

University Staff Assembly
General Meeting Minutes
July 15, 2008
Sacramento Hall 275

In Attendance: Lynne Onitsuka, Carlyn Pollock, Shannon Ainger, Stacy Sinz, Liz Redmond, Kim Dinnen, Mike Riordan, Georgina Stevenson, Carloann Forseth, Madonna Barlow, Richard Cotenias, Darlene Monroe, Ray Frazier, Margaret Hwang, Leah Spratt, Cossette Leos, Lori Wisheropp, Cathy Davis.

Absent: Laurie Wheless, Thamsyne Brown, Carol Rumley, Suzy Lunstead, Suzie Abshire, Christina Correa, Janett Torset.

Meeting started at 12:07 pm.

1) New Reps

A big welcome to the new treasurer, Shannon Ainger and new reps/alternates Carolann Forseth, Suzy Lunstead (temporary), Suzie Abshire and Ray Frazier.

2) President's Report

- Carlyn will have new tent cards for everybody at the next meeting.
- New headshots will be taken at the next meeting for new reps or for those who would like their picture retaken.
- Due to some typos in the By Laws Lynne is updating them. Once everything is fixed she will send them out to everybody.

3) Treasurer's Report

See account balance handout. Currently there are no changes.

4) New Rep Binders

Binders should be handed down to new reps by previous reps. If you did not receive one please let Stacy know and she can get you a new one.

5) Committee Reports

- a. The KVIE telethon happened last month and was fun. Pictures are posted on the website. The next night is scheduled for September 12th (Friday) at 7pm. Please see Carlyn if interested.
- b. A sign-up sheet for committees was passed around and along with brief descriptions of the committees will be posted on the USA website. Lynne reminded everybody that the Project Report is online and needs to be filled out by chairs after an event. She asks that the report is emailed to the Executive Board and then printed to be placed in the event binder for reference in future years. Lynne also reminded everybody that before a committee can spend any money that approval by the Executive Board is required.
- c. There is a new program called Staff to Staff Guides (see handout). This program is being implemented to help out new staff. If interested please be aware that you will need permission from your HEERA supervisor. There will be a pamphlet as well as a possible orientation coming soon. Please see Carlyn for more information.

6) College Division Reports

- Mike announced that the college of Health & Human Services recently did a graduating student survey and got a lot of positive feedback including ranking the highest among the college for helping students with goals, having the most diverse student population and having strong support for diversity.

- Darlene announced that the resident halls construction is well under way and is expected to be open July 15, 2009. There is still available housing for interested students.

7) **Other Business**

- Darlene currently emails a synopsis of the meeting to her constituents and it was agreed that she would email reps as well for them to pass on to their constituents as well.
- It was suggested and agreed that every rep should take a moment once a month to contact one of their constituents to introduce themselves and USA.

Meeting adjourned at 12:58 pm.

Minutes submitted by Stacy Sinz, Secretary.