

University Staff Assembly
MEETING MINUTES
Tuesday, May 18, 2004 -12:00
(Sacramento Hall Room 150)

In Attendance: Peggy Allan, Leigh Barber, Evelyn Bradley-Owens, Vicki Brown, Carol Downey, Shari Gonzales, Rubby Hampton, Lillie Jones, Suzy Lunstead, Thomas Matlock, Candace McGee, Janet Morris, Lynne Onitsuka for Carlyn Pollock, Liz Redmond, Rolly Robinson, Lisa Roenfeldt, Carol Rumley, Donna Thomason, Adrienne Thompson and Lori Wisheropp.

Absent: Cindy Collins, Dennis Franzen, Manuela McClary, and Carlyn Pollock.

Meeting started at 12:05 PM

- 1) **Approval of Minutes of 4/20/04** - The minutes of the 4/20/04 meeting were approved as amended.
- 2) **Staff Awards Luncheon** –

Lillie stated “We invited Linda to attend today’s meeting to give us a brief report on a job that was well done. I have heard nothing but good reports on the food, the award presentations, how fast the lines moved, etc., etc., etc. And while we are on that note, on behalf of our USA President, Cindy Collins, the USA Board members, representatives and the CSUS staff, we would like to present you with a bouquet of flowers as an expression of our gratitude for all your hard work in providing an excellent staff awards luncheon. Thank you, Linda. We would like to thank Liz Redmond also. She is a “behind the scene” worker.” Linda reported that 439 tickets were sold and she confirmed 460 with catering. She will send a follow up report to the Foundation. Ballroom reservation has already been placed for next year. The date will be April 26, 2005. Of the award recipients, 19 could not attend and 9-10 award recipients did not show up to the luncheon.

- 3) **Staff Picnic-**

Co-Chair Evelyn stated that the staff picnic is set for June 4th at 11:30. Flyer will go out today. She mentioned that she was having a difficult time getting a catering quote from the Union. Ice cream will be coming from Leatherbys. We will probably have the same menu as last year if it is the same amount. See Leigh after the meeting to pick up tickets for distribution. Entertainment is set up and looks good. Thomas stated that everyone will get a door prize radio and lei. If anyone can come early to set up that would be appreciated. Adrienne, Peggy and Shari volunteered. The committee reminded all to wear festive bright colors.

- 4) **Election Committee-**

Peggy stated that the nomination form was sent out by email. She has already received five and the deadline is June 1st. The ballot will be sent out and voting will take place by email.

- 5) **Treasurer Leigh Barber** gave an update on suggested activities and/or purchases that would benefit the campus community. She thanked everyone for their responses. She passed out the list of suggestions. See attached. The committee will now meet and come up with a proposal on what to spend the money on.

- 6) **Employee Services Mgmt. Association** – Lori Wisheropp reported that she did attend the last meeting. She reported that this is a local/national group which has access to special discounts. She is interested in USA being a part of this association if there is no conflict with CSUS policy. This would be a benefit in building our reputation. It is \$165 for national dues and they meet once a month in the East Bay. We would need a chair person to coordinate. Lori would like to vote on this at the June meeting. She passed out a full report for review, see attached.

- 7) **Archives Committee Report** – Carol R. reported that the Archives Committee met with Kurt Kuss, the University Archivist, in February. First, we explained to Kurt the role of USA and how it is structured with an executive board and staff representatives. It was decided that we would gather all old records and deliver to Kurt’s office for his staff to put in identified folders and storage boxes. The most vital records are the minutes of the meetings. We need to set up procedures on how to handle new records. It was thought that from this year forward, every three years the records for the first two years would be presented in a binder to Special Collections & University Archives. And then they would be put in identified folders and stored in boxes. We would always have access to these records if needed. Also if others on or off campus wanted to do some research on USA, they would be accessible. The secretary would be responsible person for handling this process and maybe this should be stated in the bylaws. Thomas stated he would turn over the last year’s President’s binder to Carol R. this afternoon.

- 8) **Other Business** - Lillie asked everyone if USA representatives should meet in the summer? After much discussion, it was unanimous that USA would continue meeting through the summer months.

In conclusion, Lillie said “My term is ending as Vice President of the University Staff Assembly. I want to thank you all for being an excellent role model to our staff and campus community. You demonstrated commitment and professionalism in every facet. I am proud to have served as VP with such a great group.

Meeting Adjourned at 12:50 PM

Minutes Submitted by Carol Rumley, USA Secretary