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| Staff Council (SC) Meeting Agenda and Action Minutes |
| **Meeting Date:** | Thursday, March 31st, 2016 | **Time:** | 1:00 PM – 3:00 PM | **Location:** | Fenster Hall 398 |
| **Meeting Leader:** | Tiffany Small | **Timekeeper:** | Casey Hennessey |
| **Scribe:** | Peter Bartholomew | **Gatekeeper:** | Dominique Clarke |
| **Judge:** | N/A | **Recorder:** | N/A |
| **Participants:** | **Attendees**: Andrea Connell, William Araujo, Nakia Goode, Sylvana Brito, Dominique Clarke, Casey Hennessey, Karen Quackenbush, Denise Thomas, Michael Tress, Sean Vroom, Sharnette Vidal, Heidi Young, Tiffany Small, Peter Bartholomew, Victor Passaro, Mark Cyr, Raymond Grace, Vanessa Cousar, Gabriella Cuzzola**Regrets**: Felicia Margolies, Maria Oquendo, Xenia Thomas |
| **Meeting Purpose:** | * March 2016 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** |
| 1:00 | * Welcome
	+ Open the meeting
	+ Review Agenda
	+ Assign Meeting Roles
 | Tiffany Small |
| 1:10 | * Approval of previous meeting's minutes
 | Peter Bartholomew |
| 1:15 | * Introduction of Andrea Connell, Budget Office, replacement for Conrad Corpus
 | Tiffany Small |
| 1:20 | * Update from Faculty Senate meetings
 | Sylvana Brito |
| 1:30 | * SC website updates
 | Vic Passaro |
| 1:35 | * Update on the SC elections
 | Tiffany Small |
| 1:45 | * Discussion of increasing campus awareness of the Staff Council
	+ Staff Council tabling in March – feedback
	+ Meet-and-greet event
	+ Visitation to departments
 | All |
| 2:20 | * Open the floor for discussion
	+ Updates from the University Senate standing committee representatives
	+ Discussion of old and newly-proposed quality of life issues
 | All |
| 2:50 | * Review date and time for next Staff Council meeting
 | All |
| 2:55 | * Review and verify all action items
 | Scribe/Tiffany Small |
| 3:00 | * Adjourn meeting
 | All |

| **DECISIONS Reached** | **Decision Date** |
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| Approval of 12/10/2015 meeting minutes – 15 in favor, zero opposed, zero abstentions | 02/25/2016 |
| Approval of 11/19/2015 meeting minutes – 13 in favor, zero opposed, zero abstentions | 12/10/2015 |
| Nomination of the Election Committee – William Araujo (nominated by William Araujo, seconded by Vic Passaro), Xenia Thomas (nominated by William Araujo, seconded by Sharnette Vidal), Nakia Goode (nominated by Sharnette Vidal, seconded by Michael Tress), and Maria Oquendo (nominated by Tiffany Small, seconded by William Araujo) | 12/10/2015 |
| Approval of 10/29/2015 meeting minutes – 16 in favor, zero opposed, zero abstentions | 11/19/2015 |
| Add the issue of malfunctioning elevators in the Parking Deck to the Proposed Quality of Life Discussion Topics document | 11/19/2015 |
| Approval of 09/15/2015 meeting minutes – 17 in favor, zero opposed, zero abstentions | 10/29/2015 |
| Conduct a meet-and-greet event in the Campus Center in early Spring 2016, possibly February - 17 in favor, zero opposed, zero abstentions | 10/29/2015 |
| Add the issue of flooding in the Student Mall corridor to the Proposed Quality of Life Discussion Topics document | 10/29/2015 |
| Table the CDS parking space issue for employers for the November meeting until Casey Hennessey can speak with Public Safety | 10/29/2015 |
| Meetings will be held on Thursdays at 1:00 pm, and they will be scheduled in advance | 10/29/2015 |
| Approval of 06/09/2015 meeting minutes – 19 in favor, zero opposed, zero abstentions | 09/15/2015 |
| Approval of Meeting Ground Rules – 19 in favor, zero opposed, zero abstentions | 06/09/2015 |
| Approval of 05/05/2015 meeting minutes – 17 in favor, zero opposed, zero abstentions | 06/09/2015 |
| Staff Council Executive Committee Elections were held. The results were unanimous and are as follows:President – Tiffany Small (Incumbent)Vice President – Vic Passaro (Incumbent)Executive Secretary – Peter Bartholomew (Incumbent) | 06/09/2015 |

