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| Staff Council (SC) Meeting Agenda and Action Minutes |
| **Meeting Date:** | Thursday, December 15, 2017 | **Time:** | 1:00 PM – 3:00 PM | **Location:** | Campus Center 240 |
| **Meeting Leader:** | Karen Quackenbush | **Timekeeper:** | Dominique Clarke |
| **Participants:** | **Attendees**: Peter Bartholomew, Sylvana Brito, Dominique Clarke, Viola Clyburn, Regina Collins, Gabriella Cuzzola, Michael Dabrowski, Yvonne Drakes, Elizabeth Limbrick, Mark Massa, Dimana Neykova, Karen Quackenbush, Dean Roberts, Sanjeannetta Worley**Regrets**: William Araujo, Mihaela Cohanoschi, Jasmine Howard, Michael Kehoe, Richard Martinez, Staci Mongelli, Darryl Rivera, Candida Rocha |
| **Meeting Purpose:** | * December 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 previous meeting's minutes | Karen Quackenbush  |
| 1:05pm | Introduction of the new SC members – Dimana Neykova & Yvonne Drakes  | Karen Quackenbush |
| 1:10pm | Staff Council List that SC members are responsible for communicating with emailed yesterday – any questions?  | Karen Quackenbush |
| 1:15pm | Todd Miller & Denise Anderson – coming to January 18th meeting to discuss the University Signage plan | Sandy Worley |
| 1:20pm | Update on Faculty/Staff Dining * Dave Arluna is aware of some of the suggestions of improvement, i.e, presentation of the food and food choices. He has already been in contact with Dr. Boger about renovating the dining room. He is working on posting the menu in advance and welcomed the idea of themed/cultural meals.
* There will not be any change on the soup cups. He said that the cups and bowls are pretty much the same size.

Update on Campus Center microwaves (by the grill)* The microwaves were purchased by Bob Moran (he has since retired) and CARS were responsible for the up keep of them. Since CARS in no longer in existence, Dave thought it would be under Dr. Boger's area to purchase new microwaves.
* After our meeting on Thursday, December 14 with Dr. Boger's staff, we will have a follow up meeting with Dr. Boger and Dave Arluna.
 | Nisha Reyes/Jasmine Howard |
| 1:30pm | Update on Food Pantry* Nisha and Jasmine met with Dave Arluna from GDS. Dave suggested they meet with Dr. Boger and her staff to identify a space in the center. They reached out to Passaic County Community College and Montclair State University to see how their food pantries run. Both schools provided valuable logistics. They have a meeting on Thursday, December 14 with some of Dr. Boger's staff to identify potential space for the Food Pantry.
 | Nisha Reyes/Jasmine Howard |
| 1:40pm | Update on ADA push buttonsAndrew Christ also provided notes from the University Senate Subcommittee on Facilities from 9/28/17: 1. FY17 Capital Renewal and Replacement Project Outcomes
2. Andrew Christ presentation – FY17 Capital Renewal and Replacement Outcomes i. Brief summary of small projects completed during the past fiscal year
	1. Explanation of chart depicting spending by: Academic, Academic Support and University Wide
	2. Approximately $10M expended per year in FY15/16 compared to $19.3M in FY17
	3. FY15/16 difficulty in spending owing to the need for time to design and plan
	4. Joe Tartaglia provided a brief summary of the lab updates for the new faculty
	5. Campus Center 2nd floor upgrades were completed thanks to the help of the Student Senate contribution
	6. Various Projects completed: Campus Center Gallery, GITC Entrance, Bookstore Relocation, and Laurel Hall Improvements
3. Major Capital Project Update

Life Science and Engineering Building (Joe Tartaglia) 1. Certificate of Occupancy has been received
2. Seed Grants have been received for approximately 50 researchers
3. ELF equipment installation is still on going

 Wellness and Events Center (Andrew Christ) 1. Convocation was a success in the arena
2. November 10, 2017 Ribbon Cutting
3. Pool scheduled for completion by November 29, 2017
4. First game in the arena is planned for November 11, 2017

