

University Staff Assembly  
General Meeting  
April 21, 2009  
12:00 - 1:00 PM

Sacramento Hall 275

**Attendees:** Suzy Abshire, Shannon Ainger, Thamsyne Brown, Richard Cotenias, Kim Dinnen, Carolann Forseth, Margaret Hwang, Cossette Leos, Darlene Monroe, Nadia Mayard, Lynne Onitsuka, Carlyn Pollock, Elizabeth Redmond, Jodi Reid, Janett Torsett, Laurie Wheless.

The meeting started at 12:05 p.m.

- 1) **Approval of Minutes from February, 2009.** The minutes were approved.
- 2) **Welcome back Lynne!** Baby photos are posted outside her office. She and her new son are doing well!
- 3) **Treasurer's Report** – Shannon Ainger
  - There are some changes. Due to the campus-wide budget, the President is only contributing \$2,000 this year, instead of \$5,000 as was the case last year. As a result, the Discretionary Account and General Fund should be fully utilized by the end of the year.
- 4) **Forwarding Messages** – Carlyn Pollock
  - Several staff on campus have reported that they are not receiving messages from their USA representatives, so everyone needs to check their distribution lists and make sure these are correct and that all constituents are receiving their updates, especially with elections coming up.
- 5) **Committee Reports**
  - **Elections** – Cossette Leos – The deadline for nominations was extended to Friday, April 24<sup>th</sup>. To date, we have eleven nominations for the various committees, but four committees have not received any nominations yet. Note that not all the subcommittees have binders, and the election committee had to create a binder with “How To”s, “Who to Contact”, and role descriptions for some of the committees. Most of the events have a binder, which can be passed on to future organizers. We are not certain when election ballots will go out, but it’s possible it will happen on May 4<sup>th</sup>, to allow a two week response period prior to graduation and the end of the semester. This is another reason why we definitely need to make sure everyone’s distribution lists are up to date, because we want to make sure everyone receives their ballots. We hope to announce the results of the elections at the picnic. We will send out a reminder that we have not received nominations for those committees in need of membership, so that we can assess our needs prior to the deadline. Not all committees have a website, but most have an about section, and all are described on the USA website.

- **Staff Awards Luncheon** – Carlyn Pollock – We sold 555 tickets, the same amount printed. Everything went smoothly and feedback was very positive. We stayed exactly on time and a good time was had by all. Nice job! We had 80 people more than last year. Next year we should stress the need to get tickets early, since it's likely we will sell out. The number of awardees and the lower ticket price this year no doubt aided a higher attendance.
- **Picnic** – Thamsyne Brown – The picnic committee is small, but mighty. There is a big push for sustainability this year and the theme for the picnic, which will be in the main quad this year, is therefore: “Planting Seeds, Growing Green”. Carlyn is working with Wells Fargo (per Gina Lombardo in the OneCard office), to see how this corporation can recognize the other entities on campus, besides just the students they have traditionally catered to most. Liz and Carlyn met with them to discuss their possible donations, which may include seed packets, Frisbees to use as plate holders and possibly some raffle prize donations. They will also help with cleanup afterwards. We were very pleased that they want to partner with us. Thamsyne thought we could attach the seed packets to a bookmark, with USA dates on one side and sustainability facts and figures on the other side. We have again secured Walkin’ the Dawg, for \$500. Tables and chairs are good to go, at the same price as last year. Catering will include hamburgers, hotdogs, pasta salad, watermelon and ice-cream. The committee is looking for donations for the raffle. President Gonzalez will be there and assisting, mainly with Meet and Greet, and the Raffle Drawing.

## 6) College Division Reports

- The Career Center has moved back to Lassen Hall, right next to the Admissions counter. Everyone has settled in and things are going well.
- Due to a staff shortage, the Human Resources office in Sacramento Hall, Room 173, will be open for public hours from 8:00 a.m. to 3:00 p.m. on Monday through Friday, and closed from 3:00 p.m. to 5 p.m. The windows will be closed, but appointments will still be allowed. This was also announced in the Monday Briefing. You will be able to leave things in the mail-drop, which will be checked regularly. This does not include Payroll or Benefits.
- Lynne noted that there will be an Alumni Mixer this Friday, April 24<sup>th</sup>, from 5:00 p.m. to 7:00 p.m. at the University Bookstore. They will close the bookstore for those two hours for this FREE event.

## 7) Other Business

- If anyone needs name tags, please send Nadia an email at [nadia.mayard@csus.edu](mailto:nadia.mayard@csus.edu) and she will obtain additional cardstock, make the tags and bring them to the next meeting.
- Letters have gone out for USA representative changes. The transition happens July 1<sup>st</sup>. New representatives can be brought to the general meeting in June, for transitional purposes, if they would like.

Meeting adjourned at 12:25 p.m.