



# CALIFORNIA STATE UNIVERSITY SAN BERNARDINO

## STAFF COUNCIL REGULAR MEETING AGENDA

Wednesday, August 19, 2020 | 2:00pm

California State University, San Bernardino

ZOOM Link: <https://csusb.zoom.us/j/99986296687?pwd=ZUpxb0ZsNnBIVVNkc1NMDmw2a095UT09>

Password: SC2020

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

IV. APPROVAL OF THE AGENDA

V. PUBLIC COMMENT

Public comment is designated as a time for the public to address the Staff Council during a scheduled meeting on items of business or issues/concerns.

VI. REPORTS

VII. PRESENTATIONS

VIII. STAFF RECOGNITIONS

IX. OLD BUSINESS

**A. ACTION ITEM: ADOPTION OF A MEMORANDUM OF UNDERSTANDING FOR THE BI-ANNUAL AUGIE AWARD (SECOND READING)**

Staff Council will consider the adoption of an MOU between University Advancement and the CSUSB administration on the management of the Augie Hartung award.

X. NEW BUSINESS

**B. ACTION ITEM: ESTABLISHMENT OF STAFF COUNCIL COMMITTEES & RULES**

Staff council will approve the 2020-2021 list of committees and their rules. Membership to each committee will be determined by Staff Council at the next regularly scheduled meeting.

**C. INFORMATION ITEM: 2020 AUGIE POP OF KINDESS DAY**

Staff Council will discuss any further details on the 2020 Augie Day taking place on August 20, 2020.

**D. INFORMATION ITEM: STAFF COUNCIL POLO UPDATES**

Staff Council will discuss any remaining details on the polos for members including the potential costs of shipping.

XI. ANNOUNCEMENTS

XII. ADJOURNMENT



# CALIFORNIA STATE UNIVERSITY SAN BERNARDINO

## STAFF COUNCIL MEETING MINUTES Wednesday, August 5, 2020 | 2:00pm

I. CALL TO ORDER: 2:03 pm by Chair Barcenas

II. ROLL CALL

**Present:** Patricia Aguilera, Ian Banuelos, Alfredo Barcenas, Tiffany Bookman, Jenny Casillas, Kim Hunsaker, Felipe Jimenez, Sarai Maldonado, Lonelle Minesinger, Auenida Pena, Diana Quijano, Randy Rouch, Lorena Segovia

**Apologies:** Rob Garcia

**Absent:** Stacy Brooks, Jaime Espinoza, Jessica Madrigal, Katrina McDowell, Rodrigo Mercado, Kimberlian Porter, Guadalupe Felix Saldivar

III. APPROVAL OF MINUTES

*Motion: Sarai Maldonado | Second: Patricia Aguilera | Approved Unanimously*

IV. APPROVAL OF THE AGENDA

*Motion: Tiffany Bookman | Second: Ian Banuelos | Adopted Unanimously*

V. PUBLIC COMMENT

*No comments.*

VI. REPORTS

*Chair's Report:*

- *Augie Day is August 20, 2020.*
- *Working with Faculty Senate and ASI to get a representative by the next Staff Council meeting.*
- *Executive Committee will be meeting within the next week and establish their meeting schedule that will be shared.*
- *The Executive Committee will be meeting later this week to begin planning for the upcoming year and scheduling regular Executive Committee meetings which will be announced.*
- *Continuation or re-establishing committees and committee chairs will occur at our next SC meeting.*
- *Order for the Staff Council polos for 2020-2021 members has gone in. Delivery to members will be determined.*

*Treasurer's Report:*

- *The President's Office gave a UEC sponsorship of \$5,000.00 to Staff Council.*

VII. PRESENTATIONS - *No presentations.*

VIII. STAFF RECOGNITIONS - *No recognitions.*

IX. OLD BUSINESS – None.

X. NEW BUSINESS

**A. ACTION ITEM: ADOPTION OF A MEMORANDUM OF UNDERSTANDING FOR THE BI-ANNUAL AUGIE AWARD**

Staff Council will consider the adoption of an MOU between University Advancement and the CSUSB administration on the management of the Augie Hartung award.

Motion: Kim Hunsaker / Second: Felipe Jimenez

Motion by Diana Quijano to postpone the approval of the MOU to the next Staff Council Meeting / Second by Jenny Casillas / Motion approved by 12, with one abstention

**B. INFORMATION ITEM: 2020 AUGIE POP OF KINDESS DAY**

Staff Council will discuss any further details on the 2020 Augie Day taking place on August 20, 2020.

