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8-11-2021

## Staff Council Regular Meeting Minutes (8/11/2021)

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**STAFF COUNCIL  
MEETING MINUTES**

**Wednesday, August 11, 2021 | 2:00pm | ZOOM Link:**

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

II. ROLL CALL

**Present:** Patricia Aguilera, Marina Andrews, Ian Banuelos, Tiffany Bookman, Stacy Brooks, Jaime Espinoza, Kim Hunsaker, Jessica Madrigal, Rodrigo Mercado, Lonelle Minesinger, Judith Orsorio, Avenida Pena, Diana Quijano, Dusty Rushia, Lorena Segovia

**Apologies:** Kim Hunsaker

**Absent:**

III. APPROVAL OF MINUTES – July 28, 2021

*Motion to approve Minutes from July 28, 2021 as presented by Ian Banuelos | Second: Tiffany Bookman | Approved Unanimously*

IV. APPROVAL OF THE AGENDA

*Motion: |Tiffany Bookman |Second: Ian Banuelos*

*Stacy Brooks motioned to amend the Action re Augie Day to a Discussion item. S/Lonelle Minesinger.*

*Lonelle Minesinger rescinded her second. Item remains an action item.*

*Agenda approved as originally presented.*

V. PUBLIC COMMENT

*No comments.*

VI. REPORTS

- A. *Chair, Jessica Madrigal: The Executive Committee has had its first meeting. Thanks to Tiffany Bookman for her assistance in the transition. Staff council sub-committees have been formed and should be meeting. A link to the shared drive has been shared. Lorena is following up with those who cannot currently access the shared drive.*
- B. *Vice Chair, Lorena Segovia – No report.*
- C. *Secretary, Diana Quijano: If you join the meeting (via zoom) after roll, please send me a note via chat so that we are sure that it is captured in our records that you are in attendance. Please be sure to send me a notice if you will be unable to attend a meeting so that I make note in the attendance logs.*
- D. *Treasurer, Stacy Brooks: We will be ordering shirts for the Staff Council. We have current information from our last order. Last year we ordered blue and are proposing that this year the shirts will be black. If you have a question about sizing, please contact Stacie. We will also be*

ordering name badges. Stacy is working to streamline the treasurer reports which you will find on the shared drive.

- E. **Committee Chairs – No reports as committees have not yet met.**
  - i. *Bylaws Committee,*
  - ii. *Events Committee,*
  - iii. *Staff Emergency Fund,*
- F. *Staff Council Members: None.*

VII. PRESENTATIONS - *No presentations.*

VIII. OLD BUSINESS – *None.*

IX. NEW BUSINESS

**A. DISCUSSION ITEM: STAFF COUNCIL RETREAT**

Staff Council will hold a retreat on August 18<sup>th</sup> from 2-4pm. Agenda to follow.

*The executive council has planned a SC retreat for August 18 for all members. Alfredo has been invited to review Roberts Rule's of Order. He will do a 45-minute presentation followed by a Q&A. A couple of people have indicated they cannot attend. We will record the training and share the PowerPoint if you are unable to attend.*

**B. DISCUSSION ITEM: SUBCOMMITTEE TO MEET REGULARLY**

Subcommittees should begin to meet regularly and select a chair. Discuss expectations.

*Subcommittees need to meet and elect a chair. It is important that the committees meet regularly. Committees are to submit notes to the Executive Committee from each meeting as a means of keeping the Staff Council informed, as well as to ensure that committees are getting the support they need to accomplish their plans and goals. Formal minutes are not required. Please submit a tentative calendar of your planned meetings for the academic year. We know the schedule is subject to change.*

*If you have not yet signed up for a committee, you are still able to join. No prior training or experience is needed to join a committee.*

*By-Laws Committee: Judith Osorio, Jaime Espinoza, Elizabeth Junker and Marina Andrews have requested to join. Rodrigo Mercado was nominated and accepted a seat on this committee.*

*Events Committee: Tiffany Bookman requested to rejoin the committee.*

*Staff Recognition Committee: Lonelle Minesinger, Rodrigo Mercado, Dusty Rushia and Liz Junker will serve on the Staff Recognition Committee.*

*If you are not currently on a sub-committee but would like to join one, please let Jessica know.*

**C. ACTION ITEM: AUGIE'S POP OF KINDNESS DAY**

Next steps required to support event.

*This event will be on August 19. Discussion was had about various dates and times for this event. Auenida brought to our attention that we need to secure an approved safety plan. She will follow up and assist with that.*

*Motion by Tiffany Bookman to move forward with Augie's Pop of Kindness on August 19<sup>th</sup> with various locations across campus. S/Dusty Rushia. Unanimously approved.*

*Events committee will follow up with the logistics and details for this event.*

**X. ANNOUNCEMENTS/OTHER:**

*Auenida asked that people RSVP for both convocation and the University picnic. If you are not able to attend convocation in person, please attend virtually if you are able.*

*Request was reiterated about the need to review the number of hours approved for staff council service. This matter will be addressed by the EC and followed up with administration.*

**XI. ADJOURNMENT:**

*Motion: Ian Banuelos | Second: Jaime Espinoza | Meeting adjourned unanimously at 3:03 p.m.*