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## **Staff Council Minutes (10/24/2018)**

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## MINUTES

October 24, 2018

2:00 – 3:00 pm CE-336

**PRESENT:** A. Barcenas, T. Bookman, S. Brooks, J. Casillas, L. Cromwell, R. Garcia, S. Mendoza, S. Myers **Zoom:** S. Maldonado **Ex-Officio:** D. Freer

### 1. New Business

#### a. Approve meeting minutes from 10/10/18

Tabled for next meeting – did not have a quorum.

#### b. SDC - Introducing the new Pawz for Learning Program

Marissa Boles presented the Pawz for Learning Program that was launched this month. Dedicate at least one hour of learning a month and track your hours on the Staff Development website. At the end of the year, October 19, See the website for learning criteria/guidelines.

**Pup Level** - 12-24 hours reward is a one of a kind lapel pin

**Coyote Level** 25-39 hours reward is a one of a kind lapel pin with 2 paw prints

**Pack Level** - 40+hours reward is one of kind apparel

She will send the information so all SC can vote on options for reward image.

#### c. Working Parent Group meeting on 10/17/18

Was a good meeting – had two new people join the group. Rob met with Strategic Communications “Inside CSUSB” would like to an article on the Working Parent Group and they will be reaching out to Star soon.

#### d. November 21<sup>st</sup> SC Meeting – Considering cancelling this meeting.

### 2. Old Business – Nothing to Report

### 3. Officer Reports

#### a. Chair

##### • Fall Commencement

Received request to have Staff Council Reps at the 3 graduations on December 8, 2018. The following volunteered:

- 9:00AM – CAL, CBPA, COE – Lola Cromwell
- 1:00PM – CSBS – Sarai Maldonado
- 5:00PM – CNS – Stacy Brooks

- **Meeting with Strategic Communications**
  - Rob met with Robert Tenczar
  - They are willing work with us to publicize the *Final Exam Packets* – Marquee, Inside CSUSB, Flyer for the Atriums in buildings. Will refer to Carlos – we have a short time frame.
  - *Employee Emergency Fund* - wants to partner with us on the roll-out and put together campaign information. Will move this to the committee to get started right after the first of the year to coincide with the President's/ Administrations annual party. Bob Tenczar is the contact and when you come across a story that is worthy to tell, let them know.

#### b. Vice Chair

- **Search Committee Requests**  
We received 5 requests to for a SC member to serve on the search committee. We received volunteers as follows:
  - Search Committee for Title IX Associate Director – Sylvia Myers
  - Search Committee for VP for Student Affairs – Susan Mendoza
  - Search Committee for Director, Office of Financial Aid & Scholarships – Robert Garcia
  - Search Committee for Director, AVP & Dean of Students – Stacy Brooks
  - Search Committee for Director, AVP Enrollment Management – ON HOLD - This committee will not start working until early 2019. We still need a volunteer.
- **Staff Council Executive Committee Meeting** – The Executive Committee will be meeting with the President's Cabinet on November 5, 2018. Please email Rob suggestions of discussion points from Staff Council. Lola will send out an email to collect agenda items and identify priorities for discussion with the President.
- **Dr. Torie Wieston-Serdan** – Lola emailed her to find out if she wanted to submit her proposal for the Women's Conference in February 2019 and she said she would. This is a great way to introduce herself to CSUSB.

#### c. Secretary – No Report

#### d. Treasurer – No Report

### 4. Committee Updates

- a. **Social media presence (Machuca, Carnahan, Bookman & Hunsaker)**  
Will table for next meeting when Carnahan can share her report.

**b. Event Planning Committee - Coyote Staff Fast Break - November 30, 2018  
11:00 AM to 12:30PM:**

- Contacted Sodexo and got a quote of \$487.35 for 75 people
- Menu: Fruit, Water, lemonade, cheese/crackers, humus dips/veggies,
- Reserved private dining room - \$75.00 room charge
- Reese's Fast Break candy bars - \$50.00
- Advertising - \$20.00
- Created a dynamic flyer, take pictures with Cody Coyote
- Switch tables every 15 meetings
- Will continue to work on the event and start promoting soon!
- Get email addresses to send a thank you and a follow-up survey
- Qualtrics - Alfredo volunteered to be our resident qualtrics manager

**Reminder:** Homecoming is this Saturday, October 27<sup>th</sup>.

Adjournment at 3:20 pm

**Next Meeting:** November 7, 2018 Time: 2:00 - 3:30PM, Location: CE-336