

University Staff Assembly
September 16, 2003
General Meeting Minutes

This was the first meeting of the 2003-2004 academic year.

1. Introductions – Our new president, Cindy Collins, introduced herself and then each person in attendance introduced themselves, stating their name and which division they were representing.
2. Attendance -- Attached is a list of all board members and representatives, indicating attendance.
3. Binders – Leigh Barber handed out new binders for each person. The binders include dividers for “General Information” (payroll deduction form, memo from past-president Gerth), “USA Information” (constitution, bylaws), and “Contact Information” (list of board members and representatives). The binders will be used to organize information and will be passed on to the next person once a term has ended.
4. Meeting with new President – Lillie Jones discussed the meeting that she and Cindy Collins had with new campus president Alexander Gonzalez. They were able to secure his support for USA in general, and his support of release time for staff members to attend USA events. He also discussed with them the development of an Employee(s) of the Month program. In addition, he asked that USA gather feedback from our constituents regarding the proposed Wellness Center (WRCC). It was suggested that a staff person (possibly Fran Sato?) be used to represent staff concerns to the WRCC committee.
5. Vacant positions – There are currently two divisions that do not have representation on USA. These are Academic Affairs and Support Services. If these divisions have no volunteer to represent them, another representative will need to be appointed to share USA information via email.
6. Alternates – Cindy reminded each representative that they will need to have an alternate. In the event that they are unable to attend a meeting, the alternate would attend to assure continuity.
7. Search Committee – Cindy announced the need for a staff representative to serve on the search committee for Vice President of Academic Affairs. No one in attendance volunteered. It was determined that the representatives will send an email to their constituents to request a volunteer.
8. Entertainment Books – An agent from the Entertainment book company shared information about the fundraiser and the Sacramento version of the book. The books will sell for \$40 and USA will earn \$8.00 from each sale. Leigh passed around a list of representatives to see who was willing to have the books available for sale to their constituents. The goal of this was to make it easier for staff to find and purchase a book, rather than hunting down 1 or 2 people on campus who are selling. Representatives will be emailing their constituents to promote the sale. Complete information is also available on our website.
9. Halloween Committee – Carlyn volunteered to chair the Halloween Committee this year, and Leigh forwarded her folder from last year’s event. Suzy Lunstead and Lori Wisheropp also volunteered to serve on this committee. The committee will continue the practice of photographing the event, and posting the digital photos to our website. They also intend to recruit other staff members to serve as judges on October 31st. A suggestion was made to re-think the event for next year (when there is more time to plan) and possibly create a Fall Festival.

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Executive Board	Position	Term Ends	
1 Collins, Cindy	President	2005	
2 Jones, Lillie	Vice President	2004	
3 Larson, Elena	Secretary	2005	
4 Barber, Leigh	Treasurer	2004	
5 Redmond, Elizabeth	Faculty & Staff Affairs Liaison	n/a	
6 Wisheropp, Lori	Webmaster	n/a	
7 Matlock, Thomas	Past President	2004	ABSENT
Resrepresentatives	Division	Term Ends	
1 Allan, Peggy	College of Arts & Letters	2005	
2 Bradley-Owens, Evelyn	College of Natural Sciences & Mathematics	2005	
3 Brown, Vicki	CSUS Foundation	2005	
4 Franzen, Dennis	Facilities Management	2004	
5 Gayvert, Jody	College of Health & Human Services	2005	
6 Gomez, Terry	Student Affairs	2005	
7 Gonzales, Shari	Student Affairs	2004	
8 Hampton, Rubby	Library	2004	
9 Lunstead, Suzy	College of Education	2004	
10 McClary, Manuela	College of Continuing Education	2004	
11 McGee, Candace	Student Affairs	2005	ABSENT
12 Morris, Janet	Administration & Business Affairs	2005	
13 Pollock, Carlyn	College of Engineering & Computer Science	2004	
14 Robinson, Rolly	University Computing & Communication Services	2005	
15 Roenfeldt, Lisa	College of Social Science & Interdisciplinary Studies	2004	
16 Rumley, Carol	College of Business Administration	2005	
17 Thomason, Donna	Presidents' Office/University Affairs/Faculty & Staff Affairs	2005	
18	Academic Affairs		
19	Support Services		