AGENDA

Attendees: Shannon Ainger, Michelle Bianco, JoAnn Campbell, Cathy Davis, Aaron Eichenberger, Rachel Frame, Carolann Forseth, Rachel Garcia, Michael Lopez-Garcia, Mari Owen, Carol Rumley, LindaKay Soriano, Michelle Williams, Veronica Hodge, Angel Thayer, Ashley Ciraulo Stuart, Darlene Monroe, Carlyn Ster

1. Approval of September Minutes – Ashley Ciraulo-Stuart
   a. Corrections noted and will be changed, minutes approved with corrections

2. Budget Update – Angel Thayer
   a. Only activity is the lunches from the September general board and executive board meeting

3. Town Hall Update – Carlyn Ster
   a. Both town halls were well attended – there were about 90 attendees at each session
   b. There were a lot of other MPPs, not as much staff as we had hoped
   c. Java City donated the coffee for the event
   d. Some of the questions that came up were:
      i. The Board of Trustees stance on propositions 30 (support) and 38 (no stance as it does not affect higher education)
      ii. Had the president been in contact with CSUEU on their stance on the propositions; he could not comment on the status of the unions and CBAs
   e. Will try to continue to hold additional town halls meetings in the future
   f. The transcripts for these two town halls are available online

4. Elections – Carlyn Ster
   a. We need to get elections going for the positions that were not filled in the spring
   b. Elections Committee knows the list of campus committees that need additional staff representatives
      i. We need to get an email draft announcement ready to go to move the nomination process forward

5. President’s Lottery Luncheon – Carlyn Ster
   a. We will have an opportunity for staff to meet for lunch with the president and discuss issues for staff and things that we can do to help the university move forward
   b. Carlyn will be drafting an email regarding the event and asking anyone that wants to attend to send their name forward for lottery selection
      i. We will also put an announcement in the bulletin and a message on the website
   c. There will be alternatives selected as well
   d. The lunch will be held on November 27th in Epicure Restaurant
We will see how the first lunch goes to see if we have additional lunches in the future

6. Committee Updates – Carlyn Ster
   a. One Book – Aaron Eichenberger
      i. All copies are out to committee members for loan
      ii. The email will be sent to the executive board for language approval for the bulletin and website
   b. Entertainment Book – Angel Thayer
      i. We need to get the books ordered – or check with Jackie to see if they have been ordered
      ii. We will start selling soon
   c. Halloween Committee (10/31/12) – Shannon Ainger
      i. We have 17 entries for the contest including office decoration, group costume and individual costume
      ii. Notifications are in the Monday bulletin
      iii. We can send out a reminder email as well
      iv. Last day for entries is the Friday (10/26) before Halloween
      v. We have a rep that is willing to go out to the aquatic center and video tape their decorations
   d. Donations – Angel Thayer
      i. Working to get the lists together to start soliciting donations
   e. Winter Social (12/5/12) – Darlene Monroe
      i. Waiting to hear from James on catering for the event, we are trying to see if catering will continue to provide plated desserts for the event
      ii. We will still need volunteers – one person specifically to work with donations to get the prizes and then support on the day of the event
      iii. We need to look at the date that we can hold the event next year – the week the event is usually held has been booked

7. Staff Awards Luncheon & Staff Picnic – Carlyn Ster
   a. We have the opportunity to take on the staff awards luncheon from HR and Linda Robles – it is a USA event, and HR does not have the man power to facilitate the event
   b. HR would continue to generate the list of awards recipients, but USA would have the opportunity to plan and facilitate the rest of the event
   c. If the structure remains the same, USA will need to come up with a new committee to help plan the event
      i. we can now decide how we want to run the event in the future, if this is something we want to continue to do, do we hold the event as opposed to other USA events
   d. Angel has provided the expense costs for the events over the past few years to see what we spend on the events – mostly in food costs (see attachment)
      i. Winter social is about $1,300 per year
      ii. Awards Lunch is about $9,000
      iii. Staff picnic is about $10,000
      iv. The cost for the awards is paid through the USA operating account; however the ticket sales from the luncheon is paid into the discretionary account to cover USA supplies, lunches, other costs
      v. We have had to adjust the ticket prices over time to accommodate the changes in food prices and have USA absorb any extra costs that we can

2 USA General Board Meeting – October 2012
e. Options – can we combine the event with the picnic - the concern is that we would lose the income that comes in from the awards lunch
f. We really don’t want to lose the picnic or the luncheon, but we need to look at all we do to see what events are not as important to us (if any) and pool our resources to see what can be done
g. We also need to think about our committee obligations and the number of representatives that serve on the committees
h. Suggestion: not to combine the two events or eliminate one; logistically it may be difficult to combine the events, with not being able to hear the acknowledgements of staff at the picnic  
   i. It is still critical that we continue to acknowledge the staff for the work that is being done
i. Suggestion: move the staff awards lunch to the fall and have one event in the fall (luncheon) and one event in the spring (picnic); not have the event this spring, move it to the fall and have the event cover a year and a half of the award recipients in the fall  
   i. Eliminate the winter social and move the funds to other events – keep the event for this year and not hold the event in 2013
j. Action: come up with some solid ideas on how to move the event forward; is there a subcommittee that can meet between now and the next meeting to come up with some ideas and create a survey for staff on how they feel about the events that we hold (with suggestions)  
   i. Subcommittee – Michelle Bianco, Darlene Monroe, Angel Thayer, Mari Owen  
   ii. Committee will meet before the next executive board meeting so that Angel and Darlene can report out

8. Department / Division Reports – Carlyn Ster
   a. The Parents and Families program is starting on campus; we can have the leader present at USA and share the information out to the campus