

University Staff Assembly
General Meeting Minutes
March 25, 2008
(Sacramento Hall 275)

In Attendance: Lynne Onitsuka, Nicole Rogers, Stacy Sinz, Shari Gonzales, Liz Redmond, Kim Dinnen, Laurie Wheless, Carol Rumley, Carolann Forseth, Madonna Barlow, Richard Cotenias, Julie Carroll, Neysa Bush, Leah Spratt, Cossette Leos, Lori Wisheropp, Janett Torset.

Absent: Carlyn Pollock, Thamsyne Brown, David Gleason, Heather Mummaw, Kristin Abundis, Margaret Hwang.

Meeting started at 12:04pm.

Minutes of February 19 meeting approved.

1) **Committee Requirement**

As stated in Article 1, Section 3 in the bylaws, every USA representative must participate in at least one committee per year. Lynne passed around a sign-up sheet. Please note which committee you have served on. If you do not remember which committees you have served on, Stacy will refer to the previous sign-up sheets.

2) **Staff Awards Luncheon**

Linda Robles reminded the board that the luncheon will be held on April 18th in the University Union Ballroom from 11:30am - 1:30pm. Ticket sales unfortunately are down from last year. The deadline for purchasing tickets is Tuesday, April 8th. Linda will send out a broadcast email reminding all staff and faculty of the date. More help is needed to greet, please call Linda at 8-6967 if you are interested. Next year's Staff Awards Luncheon will be held on April 17, 2009.

3) **Treasurer's Report**

Nicole announced that the Winter Social's treats can not be paid out of the General Fund account and so will be paid for out of the discretionary account. Although we will be able to pay for the Spring Picnic using General Fund money, this might still have an impact on the Picnic's budget.

4) **Spring Picnic**

We are still trying to see if the quad will be ready for the Spring Picnic. We are looking into a possible later date, June 13, if it will ensure that the quad is ready. The sign-up sheet is being passed around again for those interested in serving on the committee. Richard Cotenias agreed to be the chair of this committee. Stacy will be sure to let him know what the status of the quad is.

5) **Welcome to the University Staff Assembly**

Although only a handful of people attended the meeting everybody agree that it went well. Carlyn did her presentation and the website was discussed as well as issues of where we are going and what staff can do to participate. It was agreed that we should have this open meeting again next semester. Representatives are reminded that although attendance is not mandatory it is strongly encouraged.

6) **Community Engagement Center**

Sheila Macias, Director, and Brandon McVey, Event Coordinator, from the Community Engagement Center on campus joined us to discuss their department. There are several volunteer activities coming up in the near future that they are coordinating with the community. A handout on Alternative Break was given to the reps. Sheila also informed the group of a Spring Cleaning this semester and a program called One Book. This program gets students, faculty and staff to read one book, this year it is "Funny and Farsi". The author will be coming to campus on October 15 to get together with those who read the book for a Q&A. Anybody who is interested in any of these activities or has further questions please feel free to contact Sheila or Brandon for more information.

7) **Suggestions to Improve Communication**

There was much discussion involving how to better communication both in our monthly meetings and to the campus community in general. Ideas of having a listserv or a blog were discussed with a universal agreement that either would be too difficult to maintain. It was suggested that people who have questions should call somebody from a different department for assistance and this led to the possibility of having some sort of resource list for new staff to refer to. Concern over getting information out to divisions without a current rep was discussed and Lynne will be sure that this information will get passed on. It was suggested that we add to the agenda time for a round table discussion of what is going on in each person's department. This would also give reps & alternate reps a chance to ask any questions and/or give ideas for improving USA in general.

Meeting adjourned at 1:00pm.

Minutes submitted by Stacy Sinz, Secretary.