CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
STAFF COUNCIL

MINUTES

October 4, 2017
2:00 – 3:00 pm
CE-336

Present: Beal, Carnahan, Casillas, Cromwell, Davila, Dorsey, Garcia, Hunsaker, Lane, Maldonado, Quijano, Rouch, Salazar, Wildes

Ex-Officio Present: Freer

1. Approval of September 6th & September 20th Minutes

   It was m/D. Quijano, s/R. Rouch to approve the September 6th Staff Council minutes as written. ACCEPTED

   It was m/L. Dorsey, s/L. Cromwell to approve the September 20th Staff Council minutes as written. ACCEPTED

2. Purpose Statement

   Hunsaker shared the draft of the three possible purpose statements. Council members discussed. Dorsey suggested changing #1 to read, “...programs, services, and events...”

   It was m/R. Rouch, s/L. Dorsey to adopt #1 with changes as the Staff Council purpose statement and to Adopt #3 as the Staff Council mission statement. ACCEPTED

   Hunsaker will draft the final and submit to council.


   Any council member that was not present at the September 20th meeting was asked to sign the Bylaws signature page. Carnahan will mail signature page to Machuca.


   Garcia shared that Staff Council received an invitation to the Jack Brown Dedication Event. Garcia opened up the discussion on handling invitations for Council members to participate in events and/or committees.

   It was agreed that Carnahan will send out invitations via email with all pertinent information. The emails will indicate how many reps are needed. Sign-ups will be taken on a first come first serve basis, keeping track of those that have previously attended and/or participated. The goal will be to ensure that all interested members are provided
the opportunity to actively participate. Carnahan will keep an ongoing record of events and committees and the respective participating members.

5. Collegiality Forum (October 16th, 2017)

Garcia encouraged all Council members to attend.

Carnahan will add both the Collegiality Forum and the Jack Brown dedication event to the Staff Council calendar.

6. Planning For Future Events

Beal opened up the discussion on what the preferred attire is for council members when participating at campus events. It was decided that based on the event, members will collectively choose to either wear their own “Coyote Blue” clothes or the “Staff Council” polo/shirt.

7. Staff Council Logo

Garcia will create and disseminate a Qualitrics survey for members to vote on the Staff Council logo.

It was m/A. Salazar, s/D. Quijano & J. Casillas to form a sub-committee to coordinate and manage the Staff Council shirts. ACCEPTED

The committee members are Salazar, Maldonado, and Wildes. The committee will present shirt options to the Council in two weeks.

Freer recommended that all Staff Council members attend the October 25th CSUSB Vendor Fair. Carnahan will add the event to the calendar.

8. Staff Council Webpage

It was m/A. Carnahan, s/R. Rouch to create a sub-committee to design, create, and publish the Staff Council web page. ACCEPTED

The committee will be led by Lane, along with Rouch, Hunsaker, and Garcia. ACCEPTED

Garcia suggested that all members should have their picture taken with Robert Whitehead and have it on file.

9. One Minute Items

It was m/S. Maldonado, s/A. Carnahan to include testimonials on the website. ACCEPTED
Casillas shared that there is a staff emergency fund that staff members on campus can contribute to. In the past it was used to assist staff members in need. Freer will follow up with Del Anderson to get more information about the emergency fund.

Garcia opened up a quick discussion on the meeting with the Chancellor and the Trustees.

Garcia reminded the group that staff across campus will reach out to Council members and ask how they can become members. Garcia suggested that we wait until the purpose and Staff Council website is finalized before we consider filling the vacant seats. Casillas recommended that we provide requesting campus staff a timeline.

It was m/R. Rouch, s/J. Casillas to build a list of staff members that are interested in membership as well as a list of other campus constituent groups who wish to partner, over the course of the Fall Quarter while we are in exploratory mode. In January, the Council will reopen the discussion to consider new members and partnerships. ACCEPTED

Freer announced that the President has agreed to have a member of the Staff Council participate in the platform party at the Winter Commencement ceremonies. Carnahan will send out an email blast requesting participants.

10. Adjournment

It was m/J. Casillas, s/A. Lane to adjourn. ACCEPTED. Meeting adjourned at 3:05 pm

Next Meeting: October 18, 2017
Time: 2:00 – 3:00 pm
Location: CE-336