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Staff Council Regular Meeting Minutes (10/6/2021)

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CALIFORNIA STATE UNIVERSITY SAN BERNARDINO

STAFF MINUTES

October 6, 2021 | 2:00 pm

California State University, San Bernardino

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

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

II. ROLL CALL

Present: *Patricia Aguilera, Marina Andrews, Ian Banuelos, Tiffany Bookman, Stacy Brooks, Jaime Espinoza, Elizabeth Junker, Jessica Madrigal, Lonelle Minesinger, Judith Osorio, Auenida Pena, Diana Quijano, Daisy Ramos, Dusty Rushia, Lorena Segovia, Beth Steffel*

Apologies: *Kim Hunsaker*

Absent: *Rodrigo Mercado*

III. APPROVAL OF MINUTES

Attachment: Minutes of September 15, 2021

Approved as amended

M/Tiffany Bookman S/Auenida Pena

IV. APPROVAL OF THE AGENDA

M/Ian Banuelos S/Judith Osorio

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:

- Jessica attended the WASC interview on behalf of SC. They were impressed with the work of SC over the past five years and excited to see that we have bylaws, active committees and representation across campus. They were impressed with the Staff Chats held during COVID.

- Thank you to those SC members in attendance at the staff open forums. Some of us attended the presentation by Dr. Kendi.

- Another conference we were asked to serve and attend was the ITS Tech Fest. Thanks to all who participated.

- Committee chairs will be invited to monthly meetings with the EC for updates and determine how committees can be supported in their activities.

b. Vice Chair, Lorena Segovia: Attended the Faculty Senate meeting which was highly informative. They covered the Repopulation Taskforce and Lorena noted that there was no SC

representation at those meetings and contacted Jenny Sorenson. Lorena will be joining and attending the Repopulation Taskforce meetings as our SC rep.

- c. Secretary, Diana Quijano: Reminder that if you are going to miss a SC meeting notification is to go to myself, as secretary, so that it is properly noted in our records. You may cc the EC on that email notification, if you wish. It is not necessary to email SC as a whole.
- d. Treasurer, Stacy Brooks: Stacy is going to place an order for name badges and took inventory of who needs a new badge and the order will be placed this week. The polo shirt order will also go in this week. Let Stacy know if you want an extra shirt as the vendor will provide a separate invoice for you to pay the \$20 cost directly. With respect to our accounts, Stacy caught an error where we were overcharged and correction is being made with those funds to be returned to us.
- e. Committee Chairs
 - i. Bylaws Committee, Ian Banuelos, Chair and Jaime Espinoza, Co-chair: No report.
 - ii. Events Committee, Tiffany Bookman: The committee plans to meet again and plan for a Coyote Creations Night before the end of the year. Jessica Madrigal shared that she received very positive feedback about the Staff Chats held while we worked from home and expressed support to continue with those even though we have returned to campus. Tiffany will bring back the suggestion to the Events Committee.
 - iii. Staff Emergency Fund, Auenida Pena: At the last SEF meeting Auenida Pena was elected chair of the committee. Three was an award made last month. With respect to applications due to COVID, the committee is working to better define what constitutes an emergency and the needed supporting evidence.
- f. Staff Council Members: Dusty Rushia shared that she is serving on the Employee Development Day Committee.
- g. Administration Advisor, Sam Sudhakar: The cabinet appreciates the work done by the SC. Cabinet is monitoring the COVID rates on the campus and you can see the new dashboards for the campus stats on the website. Cabinet needs SC help in that some employees have not self-certified. The date of October 27th is the compliance date. Please assist in getting staff to complete the self-certification. Employees who have not been fully vaccinated or claimed an exemption must submit to weekly testing. At this time only 25% are complying with the testing requirement and the vendor is submitting reports to HR. HR and Faculty Affairs are starting to send letters to those who are not fulfilling this requirement. There will be a progressive disciplinary process that will take place for noncompliance. The same is being implemented for students. If students do not self-certify by November 1 they will not be able to register for Spring term. Currently we are not disenrolling students for noncompliance. Currently there is no indication that vaccination will become a mandate but self-certification is mandatory for everyone.

There was concern expressed about exposure from people who are vaccinated and no requirement of testing. Dr. Sudhaker assured council that administration is following all state mandates to keep all safe.

VII. PRESENTATIONS

VIII. OLD BUSINESS

IX. NEW BUSINESS

A. ACTION ITEM: AMEND THE COMMUNICATION POSITION ROLE

Amend the Communication position from Executive Council to supporting role.

The EC wished to bring this item back and amend it as a supporting role rather than an EC role so that any member who was interested could qualify to serve in this capacity at this time until the by-laws could be updated. Only one member has expressed interest in this position, but they are not eligible under our current-bylaws. There was discussion about the position as a supporting role to the SC and opening it up to all SC members.

A vote was taken to amend as a supporting role, there were three nays.

Some members expressed a desire to keep as an EC position as originally presented. It was suggested that perhaps an interim position be appointed while we consider changes to our bylaws.

B. ACTION ITEM: ADD DUTIES OF COMMITTEES AND SUPPORTING ROLES TO BY-LAWS

Add the duties of each of our committees and supporting roles to the by-laws.

The EC would like to have the duties of the committees to the bylaws so that they are well defined and complete.

The bylaws committee has submitted changes that were previously discussed at the previous SC meeting. Some of those proposals need to be addressed with cabinet and Chair Madrigal is meeting with administration on Friday, October 8 to discuss. It is only the issue of hours.

Jessica would like to amend the item to Add duties of Committees to Bylaws.

M/Ian Banuelos S/Tiffany Bookman | Unanimously approved.

Committees may have submitted information last year

Jaime would like to motion to table these changes until after the bylaws completes making the changes that they are currently working on from last year. Judith suggested that the bylaws committee would work on including committee information as it would assist

C. ACTION ITEM: EXECUTIVE DIRECTOR AND CHIEF PROCUREMENT OFFICER SEARCH COMMITTEE

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

Call for self-nominations or nominations for this position.

Dusty Rushia self-nominated and was nominated by TB. Dusty accepted. Unanimously approved.

D. ACTION ITEM: REC WELL COMMITTEE

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

Call for self-nominations or nominations for this one-year campus position. The commitment is one hour meeting a month.

Marina Andrews expressed interested contingent on the number of hours we get approved for.

TB motioned to table S/Ian Banuelos.

This item will be tabled for our next meeting.

X. ANNOUNCEMENTS: *The SU Expansion will be hosting its grand opening on February 17. There will be activities, giveaways, showcasing the new ballroom. Reserve the day.*

XI. ADJOURNMENT: *3:14 p.m.*