 Faculty Memorial Hall Renovation (Todd Miller) 1. Target completion, Spring 2019
2. Demolition has begun in the basement
3. Asbestos abatement is occurring
4. Working around existing lab and classroom space
5. Swing space – relocation of some areas (4-6 months)
6. Renovations to restrooms, elevators, and new LED lighting in corridors
7. HVAC infrastructure improvements
8. Objective is to update the infrastructure for future renovations
9. Facilities Master Plan Update
10. Presented by Todd Miller and Andrew Christ
11. Final plan early next year 2018 after BOT approval
12. Enrollment of 15K projected in 2030
13. Presentation of Final Master Plan to Shared Governance Groups to get it out and get feedback
14. The plan is intended to be used going forward in planning decisions
15. Financial plan in the works to make sure we can meet the need for space required for the increased enrollment
	1. 283,000 sq ft needed by 2025
	2. 324,000 sq ft needed by 2030
16. Acquisition of additional land as outlined by the plan
	1. Warren Street School
	2. Mueller Brothers
17. Future residence hall needs will likely be through a developer
18. Open Discussion
19. Heidi Young inquired about still needing to swipe into the new Life Sciences and Engineering Center, Andrew Christ to follow-up
20. Scott Kent asked if parking would be part of the Master Plan. Andrew Christ stated that a separate parking study would be conducted and added as an appendix
21. Scott Kent to assist in arranging a presentation to the LECs
22. Heidi Young explained that changing the layout of classrooms has increased their capacity and is that something we have considered
 | Jasmine Howard |
| 1:50pm | Committee Reports 1. Committee on Finance – Jasmine HowardDid not meet
2. Strategic Planning Steering Comm. – Elizabeth Limbrick

Did not meet1. Comm. On Campus Life – Gabby Cuzzola

Did not meet1. Comm. On Information Systems & Communications – Mike Kehoe

Did not meet1. Comm. On Human Resources – Mihaela Cohanoschi, Staci Mongelli, William Araujo, Viola Clyburn

Did not meet1. Comm. On Facilities – Regina Collins

Did not meet |  |
| 2:15pm | Update on any additional open action items | Karen Quackenbush |
| 2:30pm | Faculty Senate Update | Candida Rocha |
| 2:40pm | University Senate UpdateDiscussed: * Health Services being moved to St. Michael’s
* HR search to replace Kay Turner
* Great Colleges to Work For survey will be coming out
* Staff and Management Academy
* Encouraging department retreats
* Online diversity training
* Planning for next phase of middle states
* Telephone system/voice recognition
* Enrollment/Admissions Initiatives
* Many student visas were denied. Admissions has a new position working to deal with this.
 | Dominique Clarke |
|  | Viola announced that online procurement should be up and running by the end of this year.  | Viola Clyburn |
| 2:50pm | Spring SC Meetings – 12:30pm (Lunch) 1:00pm-3:00pm (meeting)* January 18th – Campus Center 240
* February 15th – Campus Center 240
* March 22nd – Campus Center 240
* April 19th – Campus Center 240
* May 17th – Location TBA
 | Karen Quackenbush |
| 2:50pm | Sip Coffee with the Staff Council – Do we want to do this again in the spring? | Karen Quackenbush |
| 2:55pm | Review of Action Items | Gabby Cuzzola |

