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Staff Council Regular Meeting Minutes (9/18/2019)

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CALIFORNIA STATE UNIVERSITY SAN BERNARDINO

STAFF COUNCIL

REGULAR MEETING

Wednesday, September 18, 2019 | 2:00pm

College of Education - 336

California State University, San Bernardino

ZOOM Link: <https://csusb.zoom.us/j/601944619>

- I. CALL TO ORDER 2:09
- II. ROLL CALL: Alfredo B., Kim H. Susan M., Felipe J, Tiffany B., Patricia A., Robert G., Lonelle M. , Stacy B., Jen. S., Lorena L., Sarai M., Randy R.,
Absent: Kim P., C. Huesca, J Casillas, D. Quijano, Guadalupe S.
- III. APPROVAL OF MINUTES M. Randy / Stacy – Aug 7 (unanimous)
- IV. APPROVAL OF THE AGENDA M. Felipe, Patricia A., (unanimous)
- 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 –
Advisory: SC ChariJoin Resolution 2020 Census w/ Faculty Senate, ASI, Staff. Council.
 - b. Stacy Brooks, Vice Chair
 - c. Felipe Jimenez, Treasurer
Report – 1) \$2500 Staff EMF. 2) Negative Bal. Trust Account
 - d. Robert Garcia, Secretary
 - e. Committee Chairs – EMF committee meeting, notice to go out to campus about the new funds.
 - f. Staff Council Members – Augie day photos (K. H)
- VII. PRESENTATIONS – No presentations.
- VIII. NEW BUSINESS
 - A. ACTION ITEM: CONFIRMATION OF TREASURER (SC Bylaws: Article II, Section 2)**
Executive Committee shall seek nominations from the Staff Council at large and the Staff Council shall confirm.

Motion to confirm Felipe J. as Treasurer - Jen.S, Tiffany B., - Confirmed (unanimous)

B. ACTION ITEM: APPOINTMENT OF STAFF COUNCIL MEMBERS TO THE STAFF EMERGENCY FUND COMMITTEE

Staff council will approve the appointment of Jenny Casillas, Stacy Brooks, Tiffany Bookman, Sarai Maldonado and Felipe Jimenez to the Staff Emergency Fund Committee.

Motion to Appoint: Randy R., Felipe J. – Committee Confirmation (unanimous)

C. ACTION ITEM: ADOPTION OF 2019-2020 STAFF COUNCIL AGENDA

Executive Committee shall seek approval to adopt the 2019-2020 Staff Council agenda as created during the 2019 retreat.

Motion to open discussion - Jen. S., Randy R. Approval (unanimous)

D. ACTION ITEM: ESTABLISHMENT OF STAFF COUNCIL COMMITTEES & RULES

Staff council will approve the 2019-2020 list of committees and their rules. Membership to each committee will be determined by Staff Council at the next regularly scheduled meeting.

Motion to open: Randy R., Felipe J. – recommended committee size 3
 Events Com – working w/ volunteers com, marketing,
 Volunteer Coordination Com - work w/ events com to get enough volunteers
 Motion to Amend (unanimous) – approved

Approved (unanimous)

E. INFORMATION ITEM: PROGRAMMING & EVENTS CALENDAR FOR 2019-2020

Staff council will discuss the programming and events calendar and approve SC hosted events as it relates to the 2019-2020 agenda.

Motion to discuss. Randy R., Jen. S., -
 Motion to table item E. , (Randy, R. / Felipe J.) - unanimous

F. INFORMATION ITEM: JOINT RESOLUTION - 2020 U.S. CENSUS

Staff council will discuss a joint resolution to be adopted between the Faculty Senate, Associated Students Inc. and Staff Council. -

M. to Approve - Randy R., Felipe J, - approved (unanimous)

IX. ANNOUNCEMENTS – bring calendars to next meeting (Stacy B.), K. H. correction

X. ADJOURNMENT – M. Randy, Jen (unanimous) 2:45 pm



Staff Council Vacancy Notification

Summary: As of September 3, 2019, Staff Council does not have a member serving as Treasurer on the Executive Committee since a resignation was submitted. On August 27, a call for nominations was sent out to the voting membership via Qualtrics for the vacant positions to be considered on September 4, 2019.

Nominations received for Treasurer

1) Felipe Jimenez

Candidate Statement: I intend to run for the position of treasurer because I feel like I can be an asset to Staff Council in this role. I have four years of experience with budgeting within the College of Arts and Letters. I have managed budgets for Coyote Radio and Advertising, Liberal studies, Theatre Arts, and Art. I hope that I can instill confidence in the position.

2) Kimberlian Porter

Candidate Statement: I would like to nominate myself for treasurer of the Staff Council because I bring a wealth of knowledge in the treasurer/accounting field. I am a person who is trustworthy, morally competitive when it comes to dealing with figure and cash. I have a orderly mind, and a methodical way of thinking. I have experience in the financial control and budgeting with a eye for detail and good communication and interpersonal skills. As treasurer, I have the ability to ensure decisions are taken and follow-up and make it easy when questions occurred that my record keeping is clear and be able to explain figures if asked.

3) Jennifer Skinner

Candidate Statement (nominated - submitted by council member): Jennifer Skinner will be an excellent Treasurer for Staff Council as she is currently she has held positions such as Accounting Technician II, where she audited and processed expense reports and travel payments, she also served as a Registration Clerk for EPIC Management where she had to reconcile daily financial records. She is currently the Executive Assistant to the AVP of Finance, where she is responsible for managing budget areas and updating to leadership on the financial status of the campus. These experiences make her an exceptional member of staff council and I recommend her to the position of Treasurer.