

California State University, San Bernardino

CSUSB ScholarWorks

CSUSB Staff Council records

Arthur E. Nelson University Archives

2-13-2023

Staff Council Regular Meeting Minutes (2/13/2023)

CSUSB Staff Council

Follow this and additional works at: <https://scholarworks.lib.csusb.edu/staffcouncil>

Recommended Citation

CSUSB Staff Council, "Staff Council Regular Meeting Minutes (2/13/2023)" (2023). *CSUSB Staff Council records*. 161.

<https://scholarworks.lib.csusb.edu/staffcouncil/161>

This Minutes is brought to you for free and open access by the Arthur E. Nelson University Archives at CSUSB ScholarWorks. It has been accepted for inclusion in CSUSB Staff Council records by an authorized administrator of CSUSB ScholarWorks. For more information, please contact scholarworks@csusb.edu.



CALIFORNIA STATE UNIVERSITY SAN BERNARDINO

STAFF COUNCIL MEETING MINUTES

February 13, 2023 | 2PM

California State University, San Bernardino

ZOOM: <https://csusb.zoom.us/j/81056065917?pwd=NFBIUDdWSm1RM3JUL1RBQ2tmUIV4UT09>

Meeting ID: 810 5606 5917 | Password: 111962

I. **CALL TO ORDER:** 2:03 p.m.

II. **ROLL CALL**

Present: Patricia Aguilera, Pamela Delatorre, Jaime Espinoza, Lisa Gordon, Kim Hunsaker, Ken Jacobs, Jennifer Martin, Lonelle Minesinger, Marcos Pineda Diana Quijano

Apologies: Marina Andrews, Elizabeth Junker, Stacie Ortiz

Absent: Kamalei Lee, Katrina McDowell, Lorena Segovia, Paola Galvez

Guest: Sarah Calderon

III. **APPROVAL OF MINUTES**

M/Lisa Gordon S/Patricia Aguilera

IV. **APPROVAL OF THE AGENDA**

M/Patricia S/Kim Hunsaker

Motion to amended agenda to add Action Item to appointment SC representative to sit on ASI Board of Directors by D. Quijano, S/Ken Jacobs. 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.

VI. **REPORTS**

A. Chair, Jaime Espinoza: The ASI Board of Directors reached out seeking a Staff Council representative to sit on the Board. The Chair of Staff Council usually fills this seat and the ASI President sits on Staff Council. Jaime is unable to fill this seat at this time and requested that a Staff Council Member consider taking this seat for the rest of this academic year. ASI meets twice a month, in person, from 9-11 a.m. on Friday mornings. Kim Hunsaker expressed interest. (This item was added to the agenda as an action item.)

B. Vice Chair, Jennifer Martin – No report.

C. Secretary, Diana Quijano: Proposed that a hybrid meeting be scheduled this spring in either April or May, as an opportunity to come together in person. Chair Espinoza asked Diana to arrange a location and the April meeting will be held in-person and via zoom.

D. Treasurer, Ken Jacob: Reimbursements for Augie Award paid. Trust fund total is \$3,936.12 and philanthropic \$5822.56. The \$1,000 gift to an on-campus non-profit has yet to be processed.

- E. Communication Liaison, Liz Junker: Jaime reported that work hasn't been accomplished on the website. He and Liz continue to work for approval on this. Liz will schedule a time for SC to have updated headshots taken as well as arrangement for a time to take a SC group photo.
- F. Committees
 - i. Bylaws Committee Report, Ken Jacobs – no report
 - ii. Events Committee Report, Jaime Espinoza – Events committee is proposing putting together a hike. If anyone has any ideas for staff events, please submit them to the Events Committee. Karaoke was one suggestion given the enthusiasm at the Superstar event.
 - iii. Staff Emergency Fund Report, Diana Quijano: No new submissions received.
- G. Staff Council Members
- H. HR Staffing Updates – Alisha Carnahan: Provided an update of HR vacancies and hiring.
- I. (See attached.)

