AGENDA

Attendees: Shannon Ainger, Michelle Bianco, JoAnn Campbell, Cathy Davis, Aaron Eichenberger, Rachel Frame, Rachel Garcia, Michael Handren, Nadia Mayard, Mari Owen, Carol Rumley, LindaKay Soriano, Veronica Hodge, Angel Thayer, Ashley Ciraulo Stuart, Darlene Monroe, Carlyn Ster

1. Approval of July Minutes – Ashley Ciraulo-Stuart
   a. Corrections noted on the mins and will be update
   b. Motion to approve the mins as corrected; approved

2. Budget Update – Angel Thayer
   a. General Fund: requested and received $14,000 for the general fund
   b. Fundraiser Account: no changes
   c. Discretionary Fund: pending Vic’s Ice Cream from the June meeting
   d. Retires Employees Association had donated gift cards for the picnic; they are going to donate another $500 worth of gift cards to be split between the Winter Social and Picnic for 2012-2013

3. Committee Update – Carlyn Ster
   a. We still have some representatives that have not signed up for committees; please email Ashley with the names of the committee(s) that you are willing to serve on
   b. We have a few committees that still need chairs, is there a volunteer that can take the lead for the initial meeting
   c. Still need chairs for: Picnic, Entertainment Book, and Elections committees
      i. Michael Handren has volunteered to be the initial point of contact for the Picnic Committee
      ii. Angel Thayer volunteered to chair the Entertainment book and get the committee to start organizing the sales of the books
      iii. Request: can LindaKay or Michael chair the Elections Committee, as they served on the committee last year

4. Meeting with President Gonzales – Carlyn Ster, Darlene Monroe, Veronica Hodge
   a. September General Board Meeting: 9/4/12 (12:00 – 1:00pm)
   b. Carlyn will send out a message to the representatives to be forwarded on to the constituents for comments and questions for the President; no discussion regarding collective bargaining
   c. If you receive a question that you are not sure can be addressed, forward the question to Carlyn and Veronica for clarification
   d. If questions are not all addressed at the meeting, questions can be forwarded on to Veronica to be passed on to the President’s Office
   e. Carlyn, Darlene and Veronica had a chance to meet with the President to discuss staff issues in preparation for the President’s visit to USA
i. Re-working the orientation process for new employees including a video on what the campus has to offer, campus tour, fee waivers, the WELL
ii. Get feedback from staff on what can be included in the orientation video
iii. Working on ways to engage staff in campus discussion, issues, partnerships

5. Campus Committee Elections Update – Carlyn Ster
   a. We only received nominations for a third of the committees up for elections
   b. We would like to suggest opening the elections back up for a mid-year election to try to get as much representation from staff as possible
      i. Recommendation is to begin preparations to re-open elections and actually open the elections October 1st
      ii. Motion to re-open elections October 1st; approved
      iii. Elections Committee will start working on re-opening the nominations

6. Website – Michelle Williams
   a. Ashley will email July Mins to Michelle to be added to the website
   b. Ashley can email Michelle a list of dates for all of the events this year
   c. Michelle can still update the website
      i. If you have any questions or comments about the new website, they can be addressed to Michelle
   d. Do we want to have pictures on of the reps on the Website; not decided
   e. Should we email out a link to the website and what USA does out to the campus

7. One Book Update – Aaron Eichenberger / Darlene Monroe
   a. The One Books are available for Aaron and the committee to start checking out to faculty and staff
   b. The committee will put together the email to send out to the campus letting faculty and staff know who to contact the check out the book
   c. USA purchases 15 books to loan out to the campus community; when we are done with the books, we donate them to the community

8. Department / Division Reports – Carlyn Ster
   a. New interim associate dean in Arts and Letter
   b. College of Education is still restructuring and moving, we have a welcome table available in the lobby of Eureka Hall, encourage staff and students to email staff in the college as there is not a lot of phone access
   c. Facilitates has worked to update the classrooms, including installing new doors, cleaning floors, painting
   d. New payroll manager starting September 4th
   e. Thank you to everyone that came out to the faculty staff resource center workshops

9. Other Updates/Suggestions
   a. Suggestion: rotating monthly department (campus wide) pot lucks, allow you to work with staff and departments that you may not get a chance to work with on a consistent basis; facilitating communication and a sense of community across the campus
      i. We could create a committee to manage this event, identify departments, put information on the website
ii. What do we think – can a group meet with Nadia to see if it is a feasible idea, what are the concerns and limitations, themes for the pot luck, time constraints, volunteer basis for participation
   1. Michael will work with Nadia to help brainstorm the idea, anyone else that wants to help can email Nadia