

California State University, San Bernardino
Staff Council
Annual Report 2018-19



Back row from left to right: Alisha Carnahan, Kim Hunsaker, Carlos Huerta, Randy Rouch, Tiffany Bookman. 2nd row from left to right: Star Wildes, Jenny Casillas, Sylvia Myers, Rob Garcia, Diana Quijano. Front row from left to right: Susan Mendoza, Sarai Maldonado, Patricia Aguilera, and Lola Cromwell.

Message from the Chair

For the first time ever, Staff Council was officially joined the welcome team at convocation along with the Faculty Senate and Associated Students, Incorporated (ASI). Later in the fall quarter staff participated in the first Coyote Fastbreak social event. Following the example of other CSU staff councils, we launched our own Cody's Champ Pack program which provided final exam supplies and snack packs to more than 350 students at no charge to the students.

In January, members of the Staff Council met with CSU Trustee Jack McGrory, a member of the California State University Board of Trustees, visited Cal State San Bernardino to meet with university students, faculty, staff and administrators. Staff council representatives met privately with Trustee McGrory and gave a presentation of council highlight and accomplishments.

Our own Diana Quijano was selected as the first Employee of the Year for the College of Education. Diana is a valued and respected member of the campus community and is a previous President's Special Achievement Award winner. Diana is always willing to help with any college activity without exception. Not only will she help, she will have a friendly smile and professional attitude. Mostly importantly, Diana excels under pressure, when it matters most. Her level of dedication is a model for others to follow.



Throughout the year staff council members served as representatives and ambassadors on University task forces and committees by participating in shared governance and facilitating positive and collegial communication in support of the University's Strategic Plan. Staff now have the opportunity to make meaningful contributions to discussions on how to serve our students and achieve operational efficiency. A complete list of council shared governance and committee service is included in this report.



As the 2018-19 academic year comes to a close let us turn our focus back to our students. They are the reason we are here. Let us celebrate their achievement and know that every employee plays a vital role in their success.

Cheers,

Robert Garcia

Purpose

We proudly serve as representatives and ambassadors on University task forces and committees by participating in shared governance and facilitating positive and collegial communication in support of the University's Strategic Plan.

The Staff Council at Cal State San Bernardino:

- **Promotes** collegiality and positive communication amongst all staff members. Staff Council sponsors events, services, and programs that serve to encourage recognition and a sense of community on campus.
- **Sponsors** programs, services, and events that encourage and support positive communication, staff recognition, and a sense of community in the workplace for all staff members on campus.
- **Serves** the interests and concerns of all staff members and contribute their voice into campus conversations on non-collective bargaining issues.

We act as a conduit to engage and support our fellow pack members and the surrounding community, empowering excellence through thoughtful learning opportunities, staff recognition, special events, and engaging partnerships that promote and enhance our experience at CSUSB.

Mission

The CSUSB Staff Council is committed to serving the interests and concerns of all staff members and contribute their voice into campus conversations on non-collective bargaining issues.

We will act as a conduit to engage and support our fellow pack members and the surrounding community, empowering excellence through thoughtful learning opportunities, staff recognition, special events, and engaging partnerships that promote and enhance our experience at CSUSB.

Collegiality Statement

Every member of the Cal State San Bernardino community has a vital role in sustaining a safe, caring and respectful environment. Collegial interactions are essential to support the mission of the university, its core values, and the concept of shared governance in an efficient, effective and ethical manner.

As we define the future, CSUSB embraces the values of inclusivity, innovation, integrity, respect, social justice and equity, sustainability, transparency, and wellness and safety.

As a thriving university with diverse cultures, we value all members of our campus community, and we know that a civil and considerate environment is integral to the health and well-being of our students, faculty and staff.

We aspire to treat each other well, by adopting the following attitudes and behaviors:

- **Treat others with Kindness and Respect.** Recognize that informed debate and disagreements are necessary to a vibrant and healthy university setting. Freedom of expression is the hallmark of a university environment.

- **Choose Words Carefully.** Always treat each other with consideration and respect, whether in person, on the phone, over email, or on social media.
- **Keep an Open Mind.** Put prejudgments aside when communicating with others. Be mindful of our own actions and statements and the effect these have on others.
- **Think the best.** We may not always agree, but try to assume we are all trying to do the right thing. Be patient and flexible with others.
- **Act in a supportive way.** Encourage each other. Acknowledge each other’s contributions, and be willing to step-up and lend a hand when others need help. Be inclusive and welcoming.

Collegiality matters. It is the foundation necessary for shared governance and decision making. By practicing these basic ideals, together we ensure that CSUSB is a welcoming and inclusive environment for all.

