**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**

**STAFF COUNCIL**

**MINUTES**

**October 4, 2017**

2:00 – 3:00 pm

CE-336

Present: Beal, Carnahan, Casillas, Cromwell, Davila, Dorsey, Garcia, Hunsaker, Lane, Maldonado, Quijano, Rouch, Salazar, Wildes

Ex-Officio Present: Freer

1. **Approval of September 6th & September 20th Minutes**

It was m/D. Quijano, s/R. Rouch to approve the September 6th Staff Council minutes as written. **ACCEPTED**

It was m/L. Dorsey, s/L. Cromwell to approve the September 20th Staff Council minutes as written. **ACCEPTED**

1. **Purpose Statement**

**Hunsaker** shared the draft of the three possible purpose statements. Council members discussed. **Dorsey** suggested changing #1 to read, “…programs, services, and events…”

It was m/R. Rouch, s/L. Dorsey to adopt #1 with changes as the Staff Council purpose statement and to Adopt #3 as the Staff Council mission statement. **ACCEPTED**

**Hunsaker** will draft the final and submit to council.

1. **Signing of Bylaws Cont.**

Any council member that was not present at the September 20th meeting was asked to sign the Bylaws signature page. **Carnahan** will mail signature page to **Machuca**.

1. **Jack Brown Dedication Event (October 5th, 2017)**

**Garcia** shared that Staff Council received an invitation to the Jack Brown Dedication Event. **Garcia** opened up the discussion on handling invitations for Council members to participate in events and/or committees.

It was agreed that **Carnahan** will send out invitations via email with all pertinent information. The emails will indicate how many reps are needed. Sign-ups will be taken on a first come first serve basis, keeping track of those that have previously attended and/or participated. The goal will be to ensure that all interested members are provided the opportunity to actively participate. **Carnahan** will keep an ongoing record of events and committees and the respective participating members.

1. **Collegiality Forum (October 16th, 2017)**

**Garcia** encouraged all Council members to attend**.**

**Carnahan** will add both the Collegiality Forum and the Jack Brown dedication event to the Staff Council calendar**.**

1. **Planning For Future Events**

**Beal** opened up the discussion on what the preferred attire is for council members when participating at campus events. It was decided that based on the event, members will collectively choose to either wear their own “Coyote Blue” clothes or the “Staff Council” polo/shirt.

1. **Staff Council Logo**

**Garcia** will create and disseminate a Qualitrics survey for members to vote on the Staff Council logo**.**

It was m/A. Salazar, s/D. Quijano & J. Casillas to form a sub-committee to coordinate and manage the Staff Council shirts**. ACCEPTED**

The committee members are **Salazar, Maldonado,** and **Wildes.** The committee will present shirt options to the Council in two weeks**.**

**Freer** recommended that all Staff Council members attend the October 25th CSUSB Vendor Fair**. Carnahan** will add the event to the calendar.

1. **Staff Council Webpage**

It was m/A. Carnahan, s/R. Rouchto create a sub-committee to design, create, and publish the Staff Council web page**. ACCEPTED**

The committee will be led by **Lane,** along with **Rouch, Hunsaker,** and **Garcia. ACCEPTED**

**Garcia** suggested that all members should have their picture taken with Robert Whitehead and have it on file.

1. **One Minute Items**

It was m/S. Maldonado, s/A. Carnahan to include testimonials on the website**. ACCEPTED**

**Casillas** shared that there is a staff emergency fund that staff members on campus can contribute to. In the past it was used to assist staff members in need. **Freer** will follow up with Del Anderson to get more information about the emergency fund.

**Garcia** opened up a quick discussion on the meeting with the Chancellor and the Trustees**.**

**Garcia** reminded the group that staff across campus will reach out to Council members and ask how they can become members. **Garcia** suggested that we wait until the purpose and Staff Council website is finalized before we consider filling the vacant seats. **Casillas** recommended that we provide requesting campus staff a timeline**.**

It was m/R. Rouch, s/J. Casillas to build a list of staff members that are interested in membership as well as a list of other campus constituent groups who wish to partner, over the course of the Fall Quarter while we are in exploratory mode. In January, the Council will reopen the discussion to consider new members and partnerships. **ACCEPTED**

**Freer** announced that the President has agreed to have a member of the Staff Council participate in the platform party at the Winter Commencement ceremonies**. Carnahan** will send out an email blast requesting participants.

1. **Adjournment**

It was m/J. Casillas, s/A. Lane to adjourn. **ACCEPTED**. Meeting adjourned at 3:05 pm

**Next Meeting:** October 18, 2017

Time: 2:00 – 3:00 pm

Location: CE-336