Staff Council Minutes (11/7/2018)

CSUSB Staff Council

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STAFF COUNCIL
MINUTES
November 7, 2018
2:00 – 3:00 pm  CE-336


1. New Business
   a. Approve meeting minutes from 10/10/18 and 10/24/18
      Rouch/M and Mendoza/S motion to approve the minutes for October 10, 2018 and October 24, 2018. PASSED.
   
   b. November 21st and January 2nd Staff Council Meetings
      Bookman/M and Brooks/S motion to cancel the November 21, 2018 and January 2, 2019 Staff council meetings. PASSED.

2. Old Business – Nothing to Report

3. Officer Reports
   a. Chair
      • President’s Cabinet Meeting
         We discussed our upcoming events:
         o Coyote Fast Break (will be posted on marquee, bldg. displays, etc.)
         o Final Exam Kits
         o Staff Emergency Fund
         o Working Parents Support Group
         o We will meet with cabinet once a quarter
         o Should not get any resistance for attending SC events/meetings
         o Will be asking the SC for input regarding graduation locales
         o Establish a measurement goal for everything we do

   b. Vice Chair

   c. Secretary – No Report

   d. Treasurer – No Report
4. Committee Updates
   a. Social media presence (Machuca, Carnahan, Bookman & Hunsaker)
      • Staff Council should have a social media presence.
      • RIPL will help you with ideas on what to post on different social media sites. You can schedule out your postings.
      • Recommend we create a SC page on Facebook and move forward

      Bookman/M and Mendoza/S motion to create a page on Facebook. PASSED. Stacy Brooks volunteered to set up our Facebook page. “CSUSBStaffCouncil”

   b. Event Planning Committee – Coyote Staff Fast Break – November 30, 2018
      11:00 AM to 12:30PM:
      • Flyer has been sent out
      • Candy bars have been ordered
      • Alfredo will handle the Thank you email and Follow-up Survey
      • Will get balloons
      • Need greeters (Carlos, Randy, Sarai, Stacy) – Clean-up (Robert)
      • Cody Coyote will be there (need a back-up with a cart)
      • Robert Whitehead (11:20-11:40) there to take pictures
      • We should bring our phones to take pictures
      • We will have a sign-in with email addresses
      • Next flyer should include “bring your coyote ID”

5. One-Minute Items
   o Myers/M and Bookman/S motion appoint Alfredo Barcenas to take the lead on creating Qualtricis survey’s for future events. PASSED.

   o Committee agreed to take a group picture, possibly at a SC meeting. We will schedule a date/time with Robert Whitehead to take pictures. We suggest other locations to take the picture.

   Garcia/M and Rouch/S motion to approve expense necessary to create a minimum of 50 packets not to exceed $500 with the goal to get as many packets as possible.

   **Finals Week Packets: Coyotes Champ Pack**
   • DEN will donate some granola bars
   • Include “We Define the Future Stickers”
   • Potential cost of package/box is $4.50
   • Strategic Communications will work with getting the boxes
   • Put name on a sticker if you want to donate
   • We will start with the DEN to distribute Coyotes Champ Packs

Adjournment at 3:05 pm

Next Meeting: December 12, 2018 Time: 2:00 – 3:30PM, Location: CE-336