VII. PRESENTATIONS

- A. Alumni Hall of Fame, Crystal Wymer-Lucero: Presentation introducing the new Alumni Hall of Fame. They will be giving out three awards: Distinguished Alumni, Rising Star/Emerging Leader, and Coyote Spirit. The college-linked awards are called the Paw Print Awards. They will honor esteemed alumni from each college. Awards will be presented on September 15, 2023. They are currently accepting nominees. See further information at www.alumni.csusb.edu/halloffame.
- B. Our Defining Moment campaign, Monica Alejandre. University has embarked on \$200 M campaign. The campaign will increase philanthropic support, acquire new donors, increase visibility, inspire alumni pride, engage volunteers, and identify and fund priorities. Have raised \$169 M, 85 percent to goal.
Jaime Espinoza, SC Chair, raised a question as to why there is no reference to staff in the campaign information. It references faculty and students but no mention of any role that staff plays in the campaign. Ms. Alejandre stated she would look into this.

VIII. OLD BUSINESS

- A. University Committee Representation - Tabled
 - i. Tech Committee
 - ii. Philanthropic Board

IX. NEW BUSINESS Agenda Items

- A. DISCUSSION ITEM: ITS Tech Talks 2023, Lisa Gordon: Jaime spoke with James Trotter. They want SC support with ideas of any technology workshops can staff benefit from. Please submit ideas for workshops that can be developed. Collaboration with Staff Dev and SC
- B. ACTION ITEM: Appoint representative to sit on ASI Board: Jaime as chair of SC is unable to sit on the ASI Board of Directors. A call for nomination of a SC member to fill that seat was made. Kim Hunsaker expressed interest in this seat. Ken Jacobs motioned for Kim Hunsaker to be appointed to the seat on the ASI Board of Directors. S/Lisa Gordon. Motion approved.

- X. **ANNOUNCEMENTS:** ALFSS Inaugural Tamal Awards and Scholarship Recognition, Patricia Aguilera: ALFSS will be hosting the Inaugural ALFSS Tamal Awards & Scholarship Luncheon to be held on Tuesday, April 11, 2023. They will be recognizing ALFSS scholarship recipients and longtime ALFSS

members for their dedication and contributions to the association. A flyer and a link will go out with details of the event. Please encourage your departments to sponsor tables for this event.

XI. ADJOURNMENT 3:10 p.m.

HR Update re Hirings and Vacancies:

Vacancies

Number of open positions (as of 1/31/23)

- State Side Full Cycle Recruitments: 141
 - 32 Posted
 - 47 Shortlisting - Search committee review
 - 28 in interview application status
 - 4 Pending finalist
 - 30 in the offer application status, ready to be closed/filled
- Other Employment Data
 - 1 ASI Open Job
 - 2 SMSU Open Jobs
 - 72 UEC Open Jobs
 - 30 Total hires for January 2023
- 7 Current specific vacancies in HR:
 - Employee & Labor Relations (Manager)
 - Institutional Equity & Compliance (Equity & Compliance Investigator)
 - Diversity & Inclusion (Diversity, Equity & Inclusion Specialist)
 - Benefits (Manager, Benefits Analyst & Retirement Specialist, Leaves of Absence & Wellness Specialist)
 - Student Employment (Manager)
 - Classification & Compensation (Manager)
- HR Staffing Update
 - Sandra Davis, Interim Benefits & Payroll Services Director, effective 12/5/22
 - Hollie Allbaugh, Diversity & Inclusion Manager, effective 12/14/22
 - Sharon Johnson, Executive Director, HR, effective 1/23/23
 - Steven Vasquez, Interim Associate Director, Institutional Equity & Compliance, effective 1/23/23
 - Alisha Carnahan, Director, Employee & Labor Relations, effective 2/1/23
 - Luz Sanchez, Payroll Support Coordinator, effective 2/1/23
 - David Hou, Executive Director, Institutional Equity & Compliance, will start 3/6/23