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Staff Council Regular Meeting Minutes (9/15/2021)

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CALIFORNIA STATE UNIVERSITY SAN BERNARDINO

STAFF COUNCIL MINUTES

September 15, 2021 | 2:00 pm

California State University, San Bernardino

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

I. CALL TO ORDER

II. ROLL CALL:

Present: Patricia Aguilera, Marina Andrews Tiffany Bookman, Kim Hunsaker, Jessica Madrigal, Lonelle Minesinger, Judith Orsorio, Auenida Pena, Diana Quijano, Daisy Ramos, Dusty Rushia, Beth Steffel

Apologies: Ian Banuelos, Stacy Brooks, Elizabeth Junker, Rodrigo Mercado, Lorena Segovia

Absent:

III. APPROVAL OF MINUTES

Attachment: Minutes of September 1, 2021

M/Tiffany Bookman S/Kim Hunsaker | Approved unanimously.

IV. APPROVAL OF THE AGENDA

M/Auenida Pena S/Daisy Ramos | Approved unanimously.

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, Jessica Madrigal: *The WASC visit is next week and a notice has gone out for interviews of faculty and staff. You do need to register. There is a virtual and in-person segment regarding shared governance for Staff Council, ASI and Faculty Senate to meet with them. Anti-Racist speaker Dr. Kendi will be presented and there will be an opportunity for staff council shared governance to meet with him. We can attend both sessions. Shared governance is only ASI, Faculty Senate and Staff Council. We do need to RSVP. You also need to RSVP for the zoom link. The Executive Committee continues to work with administration on appropriate hours for staff council service.*
- b. Vice Chair, Lorena Segovia: *Not present.*
- c. Secretary, Diana Quijano: *Reminder to complete the required COVID Self-Certification by September 20, 2021.*

- d. Treasurer, Stacy Brooks – *Not present.*
- e. Committee Chairs
 - i. Bylaws Committee: *No report.*
 - ii. Events Committee: *No report.*
 - iii. Staff Emergency Fund: *SEF Committee received one request and it was approved. Stacy is working on getting funds processed.*
- f. Staff Council Members: *Auvenida Pena reported that Holly from Events is getting the links out to those who have registered for the Kendi Event.*

VII. PRESENTATIONS - None

VIII. OLD BUSINESS – None

IX. NEW BUSINESS

A. ACTION ITEM: APPOINTMENT OF STAFF COUNCIL MEMBER

Approve addition of Katrina McDowell as SC member.

M/Auvenida Pena to amend item to “Approve addition of Katrina McDowell as PDC SC member.”

M/Auvenida Pena S/Dusty Rushia

Dean Zhu sent out notice to the PDC campus and Katrina McDowell received five nominations and she has accepted the nomination to serve as the PDC Staff Council representative.

Motion to confirm the nomination of Katrina McDowell to represent PDC was unanimously approved.

B. ACTION ITEM: APPOINTMENT OF EXECUTIVE COMMITTEE POSITION FOR COMMUNICATIONS

Election of committee member to communications position.

M/Auvenida Pena S/Kim Hunsaker

This position would handle all of the communications of the SC. This still needs to be added to our By-laws as an official position within Staff Council.

It was agreed that SC will put a call out to members with a description of the position. Members who are interested will need to submit a statement of interest.

Motion to table this item to our next meeting Tiffany Bookman. *S/Auvenida Pena.*
Unanimously approved.

C. ACTION ITEM: EXECUTIVE DIRECTOR, RISK MANAGEMENT SEARCH COMMITTEE

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

M/Tiffany Bookman S/Daisy Ramos.

Motion to table this action item to our next meeting by Tiffany Bookman S/Kim Hunsaker.

D. ACTION ITEM: UNIVERSITY BUDGET DIRECTOR SEARCH COMMITTEE

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

Motion to table this item to next meeting by Tiffany Bookman S/Marina _____

E. DISCUSSION ITEM: DIVERSITY AND INCLUSION TRAINING

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

Jessica met with Jessica Martinez, Diversity & Inclusion training manager about holding a DI Training at one of our meetings. Jessica asked for information on what we would like to focus on for this training. We would like more information to help us when we serve on various committees.

Suggestions of items for Jessica Martinez to address: Define inclusion, define diversity, how to have difficult conversations, training on best practices of hiring and recruitment.

F. DISCUSSION ITEM: PARTICIPATION OF CAMPUS WIDE COMMITTEES

Discuss the number of requests received and how to potentially handle.

M/Kim Hunsaker S/Daisy Ramos

When requests come in for staff to serve on the various committees we will present to SC to fill. If we do not have a SC representative available the announcement will go out to staff at large, similar to what Faculty Senate does to fill these representative requests.

G. DISCUSSION ITEM: 2021-2022 STAFF COUNCIL GOALS

Staff Council Executive Committee would like to discuss goals for the 2021-2022 year.

We would like to establish what our goals and mission are for this year.

- *Events committee's goal is to create the events calendar which will include new items as well as bring back some previously established events that we wish to continue.*
- *Website update.*
- *Building and strengthening our partnerships with FS and ASI governing bodies.*

- *Faculty Senate: Lorena Segovia will be attending Faculty Senate meetings and giving reports.*
- *We have a representative who attends ASI.*
- *Staff Council – Professional Development: Invite Rowena once a quarter to provide highlights of what is going on in the Staff Development Center*
- *HR representative*

X. **ANNOUNCEMENTS** – *None.*

XI. **ADJOURNMENT: 3:25 p.m.**