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CALIFORNIA STATE UNIVERSITY SAN BERNARDINO

STAFF COUNCIL MEETING MINUTES

February 2, 2022 | 2:00 pm

California State University, San Bernardino

ZOOM Link: Zoom: <https://csusb.zoom.us/j/82759678910>

I. **CALL TO ORDER:** 2:01p.m.

II. **ROLL CALL**

Present: Patricia Aguilera, Marina Andrews, Tiffany Bookman, Kim Hunsaker, Elizabeth Junker, Jessica Madrigal, Katrina McDowell, Lonelle Minesinger, Auenida Pena, Diana Quijano, Dusty Rushia, Lorena Segovia, Beth Steffel

Apologies: Ian Banuelos, Jaime Espinoza

Absent: Stacy Brooks, Daisy Ramos

III. **APPROVAL OF MINUTES**

Attachment: Minutes of January 19, 2021 – This was an informal meeting and notes/minutes are attached.

IV. **APPROVAL OF THE AGENDA**

M/ Auenida Pena S/Patricia Aguilera Unanimously approved.

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.

Jonathan Gonzalez-Montelongo from Orientation & First Year Experience and Jacqueline Garza, Admissions Counselor joined the meeting as guests to learn more about SC.

VI. **REPORTS**

a. Chair, Jessica Madrigal:

- Met with cabinet last Thursday and presented to cabinet with respect to SC service hours. A copy of the presentation will be available on the Google Drive. It was determined that Staff Councils on other campuses do not have hours allotted in their Bylaws. Dr. Morales suggested that such as requests for representation on campus wide-committees go out to staff-at-large, as modeled by Faculty Senate. Jessica advised cabinet that SC has already begun to do this. We were asked to continue to track our hours. In addition, a request was made for a part-time staff position to assist with SC administrative duties. The wish is for SC to be seen as a form of shared governance like ASI and FS, each of which have support staff. The proposal was that it be someone housed in the Career

Development Center. Dr Morales suggested this could be a possibility. Cabinet shared our bylaw change proposals with general counsel for review. As soon as an update is received from Dr. Morales, Jessica will share it with SC.

- Update on Shirts: New shirts are coming in. The vendor has made a request that the shirts we received be returned, if possible. The correct “moisture wicking” shirts will be here soon.

- The IT department is conducting a staff open forum with the purpose of gathering information from staff about technical needs, on February 10th at 2:00 p.m. SC was asked to co-host it. Jessica will be at the event. An email announcing for the event has been shared.

- The grand opening for SU North is now March 17th from 11:00 a.m. – 2:00 p.m. Please calendar this date and attend if you are able. A lot of fun activities are planned throughout the day.

- b. Vice Chair, Lorena Segovia: *No report.*
- c. Secretary, Diana Quijano: *Shared information on the CalPERS website resources and encouraged staff to visit the website and explore the resources available there.*
- d. Treasurer, Stacy Brooks: *No report.*
- e. Committee Chairs
 - i. Bylaws Committee: *No report.*
 - ii. Events Committee, Tiffany Bookman: *The committee met this morning and Jessica Madrigal joined. Flyers are ready to go out for the next Staff Chat. They will continue to be held on the second Wednesday at 10:30 a.m. and fourth Wednesday of the month at 3:00 p.m. These notices will be sent out as calendar invites. The topic for this month will be “Who is Staff Council and what do we do?” Jessica will attend and be available for questions.*
Jessica has offered to do tours of SMU-North for staff. We will put out a Qualtrics to campus at large with a schedule to sign up for a guided tour. If you have a department that wants to sign up for a group tour, contact Jessica to schedule.
Coyote Creations Night for spring will be another paint night. SC will pay for the first 50 to register. Anyone over that number will pay for the kits.
 - iii. Staff Emergency Fund, Auenida Pena: *We will meet next week. We are closed to approving a new online form approved. We lost a SC rep on this committee so if anyone is interested to serve on SEF please notify the EC. The committee meets as needed and at least once a month. Dusty Rushia volunteered to serve on SEF. She will be added to the SEF listserv.*
- f. Staff Council Members:
- g. Administration Advisor, Sam Sudhakar: *Sends his regrets.*

VII. PRESENTATIONS – None.

VIII. OLD BUSINESS – None.

IX. NEW BUSINESS

A. DISCUSSION ITEM: NOTARY SERVICES FOR STAFF

Discuss notary services for staff members.

Discussion by SC was had about notary services. Jessica will check with Sam Sudhakar to see if providing this service is even a possibility.

X. ANNOUNCEMENTS: *Next Staff Chat on March 11 at 10:30.*

XI. ADJOURNMENT *2:45 p.m.*