

University Staff Assembly
MEETING MINUTES
Tuesday, March 21, 2006-12:00
(Sac Hall 275)

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

Absent: Cindy Collins, Roberta Fleet, Jon Payne, Carlyn Pollock, Rolly Robinson

Meeting started at 12:05 PM.

- 1) **Approval of Minutes of 1/17/06** - The minutes of the 1/17/06 meeting were approved as amended.
- 2) **President's Report** –
Budget Advisory Group (BAG) – If target enrollment for the Fall semester is missed by more than ½%, then the money that was allocated for the target amount goes back to the Chancellor.

Strategic Planning Council (SPC) - The council for CUP has been dissolved because it got too big. The process is being streamlined. 2 themes are currently being revised: 1) Academic 2) Teaching & Learning.

Announcement: Carmen Gonzalez is engaged to be married. Congratulations!
- 3) **Treasurer's Report** – Bills are getting paid. Everything is good.
- 4) **Elections-** Upcoming elections include: Vice President and Treasurer. Vacancies for Committees and Officers will be on separate ballots. The Ballots may come out during the 1st week of April.
- 5) **Entertainment Books** – Total profit from Entertainment Book sales was \$536.50. Sales appeared to be low this year compared to last year. The question was raised whether or not USA should continue to sell Entertainment Books as a fundraiser. A suggestion was made to sale the Entertainment Books in conjunction with the popcorn sales during homecoming to help boost sales. The Board decided to keep the Entertainment Books as a fundraiser for another year and then reassess.
- 6) **Staff Recognition Luncheon** – 244 tickets have been sold and 20 tables have been reserved at this point in time. The University Ballroom will be set-up for 50 tables. Deadline to purchase tickets is April 12th. The final count for catering is due April 14th. This year there are 120 award recipients; last year there were 162. This year's program is similar to last year's. Linda needs 3 more helpers on the day of the luncheon, April 21, 2006; duties include: ticket takers at the door, seating assistance, and monitoring the doors. The following volunteered to help on the day of the luncheon: Nichole Rogers and Janett Torset. Volunteers need to arrive at 11:00 am. Next year's Staff Recognition Luncheon, which is scheduled for Friday, April 20, 2007, has been cleared through the President's Office and the University Union Ballroom has already been booked. Linda will send out instructions for the lunch helpers via email once she has all the volunteers.
- 7) **Picnic** – The Staff picnic is scheduled for Friday, June 2, 2006, 11:30 am – 1:30 pm. The theme this year is Country Faire. The President's Office is contributing \$5,500 so that staff will have free admission. The committee is still waiting to hear about the Grant money. Catering is yet to be determined; it cannot be ordered from off campus. Location is also yet to be determined. If anyone has suggestions or ideas regarding picnic plans please email Leigh Barber.

- 8) **Other Business** - ASI will be unveiling their new logo which was designed by Kurt Osaki and his design team, the same team that designed the Sac State logo. The unveiling will be on April 6 2006, 12:00 noon in the University Union Redwood Room.

National Library Week (NLW) is the week of April 2- 8. In celebration of NLW, the Library is sponsoring 2 presentations, 1:00-2:30 pm in Library room 1522: 1) Dr. Janice Bissell, Educational Facilities Planner at Stafford King Wiese ARCHITECTS, will present on current trends in college library design. 2) R. Ryan Hammond, a Designer at Guttman & Blaevoet Consulting Engineers, will present on the mechanical design of libraries with respect to energy efficiency and occupant comfort. The Friends of the Library are also having their Annual Meeting on April 5th with guest speaker Laurie R. King, widely acclaimed author of two best-selling mystery series, at 4:00 pm. Her works include: *A Darker Place*, *Folly*, and *Keeping Watch*.

April is Alumni month. Famous Alumni include, Renee Syler, co-anchor for the Morning Show. Alumni month, Concert, The Village People, 7:30 p.m., University Union Ballroom.

Bilingual Cultural Education is sponsoring a conference the weekend of March 25 & 26.

College of Business is sponsoring their 34th Annual Awards Banquet, Wednesday, May 4, 2006.

Meeting Adjourned at 12:45 PM

Minutes Submitted by Kerry Wood, USA Secretary