

University Staff Assembly
General Meeting
May 19, 2009
12:00 - 1:00 PM

Sacramento Hall 275

Attendees: Suzy Abshire, Shannon Ainger, Madonna Barlow, Thamsyne Brown, Richard Cotenias, Kim Dinnen, Carolann Forseth, Margaret Hwang, Cossette Leos, Darlene Monroe, Nadia Mayard, Lynne Onitsuka, Jodi Reid, Ondria Small, Janett Torsett, Laurie Wheless.

Absent: Suzanne Bracamonte , Carlyn Pollock, Evelyn Novak, Elizabeth Redmond

- 1) **Approval of Minutes from February, 2009.** There was a request to clarify the President's contribution. With one grammatical change, the minutes were approved.
- 2) **Treasurer's Report & 2009 – 2010 Financial Outlook** – Shannon Ainger
 - Since we have less funding and do not know what to expect next year, we will be in a tight situation and may have to use our Fundraiser amount. These funds will only last us over a year, so we may have to charge more for events, scale down the events, or skip some events altogether. Lynne sent out a letter requesting funding in September, but we have not received a response yet. If we have to use fundraiser money, this will impact other ideas discussed in the past, like bench donations.
- 3) **Committee Reports**
 - a. **Elections** – Cosette Leos
 - Lynne thanked the Election Committee for their hard work and announced the election results. Lynne will email everyone the results announcement under separate cover.
 - There was an issue with emailing ballots, since Outlook needed to be in HTML format, as opposed to Plain Text. Several staff members indicated that they wanted to vote, but since the email function was not working they did not opt to print and mail in their ballots. There was a discussion about choosing a survey tool in the future, like Survey Monkey or Student Voice. **Action item:** Nadia will investigate the tools we have available campus-wide and report at the next meeting.
 - HR did not know that the mail was to be delivered to them and were not expecting the ballots. In the future, results should go to one account holder, as is the case with Student Voice, ensuring that only one person has access to the account.
 - Positions will take effect July 1, 2009 through June 30, 2010.

b. **Picnic** – Thamsyne Brown

- A Volunteer sign-up sheet was sent around to solicit help.
- The Presidents and Vice-Presidents should have been invited and provided with a list of assignments. This is something the Picnic Committee decides. President Gonzalez will be doing meet-and-greet. Vice Presidents can also assist with meet and greet, can collect tickets and help with other duties, although they will not be serving food.
- Thamsyne ordered additional stanchions to aid in traffic control.
- Greg Paul in Facilities will wander around and take photos of the event.
- The garbage cans will be set up strategically, not just around the perimeter, but also at the center of the picnic area to make it easier for staff members to access those.
- Seed packets will be purchased from the dollar store at 4 for \$1.00.
- Tickets are available. Each representative should obtain the number of constituents they have and then request that number of tickets for distribution. In years past, prior to President Gonzalez making his donation, staff had to purchase their own tickets. His donation now covers staff.
- We are set to serve 950 people with food and ice-cream. Everything will be done through catering this year.

4) **Staff Guides** – Carlyn Pollock

- Carlyn was not present and this item will therefore be discussed at the next meeting.

5) **College Division Reports**

- The deadline for incoming representatives is at the end of May. The College of Business needs a representative. Lynne will send out an email with a notification and invitation to the new representatives.
- The Restaurant is having a Grand Buffet next week, and menus were distributed.
- The Bookstore Coffee shop is offering \$.50 coffee for Finals Week.

6) **Other Business**

- There is a Security Audit starting June 1, 2009. For more information please go to www.csus.edu/security/coaudit. If you have any questions, please contact Jeff Williams, the Information Security Officer at jeff@saclink.csus.edu
- There was a Trojan virus that tells McAfee not to update.
- ATCS apparently was not receiving emails and did not know who their representative was. **Action Item:** Their representative is Academic Affairs. Janett will follow up to determine what the issue is.
- Leonard Valdez is the Student Conduct Officer.
- Lynne is graduating Friday.
- Darlene had a successful mixer for graduating students in Teachers' Education.

The meeting adjourned at 12:53 p.m.