University Staff Assembly

General Board Meeting
January 17, 2012
12:00-1:00 pm
Sacramento Hall 275

AGENDA

Attendees: Carlyn Ster, Lita Kauw, Darlene Monroe, Ashley Ciraulo Stuart, Cossette Leos, Shannon Ainger, Michelle Bianco, Krystal Bickford, Richard Cotenas, Cathy Davis, Aaron Eichenberger, Carolann Forseth, Sylvia Vu, Patricia Lush, LindaKay Soriano, Michelle Williams

1. Approval of November Minutes – Ashley Ciraulo- Stuart
   a. Ashley will make the one correction
   b. Motion to approve minutes as corrected, motion approved

2. Budget Update – Cossette Leos
   a. General fund: actual current balance $13,788.27
   b. Fundraiser fund: $21,789.08
      i. contribution of $66
      ii. $193.30 cost of the One Book
      iii. $255 made from Entertainment Books
      iv. Carlyn has a question on the ending balance, Cossette will check to make sure that we have the accurate balance
   c. Discretionary fund: $3,960

3. One Book – Darlene Monroe
   a. Confidential conversation regarding the one book – Staff rep from the one book committee is Darlene and they are currently selecting next year’s one book
   b. In the past, we have supported the one book by purchasing copies of the book for staff/faculty to read
   c. This year, the staff representative is asking USA to allocate $1,000 to help bring the author from the One Book committee’s number one book choice to campus and use this book as the selection for next year
   d. We would take the funding from the fundraiser account and USA would receive sponsorship recognition from the One Book sponsored events
      i. We have not been able to afford this book in the past because we cannot afford the author
ii. The book crosses many disciplines (Science, Technology, Engineering, Math)
iii. Book: *The Immortal Life of Henrietta Lacks* – Rebecca Skloot is the author
e. There is already additional grant money from other entities that are sponsoring the author event
f. The funding would include the public, student and university wide events associated with the book
g. One Book cannot afford to bring in the author on its own
h. General board discussion – we have the funds and it is a good use of the funds that we have
i. Motion to approve spending $1,000 to bring in the author – motion approved by general board

4. Website Design – Carlyn Ster / Lita Kauw
   a. Lita met with IT to get an overview of Web Content Management (WCM) to manage our website
   b. Looking at Physical Therapy’s website as a sample – www.csus.edu/hhs/pt
   c. USA board members that are going to update the content need to attend a WCM training
      i. Richard and Michelle have expressed interest in assisting with the website design
      ii. May still be difficult to get pictures on the website
      iii. If anyone else wants to assist with the website and go to the training, contact Lita
   d. New website should be up on the new content page once we complete the training – hopefully early February

5. Picnic Committee – Carlyn Ster
   a. Still need a chair for the picnic committee, planning needs to be started soon
   b. Ashley will organize the initial meeting to get the planning started and select a chair

6. Elections Committee – Carlyn Ster
   a. Need to get this process started – there is information from the committee from last year and we have an accurate list of what positions we believe need to be elected
   b. The ballots need to start going out by March
   c. Once the Executive Board passes the election information on the committee, the committee can start assembling the ballots
   d. LindaKay has the elections binder, Carlyn and Ashley will forward the updated elections list
   e. USA Treasurer and Vice President are both up for election

7. Representative Badges – Carlyn Ster
a. We used to have USA rep badges that were supposed to be passed on from rep to rep
b. Is this something that we think is useful and want to reorder?
c. They would be worn at events that are USA sponsored so people can be identified
d. There may not be a big need to reorder the name badges
e. General board does not think they are needed, so we are not going to reorder them

8. College / Department Updates – Carlyn Ster
   a. Two offices were broken into – Amador Hall and Tahoe Hall; a master key was missing, there may be reason to believe that is how people are getting into the offices; staff should be aware and make sure that the information is passed on
   b. UEI asked reps to post information regarding 2011-2012 Faculty Grants Program
   c. CCE 60th Anniversary celebration, events are occurring each day – all reps were asked to email the celebration notification out to the campus, the events are also being advertised on the Sac State and CCE websites.