AGENDA

Attendees: Shannon Ainger, JoAnn Campbell, Cathy Davis, Aaron Eichenberger, Rachel Frame, Carolann Forseth, Nicole Johnson, Mimi Phothichack, Michelle Williams, Janie Xiong, Scott Olenik, Ashley Ciraulo Stuart, Michelle Bianco

1. Approval of November Minutes – Ashley Ciraulo-Stuart
   a. Minutes approved as is

2. Budget Update – Angel Thayer
   a. Not discussed

3. Selling Sees Candy – Michelle Bianco / Angel Thayer
   a. Angel will contact the representatives that sold candy in December to see what is remaining
   b. We will start selling candy for Valentine’s Day
   c. Any remaining money from the Christmas candy sales needs to be sent to Angel

4. Elections Committee – Michelle Bianco / Shannon Ainger
   a. Shannon will review the elections binder and work on a timeline with the committee
   b. We need to see what staff members were serving on committees but are no longer with the University – we will want to include those vacancies in the upcoming elections
   c. Executive Board Positions up for election:
      i. Vice President
      ii. Treasurer
      iii. President (one year interim)

5. USA Representative Work Load
   a. We need to come up with a plan on how to better distribute the workload between representatives
   b. Michelle will contact past USA presidents to see if there is a task list that details the responsibilities of the President that are not contained in the Bylaws
   c. How can we better support the workload of the USA president
      i. Such as better distribution of executive board members sitting on committees

6. Picnic / Presidents Committee on Campus Unity – Michelle Bianco
   a. The committee will start meeting in February to plan the event (held June 6th)
   b. Michael has approached UEI about bring the food trucks to campus to cater the event, but is unsure how that will work
   c. Confirming catering costs will be a priority for this year’s event
   d. Last year the President’s Committee for Campus Unity contacted USA about a combine picnic/event for the whole campus
i. Michelle will attend the Committee for Campus Unity meeting on 2/3 to see if there is still interest in the event and what USA’s part in the event would be

7. **Staff Lunches – Michelle Bianco**
   a. We still want to try to hold these events
   b. We will start planning the first even over the summer and hold the first lunch during the fall semester
   c. USA will work with the President’s Committee for Campus Unity to see if they are interested in co-sponsoring the events with us

8. **Other Items – Michelle Bianco**
   a. If we do not have a combined event with the President’s Committee for Campus Unity, we need to check with the committee to see if they still want USA to donate $1000 to the campus wide ice cream social
   b. We have booked the ballroom for next year’s Staff Awards Luncheon (November 10th)
   c. We have a number of representative vacancies; Ashley will contact the appropriate area dean or director to see if a representative can be found
   d. One Book – Aaron will follow up with the Campus One Book committee to see what is being done with the One Books that are purchased after all of the events surrounding the events are completed
      i. In previous years, the books have been donated to a local high school, however, that may no longer be happening
      ii. If the campus committee is not donating the books, USA will look into options for donating the books that we purchase
      iii. Based on the declining need for checking out the book from USA, we may want to revise the number of books that we currently purchase (we currently purchase 15 books a year)
      iv. We will continue the discussion regarding the One Book and USA’s involvement at the March 2014 meeting