|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Staff Council (SC) Meeting Agenda and Action Minutes | | | | | | | |
| **Meeting Date:** | | January 26, 2017 | **Time:** | 1:00 – 2:30 p.m. | **Location:** | | Campus Center 235 |
| **Meeting Leader:** | | Karen Quackenbush | **Timekeeper:** | | Dominique Clarke | | |
| **Participants:** | | **Attendees**: William Araujo, Dominique Clarke, Gabriella Cuzzola, Nakia Goode, Casey Hennessey, Jasmine Howard, Michael Kehoe, Stephanie Macias, Karen Quackenbush, Dean Roberts, Tiffany Small, Peter Bartholomew, Viola Clyburn, Andrea Connell, Candida Rocha, Xenia Thomas  **Regrets**:, Sylvana Brito, Marlene Masi, Richard Martinez, Heidi Young | | | | | |
| **Meeting Purpose:** | | November 2016 meeting of the University Staff Council | | | | | |
| **Preparation:** | | Review any documents e-mailed prior (Please bring copies to the meeting) | | | | | |
| **Start Time** | **Agenda Items** | | | | | **Process/Responsible** | |
| 12:30pm | * Lunch is available | | | | | Campus Center 240 | |
| 1:00pm | * Welcome | | | | | Karen Quackenbush | |
| 1:05pm | * Dr. Bolling and Dr. Kim gave a presentation on C-CAPS * The presentation will be e-mailed out by Karen | | | | | Dr. Bolling and Dr. Kim | |
| 2:00pm | * Approval of previous meeting's minutes | | | | | Gabriella Cuzzola | |
| 1:45pm | * Committee Updates   + Committee on Finance – Has not met since last meeting. * Strategic Planning Steering Comm. – Heidi Young was not in attendance. * Comm. On Campus Life – Still has not met * Comm. On Information Systems & Communications – Has not met since last meeting. * Comm. On Human Resources –Has not met since last meeting. * Comm. On Facilities – Heidi Young was not in attendance. | | | | | Council Members | |
| 2:05pm | * Faculty Senate Update * November 10th meeting – Ed Bishof presented on budget * November 22nd meeting – PhD in IS approved, MS in Cybersecurity approved | | | | | Candida Rocha | |
| 2:15pm | * University Senate Update * Elections are coming up * 3-4 people needed for the Elections Committee. William Araujo, Denise Thomas, Stephanie Macias, Tiffany Small, and Dominique Clarke volunteered. | | | | | Dominique Clark; Tiffany Small | |
| 2:25pm | * Review of Actions Items | | | | | Gabriella Cuzzola | |
| 2:30pm | * Next Meeting – [Visit our website](https://www5.njit.edu/staffcouncil/content/meeting-dates/) | | | | | Karen Quackenbush | |

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

| **ACTION Items** | | | |
| --- | --- | --- | --- |
| **Status** | **Action to be taken** | **Responsible** | **Due Date** |
| OPEN | Coordinate a meeting for the Election Committee |  |  |
| OPEN | William Araujo brought up the concern of the NJIT Game Room being too small for our population. Karen will pass this along to the Student Senate. | Karen Quackenbush |  |
| OPEN | All Staff Council Members are to wear red to the next meeting. | All Staff Council |  |
| OPEN | Plan another SC with the SC | Gabby Cuzzola/Viola Clyburn |  |

| **PARKING LOT Items** | | | | | | **Discussion Date** |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | |  |
|  | | | | | |  |
| **JOIN US!**  **Next Meeting Date:** | Thursday, February 23, 2017 | **Time:** | 1:00 PM – 2:30 PM | **Location:** | Campus Center 240 | |