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| Staff Council (SC) Meeting Agenda and Action Minutes |
| **Meeting Date:** | Thursday, May 18, 2017 | **Time:** | 1:00 PM – 3:00 PM | **Location:** | Campus Center 240 |
| **Meeting Leader:** | Karen Quackenbush | **Timekeeper:** | Dominique Clarke |
| **Participants:** | **Attendees**: William Araujo, Dominique Clarke, Viola Clyburn, Regina Collins, Andrea Connell, Gabriella Cuzzola, Nakia Goode, Casey Hennessey, Michael Kehoe, Marlene Masi, Karen Quackenbush, Dean Roberts, Candida Rocha, Denise Thomas, Tiffany Small, Xenia Thomas, Sean Vroom, Heidi Young**Regrets**: Peter Bartholomew, Sylvana Brito, Jasmine Howard, Stephanie Macias, Richard Martinez |
| **Meeting Purpose:** | * May 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
 | Gabby Cuzzola |
| 1:00pm | * Welcome to the new Staff Council Members – Introductions of new Staff Council members! The new members were welcomed to the Council. The E-board acknowledged those who are leaving for their service.
 | Karen Quackenbush |
| 1:05pm | * Nominations/Elections Executive Board Members
1. The Council agreed that the E-board will remain.
 | Karen Quackenbush |
| 1:15pm | * Recognition Idea – Mike Kehoe suggesting adding service to the university to the Service Awards.
1. The Staff Council discussed the best ways for service to the university to be incorporated in each person’s announcement at the Service Awards.
2. Regina and Willie will share this suggestion with the HR Committee.
 | Michael Kehoe |
| 1:30pm | 1. Campus Signage Program – Todd Miller/CN Foundry – Update – Karen went through various groups (CN Foundry, Todd Miller, and Strategic Communications). Karen asked for a copy of the plan but it is not done yet. Karen asked if the Staff Council can give feedback and was told we can. Sandy Worley and Willie Araujo volunteered to be the go-between. Willie informed the Council that there is a new rule against hanging banners outside buildings and asked everyone to alert their areas.
 | Karen Quackenbush |
| 1:45pm | * + - * Quality of Life Feedback from Sip Coffee w/Staff Council
1. The Council agreed that the exit swipe in GITC is a point of concern. In the event of an active shooter or other emergency, no one would be able to use that door without a swipe until the alarms are triggered. Karen will speak with Public Safety again about this.
2. Summer hours also continue to be a point of concern/conversation. The staff is encouraged to review the PSA contract if they want to consider flextime for their department. Someone asked why summer hours don’t begin the day after Commencement. The HR Committee will follow up on this question.
3. Tiffany presented on some Quality of Life suggestions:
	* + - It was suggested that the benefits of Carebridge be more widely publicized.
			- There was a discussion on the survey and Bob Lazer.
4. Karen reached out to upper administration about the Fenster deck parking rules. There is now information on the website, but it remains unclear.
 | Karen Quackenbush |
| 2:05pm | Committee Updates* 1. Committee on Finance – Nakia Goode
		+ - There was more discussion about Chrome River and the deficit.
			- We will soon be able to use Unimarket which is sort of like Amazon. We will be able to order from there.
	2. Strategic Planning Steering Comm. – Heidi Young
		+ - Ed Bishof presented on the budget and $12m deficit, which is now down to a $7.5m deficit.
			- Andrea said a proposal with a balanced budget went to Dr. Bloom today.
			- There was discussion of visa issues and planning for a 10% decrease in Graduate Admissions next year.
	3. Comm. On Campus Life – Gabby Cuzzola
	4. Comm. On Information Systems & Communications – Andrea Connell
	5. Comm. On Human Resources – Denise Thomas, Xenia Thomas, Regina Collins & William Araujo
	6. Comm. On Facilities – Heidi Young
 | Council Members |
| 2:20pm | * Faculty Senate Update
 | Candida Rocha |
| 2:30pm | * University Senate Update
 | Dominique Clark; Tiffany Small |
| 2:40pm | * Review of Actions Items
 | Gabby Cuzzola |
| 2:45pm | * Have a wonderful summer!
 | Karen Quackenbush |

| **DECISIONS Reached** | **Decision Date** |
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| Last meeting minutes approved. |  |
|  **ACTION Items** |
| **Status**  | **Action to be taken** | **Responsible** | **Due Date** |
| OPEN | There are no women’s bathrooms on the 2nd floor of Tiernan Hall.  | Dean Roberts |  |
| OPEN | Karen will follow up with Public Safety and Rob Gjini about GITC and other swipe doors for Active Shooter concerns | Karen Quackenbush |  |
| OPEN | Willie and Regina will speak to the HR Committee about whether summer hours can start the day after commencement. | Willie Araujo & Regina Collins |  |
| OPEN | Bringing the quality of life concerns to Bob Lazer | Karen Quackenbush |  |
| OPEN | Karen will forward the new Fenster Parking Assignment Policy to Staff Council members | Karen Quackenbush |  |
| OPEN | Karen will follow up with Public Safety regarding the no turn on red sign at Warren and Summit not working | Karen Quackenbush |  |
| OPEN | 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 |  |
| OPEN | Sandy Worley and Willie Araujo will be the contacts for anyone with additional signage requests. Council members are asked to send any suggestions/concerns to them via email. They will then send to Todd Miller/Strat Com for review. | Sandy Worley & Willie Araujo |  |
| OPEN | There are no women’s bathrooms on the 2nd floor of Tiernan Hall.  | Dean Roberts |  |
| CLOSED | Find out if Lot #12 is still open for use as an overflow lot.Inform Public Safety that better communication is needed between the guards at both parking decks - students and faculty are being sent back and forth looking for parking.  Voice the concern: Wilsey Street has people parking on both sides of the street and it makes the street too narrow. There has already been an accident as a result. | Viola Clyburn | Completed |
| CLOSED | Put Staff Council accomplishments on the website. – Decided to post the monthly minutes that include all discussion items/accomplishments | Gabby Cuzzola | Completed |
| CLOSED | Create minutes for Council Members to share with their areas | Gabby Cuzzola | Completed |
|  CLOSED | Coordinate a meeting for the Election Committee | Karen Quackenbush | Completed |
| CLOSED | All Staff Council Members are to wear read to the next meeting for pictures to be posted on the HR media wall | All Staff Council | Completed |
| CLOSED | Plan SC with the SC | Gabby Cuzzola/Viola Clyburn | Completed |
| CLOSED | Email the C-CAPS presentation to Staff Council Members | Karen Quackenbush | Completed |
| CLOSED | Game Room Hours & Availability of Gaming Equipment – Speak with Senate on what is happening with improvements in the Game Room and bring this to their attention | Karen Quackenbush | Completed |

| **PARKING LOT Items** | **Discussion Date** |
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