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CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
STAFF COUNCIL

MINUTES
May 2, 2018
2:00 – 3:00 pm
CE-336

Present: J. Beal, J Casillas, L. Cromwell, L. Dorsey, R. Garcia, K. Hunsaker, M. Huston, B. Machuca, S. Maldonado, D. Quijano, R. Rouch, S. Wildes

Ex-Officio Present: S. Barnier

1. Approval of April 18th meeting minutes
It was m/R. Rouch, s/L. Cromwell-**APPROVED**

2. Officer Reports
 - a. Chair
Garcia had no new business

 - b. Vice Chair
Huston had no new business

 - c. Secretary
Cromwell had no new business

 - d. Treasurer
Dorsey had no new business

3. Old Business
 - a. There was discussion about providing a response to the concerns /issues that staff provided in the SC Staff Feedback Survey. Garcia suggested that we create a FAQ sheet that addresses their issues/concerns and email it to the staff list serve.

 - b. Casillas reported that she followed up with Lisa White in Human Resources in regards to having someone from EAP come to campus to provide grief support to Staff and the cost would be \$200. Barnier mentioned that Counseling & Psychological Services (CAPS) counselors can be available as a resource to staff, and selected counselors may be able to meet with staff as part of a service project for counselors who may be seeking tenure, not during normal business hours.
Barnier has contacted one of the University Police Dispatcher's, who's a certified Peer Counselor and she will follow up with the Dispatcher.

 - c. It was m/Rouch, s/Quijano to establish a sub-committee for the Employee Emergency Fund. Garcia will send an email to ask SC members to volunteer on this committee.

- d. SC members agreed to have Torie Wesiton- Serden come to campus to speak on the topic of mentoring to students as well as managers mentoring to staff. It was discussed to partner with the University Diversity Committee and/or the Collegiality Committee. Garcia and Beal work on a proposal to present to the Collegiality Committee to see if they are interested in collaborating up with the SC to have a one-day training session and cover some of the costs. Once the proposal is created then Cromwell will contact the University Diversity Committee.

4. New Business

- a. It was m/Rouch, s/Hunsaker to have Stacy Brooks (one of our newly elected SC members) replace Jennifer Stevenson on the Shared Governance Task Force. Huston who also serves on this Task Force will share the calendar of meetings with Brooks.
- b. Beal raised the question if SC will do something to recognize mothers for Mother's day. It was discussed and decided to hold a "Mother's Day Reception" on Thursday, May 10th from 10:30am-12:00pm and have cookies, lemonade and water. Brooks said that she will inquire about reserving the covered patio area of the Social and Behavioral Sciences building (SBS) for this reception. Brooks, Wildes and Cromwell will work on coordinating this event. Wildes mentioned that the information about the newly formed "Working Parent Group"(WPGS) could be available at this reception.
It was also discussed that SC will need to have the same type of celebration/reception for the fathers for Father's day.
It was m/R. Rouch, s/L. Cromwell to approve a catering budget of \$300 or less for this reception-APPROVED

5. Committee Updates

- a. Casillas mentioned staff who receive a service award would no longer receive a monetary gift instead; staff will receive "Coyote Dollars". Casillas mentioned that some staff that she has spoken to are not happy with this decision. Barnier mentioned that she believes the President's Cabinet made this decision and we follow up with Freer on the reason for this change.
- b. There was discussion on whether or not to change the bi-weekly SC meetings to monthly for 90 minutes. Huston mentioned that the Bylaws would need to be revised if this change is made. Garcia asked that this item be tabled for a future discussion.
- c. Cromwell mentioned that it was previously decided that each quarter we would ask SC members to volunteer to manage the "Ask Staff Council" email account. Cromwell will ask Carnahan and Lane if they would like to continue to manage this email account and if not, then Cromwell and Hunsaker will manage it for the remainder of the spring quarter.
- d. Wildes mentioned that the WPGS met in the morning and discussed that they will be informing the campus about this group in the next few weeks.

6. Adjournment

Meeting adjourned at 3:20 pm.

Next Meeting: May 16, 2018
 Time: 2:00 – 3:00 pm
 Location: CE-336