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4-8-2024

## Staff Council Meeting Agenda (4/8/2024)

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**STAFF COUNCIL  
MEETING AGENDA**

**04/08/2024 | 12PM**

California State University, San Bernardino

[Zoom](#) Meeting ID: 810 5606 5917 | Password: 179879

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

**IV. APPROVAL OF THE AGENDA**

**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. Co-Chairs, Sarah Calderon and Pamela De La Torre**

- i. Sarah has been asked to join the LEARN 2024 Planning any volunteers to take her place?
- ii. First meeting will be the first week of April 15<sup>th</sup> at 10am-11am SDC conference room with Zoom.
  1. Alicia Agreed to be on the committee

**B. Vice Chair, Ken Jacobs**

**C. Secretary, Diana Quijano**

**D. Treasurer, Raquel Vallejo**

- i. Expense form was submitted for the Women's event to accounts payable, they are processing it.
- ii. There was an approved Emergency Grant for \$500, I have already reached out to the staff awardee to go to HR at UEC to fill out paperwork. I will be working on submitting a PTR next week. Additional steps may be required however ill find out more later.
- iii. The events committee is requesting \$50 for the upcoming staff hike May 5th. My vote is to approve the request
- iv. Attached you will find the budget as of 4/4/24. This does not include the \$500 for the emergency grant nor the ~\$975 for the women's event

**E. Communication Liaison, Lisa Gordon**

- i. Events page updated

**F. Committees**

- i. Bylaws Committee Report, Ken Jacobs
- ii. Events Committee Report, Marina Andrews
  1. Registration closes Thursday before the hike, May 2<sup>nd</sup>
  2. Registrants will be emailed weekly
  3. Etiwanda falls
  4. Email sent to [staff@csusb.edu](mailto:staff@csusb.edu) and will be sending it to past attendees and BB
  5. 12 RSVPs not including guests
  6. Summer event: bowling event. Still working out details. Est. of ~\$550 for the event will

- iii. Staff Emergency Fund Report, Diana Quijano
- iv. Staff Recognition Committee
- G. Staff Council Members

**VII. PRESENTATIONS:**

**A.**

**VIII. OLD BUSINESS**

**A.**

**IX. NEW BUSINESS Agenda Items**

**A. DISCUSSION ITEM:**

**i.**

**B. ACTION ITEM:**

**X. ANNOUNCEMENTS:**

**A.**

**XI. ADJOURNMENT**

Attendees

**Alicia Gee:** Present

**Amber Adams:** Sends regrets

**Jaime Espinoza:** Not present

**Jennifer Martin:** Not present

**Kim Hunsaker:** Sends regrets

**Ken Jacobs:** Present

**Lisa Gordon:** Present

**Maricarmen Martinez-Solano:** Not present

**Marina Andrews:** Present

**Pamela De La Torre:** Not present

**Raquel Vallejo:** Present

**Sarah Calderon:** Present

**Stacey Ortiz:** Not present

**Tracy Luu:** Present

**Diana Quijano:** Not present

**Staff Council Gift Fund**  
**SBPHL-P2630-D0100-P201319**

Accounting Date	Fund	Dept	Project	Amount	Payee	Description	Net Bal Available
7/1/2023	P2630	D0100	P201319	\$3,847.03		Rollover	\$3,847.03
9/11/2023	P2630	D0100	P201319	(\$45.01)	Diana Quijano	Staff Council Retreat 8/31/23	\$3,802.02
9/15/2023	"	"	"	(\$250.00)	Lisa Gordon	Augie Award Recipient 2023	\$3,552.02
10/19/2023	"	"	"	(\$124.62)	Marina Andrews	MAndrews Augie'sPopofKindness	\$3,427.40
11/30/2023	"	"	"	(\$1.25)	Admin Fee	DW2895 5% Admin Costs Fee	\$3,426.15
11/30/2023	"	"	"	(\$1.00)	Admin Fee	DW2894 5% Admin Costs Fee	\$3,425.15
11/30/2023	"	"	"	\$25.00	Donation	Donation	\$3,450.15
11/30/2023	"	"	"	\$20.00	Donation	Donation	\$3,470.15
12/19/2023	"	"	"	(\$47.79)	Marina Andrews	MAndrews Fall23StaffCouncilHik	\$3,422.36
3/1/2024	"	"	"	\$500.00	Donation	Women's History Month Support	\$3,922.36
3/13/2024	"	"	"	\$500.00	Donation	Staff Council Sponsorship	\$4,422.36

**Staff Council Staff Development**  
**SBPHL-P2303-D0600-P201320**

Accounting Date	Fund	Dept	Project	Amount	Payee	Description	Net Bal Available
7/1/2023	P2303	D0600	P201320	\$547.95		Rollover	\$547.95
12/31/2023	P2303	D0600	P201320	-547.95		Move to different department	\$ (547.95)
1/5/2024	P2303	H0100	P201320	547.95		Move to different department	547.95

**Staff Council Staff Emergency Fund**  
**SBPHL-P2304-D0600-P201327**

Accounting Date	Fund	Dept	Project	Amount	Description	Description	Net Bal Available
7/1/2023	P2304	D0600	P201327	\$3,558.47	Rollover		
7/1/2023	P2304	D0600	P201327	\$10.00	Donation		
8/1/2023	P2304	D0600	P201327	\$10.00	Donation		
12/31/2023	P2304	H0100	P201327	(\$225.29)	Staff Award		
1/1/2024	P2304	H0100	P201327	\$10.00	Donation		
1/1/2024	P2304	H0100	P201327	\$25.00	Donation		
1/31/2024	P2304	H0100	P201327	(\$324.02)	Staff Award		
2/1/2024	P2304	H0100	P201327	\$10.00	Donation		
	P2304	D0600	P201327	(\$200.00)	Staff Award		\$2,874.16

On data wearhouse,  
the total is \$2915.15.  
Still working on  
adding att  
transanctions

**Cash bal by Trust Fund**

Unit	Ledger	Account	Fund	Year	Period	Sum Total Amt
SBCMP	ACTUALS	101900	RT137	2023		3936.12