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| Staff Council (SC) Meeting Agenda and Action Minutes |
| **Meeting Date:** | Thursday, April 20, 2017 | **Time:** | 1:00 PM – 2:30 PM | **Location:** | Campus Center 240 |
| **Meeting Leader:** | Karen Quackenbush | **Timekeeper:** | Dominique Clarke |
| **Participants:** | **Attendees**: William Araujo, Peter Bartholomew, Sylvana Brito, Dominique Clarke, Viola Clyburn, Regina Collins, Andrea Connell, Gabriella Cuzzola, Nakia Goode, Casey Hennessey, Jasmine Howard, Michael Kehoe, Stephanie Macias, Richard Martinez, Marlene Masi, Karen Quackenbush, Dean Roberts, Candida Rocha, Denise Thomas, Tiffany Small, Xenia Thomas, Sean Vroom, Heidi Young**Regrets**:  |
| **Meeting Purpose:** | * April 2017 meeting of the University Staff Council
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| **Preparation:** | * Review any documents e-mailed prior (Please bring copies to the meeting)
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| **Start Time** | **Agenda Items** | **Process/Responsible** |
| 12:30pm | * Lunch is available
 | Campus Center 240 |
| 1:00pm | * Approval of the previous meeting minutes.
 | Gabby Cuzzola |
|  | * Guest Speaker – Dr. Robert Lazer, Director Organization Performance Excellence
* Discussion of the survey from spring 2015. This survey will run again in spring 2018.
* There will be a new curriculum for staff and supervisors
* Bob Lazer will conduct in-person feedback/focus group sessions.
 | Karen Quackenbush |
| 1:05pm | * Feedback on Sip Coffee w/Staff Council
* Karen will send out the questions/concerns collected at the meeting.
* Safety and environment seemed to be the biggest issues.
* The Council overall felt that the SC with the SC event is growing and that more people know we exist.
 | Gabby Cuzzola/Viola Clyburn |
| 1:05pm | * Election Committee Update – William Araujo, Denise Thomas, Stephanie Macias, Dominique Clarke, Tiffany Small
* Karen will be reaching out to the nominees to see if they want to be on the ballot. The ballot should go out May 1 and decisions will be made by May 12.
* There will be a terminal for voting in the EDC so Physical Plant staff can vote early.
* Council members are asked to please encourage voting!
 | Dominique Clarke |
| 1:25pm | * Committee Updates
	+ Committee on Finance – Nakia Goode
	+ They are working on a new travel policy, purchase policy, credit cards. They are in the testing phase of Chrome River (travel software). We have a travel management company now so there will be no out of pocket for staff.
	+ Strategic Planning Steering Comm. – Heidi Young
	+ FMH will be renovated.
	+ Comm. On Campus Life – Gabby Cuzzola
	+ Has not met.
	+ Comm. On Information Systems & Communications – Andrea Connell
	+ Andrea was not in attendance.
	+ Comm. On Human Resources – Denise Thomas, Xenia Thomas, Regina Collins & William Araujo
	+ Committee has not met.
	+ Comm. On Facilities – Heidi Young
 | Council Members |
| 1:55pm | * Faculty Senate Update
 | Candida Rocha |
|  | * Regina Collins asked how we are sure all areas are getting communication from the Staff Council.
* How can we get the message out?
* The website currently has the minutes.
* Tiffany spoke to the trial and error of the past.
* Karen sent out a list of every staff member so we can all look and see who we cover and who many not be getting information.
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| 2:10pm | * University Senate Update
* Bob Lazer presented.
* Fadi spoke about student senate
* Students want more time between classes
* There were 4 resolutions, 2 passed.
* Pass/Fail classes – students can do this twice in their NJIT career.
* Change add/drop to 9 business days from 5.
* Academic advisors will be evaluated to determine their effectiveness.
* A diversity committee was formed. They will eventually roll out policies, etc.
* Hiring freeze does not impact grant funded or instructional staff.
* NJIT is on target to bring 20+ new faculty on board
* NJIT needs to increase enrollment
 | Dominique Clark; Tiffany Small |
| 2:25pm | * Review of Actions Items
 | Gabby Cuzzola |
| 2:30pm | * Next Meeting – Thursday, May 18, 2017 – 12:30pm (Lunch) 1:00pm-2:30pm (Meeting)
 | Karen Quackenbush |

| **DECISIONS Reached** | **Decision Date** |
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| Last meeting minutes approved. |  |

|  **ACTION Items** |
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| **Status**  | **Action to be taken** | **Responsible** | **Due Date** |
| CLOSED | Find out if Lot #12 is still open for use as an overflow lot.Inform Public Safety that better communication is needed between the guards at both parking decks - students and faculty are being sent back and forth looking for parking.  Voice the concern: Wilsey Street has people parking on both sides of the street and it makes the street too narrow. There has already been an accident as a result. | Viola Clyburn | Completed |
| CLOSED | Put Staff Council accomplishments on the website. – Decided to post the monthly minutes that include all discussion items/accomplishments | Gabby Cuzzola | Completed |
| OPEN | There are no women’s bathrooms on the 2nd floor of Tiernan Hall.  | Dean Roberts |  |
| CLOSED | Create minutes for Council Members to share with their areas | Gabby Cuzzola | Completed |
| OPEN | Coordinate a meeting for the Election Committee | Karen Quackenbush |  |
| CLOSED | All Staff Council Members are to wear read to the next meeting for pictures to be posted on the HR media wall | All Staff Council | Completed |
| CLOSED | Plan SC with the SC | Gabby Cuzzola/Viola Clyburn | Completed |
| CLOSED | Email the C-CAPS presentation to Staff Council Members | Karen Quackenbush | Completed |
| CLOSED | Game Room Hours & Availability of Gaming Equipment – Speak with Senate on what is happening with improvements in the Game Room and bring this to their attention | Karen Quackenbush | Completed |

| **PARKING LOT Items** | **Discussion Date** |
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