

University Staff Assembly
MEETING MINUTES
Tuesday, October 19, 2004 -12:00
(Sac Hall 275)

In Attendance: Peggy Allan, Leigh Barber, Evelyn Bradley-Owens, Cindy Collins, Carol Downey, Dennis Franzen, Shari Gonzales, Candace McGee, Janet Morris, Carlyn Pollock, Liz Redmond, Carol Rumley, Kerry Ryan-Wood, Lisa Sbragia, Leah Spratt, Donna Thomason, Adrienne Thompson and Lori Wisheropp.

Absent: Rolly Robinson and Lisa Roenfeldt.

Meeting started at 12:05 PM.

- 1) **Approval of Minutes of 9/21/04** - The minutes of the 9/21/04 meeting were approved as amended. Leah Spratt was in attendance.
- 2) **President's Report** –
Cindy Collins thanked Lisa Sbragia for a great job on organizing the popcorn sales for Homecoming week. Update on Gift for President Gonzalez-
Cindy announced that there was a time change on the meeting with the President to Friday, 11:00 am. Cindy wanted to know if anyone would like to contribute in writing the speech, she will be making the presentation. Everyone complimented Cindy on the presentation at the inauguration. The bookends made by Rod Sorenson are really beautiful, they have metal pieces that look like the bridge with light and dark woods. Cindy mentioned the staff award memo that was sent out yesterday. She said President Gonzalez came to us one year ago and told us it was going to happen and now we are seeing his plan fulfilled.
- 3) **Homecoming** -
Lisa Sbragia reported the total sales were \$158.86 and there are a lot of bookmarks left over.
- 4) **Winter Social/Toys R Us**
Shari Gonzales reported the Winter Social will be Tuesday, December 14th from 11:30 – 1:30 in the Union. They will be serving heavy hors d'oeuvres, carved beef and turkey with rolls. This event takes the place of our December meeting. Fifty letters were sent out to businesses for door prizes. Leah Spratt volunteered to help with door prizes. The Toys R Us fundraiser is being tied into the Winter Social in bringing a toy. The event is on November 7th from 8:00-10:00 pm and open to CSUS exclusively. Ten percent of the sales will come to USA. Shari is now working through the problem of advertising a private company. Shari will be meeting with Ann Reed. Will continue process but may have to change direction on advertising.
- 5) **Special Olympics – Walk for the Gold**
Leigh Barber reported the date was fast approaching, only 2 weeks away. She thanked everyone for their donations. Total is now \$10,136.82 with 113 walkers, that is only what is on line. The goal is 250 walkers and \$25,000. It is important we make a strong representation, please sign up on the website so we can get a correct number. Leigh mentioned that the Special Olympics representative said most donations come in the last 2 weeks. She would like all the CSUS to meet at a central location at Raley Field and walk together.
- 6) **Memento for USA Representatives** –
Carlyn Pollock reported that she obtained two estimates on a logo pin – in color with a quantity of 250 they would be \$481.00 and in gold, same quantity they would be \$429. Shari mentioned there was nothing in storage. Cindy suggested that we come up with a design after the first part of the year. We need to take into consideration what the campus branding committee plans for the future and follow in the same direction.
- 7) **Room USA**
Shari Gonzalez took everything out of the old USA closet and put in a closet in her department. There are reports, financials, photos, and balloons. Kerry Ryan-Wood volunteered to put photos in photo books. Janet Morris volunteered to help identify photos. Cindy asked if there was anyone interested in taking on finding USA an office or storage area. Shari volunteered to move forward on this project with Dennis Franzen's help.
- 8) **Entertainment Book Update-**
Leigh reported 20 books were sold so far. We have a lot more to sell. This project needs to be wrapped up by December 10th. Need to send out another reminder now since the old books expire on November 1st.
- 9) **Establish Committees**
Carol Rumley reported on the committees available and passed out sign up sheets. Cindy mentioned that we would like everyone to serve on at least one committee.
- 10) **Other Business-** Cindy said there would be an academic search for two positions and it is always good to have staff representation on these committees.

Meeting Adjourned at 1:01 PM

Minutes Submitted by Carol Rumley, USA Secretary

Approved as Submitted: 11/16/04