**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**

**STAFF COUNCIL**

**MINUTES**

**December 13, 2017**

2:00 – 3:00 pm

CE-336

Present: J. Beal, A. Carnahan, L. Cromwell, M. Davila, L. Dorsey, R. Garcia, K. Hunsaker, M. Huston, A. Lane, B. Machuca, S. Maldonado, J. Poore, D. Quijano, R. Rouch, J. Stevenson

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

1. **Approval of November 29 Minutes**

It was m/A. Lane, s/D. Quijano to approve the minutes as written. **APPROVED**

1. **Old Business**

There is no old business to report.

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

**Administrative Council Debrief**

It was m/R. Rouch, s/D. Quijano to accept the report as written. **APPROVED**

**Collegiality Committee Forum & Next Steps**

**Garcia** provided a report of this Committee’s priority areas.

**President’s Cabinet & Staff Council**

**Garcia** mentioned that the Staff Council should receive an invitation to meet with the President’s Cabinet in early January.

**Resilient CSUSB Taskforce**

**Garcia** mentioned that he is on this task force and the purpose is to plan a roadmap for building, operating, and nurturing a healthier more resilient community for the San Bernardino and Palm Desert Campuses.

* 1. **Vice Chair**

**Huston has no new business.**

* 1. **Secretary**

**Cromwell** asked if Council has a duplicating code to order paper. Dorsey stated that the duplicating code is 380.

* 1. **Treasurer**

**Dorsey** received clarification that monies provided to SC is in fact $15,000, not $5,000. A State Trust and Philanthropic Accounts have been set up for the Council. The Trust account has been set for expenditures and the Philanthropic account will be for donations. Dorsey also mentioned that she will set up a meeting with Financial Aid to see if the Council can set up scholarships to assist staff with their educational needs and to be certain that it will not affect their financial aid.

1. New Business
   1. Philanthropic Foundation Board of Directors

**Garcia** shared that he attend the Philanthropic Board of Directors meeting on Tuesday, December 5, 2017 and the board is looking for a Staff Council member to join the board. This group meets quarterly, on and off campus quarter and the purpose of this board is actively pursue opportunities to promote the University, support fund-raising and build strong community relationships.

It was m/L. Dorsey, s/J. Stevenson approve the nominations of S. Maldonado, A. Lane to join this board**. APPROVED**

* 1. Staff Council Spring 2018 elections

**Freer** mentioned that we should make announcement of the spring elections at our Meet and Greet.

It was m/K. Hunsaker, s/ A. Lane to form a sub-committee to work on the elections process, which would consist of R. Rouch, A. Carnahan and

J. Stevenson. **APPROVED**

1. Committee Updates

* 1. Logo & Shirts

There was a discussion to look at other vendors such as Image or the BookStore for better quality of shirts and cardigans.

It was m/R. Rouch, s/L. Dorsey to table this item until the January 10, 2018 meeting. **APPROVED**

**Poore** mentioned that the Council’s logo was not accepted based on the criteria of the visual identity architecture did not qualify for a sub-identity logo.

* 1. Staff Council Webpage

It was m/R. Rouch, s/L. Dorsey to table this item until the January 10, 2018 meeting. **APPROVED**

* 1. Meet and Greet

**Huston** mentioned that we have a tentative date and time of January 31, 2018 from 10:00am-12:00pm

1. **One Minute Items**

**Huston** announced that there are sign-ups for the “Ask Me Tables” in winter and slot are filling up fast. In addition, Huston mentioned that there is basketball appreciation night for staff and families on December 19, 2017.

**Maldonado** mentioned that she attended the Alumni event in Riverside and it was a great experience.

***Update:*** After our December 13th meeting ,Dorsey received clarification that monies provided to SC is in fact $5,000, not $15,000.

1. **Adjournment**

It was m/J. Poore s/J. Stevenson to adjourn meeting. **APPROVED**

Meeting adjourned at 2:50 pm.

**Next Meeting:** January 10, 2018

Time: 2:00 – 3:00 pm

Location: **CE-336**