

**University Staff Assembly  
MEETING MINUTES  
Tuesday, October 17, 2006  
(Sac Hall 275)**

In Attendance: Kristin Abundis, Roberta Fleet, Shari Gonzales, Georgina Hansen-Stevenson, Asha King, Heather Mummaw, Lynne Onitsuka, Arianne Pancallo, Carlyn Pollock, Liz Redmond, Nicole Rogers, Leah Spratt, Janett Torset, Katie Walker, Lori Wisheropp, Candace McGee, Evelyn Bradley-Owens, Tonya Stanger, and Christie Patrick.

Absent: Jon Payne, Rolly Robinson and Julie Carroll.

Meeting started at 12:05 PM.

1) **Approval of Minutes of September 19, 2006-** The minutes of the 09/19/06 general meeting were approved.

2) **President's Report –**

**New Representative:** Shari introduced Tonya Stanger as the new representative for the Library. Her contact information is: [stanger@csus.edu](mailto:stanger@csus.edu) or ext. 84343. Shari will mail her a USA badge.

**Office of Community Collaboration:** Shari Gonzales reminded us of the email she had sent for the brownbag discussion. The topic of discussion will be community service, the current involvement, how the staff would like to be involved and how the University as a whole should be involved.

**KVIE Wrap Up:** 16 USA representatives attended. Kristen Abundis thought it was fun and interesting. Shari will look into participating in the spring.

**Green and Gold Gala Wrap Up:** The Gala was held on October 6<sup>th</sup>. Shari shared that it was fun. 550 people attended.

**Donation from Representative for “The Giving Tree”:** Shari noted that she had nothing to report. She will talk to Leslie Davis and send an email to the representatives.

**Committee Budgets:** Shari noted that when committees would like to purchase items that are not covered by the grant, the Chair must submit in writing to the Executive Board their request before the items are purchased.

3) **Treasurer's Report:** Nicole reported that USA was waiting for the allocation of money for the discretionary account.

4) **Halloween Committee:** Shari approved the request for lunch to be provided to the Halloween Committee on the day of the event. Currently 19 entries have been received.

5) **Prize Donations:** Several prizes have been received. Carlyn and Kristen have volunteered to help Nicole follow-up on letters that were sent.

6) **Winter Social:** The Winter Social will be held on December 13<sup>th</sup> from 1:00 – 3:00. Candace explained that there will be two dessert stations. 12 cocktail tables and 100 chairs will be placed throughout the Ballroom. The committee is still waiting for the grant approval. A flier will be made and sent via email one month before the event.

7) **Entertainment Books:** Asha noted that the 2006 Entertainments Books will expire on November 1<sup>st</sup> and would like the reps to send an email to their constituents.

8) **Other Business:**

**Gift Exchange:** Shari announced that the December meeting has been changed to December 14<sup>th</sup>. The meeting will be held in the University Restaurant. Reps can participate in a small gift exchange, not to exceed \$5.00, which will be held during the lunch.

**Thanksgiving Baskets:** Shari passed around a flier for a Thanksgiving basket donation. Leah Spratt explained that these baskets were for families in need. Non- perishable items were needed and the food does not necessarily have to be Thanksgiving related. If anyone has questions they can contact Davin Brown.

**Dining Services:** Lori mentioned that Dining Services was conducting a survey. Information cards are being distributed throughout dining services. If you complete the survey online you may receive a free soda.

**Division of Nursing:** Roberta Fleet explained that the Division of Nursing has a tradition every year of donating pumpkins to the Childcare Center. She would like to find a store / pumpkin patch to donate approximately 160-170 pumpkins. The pumpkins would be given to the children to decorate and take home. Suggestions given: Davis Ranch, Farmer Bob's and Craig list. Shari suggested checking the Sac Bee for local pumpkin patches.

Meeting Adjourned at 12:41 PM  
Minutes Submitted by Nicole Rogers, Treasurer