

University Staff Assembly
General Meeting Minutes
October 16, 2007
(Sacramento Hall 275)

In Attendance: Lynne Onitsuka, Carlyn Pollock, Nicole Rogers, Stacy Sinz, Shari Gonzales, Liz Redmond, Kim Dinnen, Laurie Wheless, Carol Rumley, Heather Mummaw, Madonna Barlow, Richard Cotenias, Kristin Abundis, Julie Carroll, Neysa Bush, Christina Correa, Katie Walker, Rita Tyk, Cossette Leos, Lori Wisheropp, Janett Torset.

Absent: Thamsyne Brown, David Gleason, Sitha Sun, Leah Spratt.

Meeting started at 12:06 PM

- 1) Minutes of September 18th meeting approved.
- 2) Pictures taken for website. Anybody who did not get their picture will still have something next to their name on the website, such as "No Photo Available." At the next meeting we will have the permission slip for everybody to sign. The pictures will be sent to the representatives for approval before they are posted to the website.
- 3) **President's Report**
 - a. Lynne explained what "forward to constituents" means. Please remove her message and forward the email to all staff in the college/area you represent.
 - b. Please update your constituent list on a regular basis.
 - c. Any alternates that wish to attend the meetings should arrange with the rep to attend alternating months. Also, if a rep is not going to be able to make a meeting, please let your alternate know so that they may attend for you. Anybody missing an alternate please try to find one and then let Lynne know.
- 4) Sitha Sun is the new rep for Student Affairs and Rita Tyk is the new alternate for ASI.
- 5) **Committee Reports**
 - a. Stacy has volunteered to be the chair of the elections committee. Shari will forward her any pertinent information. Evelyn might also have some information.
 - b. The Winter Social committee will have its first meeting following this one. The Social will be held in the University Union Ballroom on December 4th at 1:30 or 2 pm.
 - c. The Halloween committee will walk around campus and judge entries on the 31st (Halloween!). This Friday is the deadline for entries. As soon as they get all entries the committee will set up a schedule for the day. So far there are seven entries.
 - d. Stacy will look into advertising the selling of Entertainment Books in the Monday Bulletin. Hopefully sales will pick up once the current books expire. Congratulations to Neysa Bush who has sold the most books!

6) **Other Business**

a. Alternates and staff are welcome to attend USA meetings. Program Center Representatives are the voice for staff in their area/college. Others who may speak during meetings are the Past President of USA and the HR Liaison who are non voting members of the Executive Board. Discussion followed on how to provide a mechanism for staff who are not representatives or alternates to provide information or speak at USA general meetings. Rita from ASI suggested an agenda item might be added to the regular agenda noting Open Forum or a similar agenda item so staff could have an opportunity to speak to the group. Rita will email Stacy with ASI uses for review by the group.

b. Katie expressed concern over the budget and how we will be affected next year. Matt Altier has generously offered \$15,000 to us which is above and beyond our General Fund allocation. Liz is checking on when we might receive our General Fund money. Our Discretionary fund of \$6500 which is received from UEI, was just deposited. Shari is checking to see if we could use outside vendors for catering in order to save money since they changed their system, although this is not very likely. We should look into having more fundraisers in order to pay for our annual events. It is also likely that we will have to charge for the picnic.

Meeting adjourned at 12:45PM

Minutes submitted by Stacy Sinz, Secretary