**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**

**STAFF COUNCIL**

**MINUTES**

**January 10, 2018**

2:00 – 3:00 pm

CE-336

Present: J. Beal, A. Carnahan, J. Casillas, L. Cromwell, M. Davila, L. Dorsey, R. Garcia,

M. Huston, A. Lane, S. Maldonado, S. Maldonado, J. Poore, D. Quijano, A. Salazar, J. Stevenson, F. Villapando, S. Wildes

Ex-Officio Present: D. Freer, S. Barnier

1. **Approval of December 13 Minutes**

It was m/J. Casillas, s/L. Dorsey to approve the minutes as written. **APPROVED**

1. **Old Business**

No old business to report.

1. **Officer Reports**
	1. **Chair**

**Administrative Council Debrief**

**Garcia** provided a report of the Campus listserv policy discussion.

There was discussion of how members felt about the campus discussion of eliminating the BB List-serve.

It was m/S. Stevenson, s/J. Poore that we should provide input on our stance of eliminating the BB listserv. **APPROVED**

* 1. **Vice Chair**

**Huston had no new business.**

* 1. **Secretary**

**Cromwell** asked that members print and bring their own agenda to the meetings.

* 1. **Treasurer**

**Dorsey** stated that Monica in the Advancement Office stated that SC would receive an endowment of $500 each year.

1. New Business

Wildes reported that the New Parent Workgroup met on December 8, 2017 and discussed the purpose of the group.

Freer asked that once this group is established if they can survey the staff who are parent/caregivers about working the 4/40 schedule.

1. Committee Updates

* 1. Logo & Shirts

There was a discussion to look at shirts and cardigans through another vendor.

 It was m/F. Villapando, s/L. Dorsey to table this item and to continue to wear similar colors and names tags to campus events **APPROVED**

* 1. Staff Council Webpage

It was m/J. Stevenson s/A. Lane to accept the webpage outline with the suggestions of J. Poore. **APPROVED**

**Garcia** mentioned that the SC website will be[**www.csusb.edu/staff-council**](http://www.csusb.edu/staff-council) **.**

* 1. Meet and Greet

**Huston** proposed to move the Meet and Greet to January 30, 2018 from 10:00am-12:00pm in the Pine room due to the cost of the venue. The Palm Desert Meet and Greet will be on February 8, 2018 from 11:00am-1:00pm. The menu will be a hot chocolate bar with light refreshments.

There was discussion about purchasing blue stress balls that included SC website on them. The cost for 200 stress balls will be around $350.

It was m/J. Stevenson, s/L. Cromwell to purchase the stress balls and for the cost not to go above $350. **APPROVED**

* 1. The SC Election sub-committee stated that they would on January 10th to discuss spring elections process.

1. **One Minute Items**

**President’s Cabinet & Staff Council**

**Cromwell** mentioned that the Executive Members of the SC were asked to meet with the President and his Cabinet members on Monday, January 22, 2018.

**Stevenson** mentioned that she still needs fun facts and pictures from some members, which are due to her by Friday. January 12th.

**Garcia asked Freer** if it would be possible to add the name of the SC member that will attend Commencement to the program. Freer stated that this a reasonable request.

**Villapando and Casillas** brought up the question about what emergency funds may be available to staff as well as student workers**. Freer** mentioned that there are emergency funds for student available through the Financial Aid Office.

Garcia mentioned that the SC should reach out to the Unit 5 Manager (Jenny) to ask that she inform the facility workers of the upcoming Meet and Greet. Davila mentioned that she is willing to attend the next Facility Services meeting and translate for Spanish speaking facility workers.

1. **Adjournment**

It was m/ J. Stevenson, s/F. Villapando to adjourn meeting. **APPROVED**

Meeting adjourned at 3:00 pm.

 **Next Meeting:** January 24, 2018

 Time: 2:00 – 3:00 pm

 Location: **CE-260**