will email campus-wide committee vacancies and that elections will take place in April with the terms beginning July 2007.

Rep Changes: Asha King has left University Advancement and is now employed in the Multi-Cultural Center; she will no longer be a representative. Madonna Barlow will be her replacement for the remainder of the year. Tonya Stanger is the new representative for the library.

Picnic: The picnic will be June 1, 2007 from 11:30 until 1:30. Shari sent around a sign-in sheet to form a Picnic Committee.

2) Entertainment Books: Nicole Rogers reported that USA sold approximately 68 books at a profit of \$8.00 per book totaling \$500 profit. USA will participate in this fundraiser again next year.

3) Winter Social Wrap Up: Candace McGee thanked the committee for their help in organizing and working at the Winter Social. Approximately 283 people attended and 900 desserts were ordered. After the first hour there were no desserts left. To minimize the chances of running out of food in the future we discussed changing the time to 2:00 – 4:00 and implementing a ticket system for desserts. We discussed providing three tickets to each staff person and having small tastes of various desserts. We also discussed providing one ticket per person with larger portions to choose from. Both of these options would entail committee members overseeing food distribution.

4) **Other Business:**

Internship Coop: There will be a Job Fair February 14th from 10:00-2:00 for seasonal positions, internships and part time jobs. Forty-five companies will be represented. On March 14th there will be an additional Job Fair with 98 companies in attendance looking for graduates interested in full-time employment after graduation.

Staff Awards: Friday, April 20th will be the Staff Awards Luncheon. Tables of ten will be set up, with sold and not sold tables interspersed. Representatives will receive a seating chart detailing the seating arrangements.

SFSC: Student Financial Services Center (Lassen 1003) will be closed January 17 through January 23 due to construction taking place in that office.

Catering Services: University Enterprises is restructuring their catering services and is hosting an Open House in the University Restaurant from 3:00-5:00 on January 23, 2007. This event is designed to make the campus community more aware of the catering opportunities located on campus. RSVP through the University Enterprises Website under hospitality services.

Meeting Adjourned at 12:40 PM
Minutes Submitted by Julie Carroll, Secretary