| **DECISIONS Reached** | **Decision Date** |
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| Last meeting minutes approved. |  |
|  **ACTION Items** |
| **Status**  | **Action to be taken** | **Responsible** | **Due Date** |
| OPEN | Please reach out to colleagues in your area and introduce yourself (use the list provided by Karen to identify your area). Please make sure your colleagues are aware of the Staff Council and know that they can bring quality of life concerns to you or directly to our open meetings.  | All members  |  |
| OPEN  | Todd Miller & Denise Anderson are coming to January 18th meeting to discuss the University Signage plan. Please invite your area and ask colleagues for any signage questions/concerns. | All members |  |
| OPEN | Pete and Sandy will do a walkthrough with Facilities to look for safety concerns on campus. They will reach out to Physical Plant to coordinate this walk.  | Peter BartholomewSandy Worley |  |
| OPEN | Public Safety officer was called to escort a staff member to his/her car. The officer walked this individual only to the NJIT side of Lock Street. Gabby will email Public Safety regarding this issue | Gabby Cuzzola |  |
| OPEN | A member of the Staff Council was told that Lot #5 will disappear when construction begins on Tiernan. Sylvana will reach out to Physical Plant to find out if this is going to happen and if so where handicapped parking will be relocated.  | Sylvana Brito |  |
| OPEN | Faculty Dining Room menu selection needs improvement along with the presentation of food choice. Notice of mice in the area.* See update above.
 | Nisha Reyes will follow up with Dining Services |  |
| OPEN | Creating an emergency food pantry for students. Recommend that a discussion take place with our DOS.* See update above.
 | Nisha Reyes and Jasmine Howard |  |
| OPEN | Departments might want to designate one area on each floor of Fenster to leave garbage on Friday afternoon, as garbage is not picked up in offices. Mark Massa will reach out to facilities to see if additional garbage cans can be purchased for these offices | Mark Massa |  |
| OPEN | The microwaves located by the Grill in the Campus Center are not working efficiently, food items do not heat properly.* See update above.
 | Nisha Reyes  |  |
| OPEN | There are no women’s bathrooms on the 2nd floor of Tiernan Hall. Update: Mark and Dean reported that this is on their list and is just a matter of funding.  | Dean Roberts |  |
| OPEN | Council members are asked to send any suggestions/concerns to Sandy Worley and Willie Araujo via email. Todd Miller & Denise Anderson attending 1/18 meeting  | Sandy Worley & Willie Araujo |  |
| OPEN | The Staff Council is interested in adding Volunteerism to the Service Award (suggested by Michael Kehoe). Other suggestions include an awards ceremony dedicated solely to service and having an honor wall in HR. Information has been given to the HR Committee at their last meeting | Mihaela Cohanoschi, Staci Mongelli, William Araujo, Viola Clyburn |  |
| OPEN | There is an ongoing concern about R25 Live not being user-friendly, etc. Gabby will send her training manual to the Council. Scott Sherman is in charge of the system. Perhaps he and LaTosha can attend a meeting. Update: LaTosha will work on a guide to R25. Mike Kehoe will bring concerns to his committee. The Staff Council will send LaTosha and Scott a list of concerns.  | LaTosha Wilson & Mike Kehoe * Gabby will follow up
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| OPEN | Jasmine has a colleague who requested more push buttons around campus. She will create a list of places on campus that do not meet Accessibility standards. Andrew Christ replied that they will consider the additional push buttons. NJIT is currently compliant with the push buttons that are on campus  | Jasmine Howard |  |
| CLOSED | Reach out to facilities to request that at least once a month a walk-through be conducted to improve lighting around campus. This is currently done at least twice a year | Mark Massa |  |
| CLOSED | Look into parking for contractors since they are currently using NJIT staff spots.Public Safety asked that if you see someone without tags, please call them.  | Mike Dabrowski |  |
| CLOSED | Find replacements for Stephanie Macias and Marlene Masi who are no longer on Staff Council.  | Karen Quackenbush |  |
| CLOSED | The hot water in women's room on the 4th floor of Fenster is not workingThis is fixed. | Mark Massa |  |
| CLOSED | Individuals without proper credentials are parking in the Tiernan Lot. There are cars without decals. Lt. Kesselman said they’ve notified the officers and would appreciate it if we called when we see violations.  | Sylvana Brito |  |
| CLOSED | Evaluate the new organization chart to see which areas are not getting emails from a Staff Council Rep. | Karen Quackenbush |  |
| CLOSED | Suggest Stress Management and Working with Difficult People workshops from Carebridge.  | Mihaela Cohanoschi, Staci Mongelli, William Araujo, Viola Clyburn |  |
| CLOSED | A new water fountain/hydration station is needed for the Student Mall. Update: Student Senate is working on this.  | Regina Collins, Karen Quackenbush |  |
| CLOSED | Karen will forward the new Fenster Parking Assignment Policy to Staff Council members | Karen Quackenbush |  |
| CLOSED | Karen will follow up with Public Safety regarding the no turn on red sign at Warren and Summit not workingThis may need to be an open item again in May because the sign stops working over the summer. It only works from the Fall-Spring semester.  | Karen Quackenbush |  |
| CLOSED | Dean Roberts will follow up on the cleaning of the outside terrace of the campus center so it is being cleaned on a regular basis | Dean Roberts |  |
| CLOSED | Karen will follow up with Public Safety and Rob Gjini about GITC and other swipe doors for Active Shooter concernsPublic Safety has the ability to release the doors in an emergency.If you hold down on the crash bar for 15 seconds, the door will release and set the alarm off.  | Karen Quackenbush |  |
| CLOSED | Send Staff Council Info for the Media Wall by Human Resources | Karen Quackenbush |  |
| CLOSED | Stephanie Macias will put in a work order about cleaning at the EDC. Update: Mark will check to make sure this was completed. They have contractors looking at the lights over there as well.  | Mark Massa |  |
| CLOSED | The basement of Fenster had two spots coned off at the time of this meeting. Regina will keep an eye on this and, if it remains an issue, we will discuss an action plan.  | Regina Collins |  |
| CLOSED | Parking was coned off recently in STPD. Mark advised Staff Council members to inquire with the guard when we see this.  | All Council Members |  |

| **PARKING LOT Items** | **Discussion Date** |
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| With all the organization changes, the Staff Council representation for each area will need to be re-evaluated based on size, etc.  | January 18th  |