Staff Council Regular Meeting Agenda (2/12/2020)

CSUSB Staff Council

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Recommended Citation
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I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

IV. APPROVAL OF THE AGENDA

V. PUBLIC COMMENT
   Public comment is designated as a time for the public to address the Staff Council during a scheduled meeting on items of business or issues/concerns.

VI. REPORTS
   A. Alfredo Barcenas, Chair
   B. Stacy Brooks, Vice Chair
   C. Felipe Jimenez, Treasurer
   D. Rob Garcia, Secretary
   E. Committee Chairs (Bylaws, Events, Development Committees)
   F. Staff Council Members

VII. PRESENTATIONS

VIII. STAFF RECOGNITION

IX. NEW BUSINESS

A. ACTION ITEM: APPOINTMENT OF STAFF REPRESENTATIVE TO THE DEAN OF STUDENTS SEARCH COMMITTEE
   Staff Council will nominate and appoint a staff member to serve on the Dean of Students Search Committee as requested by the Vice President for Student Affairs.

B. DISCUSSION ITEM: STAFF COUNCIL NETWORKING LUNCH AS PART OF EMPLOYEE DEVELOPMENT DAYS
   Staff Council will discuss participation in the CSUSB 2020 Development Days.
C. DISCUSSION ITEM: STAFF COUNCIL VACANCIES
   Staff Council will discuss the current membership vacancies and decide whether or not to fill
   vacancies for the remainder of the academic year (2019-2020).

D. INFORMATION ITEM: 2020 STAFF COUNCIL ELECTIONS
   Chair Barcenas will discuss the upcoming election process and inform the Staff Council of any
   future nominations and appointments to the Staff Council Elections Committees.

E. ACTION ITEM: APPROVAL OF THE STAFF EMERGENCY FUND APPLICATION
   Staff Council will review the Staff Emergency Fund application and consider it for approval.

X. ANNOUNCEMENTS

XI. ADJOURNMENT
Staff Emergency Fund Application and Guidelines

The Staff Emergency Fund (SEF) provides limited financial assistance when you are unable to meet immediate, essential expenses because of a temporary emergency.

Repayment is recommended in order to continue assisting staff members in the future. A minimum $5 payroll deduction can be set up to accomplish this. A deduction form will be collected when check is presented. (Form is available below)

Fund Eligibility
- All active, benefit eligible, non-faculty University staff member for at least a year.
- Not have received an SEF grant within the past two years.
- Assistance is limited to a maximum of $500 per employee, per distribution.
- Have considered other possible resources (e.g. catastrophic leave or IDL through HR).
- Have a temporary financial emergency caused by a defined, time-limited, specific event**
  - injury or illness
  - Household emergency (e.g. food, gas, etc.)
  - other emergency

Emergency funding is not guaranteed and is based on demonstrated need, short-term nature of the financial emergency, committee approval and available funds.

**Given the limited amount of funds, all requests cannot be approved even though there may be a clear need for assistance. This fund may be insufficient in the case of widespread disasters, community crisis, or war/terrorism.

Application Procedure
You may submit your application via email to staffemergencyfund@csusb.edu or in person/intercampus mail to UH-352. (Be sure to sign and date the form to confirm that the information is valid and accurate.) All applications will be treated as confidential and will be reviewed by a committee of no more than four Staff Council members. Documentation will be retained securely in a shared drive accessible by SEF committee members for a period of 2 years. After 2 years all applications will be destroyed along with any supporting documentation.

Be sure to include as much detail as possible when completing the application and provide supporting documentation of the financial emergency.
- Suggested documentation may include but is not limited to:
  - copy of invoice/bill/receipt
  - letter from a doctor on letterhead
  - police or fire report
  - any other information the applicant feels may be necessary to thoroughly evaluate the request

For any additional questions, please email staffemergencyfund@csusb.edu .

In almost all situations, you will be notified by the Staff Emergency Fund Committee of approval or denial within 14 business days after the application is received by the committee. The SEF committee may contact you for additional information, which may delay approval/denial.

