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## Staff Council Regular Meeting Minutes (9/1/2021)

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# CALIFORNIA STATE UNIVERSITY SAN BERNARDINO

## STAFF COUNCIL

September 1, 2021 | 2:00 pm

California State University, San Bernardino

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

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

**II. ROLL CALL**

**Present:** Patricia Aguilera, Marina Andrews, Ian Banuelos, Tiffany Bookman, Jaime Espinoza, Kim Hunsaker, Elizabeth Junker, Jessica Madrigal, Lonelle Minesinger, Judith Osorio, Avenida Pena, Diana Quijano, Daisy Ramos, Lorena Segovia

**Apologies:** Stacy Brooks, Dusty Rushia

**Absent:** Rodrigo Mercado, Beth Steffel

**III. APPROVAL OF MINUTES**

Attachment: Minutes of August 11, 2021

*Amendment to reflect Elizabeth Junker was present*

*Motion/ Ian Banuelos | S/Tiffany Bookman Approved unanimously. Minutes adopted.*

**IV. APPROVAL OF THE AGENDA**

*M/ Ian Banuelos | S/ Patty Aguilera Agenda 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.

*None*

**VI. REPORTS**

a. Chair, Jessica Madrigal: *She is on the ASI Board and first meeting was held yesterday. Serves on the University Budget Advisory committee and met with Monir. Met with PDC dean re representation of PDC on SC. We do not currently have a PDC representative. We will be sending out a communication to PDC staff to solicit statements of interest for review. We will take a vote to appoint from the submissions at our next meeting.*

*The EC met with the President's cabinet. Highlights: self-certification for staff on campus is very important. Not necessarily that you are vaccinated but reporting whether you are or not vaccinated. Reminder to do the daily health screens.*

*Jaime had indicated an interest in updating our website. Rob Garcia is our web manager so Jaime will be given access to work with Rob on updates.*

- b. Vice Chair, Lorena Segovia- Diana Quijano and Jessica Madrigal will be serving the philanthropic committee. Lorena will be the SC representative on Faculty Senate.
- c. Secretary, Diana Quijano: We will be requesting that anyone seeking representation on committees or assistance from SC that the request forms are completed and submitted to the [ask.staffcouncil@csusb.edu](mailto:ask.staffcouncil@csusb.edu) email. This will give us a better idea of how much time to anticipate to serve. The [ask.staffcouncil@csusb.edu](mailto:ask.staffcouncil@csusb.edu) email should be utilized on all SC communications.
- d. Treasurer, Stacy Brooks
- e. Committee Chairs
  - i. Bylaws Committee: Ian Banuelos – The committee had their first meeting and set up bi-weekly meetings.
  - ii. Events Committee, Tiffany Bookman: The events committee continues to meet and is working to create a calendar of events. Planning to bring back some old events that were established. They are planning to do an outreach to staff by sending a small token of appreciation. If SC has an idea of what that token can be, please share your ideas with the events committee. Augie’s Pop of Kindness day was a success. More than 700 popsicles were given out to faculty, staff, students and administrators.
  - iii. Staff Emergency Fund – The first meeting will occur after the Labor Day holiday.
- f. Staff Council Members: Auenida Pena is on the Philanthropic Hiring Committee. The committee is soliciting feedback on what we would like to see from the Philanthropic Director.
- g. Sam Sudhakar:
  - i. There is a dashboard that shows the data faculty, staff and students. We still have 700+ self-certifications not completed. Be reminded vaccinations are not a requirement but self-certification is. If you are vaccinated you still have the ability to have COVID testing available to you. Testing is open every day from 6:30-7:00 p.m.
  - ii. Daily COVID screening must be completed before entering campus.
  - iii. We have signed on to the telecomputing agreements. Currently they are in effect only for employees quarantined by Risk Management but are feeling well enough to work and who wish to work. There is a form to fill out and signed by your supervisor.
  - iv. There is also consideration for people who have dependents who may be sent home from school or perhaps adults that you are caring for who are vulnerable to COVID.
  - v. There is a new telecommuting agreement being worked on that will be very different agreement. There are some functions/positions that will not be approved for telecommuting. It will take time to develop to ensure that it is fair and equitable to all employees. This agreement is expected to roll out in the spring. The president’s communication of August 18 is the policy in effect.
  - vi. There has been some misinformation or confusing information coming from Risk Management and they are working towards more efficacy.
  - vii. There is a repopulation committee that meets once a week so if SC has any questions, Jessica should direct that to the committee so it can be addressed right away. You do not need to wait until the next SC meeting.

VII. PRESENTATIONS - *None*

VIII. OLD BUSINESS - *None*

IX. NEW BUSINESS

**A. ACTION ITEM: POLO BUDGET**

Staff Council would like to purchase new polo shirts for the council. Seeking approval of \$600 (approximate price is \$20-\$22 per polo).

*M/ Jaime Espinoza | S/Ian Banuelos*

*This year we will be ordering black SC polos. Stacy is requesting approval of \$600. The estimate is \$20-22 per shirt.*

*M/ Tiffany Bookman | S/ Ian Banuelos to approve the request of \$600.*

*Roll Call vote taken on motion: 12 votes in favor with one abstention. The motions carried.*

**B. ACTION ITEM: IT CHIEF ADMINISTRATIVE SYSTEMS OFFICER SEARCH COMMITTEE**

Committee is seeking a representative from Staff Council to serve on committee.

M/ Elizabeth Junker S/Jaime Espinoza

SC has been asked for a member to serve on the search committee for the IT Chief Administrative Systems Officer.

Ian Banuelos self-nominated. Approved unanimously. Ian Banuelos will serve on this committee.

**C. DISCUSSION: INCREASE IN HOURS PER MONTH MEMBERS SPEND ON STAFF COUNCIL**

Requirement of hours need to be adjusted in by-laws to allow Staff Council members to participate in subcommittees and on campus requested committees.

M/ Ian Banuelos | S/ Auenida Pena

By-Laws currently provides for four (4) hours for SC and six (6) hours for EC service per month. If more time is needed members can work with their supervisors. Discussion to increase the number of hours in our by-laws and updating our nomination agreements. EC had a discussion with the President and his cabinet who are supportive of SC continuing to serve on the various campus committees to ensure shared governance.

After extensive discussion there was consensus to leave out a specified number of hours. This is consistent with the majority of examples reviewed from other staff councils. SC would like to seek communication from the president to the vice-presidents, deans and supervisors that SC committee work and activities are with his support and approval.

**D. DISCUSSION: DIVERSITY AND INCLUSION TRAINING**

Staff Council Executive Committee would like to hold a Diversity and Inclusion training at our next meeting.

M/ Ian Banuelos | S/ Daisy Ramos to postpone this item to our next SC meeting.  
Unanimous approved

**X. ANNOUNCEMENTS** – *Jessica is running the Cal State Bowling League. Wednesdays at 6 p.m. at AMF on Orange Show Road. All are invited to join in the fun.*

**XI. ADJOURNMENT** – Meeting adjourned at 3:28 p.m.