University Staff Assembly  
General Board Meeting  
March 15, 2011  
12:00-1:00 pm  
Sacramento Hall 275

MINUTES

1. Approval of the Minutes
   a. Approved with the following corrections:
      i. Committees – Staff Awards Luncheon: If we reduce the price of
         the tickets and filled the room (550 seats), we would not be able to
         cover the costs
      ii. College Division Reports – Continuing Education: correction to
          the name spelling of Dr. Sheley
      iii. College Division Reports – Woman’s History Month, should read
          Women’s “Herstory” Month

2. Treasurer’s Report – Cossette Leos
   a. There was activity of $23 in the general fund to reprographics for the cost
      of printing the Staff Awards for the luncheon
   b. The catering for the Winter Social ($1319.75) was paid out of the
      fundraiser account
   c. There was a contribution of $46 to the fundraiser account

3. Committees:
   a. **Staff Awards Luncheon** – Linda Robles
      i. The Staff Awards Luncheon is scheduled for Friday, April 15, 2011
      ii. As of 3/16/11 – 246 tickets have been sold; ticket sales are on track
          and will end on Wednesday, April 6th
      iii. A broadcast notification about the luncheon will be sent out, along
          with notifications in the Monday briefings/bulletins
      iv. An email for release time for staff will be sent out by the end of the
          month
      v. The date for next year’s luncheon has been set for Friday, April 20, 2012

   b. **Staff Appreciation Picnic** – Cossette Leos / Krystal Bickford
      i. The committee has selected the theme of Rio/Carnival
      ii. The picnic will be held Friday, June 3rd
      iii. We are waiting on final approval of the reservation of the main
          quad, should receive confirmation within a week
iv. Catering: we have been provided with two different catering options to coincide with the theme; also different from past years
   1. Chicken, gumbo sauce, white rice, beans and fruit
   2. Pulled pork or pulled chicken, dirty rice and fruit
v. Leatherby’s will be used again for dessert; the committee is also looking into a vegan option for desserts based on staff requests
vi. CCE will be designing the flyer for the event
vii. The committee is looking into three different bands
   1. Walking the Dog – used last year, one band member is also a staff member
   2. RadioActive – new band one band member is also a staff member, should be able to accommodate our price
   3. (NAME)
viii. Waiting on a final count of chairs and tables from facilities; once we know the amount available, we will proceed with renting additional tables/chairs

c. Donation Committee – Carmelita Kauw / Cosette Leos
   i. Looking for 2-3 additional volunteers to help with distributing solicitation letters and wrapping gifts for events

d. Elections Committee – Margaret Hwang/Richard Cotenas/Ashley Ciraulo
   i. An email was sent out with the list of committees with vacant positions that need staff representation
   ii. Looking into ways to remind staff of the committees and the elections in general; we need to verify that notifications are being sent out in a timely manner; CC Darlene on emails
   iii. It was noted that an email requesting nominations for USA President and Secretary was not sent out
      1. The email for those positions will be sent out ASAP, a draft of the notification has been sent to Darlene to be placed in the bulletin for Monday 3/21/11
   iv. Deadline for nominations is April 1st, only 5 nominations have been received; we do have the option of extending the nomination period for an additional week
   v. Elections were mentioned in the Business Partners Roundtable and three additional reminders will be sent out before nominations are due; a reminder will be included in the next two bulletins
   vi. Question: to encourage participation, how do we recognize/can recognize staff that participate on committees
      1. Possible suggestion – provide a “thank you for your service” letter or certificate
      2. Make the email notifications more of a marketing tool – “Serve your campus community by…” let staff know why it is important to participate
      3. Include a link to the USA website with a list of committees as opposed to listing all of the committees in the email, too overwhelming for staff to get that long of an email
a. Creating an updated USA website listing the committees – make it attention grabbing

4. End of Year Party – Darlene Monroe
   a. The party will be held on the June 21st meeting with pizza and an ice cream sundae bar from Vics
   b. General board representatives and alternates (current and new) will be invited
   c. Darlene will look into reserving a room: University Union, Library 11, Mariposa 3007 as possible options

5. Business Partner’s Round Table – Darlene Monroe
   a. USA did a presentation at Business Partners as opposed to holding an open meeting
   b. We were able to reach more staff using this format; USA will try to get on the agenda for this meeting at least once a year
   c. USA gave away the two remaining Entertainment Books as raffle prizes

6. Division Reports
   a. ASI’s current alternate representative is leaving, so they will be looking for a new alternate
   b. The Educator Expo will be held Wednesday 3/16/11 in the University Ballroom – encourage students who want to go into teaching/education to attend

7. Other Business