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| Staff Council (SC) Meeting Agenda and Action Minutes |
| **Meeting Date:** | Thursday, January 18, 2018 | **Time:** | 1:00 PM – 3:00 PM | **Location:** | Campus Center 240 |
| **Meeting Leader:** | Karen Quackenbush | **Timekeeper:** | Dominique Clarke |
| **Participants:** | **Attendees**: William Araujo, Peter Bartholomew, Dominique Clarke, Mihaela Cohanoschi, Gabriella Cuzzola, Jasmine Howard, Michael Kehoe, Elizabeth Limbrick, Richard Martinez, Staci Mongelli, Dimana Neykova, Karen Quackenbush, Sanjeannetta Worley**Regrets**: Viola Clyburn, Sylvana Brito, Michael Dabrowski, Yvonne Drakes, Mark Massa, Darryl Rivera, Dean Roberts, Candida Rocha, Regina Collins |
| **Meeting Purpose:** | * January 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 is available | Campus Center 240 |
| 1:00pm | Approval of previous meeting's minutes | Karen Quackenbush  |
| 1:00pm | Bob Lazer – Great Colleges to Work for Survey* Marketing for the next survey will begin in February - **all** employees will be surveyed in 2018
* March 12th – April 16th is the survey window.
* Results will come in over the summer and Bob will begin presenting on the results.
* There will be focus groups again.
* Survey is by Modern Think and The Chronicle of Higher Education.
* 60 items on the survey.
* For the open-ended questions, Bob will ensure anonymity.
* They will have computer stations where employees who do not have computers can take the survey.
* Staff Council members are asked to spread the word and encourage participation.
 | Karen Quackenbush |
| 1:10pm | Todd Miller & Denise Anderson – University Signage Plan * They had a company come in and evaluate campus signage.
* There is now a signage system manual.
* They will be looking for new vendors to work on signage.
* All facilities and communications people will receive this manual, which includes everything from attire to outdoor signage to temporary signage.
* Anyone who needs a sign should call Facilities or Strategic Communications.
* Todd is working on directories.
* The WEC has new signage and is serving as the model.
* Sandy asked about putting street numbers on the buildings because EMS came to campus the day before this meeting and could not find the building. Todd said this should not be hard to add.
* There is a phasing plan for implementation.
* Willie requested that the contractors install the signage in a permanent way because previous signs fall often.
* Stacey asked about Braille and the old parking deck. There is a proposal to do some work in the old parking deck so they are waiting to see. Almost every room identification sign on campus has Braille.
 | Sandy Worley |
| 1:30pm | E-Procurement Committee* This is a new committee. Ed Bishof gave a short intro - the software will be implemented on July 1. Unimarket is the vendor and they gave a presentation. The contract will be finalized this week. It will be a system like Amazon. The system will have restrictions for food, furniture, etc. Everyone will be encouraged to use this marketplace whenever possible. The Committee will meet once a month. There is a team for implementation and testing. People from different offices around campus will be chosen for training.
 | Mihaela Cohanoschi |
| 1:40pm | Lighting Walks at 7pm on 2/1; 3/1; 4/5* Council members were asked if they would like to attend
* Jasmine will go on the April walk, Peter will do the March walk
 | Mark Massa |
| 1:45pm | Update on Faculty/Staff Dining & Campus Center microwaves* Nisha and Jasmine are meeting with Dr. Boger about the microwaves.
* They met with Dave Arluna about Faculty/Staff Dining. He said to reach out with any food or other requests. There will be some changes made to the dining area over the summer – they are looking at Rutgers as a model. They are working on getting a menu in advance.
 | Nisha Reyes/Jasmine Howard |
| 1:50pm | Update on Food Pantry* Nisha and Jasmine met with Anthony and Latosha to look for space. Latosha said there may be space opening up in the Campus Center basement. Jasmine went to see how Montclair does it. Rutgers Newark is also working on a food pantry. Lauren Rubitz said Wholefoods is looking to partner with NJIT as well. Karen suggested that the pantry also be available to employees who may be in need. There was a discussion of who would oversee this pantry. Some Council members thought it should go under Dean of Students, others thought a Committee should be formed to oversee it.
 | Nisha Reyes/Jasmine Howard |
| 2:10pm | Update on ADA push buttons* Jasmine is still discussing this with Andrew Christ. We need to push for them in areas like the bookstore and other side of the Campus Center where there is a definite need.
 | Jasmine Howard |
| 2:15pm | Committee Reports 1. Committee on Finance – Jasmine Howard: Finance - 1/31 meeting.
2. Strategic Planning Steering Comm. – Elizabeth Limbrick: No meeting updates.
3. Comm. On Campus Life – Gabby Cuzzola: 1/29 meeting.
4. Comm. On Information Systems & Communications – Mike Kehoe: Did not meet.
5. Comm. On Human Resources – Mihaela Cohanoschi, Staci Mongelli, William Araujo, Viola Clyburn: Did not meet.
6. Comm. On Facilities – Regina Collins: Did not meet.
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| 2:30pm | Update on any additional open action items* See items below
 | Karen Quackenbush |
| 2:40pm | Faculty Senate Update * Did not meet.
 | Candida Rocha |
| 2:45pm | University Senate Update* Did not meet.
 | Dominique Clarke |
| 2:50pm | Sip Coffee with the Staff Council – Do we want to do this again this spring? * E-board will plan SC with the SC.
 | Karen Quackenbush |
| 2:55pm | Election Committee – We need 3-4 people to be on this committee for elections this spring * Gabby, Dimana, and Stacey volunteered.
 | Karen Quackenbush |
| 3:00pm | 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 | Employees at the University may not have the right information about their benefits. Looking at possibly having a program to make staff aware of their benefits. | Michael Kehoe |  |
| OPEN | We received a staff complaint that the crossing guard on Lock Street is stopping for every pedestrian and causing a lot of traffic.  | Dimana  |  |
| OPEN | There are no prices visible in the C-store.  | Dominique  |  |
| OPEN | Cambridge workshops can be booked through Marlene Waltz. Dominique will ask the CWL if they would like to co-sponsor.  | Stacey, Liz, and Lauren Rubitz |  |
| 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.
 | Sandy Worley  |  |
| OPEN | The vending machines in Cullimore say that they accept credit cards and Apple Pay, but they do not. | Karen Quackenbush  |  |
| CLOSED  | 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. * Update: There will be safety walks in the coming months. Please see the notes above.
 | 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 |  |
| CLOSED | 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 |  |
| CLOSED | 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  |