Motion: Kim Hunsaker / Second: Tiffany Bookman

- We will be making our own purchases and drop off to campus. Katrina McDowell will handle PDC location.
- Distribution will occur between 12:30-1:00 p.m.
- Kim Hunsaker is working with Augie's family to see if they will be participating in the Staff Chat/Zoom.
- Lorena Segovia and Stacy Brooks will incorporate live video during the coinciding Staff Chat that is scheduled for 1:00 p.m.
- Volunteers, they will be responsible for picking up containers after the event and disposing of trash/clean-up.

**XI. ANNOUNCEMENTS/OTHER:**

*Suggested discussion items for next SC meeting: Staff Emergency Fund  
Re-establishment of SC Committees and New Chairs.*

**XII. ADJOURNMENT:**

*Motion: Avenida Pena | Second: Ian Banuelos | Meeting adjourned unanimously at 2:38 pm*

**Memorandum of Understanding  
Augie Award**

This is agreement grants administration of the biennial Augie Award to Staff Council, effective July 1, 2020.

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**I. Intent of Award**

The bi-annual “Augie Award” was established in 2006 to honor the memory of Augie Hartung, Associate Director of Facilities Services at California State University, San Bernardino from 2001 to 2006. Mr. Hartung, through actions and thoughts exemplified the concept of caring and service throughout his tenure at the University. In his unique and personal way, Mr. Hartung touched every aspect of the University far beyond his formal role and job duties. It is in this spirit, that the University is continuing his memory through this award to be presented to a member of the campus community who most closely emulates the persona of Augie Hartung, as demonstrated by the traits found in his name, A.U.G.I.E.:

Affirming                      Understanding Giving                      Inspiring                      Exceptional

The university has created this award to recognize one person at CSUSB, every two years, who best emulates Augie's caring spirit, unquenchable enthusiasm for assisting others, and warmth in thoughtfully reaching out to friends and strangers alike.

**II. Eligibility and Frequency of Award**

This award is open to all Faculty, Staff, and Administrators with at least two years of CSUSB university or auxiliary organization service. Nomination forms are required to be completed and submitted electronically to the Augie Award Committee Chair by June 30<sup>th</sup> of the fiscal year. The Augie Award will be presented to an awardee every two years.

**III. Committee and Call for Nominations**

The President designates the Chair of Staff Council as Chair of the Committee, who will coordinate the forming on the Augie Award Committee Chair. Nomination forms are to be available through the Staff Council website.

**IV. The Award**

The recipient receives a personalized Popsicle Trophy (or determined equivalent), monetary award of \$250.00 and opportunity to donate \$1000.00 of designated funds to one of the following:

- 1. Children’s Center
- 2. Gear Up
- 3. General Scholarship Fund

Popsicle Trophy (or determined equivalent) sample plate wording

First Name Last Name  
202X-202X Augie Award

## V. Funding Support for the Augie Award

Staff Council will fund the personalized Popsicle Trophy (or determined equivalent).

University Advancement will fund the \$250.00 monetary award.

The President's Office will coordinate funding for the \$1000.00 designated donation.

## VI. Presentation of Award

Staff Council will submit to the President's Chief of Staff the name of the Augie Award recipient, an 80-100-word summary of the recipient's nomination. The Chief of Staff will use this information to incorporate it into the script for Convocation.

At Convocation, a member of Staff Council will be invited to the stage with the President (or designee) to present the Augie Award.

\_\_\_\_\_  
Alfredo Barcenas, Chair  
Staff Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert Nava, Vice President  
University Advancement

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tomás D. Morales  
President

\_\_\_\_\_  
Date



## **2020 – 2021 Staff Council Committees**

**Summary of Duties & Responsibilities:** Staff Council committees shall serve as the working groups for the council at large on specific tasks and responsibilities. Each committee will comprise a minimum of 3 council members with a chair elected among its membership at their first meeting.

The committees will be responsible for reporting back to the Executive Committee on all business matters conducted and will be required to provide reports at general council meetings following each committee meeting. Membership for each committee will be confirmed by the council at large at a regular meeting and will operate on an annual basis.

Final decisions on business conducted during committee meetings will be decided by the Staff Council.

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### **Committees for 2020 - 2021**

#### **Events Committee**

**Purpose:** responsible for the creation, planning and execution of Staff Council events during the academic year. The committee will be in charge of coordinating volunteers for each event and ensuring each one is marketed in the best possible manner.

#### **Staff Emergency Fund Committee**

**Purpose:** responsible for managing the staff emergency fund for Staff Council. Members who serve on this committee will review applications for each grant and award funds that meet proper criteria. Confidentiality will be a priority for all aspects of this committee and a redacted report shall be presented to the council at large.

#### **Bylaws Committee**

**Purpose:** responsible for reviewing and recommending any changes to the Staff Council bylaws to the council at large.

#### **Recognitions & Staff Appreciation Committee**

**Purpose:** responsible for the appreciation of CSUSB staff through recognition type events.