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Staff Council Meeting Agenda (5/13/2024)

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**STAFF COUNCIL
MEETING AGENDA**

05/13/2024 | 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. Elections

B. Vice Chair, Ken Jacobs

C. Secretary, [VACANT]

D. Treasurer, Raquel Vallejo

i. Women's event expenses approval

1. Amazon supplies \$168.22

2. Space SMSU Noth, it was quoted \$185 we were charged \$304.50

3. We need approval from the rest of the Staff Council

4. Retroactive vote for approval of additional funding

ii. Summer Event Bowling

1. \$320 for 2 hours all lanes

2. \$78 for 2 people working after hours - extra \$19.50 for cleanup 30min after the event ends: \$97.50

3. Pizza and water: \$200-\$300

4. Balloons: about \$50

5. total: \$670-\$770

6. Pay with chargeback

iii. Emergency grant for \$500, has been completed

iv. Expense form will be submitted for Marina Andrews for the staff hike event its approximately \$30

v. Any historical context for presidential donation? (\$5,000)

vi. This summer I'll be working on updating the Account Establishment Agreement forms so they are up to date

vii. I will also like to do some step by step guides for how to submit an expense report and handle the emergency grants.

E. Communication Liaison, Lisa Gordon

F. Committees

- i. Bylaws Committee Report, Ken Jacobs
 - ii. Events Committee Report, Marina Andrews
 - iii. Staff Emergency Fund Report, Diana Quijano
 - iv. Staff Recognition Committee
 - 1. Alicia Gee: LEARN Conference Update
- 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: Present

Jaime Espinoza: Absent

Jennifer Martin: Absent

Kim Hunsaker: Present

Ken Jacobs: Present

Lisa Gordon: Sends regrets.

Maricarmen Martinez-Solano: Present

Marina Andrews: Absent

Pamela De La Torre: Sends regrets.

Raquel Vallejo: Absent

Sarah Calderon: Sends regrets

Stacey Ortiz: Absent

Tracy Luu: Present

Diana Quijano: Absent