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Staff Council Minutes (11/7/2018)

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MINUTES

November 7, 2018

2:00 – 3:00 pm CE-336

PRESENT: P. Aguilera, B. Machuca, T. Bookman, A. Carnahan, S. Brooks, J. Casillas, L. Cromwell, R. Garcia, C. Huesca, K. Hunsaker, S. Mendoza, S. Myers, D. Quijano **Zoom:** S. Maldonado, S. Barnier **Ex-Officio:** D. Freer

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:

- Coyote Fast Break (will be posted on marquee, bldg. displays, etc.)
- Final Exam Kits
- Staff Emergency Fund
- Working Parents Support Group
- We will meet with cabinet once a quarter
- Should not get any resistance for attending SC events/meetings
- Will be asking the SC for input regarding graduation locales
- 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

- Myers/M and Bookman/S motion appoint Alfredo Barcenas to take the lead on creating Qualtrics survey's for future events. PASSED.
- 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