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## Staff Council Meeting Minutes Minutes (9/4/2019)

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CALIFORNIA STATE UNIVERSITY  
**SAN BERNARDINO**

**STAFF COUNCIL**

**MEETING MINUTES**

**Wednesday, September 4, 2019 | 2:00pm**

College of Education - 336

California State University, San Bernardino

ZOOM Link: <https://csusb.zoom.us/j/884487444>

- I. CALL TO ORDER: 2.09 pm
- II. ROLL CALL: Randy Rouch, A. Barcnas, R. Garcia, K. Hunsaker, T. Bookman, J. Skinner, F. Jimenez, E. Mendoza, Lonelle Minesigner  
  
Absent: Aguilera, Brooks, Casillas, Huesca, Maldonado, McDowell, Porter, Saldivar, Legovia, Quijano
- 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.  
No public comment.
- VI. REPORTS
  1. Alfredo Barcnas, Chair –
    - i. Thoughts & prayers to S Brooks.  
SB,
    - ii. AB met with President Morales
    - iii. President will invite to lunch in October, set up meeting with Faculty Senate and ASI, funding – offers full support.
    - iv. Emergency fund (will look into it, but may not be able to support all the groups that have emergency funds. Let AB know if you're interested in being part of emergency fund committee.
  2. Stacy Brooks, Vice Chair
  3. Committee Chairs – no comments
  4. Staff Council Members –  
R Garcia - remember there are two types of accounts: philanthropic account and stateside. Each type has rules about how we can spend the money.

VII. PRESENTATIONS

VIII. NEW BUSINESS

**A. ACTION ITEM: ELECTION 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.

**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.

T. Bookman – in favor of voting online so that we can move things along otherwise we'll be delayed by another two weeks.

Jen Skinner – does not have Pro-card.

Afredo B. - Nominations accepted by the candidates.

T Bookman – nomination statements will be sent out.

R. Rouch – does not object to qualitrix, but in favor of meeting in person.

S. Mendoza – in favor of voting online.

**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.

- Sent out form feedback request

**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.

- Vote on membership of committees. Bylaws, Elections, Events, Recognition & Staff appreciation, Ask Staff Council list serve committee, Coordinating Volunteers Committee.
- Will make descriptions and send out the list.

**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.

Events to the calendar. Staff Care Pack – the SC has your back! 2 to 3 events this year.

IX. ANNOUNCEMENTS – no announcements

X. Next meeting, Sept 18<sup>th</sup>, after convocation - meeting ends at 2:37 pm.

## XI. ADJOURNMENT

**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**

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*For questions about the distribution of the Staff Council Agenda, please contact Vice Chair Stacy Brooks at [sbrooks@csusb.edu](mailto:sbrooks@csusb.edu)*

**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.