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| Staff Council (SC) Meeting Agenda and Action Minutes |
| **Meeting Date:** | Thursday, October 25, 2018 | **Time:** | 1:00 PM – 3:00 PM | **Location:** | Campus Center 240 |
| **Meeting Leader:** | Karen Quackenbush | **Timekeeper:** | Mike Dabrowski |
| **Participants:** | **Attendees**: William Araujo, Jody Borack, Viola Clyburn, Mihaela Cohanoschi, Gabriella Cuzzola, Michael Dabrowski, Jasmine Howard, Michael Kehoe, Elizabeth Limbrick, Michelle Llado-Wrzos, Richard Martinez, Mark Massa, Karen Quackenbush, Nisha Reyes, Candida Rocha, Deborah Sims, Ewa Staromiejska, Philip Stickna, Priyadarshini Vin, Sanjeanetta WorleyRegrets: Staci Mongelli, Darryl Rivera |
| **Meeting Purpose:** | * October 2018 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 was available | Campus Center 240 |
| 1:00pm | September Minutes approved | Karen Quackenbush  |
| 1:05pm | Committee Reports * Committee on Finance – Jasmine Howard **(will meet Nov 1st)**
* Strategic Planning Steering Comm. – Elizabeth Limbrick **(expected to meet early Dec. Michelle will sit in if Elizabeth cannot make the meeting)**
* Comm. On Campus Life – Viola Clyburn
* Comm. On Information Systems & Communications – Richard Martinez **(will meet with Dave Ullman Oct 29th)**
* Comm. On Human Resources – Mihaela Cohanoschi, Staci Mongelli, Nisha Reyes, Viola Clyburn, Ewa Staromiejska **(survey completion was low – about 25% when 60% was wanted. Staff responded better than faculty)**
* Comm. On Facilities – Mark Massa **(did not meet)**
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| 1:30pm | Faculty Senate Update **Oct 11th mtg – Dr. Bloom attended. NJIT is buying Mueller Bros.****Oct 25th mtg – Search for President expected to begin April 2019. Outside consulting firm & Board of Trustees to conduct search. Offer to new President expected in Spring 2021, although there has been no announcement of Dr. Bloom retiring as of yet (maybe 2020?)** | Candida Rocha |
| 1:40pm | University Senate Update – Gabby Cuzzola & Karen Quackenbush* November 7 **(next meeting)**
* February 6
* April 3
 | Gabby Cuzzola/Karen Quackenbush |
| 1:50 | Open Action Items | Karen Quackenbush |
| 2:10pm | New Action Items | Karen Quackenbush |
| 2:20pm | NJIT’s Homecoming – Thank you to everyone who assisted with the event! **Over 1,500 people attended – SUCCESS!** | Karen Quackenbush |
| 2:25pm | Review of Action Items  | Mike Dabrowski |

| **DECISIONS Reached** | **Decision Date** |
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|  **ACTION Items** |
| **Status**  | **Action to be taken** | **Responsible** | **Due Date** |
| OPEN | Food Pantry – Meetings have taken place with various staff who may be involved in the process; meeting with Dr. Boger* There is now a formal committee with staff, GDS, Campus Life, and student representatives.
* NJIT Homecoming will focus on this as a donation. Meeting on June 8 to discuss. Homecoming is October 13 and all staff are encouraged to attend.
 | Jasmine Howard/Nisha Reyes**Update: Jasmine reached out to Marybeth Boger, awaiting reply. Goods collected at Homecoming. Food pantry will be in CC room 478.**  |  |
| OPEN  | Faculty/Staff Dining & Campus Center microwavesNisha and Jasmine are meeting with Dr. Boger about the microwaves* Facilities ordered new microwaves. Mark will follow up. GDS said to e-mail any suggestions to them.
* Viola notified Karen that GDS and Facilities are both pointing at each other on this issue.
 | **Update: Karen met with Dave Arluna & Henry R. Facilities will be responsible for cleaning once a night, but were only cleaned the first few days after mtg. Karen will follow up w/ Henry. Encourage use of Faculty/Staff Dining microwaves.** |  |
| OPEN | The Council would like to see the creation of a bank where we can donate sick time. * Lauren Rubitz said this is in progress.
 | HR Committee**Update: Still being worked on. Policy needs to be approved by unions. Staci/Nisha will follow up.** |  |
| OPEN | Faculty Dining Room menu selection needs improvement along with the presentation of food choice. ~~Notice of mice in the area.~~ | Nisha Reyes will follow up with Dining ServicesJasmine will follow up with GDS**Update: Online menu not yet available, but being worked on. Dave Arluna to speak with Marybeth Boger about presentation of food.** |  |
| OPEN | There are no women’s bathrooms on the 2nd floor of Tiernan Hall.  | **Update: Mark said it is in the works to convert the 2nd floor men’s room to a women’s room.** |  |
| OPEN | The Campus Center staff get constant complaints about the 1st floor Campus Center bathroom | **Update: They are checked/cleaned throughout the day. The main complaint is water on the sink counters. The issue is poor faucets not distributing enough water. Mark entered a work order for plumbing.** |  |
| OPEN | Issues with hiring work study students. The system we have for this is not effective | Rich Martinez will bring this to the Committee on Information Systems. **Update: Rich mtg w/ Dave Ullman Monday, Oct 29th.** |  |
| OPEN | WiFi issues throughout the campus | Rich Martinez will bring this to the Committee on Information Systems. **Update: Dave Ullman mtg w/ Senate (more info later). If problems, call the Help Desk or contact Pete Teklinski and give the IP address, time & location. Res-Life lounges are bad spots for WiFi, but rooms seem to be OK.** |  |
| OPEN10/25 | Amazon & UPS delivering packages to wrong locations if main mailroom address is not used. Joe Myers & Stan Stec of Purchasing should be contacted to better advise delivery persons. Create signs in lounges to direct where items should be delivered. | Priya Vin |  |
| OPEN10/25 | Trouble with readers at Summit St Deck. ID cards are not swiping properly. Gates do not always open. | Mike Dabrowski |  |
| OPEN10/25 | Contractor vehicles parked all the time on Bleeker St sidewalk by SOM. Take pictures if seen and send to Karen, who will follow up with Public Safety. | Karen Quackenbush |  |
| OPEN10/25 | Non-NJIT job ads for students (babysitting, etc) – How is it best to get this info to them? Contact Amber Danku or Christy Danell for commuters; Karen for Res-Life students. | Priya Vin |  |
| OPEN10/25 | Garbage not picked up in Kupfrian Advising Success Center when staff member responsible is out. Per Ewa, call Facilities Services. | Ewa Staromiejska |  |
| OPEN10/25 | Letter on salary increase does not state exactly how much the increase was. | Karen Quackenbush |  |
| OPEN10/25 | Very old job openings still posted on HR website should be removed. | Nisha Reyes |  |

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