If an application is funded, the employee will be contacted when a check is available for pickup. A valid picture ID will be required at the time of pickup. (Mailing options are available upon request)

How to Contribute & Set up Repayment
If you are interested in donating to the Staff Emergency Staff Fund (SEF) please go to the University Advancement website https://www.csusb.edu/advancement/philanthropic-foundation/directing-your-gift for details on donating. Gifts can be directed specifically to the CSUSB Employee Emergency Fund (P2304-P201327). Colleagues also have the option for payroll deductions (Payroll Deduction Authorization Form). Contact information is available on the website if there are additional questions. Cash, check, credit card donations and more are accepted.

Revised 02/04/20 tb
Staff Emergency Fund Application
Employee Information

Employee Name _________________________________________

Department ___________________________________________________________________________

Employed at CSUSB for at least a year   Yes   No   Date of Hire ____________________________

Information required, in the event funds are awarded

Home Street Address_______________________________________________________________

City_____________________________ Zip________________ Home/Cell Phone___________________

CSUSB Email Address_________________________________ Alternate Phone________________

Employment Information - Check all that apply

☐ Currently an active, benefits-eligible, non-faculty, University staff employee

☐ Have not received payment from the Staff Emergency Fund within the past two years

☐ Currently on leave of absence

Details of Temporary Emergency

What is your most urgent need? (BE SPECIFIC) ____________________________________________

______________________________________________________________________________________

Describe the TEMPORARY EMERGENCY that is the basis for this application. Attach and explain additional documentation, if needed. (Suggested documents listed on page 1)

Amount Requesting: ___________________

Check disbursement (CIRCLE ONE): Pick up w/valid ID Mail to address listed

I certify that the information provided in the application is complete and accurate and that my financial hardship is genuine. I certify that all supporting documents that I provide are valid and accurate. I will apply all money received toward debts related to my emergency. I certify that I have read and understand the Staff Emergency Fund Guidelines and information provided may be verified. Any information provided is voluntary, and the applicant releases the information for review by the SEF Committee. I understand that all decisions rendered by the SEF Committee are final.

Employee Signature ________________________________________ Date ____________________________

Revised 02/04/20  tb
Notification – Fund Available

Have you had an unexpected expense occur before payday?
Have you suffered a loss and need financial help this month?
Have you exhausted all your resources and need help from your CSUSB family?

Look no further! Apply for the Staff Emergency Fund. This fund is made available because of CSUSB staff and faculty, like you, who have donated funds to provide assistance to staff in need. Please find the application attached. Applications will be reviewed on an ongoing basis.

Repayment is requested, in the form of a monthly deduction set up when, if funds are granted.

Ever consider contributing?
Colleagues who are interested in donating may go to the CSUSB Advancement website at https://www.csusb.edu/advancement/philanthropic-foundation/directing-your-gift, click the green “Make a Gift” button (on the top right) and they can have their gift directed specifically to the CSUSB Employee Emergency Fund (P2304-P201327). Colleagues also have the option for payroll deductions (Payroll Deduction Authorization Form).

If you have any questions, please email us at staffemergencyfund@csusb.edu.

We wish you peace and prosperity in 2020 and beyond.
Staff Council, Staff Emergency Fund Committee
Staff Emergency Fund staffemgergencyfund@csusb.edu
Website: https://www.csusb.edu/staff-council
Greetings CSUSB Family,

The CSUSB Staff council is excited to announce the Staff Emergency Fund assisted several staff members since the funds establishment in January 2019.

We have all experienced an emergency expense that can create emotional and financial obstacles. The Staff Emergency Fund endeavors to offer some financial assistance to help staff during difficult times. We want to encourage you to make the difference today by donating to the CSUSB Employee Emergency Fund (P2304-P201327).

Attached is the easy fillable pdf form with two simple options:

1) Setting up a monthly payroll deduction
2) One time gift.

We appreciate your contributions and support.

By supporting the Staff Emergency Fund, you can help make a difference, when help is needed most.

Colleagues who are interested in donating may complete the attached fillable pdf form. Specify CSUSB Employee Emergency Fund (P2304-P201327). You have an option of setting up a monthly payroll deduction or one time gift.

All donations, large or small, will make a difference and all donations are tax-deductible. Monthly payroll deductions require a $5.00 minimum per month.

For questions contact staff council representative(s) using askstaffcouncil@csusb.edu.

All the best,

Staff Council, Staff Emergency Fund Committee
Staff Emergency Fund staffemergencyfund@csusb.edu
Website: https://www.csusb.edu/staff-council