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## Staff Council Regular Meeting Minutes (11/9/2022)

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# CALIFORNIA STATE UNIVERSITY SAN BERNARDINO

## STAFF COUNCIL MEETING MINUTES

November 9, 2022 | 2:00 pm

California State University, San Bernardino

ZOOM Link: Zoom: <https://csusb.zoom.us/j/9095377196>

### I. CALL TO ORDER 2:06 p.m.

### II. ROLL CALL

**Present:** Marina Andrews, Stacy Brooks, Kim Hunsaker, Ken Jacobs, Elizabeth Junker, Jennifer Martin, Jessica Madrigal, Lonelle Minesinger, Diana Quijano, Dusty Rushia, Lorena Segovia, Paola Galvez

**Apologies:** Patricia Aguilera

**Absent:**

### III. APPROVAL OF MINUTES

M/

### IV. APPROVAL OF THE AGENDA

M/Diana Quijano S/Kim Hunsaker

### 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. Chair, Jaime Espinoza: Jaime sent out an email about Sub-Committees with request for chair. No responses were received. The Events Committee has an event coming up. Nomination for Vice Chair was received for Jennifer Martin. Jennifer was given an opportunity to address the SC and share about herself. The nomination of Jennifer Martin was approved and appointed to serve as the new Vice-Chair. There was a call for interest in the position of Treasurer. Ken Jacobs self-nominated and is appointed to serve and treasurer. Welcome Jennifer and Ken to their new EC appointments.
- b. Vice Chair, Vacant
- c. Secretary, Diana Quijano: Doodle poll concluded that second Monday at 2 p.m. is the best date for outstanding meeting.
- d. Treasurer, Jaime: Submitted payment of invoices for the Augie Day popsicles and the Augie Award
- e. Communication Liaison, Liz Junker: Jaime and she were tasked with updating the website. They are working for Joel Fite and will get the page up and running soon. The plan is to add photos of current staff council. She will work with Strat Comm to work out a time to take photos. We will see if we can schedule a day for individual photos and a group photo. We will

also add the link for nominations for the Augie Award. If the page is not up, the form will be submitted to the university.

- f. Committee Chairs
  - i. Bylaws Committee, Ken Jacobs: The committee has not yet met. The Bylaws Committee is charged with updating the bylaws to make sure they align with the CO Memorandum. That draft will then be presented to the SC for review and approval. Main changes will be to make bylaws align with CO memorandum. Eliminate
  - ii. Events Committee. The committee has not yet met. Another call will be put out for interested individuals to serve on this committee. The event coming up is for the Augie Award. The goal is to have all nominations in by December 5, 2022. Jaime asked Kim for forward the process materials to him so that EC can get things started until the Events Committee is formed. Kim shared that the selection committee in the past there was representation from HR. Superstar Celebration is January 13, 2023, from 11:30-1:00 p.m.
  - iii. Staff Emergency Fund, Diana Quijano – There were no submissions last month. An email with the hard copy will go out to campus until the webpage is up and running.
- g. Staff Council Members
- h. Administration Advisor, Sam Sudhakar

## **VII. PRESENTATIONS**

## **VIII. OLD BUSINESS:**

### **A. Payment for Augie Pop of Kindness Event**

The reimbursement forms have been submitted and payments are in the process. Jaime has not received an invoice/receipt from Katrina in PDC. Katrina reported she does not have a need for reimbursement.

### **B. Payment for Award invoice**

Reimbursement is in process.

### **C. New Staff Council Member Introduction and Website**

#### **a. Introductory message and updates/changes to website**

An email will go out identifying who is the current SC. Suggestion made to send out a message highlighting a member. Elizabeth would send out those communications. Suggested that it be sent to Colleagues listserv.

### **D. Meeting Dates and Time**

The standing meetings will be on the second Monday of the month at 2:00 p.m. Calendar invites will be sent out. Please respond to the invites so we may plan accordingly.

## **IX. NEW BUSINESS**

### **A. DISCUSSION ITEM: University Committee Representation**

- DEI Committee: We need a representative to serve on this committee. Pamela DelaTorre was self-nominated to serve on this committee. Marina seconded to confirm. Dr Graham is the chair. Kathleen will make sure whether the union has been invited.
- Tech Committee:
- Philanthropic Board:

**B. ACTION ITEM: Staff Council Holiday Gathering**

The Executive Committee proposed that for the month of December a Potluck Holiday Lunch/Meeting. The proposed dates are either Monday December 5 or December 12. Time would be noon-1:30 p.m. Date determined by vote.

A poll was conducted, and the majority vote was to hold the event on Monday, December 12, 2022, from 12:00 p.m.-1:30 p.m. The location will be JRW-CE336.

Please bring your favorite dish to share and a white elephant gift for a fun give exchange. Value limited to \$20.00.

Elizabeth Junker will send out a sign-up sheet for what people will be bringing, as well as a request identify any food allergies.

**X. ANNOUNCEMENTS:** As a reminder, the President's Superstar Event is scheduled for January 13, 2022, from 11:30 a.m. to 1:00 p.m.

**XI. ADJOURNMENT 2:51 p.m.**