|  **ACTION Items** |
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| **Status**  | **Action to be taken** | **Responsible** | **Due Date** |
| Open | Confirm whether or not staff members can bring their own lunch and dine in the Faculty Staff Dining Room | Karen Quackenbush | 03/31/2016 |
| Open | Advertise SC accomplishments on the website and via email | Executive Committee | 03/31/2016 |
| Open | Confirm the cleaning products that are used on campus are “green” and eco-friendly | William Araujo | 03/31/2016 |
| Open | Coordinate visitation and presentation to departments on campus by Staff Council representatives | Tiffany Small and Vic Passaro | 03/31/2016 |
| Open | Investigate items that are related to Parking or the Parking Deck* Concern with possible lack of lighting on the 7th floor of the Parking Deck (closed)
* The lines in Lot 12 are too close causing narrow parking spaces (closed)
* Elevators in the Parking Deck tend to malfunction frequently (closed)
* Clearer, consistent signage is needed on some floors in the Deck to safely direct one-way traffic
 | Raymond Grace | 03/31/2016 |
| Closed | Coordinate Staff Council tabling | Karen Quackenbush | 02/25/2016 |
| Closed | Coordinate Staff Council meet-and-greet spring event | Gabriella Cuzzola | 02/25/2016 |
| Closed | Add the issue of malfunctioning elevators in the Parking Deck to the Proposed Quality of Life Discussion Topics document | Tiffany Small | 12/10/2015 |
| Closed | Investigate mailing Staff Council pamphlets via inter-office mail to on-campus staff | Tiffany Small | 11/19/2015 |
| Closed | Update current Proposed Quality of Life Discussion Topics document with issue re: doorway of Student Mall and resulting flooding in corridor | Tiffany Small | 11/19/2015 |
| Closed | Investigate possibility of posting an article or announcement through NJIT Weekly and/or Highlander Pipeline | Peter Bartholomew | 11/19/2015 |
| Closed | Discuss possible budget for promotional Staff Council items with the Provost’s Office | Tiffany Small | 11/19/2015 |
| Closed | Submit suggestions for an electronic election process for those in Facilities Management in AFSCME | All | 11/19/2015 |
| Closed | Update and distribute current Proposed Quality of Life Discussion Topics document | Tiffany Small | 10/29/2015 |
| Closed | Investigate possibility of including Staff Council information in onboarding orientation and possibility of contacting newly-hired employees below the level of director informing them of the Staff Council | Xenia Thomas | 10/29/2015 |
| Closed | Schedule and coordinate Staff Council tabling in the Campus Center | Karen Quackenbush | 10/29/2015 |
| Closed | Schedule date for photos to be taken of SC members with Web Services/STRATCOM for placement on SC web site | Tiffany Small | 06/09/2015 |
| Closed | Amend the SC Bylaws under the Membership section (II.E.1 and II.E.2) to state that nominations and elections for officers shall be conducted when new SC Members are elected | Executive Committee | 06/09/2015 |
| Closed | Submit amended Bylaws to STRATCOM for website posting (which include previous amendments) | Tiffany Small | 06/09/2015 |
| Closed | Follow up with Dave Ullman regarding the UCID’s of alumni who become NJIT employees | Conrad Corpus | 06/09/2015 |
| Closed | Provide suggestions regarding communication from the SC to the campus community and increasing awareness of the SC | All | 06/09/2015 |

| **PARKING LOT Items** | **Discussion Date** |
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| Commence conversation with Strategic Communications regarding podcasting | April 2016 |