**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**

**STAFF COUNCIL**

**MINUTES**

**August 23, 2017**

2:00 – 3:00 pm

CE-336

1. **APPROVAL OF THE MINUTES**

It was m/D. Quijano, s/R. Rouch to approve the Staff Council minutes from August 9, 2017 as written. **ACCEPTED**

1. **PDC SEAT VACANCY**

**Stevenson** opened the discussion regarding filling the vacant Council seat previously held by Alice Pederson from the Palm Desert Campus. **Stevenson** recommended several staff members to be considered and called for additional recommendations. **Stevenson** will email the list of recommended staff to Doris Wilson and Dean Sharon Brown-Welty for further consideration and advisement. **Freer** suggested reminding our PDC colleagues that there is a Zoom opportunity.

**Carnahan** will reach out to Council member who has not participated in three consecutive meetings nor communicated any reason for the absences and inquire on interest in continuing with the Staff Council.

1. **BYLAW REVIEW**

Council reviewed final draft of Bylaws.

It was m/R. Rouch, s/R. Garcia to approve bylaws as written with typographic errors corrected. **ACCEPTED**

Once the final copy of the Bylaws is printed, a signature page will be passed around at the September 6th meeting for all present members to sign. For those Council members that will not be present at the next meeting a signature page will also be located in Stevenson’s office. Dates for when the page will be available is forthcoming. Once all signatures are collected the Bylaws will be officially adopted.

1. **One Minute Items**

Nominations for Exec. Committee positions should be sent to **Stevenson** or **Hunsaker** by September 6, 2017. Voting will be via online survey (Qualitrics) and will be open from Wednesday, September 6th thru noon on Tuesday, September 9th. Elected Committee members will be announced at the end of business on September 9th.

A special one-hour meeting of the Staff Council is being called for September 13th. **Carnahan** will send out a doodle poll to obtain members availability. The meeting will be held to officially acknowledge and “seat” the Executive Committee. The official Staff Council photo will also be taken. Please dress in black and blue business casual attire.

**Poore** shared visual identity comps that his team came up with for the official Staff Council logo. Numbers for each option will be added and shared with the group for future voting**.**

**Poore** shared with the group that the 2017 Employee Development days are confirmed for September 14th & 15th. **Garcia** shared the website with Council members and projected that it should go live in the next few days. Please spread the word.

1. **Adjournment**

It was m/L. Dorsey, s/A. Salazar to adjourn the meeting. **ACCEPTED**

 **Next Meeting:** September 6th, 2017

 2:00 – 3:00 pm

 Location TBD