

## **Staff Assembly Board Meeting Minutes**

**COSTO Hall – Upper A**

**Thursday, December 14, 2006 12:00 pm – 12:50pm**



<b>Follow-up action</b>	<b>Person</b>	<b>Time</b>
January 18, 2007	SA Board Meeting	12:00 pm – 1:00 pm

### **Present**

#### **Jeanette Bradeen – President**

Adrienne Sims/Vice-President

Jackie Adkins

Tina Caroline

Katie McCafferty

Ginger Garcia

Angie Villegas

Ruth Cabre Chacon

Kathy Barton

Vicki Smola

### **Minutes Approval – Minutes were approved and seconded with the following corrections:**

**The correct spelling of Adrienne’s name and reference to the “Campus Safety Escort Service” rather than the “Escort Service”.**

### **Discussion, decisions, assignments**

Discussion ensued regarding the final plans for the Staff Assembly Holiday Party at Aberdeen Inverness, (A & I), residential halls to be held on December 19, 2006. Angie handed out a flyer which depicted the times slated for the many activities that are planned.

The committee to be there at 1:00 to set up everything and decorate. People can park at parking lot 22 and there will be finger food. Party will commence at 3:00. Everyone will get a raffle ticket. A few items have been received to give away. Jeanette will open up the program around 3:15. At this time there was no music entertainment available, but staff will be able to make gingerbread houses. It was suggested that we ask some staff members that play the piano to participate.

The Silent Auction: Janna worked very hard in getting most of the silent auction items. As of December 14 they had the Playstation and Nintendo game systems. Gift Baskets, Bike Helmets, Gift Cards, Subway gift cards, Weekend hotel stays, Lakers Bubbleheads, Starbucks gift certificates, Three sixty minute massages from Connie Doyle, Recreation Center admissions, IPOD, and many other great prizes. Board members were requested to get additional donations where possible.

Cookie Contest: Nine people have signed up so far. Deadline to sign up is December 15, 2006.

Dining Services: It was requested that we publicly thank Dining Services for the hard work, generosity and hours that they are contributing to make the Holiday Party successful.

Next General Staff Assembly Meeting: Changed from February 21 to February 8, 2007. It will be held at Pentland Hills Residential Hall. Jeanette would like the Staff Assembly Board to meet with the Staff Advisors to the Regents sometime during the day of February 8, because that is the only time that he would be here on the Riverside campus. Jeanette will poll the Staff Assembly Board regarding the best time for that meeting. Jeanette stressed the importance of these staff representatives and how positive and important it was to having a staff voice/representation.

#### **Committee Updates:**

- **Treasurer's Report:** We have approximately \$5,500 in our Staff Assembly checking account. There are about 31 entertainment books that are still outstanding. It was suggested that we sell the remaining books at the Holiday Party.
- **Communications:** Suggest an article regarding the Staff Advisors would be a good idea. Also the Staff Assembly Newsletter is set to be published near the end of January.
- **Staff Welfare Committee:** Neither of the chair persons were in attendance for the meeting however the committee is collecting the donations from the coin drive and they have received about nine names of families who need assistance. They will be purchasing gift cards from Stater Bros. or local grocer so families can select the items that best fit their families' needs.
- **Social Committee: Social Events planned:**
  - Performance at the Pantages – “Wicked” February 17, 2007 – 2p.m.
  - Trip to the Getty's Museum – May 2007
  - End of the Year Meeting – June 20, 2007 – A & I Residential Restaurant
  - Santa Anita Trip
  - Las Vegas/Stateline Turnaround
  - Pageant of the Masters – July/August 2007 (Will need to reserve this trip now)
- **President's Report:** Jeanette will send out the minutes from the last CUCSA meeting that she and Adrienne attended. We are currently looking at having an annual luncheon hosted with Chancellor Cordova to honor those employees with 30 years of service or more. Jeanette will be working with Brian for a date on the Chancellor's calendar.

**Meeting adjourned at 12:50**

**Next Staff Assembly Board Meeting – Thursday, January 18, 2007**

**Place: To Be Determined**

**Staff Assembly Winter Meeting**

**Thursday, February 8, 2007**