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| Staff Council (SC) Meeting Agenda and Action Minutes |
| **Meeting Date:** | Thursday, September 15, 2016 | **Time:** | 1:00 PM – 2:00 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, Richard Martinez, Marlene Masi, Karen Quackenbush, Dean Roberts, Candida Rocha, Tiffany Small, Denise Thomas, Xenia Thomas, Heidi Young, **Regrets**: Sean Vroom |
| **Meeting Purpose:** | * September 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** |
| 12:30pm | * Lunch is available
 | Campus Center 240 |
| 1:00pm | * Welcome
	+ Introductions (Returning & New Members)
	+ Name Plates
	+ Ground Rules
	+ Member from Research & Development Area
 | Karen Quackenbush |
| 1:05pm | * Approval of previous meeting's minutes
 | Gabriella Cuzzola |
| 1:10pm | * Shared Governance Structure Chart
 | Tiffany Small |
| 1:15pm | * Overview – What does Staff Council Do?
	+ Committee on Finance – Nakia Goode
	+ Strategic Planning Steering Comm. – Heidi Young
	+ Comm. On Campus Life – Open
	+ Comm. On Information Systems & Communications – Open
	+ Comm. On Human Resources – Denise Thomas, Xenia Thomas & Open
	+ Comm. On Facilities – Heidi Young
 | Dominique Clarke |
| 1:25pm | * Opening on the Comm. On Campus Life
* Opening on Comm. On Human Resources
 | Karen Quackenbush |
| 1:30pm | * University Senate Update
 | Karen Quackenbush/Tiffany Small |
| 1:40pm | * Faculty Senate Update
 | Candida Rocha |
| 1:50pm | * Review of Actions Items
 | Gabriella Cuzzola |
| 1:55pm | * Next Meeting Date/Time
 | Karen Quackenbush |

| **DECISIONS Reached** | **Decision Date** |
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| Approval of April 28th Meeting Minutes | 5/19/16 |
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|  **ACTION Items** |
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| **Status**  | **Action to be taken** | **Responsible** | **Due Date** |
| OPEN | Communicate with Raymond Grace in regards to the number of women’s restrooms on the 2nd floor of Tiernan Hall | Tiffany Small | 5/19/16 |
| OPEN | Advertise SC accomplishments on the via email and website | Tiffany Small  | 5/19/16 – Email sent |
| OPEN | Investigate items that are related to Parking or the Parking Deck* Clearer, consistent signage is needed on some floors in the Deck to safely direct one-way traffic
 | Raymond Grace | 5/19/16 |

| **PARKING LOT Items** | **Discussion Date** |
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| Commence conversation w/Strategic Communications regarding podcasting | September 2016 |
| Coordinate visitation and presentation to departments on campus by Staff Council representatives | September 2016 |