

**University Staff Assembly**  
**MEETING MINUTES**  
**Tuesday, October 18, 2005 -12:00**  
**(Sac Hall 275)**

In Attendance: Kristin Abundis, Peggy Allen, Leigh Barber, Evelyn Bradley-Owens, Cathy Davis, Shari Gonzales, Carmen Gonzalez, Georgina Hansen-Stevenson, Asha King, Liz Redmond, Nicole Rogers, Stacy Sinz, Janett Torset, Kerry Ryan-Wood, Adrienne Thompson and Lori Wisheropp

Absent: Cindy Collins, Sarah Jean Harrison, Candace McGee, Arianne Pancallo, Jon Payne, Carlyn Pollock, Rolly Robinson, Lisa Sbragia and Leah Spratt.

Meeting started at 12:00 PM.

- 1) **Approval of Minutes of 9/20/05** - The minutes of the 9/20/05 meeting were approved as submitted.
- 2) **Guest Speaker, Jeanette Norton, CMS Project Director** -12:10 pm. Jeanette Norton presented the accomplishments of CMS and gave a project overview, a three year time span of upcoming projects and their benefits.
- 3) **President's Report** – Carlyn Pollock is on maternity leave. Save the date request for Friday, April 21<sup>st</sup>, 11:30-1:30 for the Staff Recognition Luncheon. Shari welcomed Janett Torset and Cathy Davis, new representative and alternate for Academic Affairs. Reps were asked to respond to an email to appoint a staff member to the Committee for Academic Review.
- 4) **Vice President's Report** – N/A
- 5) **Treasurer's Report** – N/A
- 6) **Green and Gold Gala** – 8 USA representatives will be present at the gala along with a lot of community donors.
- 7) **USA Pins** – The new design will incorporate the new University logo with the USA logo. Several ideas were submitted to Public Affairs.
- 8) **Elections Committee** – Elections went well. There were an equal amount of electronic ballots as there were mailed ballots. Faculty Policy Committee is still vacant.
- 9) **Homecoming** – Popcorn sales totaled \$105.40 the profits of which will be used to help support Mustard Seed School, USA's community service project for the year. After expenses the total amount that will be donated is \$50.00. The Board decided to hold on to the donations until we can discuss other things that we can do for Mustard Seed.
- 10) **Halloween/Harvest Festival** – There are 9 entries for the Halloween contest so far. Reminder deadline to enter is Friday, October 21, 2005. The Committee's goal is to have all judging completed by noon on the day of the event.
- 11) **Winter Social Committee** – Save the date, Tuesday, December 6<sup>th</sup>, 11:30-1:30, for the Annual USA Winter Social located in Ballroom III. A flyer will be sent each department vs. individual employees. Please email your constituents. Help is needed for the welcoming table. The following USA representatives volunteered: Shari Gonzales, Evelyn Bradley-Owens, Lori Wisheropp, Adrienne Thompson, and Janett Torset.

- 12) **Magazine Advisory Group-** This committee was recently established by Public Affairs. The committee meets 3-4 times a year for a 2 hour meeting to discuss ideas for articles. The first meeting is Monday, October 24, 2005, 3:00-5:00 pm, in Lassen 2006. This will be an elected position for 2006/07. Shari asked for a volunteer to serve on the committee for this fiscal year due time constraints. Lori Wisheropp said that she may be able to serve on the committee. Leigh Barber also indicated interest in this committee.
- 13) **Other Business-** Evelyn Bradley-Owen mentioned the Chemistry Club is having a toy drive to aid Katrina victims. They are collecting new, unwrapped, toys which will be sent to the children in this area of the country. Donations can be dropped off with Evelyn in the Chemistry Department office or she will come and pick them up.

Asha reported that 23 Entertainment books have been sold thus far + an additional 3 reported at the meeting. Total sales = \$920.00

Meeting Adjourned at 1:00 PM  
Minutes Submitted by Kerry Wood, USA Secretary