

**STAFF COUNCIL**

**MINUTES**

November 7, 2018

2:00 – 3:00 pm CE-336

**PRESENT**: P. Aguilera, B. Machuca, T. Bookman, A. Carnahan, S. Brooks, J. Casillas, L. Cromwell, R. Garcia, C. Huesca, K. Hunsaker, S. Mendoza, S. Myers, D. Quijano **Zoom:** S. Maldonado, S. Barnier **Ex-Officio:** D. Freer

1. **New Business**
   1. **Approve meeting minutes from 10/10/18 and 10/24/18**

Rouch/M and Mendoza/S motion to approve the minutes for October 10, 2018 and October 24, 2018. PASSED.

**b. November 21st and January 2nd Staff Council Meetings**

Bookman/M and Brooks/S motion to cancel the November 21, 2018 and January

2, 2019 Staff council meetings. PASSED.

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**2. Old Business –** Nothing to Report

**3. Officer Reports**

**a. Chair**

* **President’s Cabinet Meeting**

We discussed our upcoming events:

* + Coyote Fast Break (will be posted on marquee, bldg. displays, etc.)
  + Final Exam Kits
  + Staff Emergency Fund
  + Working Parents Support Group
  + We will meet with cabinet once a quarter
  + Should not get any resistance for attending SC events/meetings
  + Will be asking the SC for input regarding graduation locales
  + Establish a measurement goal for everything we do

**b. Vice Chair**

**c. Secretary – No Report**

**d. Treasurer – No Report**

**4. Committee Updates**

**a. Social media presence (Machuca, Carnahan, Bookman & Hunsaker)**

* Staff Council should have a social media presence.
* RIPL will help you with ideas on what to post on different social media sites. You can schedule out your postings.
* Recommend we create a SC page on Facebook and move forward

Bookman/M and Mendoza/S motion to create a page on Facebook. PASSED. Stacy

Brooks volunteered to set up our Facebook page. “CSUSBStaffCouncil”

**b. Event Planning Committee – Coyote Staff Fast Break – November 30, 2018 11:00 AM to 12:30PM:**

* Flyer has been sent out
* Candy bars have been ordered
* Alfredo will handle the Thank you email and Follow-up Survey
* Will get balloons
* Need greeters (Carlos, Randy, Sarai, Stacy)—Clean-up (Robert)
* Cody Coyote will be there (need a back-up with a cart)
* Robert Whitehead (11:20-11:40) there to take pictures
* We should bring our phones to take pictures
* We will have a sign-in with email addresses
* Next flyer should include “bring your coyote ID”

**5. One-Minute Items**

* Myers/M and Bookman/S motion appoint Alfredo Barcenas to take the lead on creating Qualtricis survey’s for future events. PASSED.
* Committee agreed to take a group picture, possibly at a SC meeting. We will schedule a date/time with Robert Whitehead to take pictures. We

suggest other locations to take the picture.

Garcia/M and Rouch/S motion to approve expense necessary to create a minimum of 50

packets not to exceed $500 with the goal to get as many packets as possible.

**Finals Week Packets: Coyotes Champ Pack**

* DEN will donate some granola bars
* Include “We Define the Future Stickers”
* Potential cost of package/box is $4.50
* Strategic Communications will work with getting the boxes
* Put name on a sticker if you want to donate
* We will start with the DEN to distribute Coyotes Champ Packs

Adjournment at 3:05 pm

**Next Meeting**: December 12, 2018 Time: 2:00 – 3:30PM, Location: CE-336