**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**

**STAFF COUNCIL**

**MINUTES**

**April 18, 2018**

2:00 – 3:00 pm

CE-336

Present: J. Beal, A. Carnahan, J Casillas, L. Cromwell, L. Dorsey, B. Machuca, S. Maldonado, J. Poore, D. Quijano, R. Rouch,

Ex-Officio Present: Doug Freer

1. Approval of April 4th meeting minutes

It was m/R. Rouch, s/L. Dorsey-**APPROVED**

1. Officer Reports
	1. Chair

Garcia had no new business

* 1. Vice Chair

Huston was not present

* 1. Secretary

Cromwell had no new business

* 1. Treasurer

Dorsey reported the SC Phil account has a balance of $4,325.00.

1. **New Business**
	1. Casillas mentioned that some staff expressed to her that they were uncomfortable to speak at the President’s Staff Forum due to the attendance of Management. There was discussion and the SC members that attended the President’s Staff Forum stated that they did not feel uncomfortable, but felt that it was helpful to have the Provost and VP’s in attendance to answer questions.
	2. Casillas asked if there is a support group for staff who have lost a family member on or close to campus. Freer stated that the Employee Assistance Program

(EAP )program is available to all staff and believes that EAP would be willing to provide this support to staff on campus. Freer asked Casillas to follow up with Lisa White in Human Resources .

* 1. Freer mentioned that the Employee Emergency Fund has a balance of $2,155.00 (the funds are in a state trust account) and SC can choose to take over this account and establish the criteria to distribute these funds. Garcia tabled the discussion of setting up a sub-committee to come up with a process to distribute these funds.
	2. Torie Wesiton-Serdan joined the SC meeting via Zoom and provided information on the work that does Higher Education Institutions. She would like to come to campus and discuss how we can better interact with students.
1. **One Minute Items**
	1. Carnahan mentioned that Outstanding Student Employee Award ceremony will be held on April 30th .
	2. Garcia mentioned that the “Meet the Candidate” went well. Garcia introduced Susan Mendoza (a new SC member) who attended the SC meeting to become more familiar with how our meetings are conducted.
	3. Poore provided a schedule for a possible “End -of -Year Staff Beach Bash for the first Friday on the 4/40 summer schedule. Poore mentioned that he will be unable to be lead on planning this event.
2. **Adjournment**

Meeting adjourned at 3:15 pm.

 **Next Meeting:** May 2, 2018

 Time: 2:00 – 3:00 pm

 Location: **CE-336**