**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**

**STAFF COUNCIL**

**MINUTES**

**November 15, 2017**

2:00 – 3:00 pm

CE-336

Present: Carnahan, Casillas, Cromwell, Davila, Dorsey, Garcia, Hunsaker, Huston, Machuca, Poore, Rouch, Salazar, Stevenson, Wildes

Ex-Officio: Barnier

1. **Approval of October 18th & November 1st Minutes**

It was m/J. Stevenson, s/L. Cromwell to the October 18th and November 1st minutes as written. **APPROVED**

1. **Participation at events outside of work hours**Council decided for non-exempt council members who wish to participate in events that are held outside of work hours, to discuss the opportunity with the supervisor and obtain approval to attend prior to the event.
2. **Serving on Committees (Dual Roles)**

Moving forward as it pertains to invitations for Staff Council participation at events and to serve on committees. **Garcia** will send the announcement to the group and call for interested participants.

It was m/L. Cromwell, s/A. Salazar to continue to track the events/committees that each member of the council is participating in. **APPROVED**

1. **Staff Council Open House/ Meet & Greet**

**Huston** suggested hosting a meet & greet for campus to come and share their thoughts on what they would like to see from Staff Council.

It was m/R. Rouch, s/J. Casillas to set up a planning committee for the purpose of coordinating the meet and greet with the University. **Garcia** made a friendly amendment to also roll out the Staff Council website at the same time as the meet and greet.  **Rouch** accepted the friendly amendment. **APPROVED**

The Staff Council Meet and Greet/Web Launch Sub Committee: **Huston, Stevenson, Davila, Machuca, Hunsaker, and Casillas**.

It was m/J. Stevenson, s/M. Davila for the Meet and Greet/Web Launch Sub Committee to explore options for a fun/”cheesy” announcement to go out to campus for a save the date. **APPROVED**

1. **Sub-Committee Check In**

**7.1 Logo/Shirt Committee**

**Garcia** provided an update on the status of the logo and shirt. He will resend out the final results of the survey of the decided upon logo. The final top three choices will be sent to Strategic Communications for review and determine which ones are okay/pass refinement**.**  It was m/J. Poore, s/L. Dorsey to send the top three choices to Strategic Communications**. APPROVED.**

**Poore** will take choices to Strategic Communications and report back to council**.**

**7.2 Staff Council Webpage committee**

**Rouch** provided update on the status of the Staff Council webpage. Outline for webpage is being drafted and will be up for review shortly**.**

1. **One Minute Items**

**Poore** would like to help the Meet and Greet Subcommittee to create graphics for the invitations and whatever else is needed.

**Poore** suggested that Council members conduct outreach within their respective divisions for continued efforts to introduce Staff Council to campus. **Poore** proposed working with their respective Dean and/or VP to make an internal announcement to introduce the Council member within their division that is seated on Staff Council.

**Garcia** informed the Council that President Morales sent an email requesting two nominees for the Shared Governance Task Force**. Garcia** will send out an announcement calling for interested individuals**.**

It wasm/L. Dorsey, s/J. Casillas to have interested members submit an email to staff council outlining why serving on this task force is important to them. Council will vote at the next meeting to select the two nominees**. ACCEPTED**

1. **Adjournment**

It was m/L. Cromwell, s/J. Stevenson to adjourn the meeting at 3:10 pm. **ACCEPTED**

 **Next Meeting:** November 29, 2017

 Time: 2:00 – 3:00 pm

 Location: CE-336