



CALIFORNIA STATE UNIVERSITY SAN BERNARDINO

STAFF COUNCIL REGULAR MEETING AGENDA

Wednesday, September 2, 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

- A. Alfredo Barcenas, Chair
- B. Robert Garcia, Vice Chair
- C. Felipe Jimenez, Treasurer
- D. Diana Quijano, Secretary
- E. Staff Council Members

VII. PRESENTATIONS

VIII. STAFF RECOGNITIONS

IX. OLD BUSINESS

X. NEW BUSINESS

A. ACTION ITEM: ELECTION OF STAFF COUNCIL EVENTS COMMITTEE

Staff Council will receive nominations for and select the committee members to serve on the Events Committee.

B. ACTION ITEM: ELECTION OF STAFF COUNCIL BYLAWS COMMITTEE

Staff Council will receive nominations for and select the committee members to serve on the Bylaws Committee.

C. ACTION ITEM: ELECTION OF STAFF COUNCIL RECOGNITION & STAFF APPRECIATION COMMITTEE

Staff Council will receive nominations for and select the committee members to serve on the Recognition & Staff Appreciation Committee.

D. ACTION ITEM: ESTABLISHMENT AND APPOINTMENT OF THE STAFF SERVICES AD HOC COMMITTEE

Staff Council will discuss the creation and appointments to an ad-hoc committee focused on the development of staff services.

E. ACTION ITEM: APPOINTMENT OF A STAFF COUNCIL MEMBER TO THE PRESIDENTS DIVERSITY, EQUITY AND INCLUSION BOARD

Staff Council will receive nominations for a member to serve on the inaugural board as requested by the Office of the President.

F. DISCUSSION ITEM: DEVELOPMENT OF THE STAFF COUNCIL EMERGENCY FUND POLICY

Staff Council will discuss the creation and development of an Emergency Fund policy.

G. DISCUSSION ITEM: AUGIE AWARD

Staff Council will discuss details on the recently approved MOU for the Augie Award.

H. INFORMATION ITEM: 2020 STAFF COUNCIL RETREAT

Staff council will decide on a tentative date and time to host the 2020 Staff Council Retreat.

XI. ANNOUNCEMENTS

XII. ADJOURNMENT



**STAFF COUNCIL
MEETING MINUTES
Wednesday, August 19, 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, Jaime Espinoza, Kim Hunsaker, Felipe Jimenez, Jessica Madrigal, Sarai Maldonado, Katrina McDowell, Rodrigo Mercado, Lonelle Minesinger, Auenida Pena, Diana Quijano, Randy Rouch, Lorena Segovia

Regrets: Rob Garcia, Kimberlian Porter

Absent: Stacy Brooks, Guadalupe

III. APPROVAL OF MINUTES – August 5, 2020

Motion: Auenida Pena | Second: Kim Hunsaker | Approved Unanimously

IV. APPROVAL OF THE AGENDA

Motion: Tiffany Bookman | Second: Kim Hunsaker | Adopted Unanimously

*Motion to add Item E: Discussion re Staff Emergency Fund – Jenny Casillas
Approved Unanimously*

*Motion to add Item F: Discussion re Non-Union Issues for Staff – Patty Aguilera
Approved Unanimously*

The agenda approved unanimously.

V. PUBLIC COMMENT

- Patricia Aguilera shared that Rob Garcia is cancer free. Staff Council is looking forward to welcoming Rob back.
- Auenida Pena shared that the President's Office is hosting Coyote Hour this coming Friday from 12-1 p.m. Bring your lunches. Fun things are planned so please join if you can.

VI. REPORTS

Chair's Report:

- Alfredo Barcenas will be participating in tomorrow's convocation and introducing this year's Executive Council, along with the Chair of Faculty Senate, Beth Steffel and ASI President Graciela Moran. This will be our first virtual convocation starting at 9 am tomorrow.
- Staff Council is reminded that all Staff Council documents are available on the Google Drive. Should you have any issues accessing it please advise either Alfredo Barcenas or Diana Quijano. All agendas, minutes and any attachments will be available there.

Treasurer's Report: No reports.

Secretary: No reports.

Committees: We are in the process of forming committees.

