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CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
STAFF COUNCIL

MINUTES

September 6, 2017
2:00 – 3:00 pm
CE-336

Members Present: J. Beal, J. Casillas, L. Cromwell, L. Dorsey, R. Garcia, K. Hunsaker, A. Lane, B. Machuca, S. Maldonado, P. Nicholson, J. Poore, D. Quijano, A. Salazar, J. Stevenson, F. Villapando

Ex-Officio Present: A. Carnahan, S. Barnier

1. APPROVAL OF AUGUST 23rd MINUTES

It was m/(J. Stevenson) to change One Minute Items from “... September 9th to September 12th”.

It was m/(R. Garcia), s/(L. Dorsey) to approve the minutes as amended. APPROVED

2. Introduction of new Staff Council member

Stevenson introduced new staff council member Brenda Machuca. Brenda joins us from the Palm Desert Campus where she currently serves as an Admissions Counselor.

3. Vacant Seats

Carnahan announced that two additional members have stepped down from their seats on the Staff Council, Alex Spencer and Mario Baeza. Thus, there are two vacant seats now available. Alex Spencer submitted a nomination for his replacement. Stevenson opened up the discussion for additional nominations.

Poore suggested that the Council send an official announcement to the campus as an introduction of the Staff Council including the two vacant openings for which we are accepting “applications”. Council agreed. **Stevenson** will draft the announcement for Council’s review.

4. Executive Committee Nominations and Voting

Stevenson read all of the submitted nominations. **Stevenson** will send an email to Council members when the Qualitrics survey is open for voting. Voting will close at noon on September 12th. Elected officials will be contacted on September 12th and announced to the Council.

5. Staff Council Wordmark

Poore shared the wordmark that are now numbered for the Council to vote on.

Garcia will create a Qualitrics survey for council members to submit their vote for their preferred wordmark.

6. September 13th Special Meeting

Carnahan shared the doodle poll results for the September 13th meeting. **Stevenson** suggested scheduling the meeting for the morning at 8:30 am. Council agreed. **Carnahan** will send calendar invite for 8:15 am in the SMSU Lobby by Starbucks, photo will take place at 8:30 am at Coyote Statue.

7. Staff Development Day

Barnier provided additional information on the volunteer opportunities for staff council members to participate at the Employee Development Day picnic. **Garcia, Quijano, Stevenson, Hunsaker, Casillas, Cromwell, and Nicholson** signed up to volunteer. **Barnier** will provide calendar invites with further details. Council members not present that would like to sign up to volunteer should email **Barnier**.

8. Name Tags

Carnahan will order name tags for all Staff Council members for use when participating in events. **Carnahan** will send out a spreadsheet to confirm correct spelling of names.

9. One Minute Items

Huston alerted that the email to sign up to volunteer at the Ask Me booths will go out this afternoon. Please sign up and dedicate at least an hour.

Stevenson announced the food drive for the Den taking place at the picnic. **Barnier** shared details regarding the food drive competition between university divisions. Additionally, monetary donations will be accepted during the “Cash Dash” hour. **Stevenson** can forward the email detailing the food drive and “cash dash” to any member who wants it.

Stevenson announced that the Staff Development center opening ceremony is scheduled for the 12th of Sept from 1 – 3 pm. If your schedule permits, please attend.

Stevenson announced that Convocation is scheduled for September 18th from 8:00 am – 12:00 pm. Please attend as Staff Council members may be asked to stand and be recognized.

Carnahan will add all events that Staff Council members are asked and/or invited to attend to the Staff Council Group’s calendar.

10. Adjournment

It was m/(D. Quijano), S/(L. Cromwell) to adjourn the meeting at 3:00 pm. ACCEPTED

Next Meeting: September 13th, 2017
Time: 8:15 am
Location: SMSU Lobby next to Starbucks