

University Staff Assembly
MEETING MINUTES
Tuesday, December 16, 2003 -12:00
(Sacramento Hall Room 150)

In Attendance: Peggy Allan, Leigh Barber, Evelyn Bradley-Owens, Vicki Brown, Cindy Collins, Carol Downey, Dennis Franzen, Terry Gomez, Shari Gonzales, Rubby Hampton, Lillie Jones, Manuela McClary, Candace McGee, Janet Morris, Carlyn Pollock, Liz Redmond, Rolly Robinson, Lisa Roenfeldt, Carol Rumley, Donna Thomason, and Lori Wisheropp.

Absent: Jody Gayvert, Suzy Lunstead, Thomas Matlock

Meeting started at 12:10 PM

- 1) **Approval of Minutes of 10/21/03 & 11/18/03-** Minutes were unavailable from the 10/21/03 meeting. They will be presented at the January meeting. The minutes of the 11/18/03 meeting were approved as amended.
- 2) **President' Report –**
 - a. Committee Updates - Cindy reported that the Athletics Task Force will complete their report and deliver to the President by the end of the week. Cindy reported that the Wellness, Recreation, Event Center Steering Committee met last week and had received preliminary numbers from the consultants. They will need the students support in order to move forward.
 - b. Hiring Committee Selections – Cindy reported on her meeting with CSEA rep Matt Monsoor. They discussed the history of USA and how committees work. Cindy followed-up with a meeting with David Wagner. Donna Thomason will look at the 80+ committees and try to straighten out. Funneling the committee member selections through USA has been very effective. The process includes sending names forward as a recommendation, then the selection is made and all are notified. Another committee to be formed in 2004 will be the Lifetime Achievement Award.
- 3) **Treasurers Report-** Leigh Barber reported that the finance committee met and will present suggestions at the next executive board meeting and report to representatives in January.
Entertainment Book Update- Leigh reminded everyone to turn in their money. If all the books sell we will make \$960. She suggested one last call for selling as Christmas presents. Leigh reported USA received a free Entertainment Book card and was wondering what we should do with it. It was agreed that we would put everyone's name in a hat and have a drawing.
- 4) **Committee Reports:**
 - a. Halloween Contest 2004- Leigh Barber reported that she sent the committee volunteers an e-mail and they will meet in January.
 - b. Winter Social- Cindy stated it was a great event, the amount of toys was overwhelming and she complimented the committee on what an excellent job they did. There were some suggestions for the future. Shari Gonzales suggested having it in a smaller room, so there would be a more cozy atmosphere, possibly have it at a different time and a shorter time span. The location suggestions were the Library Gallery or Union and have it during the lunch hour for better participation instead of in the evening. The decision was made not to serve wine. Shari volunteered to chair next year.
 - c. Picnic- Rubby Hampton and Evelyn Bradley-Owens volunteered to co-chair.
 - d. Election- Peggy Allan volunteered to chair. Janet Morris and Terry Gomez volunteered for the committee.
 - e. Archive committee is on hold until next semester.
- 5) **USA Office -** Cindy is still looking into the Lassen Hall location, may request space management to return the space to USA.
- 6) **Mission Statement/Strategic Plan –** Lisa Roenfeldt, Lori Wisheropp, Leigh Barber and Carol Downey volunteered to be on the committee.

Meeting Adjourned at 12:58 PM

Minutes Submitted by Carol Rumley, USA Secretary