Building Community & Awareness

Coyote Fast Break (November 2018, April 2019) -

The CSUSB Staff Council invited all Staff employees to the first Coyote Fast Break event! Have you talked to someone a million times over the phone but would have no idea if they were standing in front of you?

The event format provides for 15 minute cycles to introduce you to some of your colleagues from across campus. Free snacks & beverages were provided.



Cody Champ Packs (Fall 2018, Winter 2019) - Cal State San Bernardino’s Staff Council has put together 350 “Cody’s Champ Packs,” special kits to help students during Finals Week.

Staff Emergency Fund – Help when it’s needed most. The fund was introduced to help employees in need. No repayment is necessary. Employee donations are being accepted. The first round of emergency fund grants were distributed during the Winter 2019 quarter.

CSU Trustee Jack McGrory Visit (Jan. 2019) – Jack McGrory, a member of the California State University Board of Trustees, visited Cal State San Bernardino on Wednesday, Jan. 30, to meet with university students, faculty, staff and administrators. McGrory met with the CSUSB Staff Council in the Staff Development Center. Council members in attendance gave [a brief presentation of Staff Council highlights and activities.](#)





Other council activities:

- Working Parents Support Group
- Co-sponsored various university events
- President’s Staff Open Forum
- Employee Appreciation Picnic
- Mother’s Day Celebration
- Staff Council Elections
- Father’s Day Celebration

Shared Governance & Committee Service

- CSU Men of Color - Jeff Beal
- CSUSB Basic Needs Committee - Jenny Casillas
- CSUSB Philanthropic Board of Directors - Sarai Maldonado
- Employee Development Days 2018 and 3rd Annual Employee Appreciation Picnic - Stacy Brooks
- 33rd Annual Service Awards Ceremony - Stacy Brooks
- IT Governance Committee - Randy Rouch
- CAL, CBPA & COE Fall Commencement Rep - Lola Cromwell
- CSBS Fall Commencement Rep - Sarai Maldonado
- CSBS Spring Commencement Rep - Stacy Brooks
- JHBC Spring Commencement Rep – Syla Myers
- CNS Spring Commencement Rep – Tiffany Bookman
- CAL Spring Commencement Rep – Sarai Maldonado
- PDC Spring Commencement Rep – Brenda Machuca
- Employee Development Days 2019 - Susan Mendoza
- Search Committee for the AVP Dean of Students – Stacy Brooks
- University Budget Advisory Committee – Stacy Brooks
- Search for Director of Human Resources – Jenny Casillas
- Search for Director of Financial Aid – Robert Garcia
- Search for the Director of Tribal Relations – Alfredo J. Barcenas
- President's Picnic Planning Committee - Robert Garcia
- Financial Aid & Scholarship Committee - Sylvia Myers
- Associate Director Title IX and Gender Equality Search Committee – Syla Myers
- New Housing & Dining Strategic Planning Taskforce - Lola Cromwell
- Scholarship Committee - Susan Mendoza
- Shared Governance Taskforce - Patricia Aguilera, Robert Garcia
- Shared Governance Steering Committee - Patricia Aguilera, Robert Garcia
- Administrative Council - Robert Garcia

2018-19 Staff Council Members



Patricia Aguilera
Member
Financial Aid



Alfredo Jesus Barcenas
Member
Associated Students, Inc.



Jeff Beal
Member
FM- Custodial Services



Tiffany Bookman
Member
College of Natural Sciences



Stacy Brooks
Member
College of Social &
Behavioral Sciences



Alisha Carnahan
Member
Administration & Finance



Jenny Casillas
Member
ITS - Admin Computing &
Business Intelligence



Lola Cromwell
Vice-Chair
Special Education,
Rehabilitation, & Counseling



Robert Garcia
Chair
ITS - Web Services



Carlos Huesca
Member
Parking Services



Kim Hunsaker
Member
Student Health Center



April Lane
Member
Graduate Studies



Brenda Machuca
Member
PDC Admissions Counselor



Sarai Maldonado
Member
Career Center



Susan Mendoza
Member
Risk Management



Sylvia Myers
Secretary
Faculty Senate



Diana Quijano
Member
Education Administration



Randy Rouch
Member
ITS - Enterprise and Cloud



Star Wildes
Treasurer
Academic Advisor

Looking Ahead

2019-20 should present many exciting opportunities and challenges for the new Staff Council. In July, the next slate of members will join the Staff Council and the collective body will vote on a new executive board. During the summer months, we will work to improve our processes and clarify our Bylaws, strengthen our programs and prepare for the coming academic year. We will work with colleagues in the Faculty Senate and student leadership to develop and formalize a new shared governance agreement with the administration. Most importantly, we will continue working and learning, in successful collaboration, alongside students, faculty, staff and the administration to define the future, lead by example, achieve our common goals, and transform the lives of our students.