Staff Council Members: Jessica Madrigal announced 50/50 day on September 17th. This is the third year being hosted at the University.

VII. PRESENTATIONS - *No presentations.*

VIII. STAFF RECOGNITIONS:

Jennifer Winburn, Financial Aid & Scholarships
Earl Wilson and Gil Trevino, PDC IT Team.
Elizabeth Ferreira, Strategic Communications
Michelle Newman, Michael Singer and Regina Garrison, PDC Campus
Book Store Staff
Parker Brooks, IT

IX. OLD 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.

The MOU was reviewed and amendments presented.

Motion: Kim Hunsaker / Second: Felipe Jimenez

The MOU was reviewed along with proposed amendments.

Staff Council will be responsible for the cost of the trophy which is approximately \$200.00. The artist indicated the trophy could be made out of resin which would significantly reduce the cost of the trophy.

Roll call vote was taken. 15 votes in favor. The MOU is adopted.

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.

Motion: Jessica Madrigal / Second: Ian Banuelos

Review of the 2020-2021 Staff Council Committees and Summary of Duties and Responsibilities. This is basically the same as what was approved at last year's meeting. As we do not have a policy set in place in our by-laws this sets forth how we will govern our committees.

Roll call vote was taken. 15 votes in favor. Motion carries.

We will be electing people joining committees at our next 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.

Motion: Kim Hunsaker / Second: Tiffany Bookman

- Containers for each of five location on campus and PDC and purchases will be made a Smart and Final
- Volunteers will get selfies to Tiffany. Lorena will also be out in the field.
- Augie's family is confirmed for staff chat and they have created a video.
- Framing around the idea of kindness. Staff Chat begins at 1 p.m.
- Kim will pick up containers at the end of the event.

Chair Barcenas has received positive feedback that people are liking the things that we are doing and he thanked Staff Council for their work.

D. INFORMATION ITEM: STAFF COUNCIL POLO UPDATES

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

Motion: Jessica Madrigal / Second: Patricia Aguilera

Stacy Brooks will be shipping the polos to each staff council member. She was going to look into the shipping costs but there is no issue since people are not on campus. When we have the shipping costs we will bring it to Staff Council for approval. Alfredo will check with Stacy if staff on campus might pick up polos.

E. STAFF EMERGENCY FUND:

Motion/ Jessica Madrigal / Second: Patty Aguilera

Jenny Casillas asked that members think of ways to promote the Staff Emergency fund other than a mass email on bb, campus or colleagues email. Perhaps promote during Staff Chat. Because of COVID and us being virtual perhaps it should be shared by mass email for this time, only to staff employees on campus.

Suggested that we put all resources available on our web site, along with the Staff Emergency Fund.

Donation button has been added to our Staff Council website by University Advancement so we can use that to ask for donations.

Committee evaluates and determines the amounts awarded, with a maximum of \$500. Application is on the website.

At our next meeting we will be establishing the committee for Staff Emergency Fund as well.

The Staff Emergency Committee would like to keep its members private so that there does not appear to be any bias. We can go into closed session when we discuss this topic. Someone would have to motion that we go dark when the item comes up. Agenda will say closed session for this item at our next meeting.

F. NON-UNION ISSUES FOR STAFF: Discussion Item

Motion: Ian Banuelos / Second: Jaime Espinoza

Can we provide information to staff of what is available to staff, like the Emergency Fund? ASI has attorney night, Alumni Association had something on trust funds. Patty Aguilera would like to suggest that we provide a list to staff of kinds of services are available to staff and come up with non-union service items for staff. Alfredo believes staff have access to the ASI legal clinic for a small fee. He will double-check on that. Perhaps we should start a committee to look into special services available for our staff. Patty Aguilera and Lorena Segovia will form an ad hoc committee to explore what kinds of services might be available to staff.

XI. ANNOUNCEMENTS/OTHER:

Kim Hunsaker commended the great job that Staff Council is doing. Sarai Maldonado thanked Alfredo Barcenas for his leadership of the Council.

Semester Conversion is finally here after its anticipation since around 1995.

XII. ADJOURNMENT:

Motion: Sarai Maldonado | Second: Rodrigo Mercado | Meeting adjourned unanimously at 3:03 pm