University Staff Assembly  
General Board Meeting  
July 19, 2011  
12:00-1:00 pm  
Sacramento Hall 275  

AGENDA/MINUTES  

Attendees: Carlyn Pollock, Linda Kay Soriano, Maureen Kubasak, Cathy Davis, Michelle Williams, Lita Kauw, Trish Lush, Michael Lopez-Garcia, Harold Scott, Cossette Leos, Richard Cotenas, Ashley Ciraulo-Stuart, Darlene Monroe, Krystal Bickford, Liz Sublett, Aaron Eichenberger, Carolann Forseth

1. Welcome/Introductions – Carlyn Pollock  
a. Introductions of all reps and what departments/college they represent

2. Approval of May Minutes – Ashley Ciraulo-Stuart  
a. Minutes from May were not provided by previous Secretary, so hopefully they will be approved at the next meeting and approved with the July minutes

3. Treasurer’s Report – Cossette Leos  
a. Received a credit from the union which left us with a balance of $65 in General Fund  
b. Fundraiser account: $28,000+  
c. Discretionary account: $4500+  
d. Updates will be provided each month by Cossette  
e. We have three accounts that we can spend money from  
   i. General Fund – can pay for events, food, hospitality use  
   ii. Fundraiser - purchase of entertainment books, etc  
   iii. Discretionary: food for meetings, ticket sales from the picnic, etc  
f. Projections for this year, estimates are similar to what we used this time year:  
   i. general fund at 0, we still need to ask for our allocation for this year  
   ii. includes projections of what the general and Executive Board meetings will cost, will be updated with actuals once the items are paid for

4. Picnic Recap – Cossette Leos  
a. Committee included five members: thought that the event was successful, received a lot of good feedback, people stayed for most of the event  
b. New menu was well liked by those that attended, it was a change for some people – there was feedback from people that didn’t go b/c they were not familiar with the menu choices  
c. Band was a success, best that we have had? Positive feedback came with hiring a band with a member that is part of the Sac State staff community  
d. Received donations from catering that they did not charge us for: salads, used eco-friendly materials (plates, cups)
e. Committee would appreciate more support throughout the picnic planning process, we could use more volunteers in the morning with set up and with the teardown at the end

f. Recommendation that we have volunteers from each department/college represented within USA to help out

g. What can we do better:
   i. more thought into the food, did that affect some of the attendance;
   ii. difficult to mingle within the smaller space of the union;
   iii. is it possible to move the week of the picnic to the second date in June? (1st week in June to accommodate 10/12 and 11/12 staff and student orientations)?
   iv. We will work to have an ongoing back up reservation in the union in case of rain

5. Faculty Staff Art Exhibition – Philip Hitchcock
   a. March – May 2012: Sac State has talent exhibition thru the festival of the arts
   b. Open to all staff and faculty that are not in the art department: open to music, dance, ect.
   c. Looking for people to participate in exhibition, registration forms are available in the Art gallery and will be online, separate entries for different mediums, no limit to the number of entries a participant can include
   d. Deadline for submission will be December 1st
   e. USA will help by putting the registration handout on our website

6. USA Representative Responsibilities – Carlyn Pollock
   a. What is fully expected of you as a representative: hand out of USA bylaws, and USA constitution – “why we do what we do”
   b. USA was created to being together staff to help with morale, etc after the increased power of collective bargaining
   c. Bylaws outline the duties of some of the committees (elections, Executive Board, General Board, responsibilities of the executive board positions)
   d. Section III: duties of the Representative – reach out to the staff in your areas, send message out, get feedback, inform staff of events, recruitment of volunteers for events, hear concerns/comments of staff, participate in at least 1 committee a year, notify program and USA if they are no longer able to serve
      i. If you are the primary rep, make sure that you are in contact with the alternate rep so that they can attend meetings, send out information
      ii. Executive Board will CC alternates on all emails

7. USA Committee Overview – Carlyn Pollock
   a. Looking for chairs for all committees, there is extensive support from the Executive Board for each committee
   b. Committee signup will be emailed out to all staff for reps to sign up
   c. Committees:
      i. Picnic – three/four month (February – June) planning process, set up venue, catering, activities, band, working with space management,
committee members met twice a month, committee that needs the most volunteers

ii. Donations – two / three members that contact vendors, “friends of the University” to solicit donations for USA events, have USA Letter head that can be used, let the other committees know what prizes are available for events such as the picnic and the winter social

iii. Winter Social (12/7/11) – in the ballroom, just need volunteers the day of to plate desserts, committee needs 2/3 people to work with catering to get the desserts, look into decorations, book the reservation for the following year

iv. Halloween – sent out a campus notification on areas for the campus decorations to be judged on (costume, pumpkins, scarecrows), get a list of all the offices that want to participate, judge the entries, announce winners, large commitment the day of to go see all offices, judge, announce winners

v. Elections – part of the bylaws, three members sit on the committee, we use survey monkey for the elections, paper ballots are available, Executive Board lets committee know what areas need representatives, send out a request for the nominations, announce results in May, starts meeting in the spring, Executive Board cannot serve on committee

vi. Entertainment books – chair orders the books and they are advertised and sold on campus, USA gets a portion of the proceeds, needs volunteers that are willing to sell the books in their offices

vii. One Book – part of the campus effort to participate in the campus One Book program, committee buys copies of the book and loan it out to staff/faculty, monitor the books, have a representative on the One Book selection committee
   1. Let Carlyn know if you want to try to serve on the campus selection committee

viii. Lunch/Food committee – we need a representative to volunteer to order food for the general board meeting lunches, use Togo’s or Gorditos because orders can be specific, email to reps a week before the meeting with the menu, place the order by Friday before the meeting

8. General discussion: committee prioritization and participation
   a. N/A

9. Lunch orders for general board meetings
   a. Krystal will order for August, Linda Kay Soriano will order for the rest of the year

10. President’s Fall visit
   a. On the President’s agenda for the August 16th meeting
   b. Will take up the whole meeting and can discuss all issues other than anything related to collective bargaining
   c. Staff need to email there constituents for any questions/concerns that they want brought up in the meeting