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Staff Council Retreat Meeting Minutes (8/31/2023)

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**STAFF COUNCIL
RETREAT MEETING MINUTES**

August 31, 2023 | 11 AM – 12:30 pm
California State University, San Bernardino

I. CALLED TO ORDER at 11:06 a.m.

II. ROLL CALL

Present: Amber Adams, Marina Andrews, Pamela Dela Torre, Lisa Gordon, Kim Hunsaker, Ken Jacobs, Jennifer Martin, Stacie Ortiz, Diana Quijano, Alicia Gee, Tracy Luu, Maricarmen Martinez-Solano, Raquel Vallejo, Benjamin Virzi

Apologies: Patricia Aguilera, Jaime Espinoza, Sarah Calderon

Absent: Marcos Pineda

III. APPROVAL OF MINUTES

IV. APPROVAL OF THE AGENDA

V. EXECUTIVE COUNCIL ELECTIONS

A. Chair Nominations: Jennifer Martin and Ken Jacobs received nominations. Ken Jacobs declined the chair nomination and accepted a nomination for Vice-Chair. Jennifer Martin was confirmed chair.

B. Vice Chair Ken Jacobs was confirmed Vice-Chair.

C. Secretary Diana Quijano was confirmed Secretary.

D. Treasurer Raquel Vallejo was confirmed Treasurer.

E. Communication Liaison Lisa Gordon was confirmed Communications Liaison.

F. Committees

i. Bylaws Committee: Jaime Espinoza, Ben Virzi, Ken Jacobs

ii. Events Committee: Marina Andrews, Raquel Vallejo, Amber Adams, Kim Hunsaker, Diana Quijano and Jaime Espinoza

iii. Staff Recognition Committee: Alicia Gee, Amber Adams, Tracy, Mari-Carmen

iv. Staff Emergency Fund: Jennifer Martin, Diana Quijano, Marina Andrews, Raquel Vallejo (Treasurer), and Patty Aguilera (through October 2023.)

VI. MEETING DATES: Jennifer will resend the poll to determine our standing meeting dates. We have nine responses so far but would like input from all if possible.

VII. PARLIAMENTARY PROCEDURES: Jennifer Martin presented an overview of how Staff Council meetings are conducted using Robert's Rules.

VIII. ACTION ITEM:

A. Hospitality Reimbursement Request

A motion for hospitality reimbursement in the amount of \$45.01 for refreshments was made by Diana Quijano. Second by Kim Hunsaker. Unanimously approved.

IX. REVIEW OF PURPOSE, VISION, AND GOALS: Staff Council reviewed the current purpose, vision and goals that are currently posted on the Staff Council website for any needed updates or changes. The current language as presented was affirmed.

X. EVENT DEVELOPMENT: The events committee will meet to calendar and put into action the events on the earlier proposed draft of events.

The first event will be Augie's Pop of Kindness Day which is usually held in August. For this year, a date in September will be scheduled. A budget of \$400 has previously been approved for the purchase of popsicles both on SB Campus and PDC.

XI. OTHER ITEMS:

A. Concerns and questions raised about the Staff Service Awards.

Staff Council members shared feedback from several staff who approached them with questions and concerns about the lack of notice of the Staff Service Awards and no invitation to participate. Many staff have annually purchased tickets to the event to support their colleagues. Questions are being raised as to why there was no earlier notification of the event to campus or an opportunity to attend as was the norm previously. Awardees shared that they did not receive but one notice a month before the event and no other noticed until the day of the event. There was no opportunity to purchase tickets for quests. Staff are also inquiring why only administrators received tickets to attend the event. Staff have asked Staff Council to inquire about this year's event as they are confused by the email sent out by Human Resources. The Staff Council Executive Committee will reach out to HR for clarification about the changes for this event.

Staff Council members have been approached by various staff questioning why staff were not able to attend this year and lack of notice of the event. There were also concerns expressed about the emails sent out by HR with respect to the event, in particular the statement that staff wanted the event to be free and this year's event was organized to do so. Staff expressed that they did not know where that was coming from since historically staff were happy and willing to buy their tickets to attend and support their colleagues. Questions about as to why there was no notice of the event and who the honorees were as done in the past. Staff want to understand why this event was scheduled on the first day of classes. This is one of the busiest days of the term.

Honorees report that they only received a notice approximately one month before the event and a reminder on the day of the event. Honorees also shared that some of the presented plaques and certificates had their names wrong or were under the wrong division.

Staff who should have been recognized during COVID shared that they believe they should have been included in this year's event and hope to be recognized in an upcoming event.

XII. ADJOURNMENT 12:01 p.m.