

University Staff Assembly
MEETING MINUTES
Tuesday, September 20, 2005 -12:00
(Sac Hall 275)

In Attendance: Kristin Abundis, Leigh Barber, Evelyn Bradley-Owens, Nicole Rogers, Shari Gonzales, Georgina Hansen-Stevenson, Sarah Jean Harrison, Asha King, Sharon Lozano (alternate for Lori Wisheropp), Candace McGee, Arianne Pancallo, Liz Redmond, Rolly Robinson, Kerry Ryan-Wood, Leah Spratt, and Adrienne Thompson

Absent: Cindy Collins, Carmen Gonzalez, Jon Payne, Carlyn Pollock, Lisa Sbragia and Lori Wisheropp.

Meeting started at 12:10 PM.

- 1) **Approval of Minutes of 8/16/05** - The minutes of the 8/16/05 meeting were approved as amended.
- 2) **President's Report** – Shari Gonzales announced that Sarah Jean will serve as historian for USA this year. Shari will print a proof sheet of the pictures that Sarah Jean took at the Staff picnic for the board to review. The 20th Anniversary event was well attended. Although a sufficient amount of food was ordered, we still ran out. It was suggested that for future events, USA should just list a start time only. The Staff Alumni Chapter Committee received enough signatures to establish a staff chapter. Project activity grants are due Monday, September 26, 2005. Jeanette Norton, who is a CMS representative, has been invited to attend the next USA Board meeting. Representatives should e-mail their constituents inquiring about any questions or concerns regarding CMS and print them out for the next meeting.
- 3) **Past President's Report** –
BAG: There will be a meeting on Sept. 26th.
WREC: No update
Branding Committee: The new logo was unveiled on Sept. 1, 2005.
- 4) **Vice President's Report** – N/A
- 5) **Treasurer's Report** – N/A
- 6) **Elections Committee** – Nominations were received for each vacant committee except the Faculty Policy Committee. The electronic Committee Election Ballot will be sent to the staff representatives to forward to their constituents.
- 7) **Breast Cancer Walk** – The Women's Resource Center is putting a team together to sponsor the Breast Cancer Walk this year and if you are interested in joining their team please contact them.
- 8) **USA Pins** – Carlyn Pollock and Sara Jean asked to stand down from the committee. Kristin Abundis volunteered to help out on the committee. The Board brainstormed ideas regarding style of the pins i.e. magnetic, ladder. Georgina Stevenson-Hansen volunteered to work with Lori Wisheropp on a new design for the pins and will present a sample at the next meeting.
- 9) **Homecoming** –Homecoming begins next week, Monday, Sept. 26, 2005. Thank you to Cindy, Georgina, and Asha for helping out with making signs for the parade. We made a total of 7 signs. More volunteers are needed to fill the vacant shifts for the Homecoming Popcorn Sales. The popcorn machine is located in Brighton Hall on the 1st floor in a facility closet on the west side of the building.

The cash box and the key to the facility closet will be kept with Carmen Gonzalez in Sac Hall room 104. Asha King has graciously volunteered to setup the machine each day.

- 10) **Halloween/Harvest Festival** – The committee will finalize things in the next week or two. They have received lots of donations for prizes. The registration forms for the costume and pumpkin carving contests will be available online. You can enter as an office or as individuals.
- 11) **Winter Social Committee** – Stacy Sinz and Kristin Abundis will solicit door prizes for the Winter Social. RSVPs will be requested to help the committee with the ordering of food.

Meeting Adjourned at 12:50 PM
Minutes Submitted by Kerry Wood, USA Secretary