

University Staff Assembly  
**MEETING MINUTES**  
Tuesday, January 20, 2004 -12:00  
(Sacramento Hall Room 150)

In Attendance: Peggy Allan, Leigh Barber, Evelyn Bradley-Owens, Vicki Brown, Cindy Collins, Dennis Franzen, Jody Gayvert & Donna Vasiliau, Jennifer Schmidt for Terry Gomez, Shari Gonzales, Lillie Jones, Lisa Sbragia for Manuela McClary, Candace McGee, Janet Morris, Carlyn Pollock & Lynne Onitsaka, Liz Redmond, Carol Rumley, Lori Wisheropp and special guest Linda Briones.

Absent: Carol Downey, Terry Gomez, Rubby Hampton, Suzy Lunstead, Thomas Matlock, Manuela McClary, Rolly Robinson, Lisa Roenfeldt, and Donna Thomason.

Meeting started at 12:10 PM

- 1) **Approval of Minutes of 10/21/03 & 12/16/03-** The minutes of the 10/21/03 and 12/16/03 meetings were approved as amended.
- 2) **President' Report –**
  - a. Committee Updates - Cindy reported that the Athletics Task Force completed and delivered their report to President Gonzalez. The President briefed them on the upcoming press release. The Steering Committee for the Wellness, Recreation, Event Center will meet for a retreat tomorrow to discuss and strategize about the Center. Cindy thanked everyone for getting the information out regarding the Staff Representative for the Life Time Achievement Committee, our email system is really working.
- 3) **Treasurers Report-** Leigh Barber reported that the finance committee met with David Wagner. Leigh explained the different USA accounts. There is a \$5,000 general fund account that has restrictive use allocations; the fundraising account includes selling tickets, Entertainment Book sales or the Reno trip raffle and the annual fund account (Univ. Affairs) which is where the payroll deductions are deposited. Regarding the Awards Luncheon, we now receive a grant from the foundation for \$3,000, which does not cover our expenses, even with the ticket price. Do we want to charge more or defray the additional expense from the fundraising account? All agreed to raise the price \$1 to \$8 a ticket and not to sell tickets at the door. Everyone will have to remember the cut off date and to RSVP. The Picnic grant is for \$8500 and the catering invoice last time was \$9200, do we want to continue this subsidy? Leigh suggested for the future we need to think about ways to use the Annual Fund money. Some suggestions have been financial aid for staff children and a USA kiosk.
- 4) **Entertainment Book Update-** Leigh reminded everyone the deadline date was February 1<sup>st</sup>, so turn in your remaining books or money. It was decided that they would keep 2 books for the picnic drawing. There was a drawing for the free Entertainment Book card and Peggy Allen was the winner.
- 5) **Committee Reports:**
  - a. Halloween Harvest- Carlyn Pollock reported that the committee would like to change this event. They called Peak Adventures to discuss their event and after discussing decided that it would not work for USA. It would be in the evening, take too many volunteers and just not meet the need of USA. It was suggested that we leave as is, it is easy and those who want to participate will do so.
  - b. Winter Social- Shari Gonzales reported that the invoices were incorrect so she had sent them back for revising. She will check with the Union regarding having it during the lunch hour from 11:00 to 1:00.
  - c. Picnic- Evelyn Bradley-Owens mentioned they were working on the grant proposal for \$8500 that is due February 12th.
  - d. Election- Peggy Allan reported that elections are in May. She would check with Elena Larson on election information that she may have. Carol Rumley stated that Elena may have given her that information and she would look for it.
  - e. Archive- Kurt is out for two weeks. The committee will meet in February. Cindy visited the closet where USA items have been stored. Another department has been using it for storage and it definitely needs to be cleaned out.
  - f. Awards Luncheon – Linda Briones, coordinator of this event, reported that the cut off for tickets is April 16<sup>th</sup>. Reserved seating for honorees was discussed and it was decided they would do away with it this year. Recognition on the stage will be for staff being recognized for 20 years of service and above. It was suggested not to alphabetize by Program Center so they would be recognized in a different order than previous years. All thought the lining up of the groups in advance made the program go more smoothly.

Meeting Adjourned at 1:05 PM

Minutes Submitted by Carol Rumley, USA Secretary

Approved February 17, 2004