**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**

**STAFF COUNCIL**

**MINUTES**

**September 20, 2017**

Present: Beal, Carnahan, Casillas, Cromwell, Dorsey, Garcia, Hunsaker, Huston, Lane, Maldonado, Poore, Quijano, Rouch, Stevenson.

Ex-Officio Present: Barnier, Freer

Guest: Au

1. **Approval of September 6th Minutes**

Item deferred to next meeting.

1. **Guest – A.V.P. Gerard Au – former staff council chair at UCLA and UC statewide staff council – 5 minutes**

**Au** spoke with Staff Council sharing his experience as a member of the Staff Assembly at UCLA/UC System. **Au** agreed to come back and provide guidance whenever needed.

1. **Purpose**

**Huston** began discussion on establishing purpose for the Staff Council. Members broke into small discussion groups to pinpoint key words to emphasize in the purpose statement.

**Huston**, **Rouch**, **Hunsaker**, and **Stevenson** will continue to work on building/drafting the purpose statement.

1. **Signing of Bylaws**

Each member present signed the Bylaws.

1. **Meeting Schedule**

**Carnahan** opened the discussion on the standing Staff Council meeting schedule. Meetings will continue to reoccur bi-weekly. **Carnahan** will send out a Doodle Poll with additional options for the day of the week and/or time to gage the availability of Council members for the Fall Quarter.

1. **Next Steps**

**Freer** agreed that developing a purpose is a great place to start in order to define what the Council is and what it does. It would be a great idea to invite Rowena to an upcoming meeting to discuss collaboration on how the Staff Council can assist with what the Staff Development Center is doing and to familiarize the Council with the resources the center provides. **Freer** also suggested looking at other programs on campus to partner with and encourage Council participation.

**Freer** reminded the group of the President’s remarks on collegiality and campus commitment at Convocation. In the upcoming years, members of Staff Council will be invited to serve on various campus committees.

1. **Announcement to Campus**

**Stevenson** will wait until the purpose statement is finalized before drafting the announcement.

1. **Staff Council Logo**

Item deferred to next meeting.

1. **Staff Council Webpage**

Item deferred to next meeting.

1. **One Minute Items**
	1. Employee Appreciation Picnic

**Barnier** brought forth the discussion of Staff Council taking over the planning of the 2018 Employee Appreciation picnic. Planning should begin late in the Winter Quarter. Council will collaborate with the Employee Development Days planning committee.

* 1. AskMe Volunteers

Please sign up. **Huston** will send open spots electronically to the Staff Council list serve

**Garcia** mentioned that staff were underrepresented at the Convocation ceremony and would like to encourage the President to have more of a staff presence. Council members opened the discussion on how to become more involved at future Convocations.

1. **Adjournment**

It was m/K. Hunsaker, s/ J. Stevenson to adjourn the meeting at 3:07 pm. **ADJOURNED**

 Next Meeting: TBD

 Time: TBD

 Location: TBD