**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**

**STAFF COUNCIL**

**MINUTES**

**February 21, 2018**

2:00 – 3:00 pm

CE-336

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

Ex-Officio Present: D. Freer

1. **Approval of February 21st meeting minutes**

**It was m/J. Stevenson, s/A. Lane-APPROVED**

1. **Guest Speaker**
   1. Marissa Boles from the Staff Development Center (SDC) spoke with the SC members about the new Coyote Literature Circle. The Coyote Literature Circle is intended to promote your professional and personal development at CSUSB through the reading and discussion of literature that is relevant to areas of growth. The launch date for this program will be April 3rd  and this group will meet every Tuesday in the SDC office from 12-1pm. Currently, there are fifteen staff members that have signed up. If anyone wants to join this group then they can email Marissa Boles at [marissa.boles@csusb.edu](mailto:marissa.boles@csusb.edu) or sign up on the SDC website at online at <https://www.csusb.edu/staff-development-center/connect/coyote-literature-circle> .
2. Officer Reports
   1. Chair
      1. Garcia mentioned that he sent out an email to campus inviting staff to join SC members in attending the President Open Staff Forum on March 16th.
      2. Garcia mentioned that the Veterans Success Center is looking for a SC member to serve on the Veterans Success Center Director Search Committee. Wildes stated that she is willing to serve on this committee.
   2. Vice Chair
      1. Huston asked SC members for feedback regarding the Staff Council meeting/announcement flyer. Several members provided feedback so Huston will revise the flyer and bring it to the next meeting.
      2. Huston mention that she emailed the meet and great follow-up questions to the SC members. There was some discussion and Freer mentioned that we might want to include the mission statement above the follow-up questions so that staff will know what SC is all about.
   3. Secretary

Cromwell had no new business

* 1. Treasurer

Dorsey had no new business

1. **Old Business**

a. Elections

i. Stevenson mentioned that the Elections Committee is asking all SC members hold April 30th and be available to count ballots. The Elections Committee has yet to receive nominations. There are some technical issues with the online nomination form that Garcia will fix. The Elections Committee plans to have a few “Meet the Candidate” dates in March.

1. **New Business**
2. Poore stated that he would be interested to be on the sub-committee to plan social events off campus. One event that he would like to see is a Family Beach Day. This item will be tabled for discussion at the next meeting.
3. **One Minute Items**
   1. Carnahan ask that we encourage staff to nominate their student employee(s)for Outstanding Student Employee Award The nominations were originally due on March 16th but have been extended to March 23rd.
   2. Garcia mentioned that we need to review the SC Bylaws and change “supervisor” to “Appropriate Administrator/MPP”.
   3. Freer reported that there is a Philanthropic Staff Emergency Fund which was establish in 2011 and there currently is no owner of this account. This item will be tabled for next meeting.

* 1. Wildes passed out the purpose of the Parent Group and asked for feedback. Some members provided feedback. Wildes mentioned that the Parent Group will be introduced to campus in May.

1. **Adjournment**

Meeting adjourned at 2:50 pm.

**Next Meeting:** March 21, 2018

Time: 2:00 – 3:00 pm

Location: **CE-336**