University Staff Assembly

General Board Meeting
March 19, 2013
12:00-1:00 pm
Sacramento Hall 275

AGENDA

Attendees: Shannon Ainger, JoAnn Campbell, Cathy Davis, Aaron Eichenberger, Rachel Frame, Carolann Forseth, Michael Hendren, Trish Lush, Nadia Mayard, Mari Owen, Carol Rumley, LindaKay Soriano, Michelle Williams, Angel Thayer, Ashley Ciraulo-Stuart, Michelle Bianco, Carlyn Ster

1. Approval of February Minutes – Ashley Ciraulo-Stuart
   a. Motion to approve with changes

2. Budget Update – Angel Thayer
   a. Removed the payment for the awards lunch because that event is not going to happen this fiscal year, including payment for the awards, catering and pins
   b. Need to remove Leatherbys as a payment item for the picnic as well since that will be donated
   c. We will have a surplus of funding this year since we will not be using the money for the awards lunch, so we will need to find a way to use the money before the end of the year
      i. Can we use that to cover the picnic costs that UEI pays for? Can UEI save that amount to put towards the picnic next year
      ii. Can we put in the cost for the awards lunch before the end of the fiscal year?
         1. We can see if HR can run the list of awards recipients early and purchase the awards before the end of the fiscal year

3. USA’s Meeting with President Gonzales – Carlyn Ster
   a. Carlyn and Michelle met with the President, Carlyn was also able to meet with Chancellor White to talk about supporting staff across campuses
   b. Carlyn will be working with the Chancellor’s office to put together a proposal for staff organizations across the campuses; only a few campuses have staff assemblies
   c. Went over the new hospitality guidelines for the university and how that effects what USA can spend money on; USA will move forward to get a special waiver to be exempt from the new guidelines; we will have the waiver on file moving forward so that we can use the money that we are given to continue to pay for our events
   d. Went over the staff survey and how we are moving forward with the events in a way that allows us to continue to have events that are in the staff’s best interest; how can we re-work the luncheon to encourage socialization; how can we lower the ticket cost to $10 where more staff indicated that they would attend at that price
   e. President fully supports what we do for the staff and is willing to increase the budget for USA if we need more funding to put on our events
   f. USA can show that we are making evidence based changes for staff across the campus and encouraging participation in the events
4. **Elections Update – Carlyn Ster / Elections Committee**  
a. The email went out asking for nominations and was noted in the Monday briefing  
b. Because the President and Secretary positions are up for re-elections, Carlyn and Ashley will not have any involvement in the elections, Michelle will be the Executive Board member to be contacted if questions come up  
c. Faculty senate looked at their bi-laws and noted that staff are not allowed to vote on any of the faculty senate committees
   
   i. In the past, committees had allowed staff to vote; however it’s not appropriate for subcommittee to make voting determinations that are not in line with the bi-laws
   
   ii. Janet Hecsh, Chair of Faculty Senate, confirmed the bi-laws and wanted to ensure that the enforcement of the bi-laws are followed
   
   iii. Janet will be going to the Faculty Senate Executive Board the create a memo to state the value of staff membership on the committees
   
   iv. USA will review the memo and try to encourage a sense of community with the staff and faculty senate committees and to encourage staff to participate

5. **Picnic Update – Carlyn Ster / Michael Hendren**  
a. The committee is moving forward ahead of schedule  
b. We have secured Teacher’s Pet as the band again this year at a cost of $700; Jerry Blake will be covering any additional costs to the band that cannot be covered by our budget; can we recognize this as a donation?  
c. Theatre will be donating their stage to use for the event since we are unable to use the stage from facilities  
d. Scholar Share will still be sponsoring Leatherbys, so we are working on getting that ordered  
e. Tickets are being ordered  
f. We have a mock-up of the flyer for the event, just waiting on catering to have the final menu set  
g. Can we do something a little more for the food since we will have a budget surplus, the “vegan” salad bar was a popular event last year – can we have that again this year

6. **Fundraisers/Donations – Carlyn Ster / Angel Thayer**  
a. Discussed the See’s candy idea and an idea called Chico Bags – like entertainment books but with not a great profit margin, so no on that idea  
b. Want to move forward with candy bars, we get them at a cost of $1 per bar and can sell them for $2; and we can purchase them with the procurement card  
c. Can we set up a table in the quad to sell the bars and rotate the table throughout campus  
d. Who would sell the bars – how do we make sure the that the person selling the box is financially responsible if something happens to the candy; need a disclaimer
   
   i. Only general board members will be selling the candy bars or committee members

7. **Proposed New Committee Membership – Carlyn Ster**  
a. Tabled for next time  
b. Elections – 3 Members  
c. Halloween – 3 Members  
d. Picnic – 5 Members  
e. Awards Luncheon – 5 Members  
f. Donations/Fundraiser – 3 Members
g. One Book – 1 Member

8. Other Items
   a. Tuesday, May 7th Campus wide ice cream social; can we donate to the event again this year?
   b. What events can we work with faculty and administration to create a campus wide event, how can we move forward from not creating the campus wide picnic last year; too late to anything with the picnic this year
      i. We can work with faculty senate to look into events that we can hold campus wide; what can we do to move forward