

**University Staff Assembly**  
**MEETING MINUTES**  
**Tuesday, February 15 , 2005 -12:00**  
**(Sac Hall 275)**

In Attendance: Peggy Allan, Evelyn Bradley-Owens, Carol Downey, Shari Gonzales, Sara Jean Harrison, Janet Morris, Carlyn Pollock, Liz Redmond, Rolly Robinson, Carol Rumley, Kerry Ryan-Wood, Leah Spratt, Donna Thomason, and Adrienne Thompson. Linda Briones, special guest.

Absent: Leigh Barber, Cindy Collins, Dennis Franzen, Jessica Heskin, Candace McGee, Lisa Sbragia and Lori Wisheropp.

Meeting started at 12:15 PM. Vice President Shari Gonzales conducted the meeting due to the absence of President Cindy Collins.

**1) Approval of Minutes of 1/18/05 -** The minutes of the 1/18/05 meeting were approved as amended. The USA picnic gift will be maracas.

**2) President's Report-**

Vice President Shari mentioned that Cindy Collins mother-in-law passed away recently and asked the USA reps if they would like to do something for Cindy and husband. It was decided to send a card and a small plant.

**Branding Committee-**

The suggestions of the branding committee will be presented by President Gonzalez to the Board of Trustees next month.

**Campus Budget Committee-**

President Cindy has been asked to be a member of the Campus Budget Committee. The first meeting was February 7<sup>th</sup> and she will report next month.

**3) Staff Awards Luncheon-**

Linda Briones reported that the staff awards luncheon will be Tuesday, April 26<sup>th</sup> from 11:30 – 1:30 in the Union Ballroom. It will be \$8 per person and ticket sales start early March. Friday, April 8<sup>th</sup> is the deadline for ticket sales. There will be a flyer coming out soon. The menu will be Garlic Rosemary Chicken, Pasta with marinara sauce, Caesar salad, carrot cake, etc. There are a lot more recipients this year. They are changing the 30-year plaque to make different than the 25<sup>th</sup>. There will be 8 ticket sellers around campus. Linda still needs someone to sell in Brighton & Alpine area. Leah Spratt volunteered. On the day of the luncheon they will need help with seating, also since Shirley Vicari is retiring, they need someone to help get the people on stage. Staff, who are celebrating their 20-35 years, will be recognized at this luncheon. It was brought up that maybe some areas would like to purchase a whole table. After much discussion, Kerry Ryan-Wood (library) volunteered to take reservations for full tables. In order to simplify, one person needs to be responsible to make the reservation for the table and deliver \$80 to Kerry.

**4) Elections-**

Peggy Allan reported that approximately 70% of the votes came by email, some sent paper ballots. Shari mentioned that the committee needs to meet and determine the process.

**5) Bylaws-**

Shari stated the USA bylaws need to be updated due to several discrepancies which include the election process, number of representatives in student affairs, summer meetings, etc. The changes need to be presented to the reps next month (March) and then voted on at the April meeting. Leah Spratt mentioned she would like to represent ASI.

**6) Picnic-**

Committee Chair Carlyn Pollock reported the picnic committee did not meet. She reported that the grant has been submitted and they are planning on \$8500. The purchase order for the rentals has been submitted. The committee will meet again next week.

**7) Other Business-** Janet Morris mentioned that USA may want to get involved in the Channel 6, answering phones. An outreach committee would be responsible for this type of event. Shari mentioned that the 20<sup>th</sup> Anniversary Committee will meet in April. Shari commented that the Historian position would be a volunteer position, not a position on the executive board. Sara Jean Harrison volunteered for the position.

Meeting Adjourned at 12:50 PM

Minutes Submitted by Carol Rumley, USA Secretary

Approved as Submitted March 15, 2005