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| Staff Council (SC) Meeting Agenda and Action Minutes | | | | | | | |
| **Meeting Date:** | | Thursday, November 16, 2017 | **Time:** | 1:00 PM – 3:00 PM | | **Location:** | Campus Center 240 |
| **Meeting Leader:** | | Karen Quackenbush | **Timekeeper:** | | Dominique Clarke | | |
| **Participants:** | | **Attendees**: William Araujo, Peter Bartholomew, Sylvana Brito, Dominique Clarke, Viola Clyburn, Mihaela Cohanoschi, Regina Collins, Jasmine Howard, Michael Dabrowski, Michael Kehoe, Elizabeth Limbrick, Richard Martinez, Mark Massa, Staci Mongelli, Karen Quackenbush, Darryl Rivera, Dean Roberts, Sanjeannetta Worley, Julio Garcia, Kiecey Castle, Nisha Reyes  **Regrets**: | | | | | |
| **Meeting Purpose:** | | * November 2017 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 | Approval of previous meeting's minutes | | | | | | Karen Quackenbush |
| 1:05pm | Open Action Item for finding new Staff Council members to replace Stephanie Macias and Marlene Masi. | | | | | | Karen Quackenbush |
| 1:10pm | Karen will provide a list of members to the Staff Council representatives so that they can distribute staff council meeting agenda and action items to their respective groups. | | | | | | Karen Quackenbush |
| 1:40pm | Committee Reports   1. Committee on Finance – Jasmine Howard   Shared an update on the status of the Budget, the Future Direction and the Sustainability for the University.   1. Strategic Planning Steering Comm. – Elizabeth Limbrick   Discussion occurred on the limit of FTE and the CAP. WEC staff most likely will be contract employees.   1. Comm. On Campus Life – Gabby Cuzzola   Discussion occurred on the topic of public safety and areas on campus that might require additional lighting. Residence Life is currently doing a survey on the safety and lighting on campus. A recommendation was made to reach out to the Student Senate for their involvement with the student survey.   1. Comm. On Information Systems & Communications – Mike Kehoe   As a result of the presentation on Resource 25, the language on the email confirmation will be modified to make it clear to the user.  The Library is conducting a student survey.   1. Comm. On Human Resources – Mihaela Cohanoschi, Staci Mongelli, William Araujo, Viola Clyburn   An update was provided and the following points were shared:  • HR will have an improved website ready by December  • Rollover to Corner Stone, areas might want to keep job requisition description positions since it will not be in the new system.  • New Banner 9 will be coming out in March  • On-line training occurring  • Search Committee members will have to take “Bias Training” course online  • University is in compliance with Title 9  • HR has hired staff for NJII ( independent)  • Looking into how to recognize staff who volunteer for university committee at Awards Ceremony   1. Comm. On Facilities – Regina Collins   Did not meet | | | | | |  |
| 2:00pm | A discussion occurred and the following Action Items were developed:  Faculty Dining Room menu selection needs improvement along with the presentation of food choice. Nisha Reyes will follow up with Dining Services  Notice of mice in the area  Creating an emergency food pantry for students. Recommend that a discussion take place with our DOS. Before that occurs, Nisha Reyes and Jasmine Howard will look into colleges and universities that offer this to students  Reach out to facilities to request that at least once a month a walk-through is conducted to improve lighting around campus. This is currently done at least twice a year  To request work order for facilities, staff can use SchoolDude.  Departments might want to designate one area on each floor of Fenster to leave garbage on Friday afternoon since garbage is not picked up in offices  Look into parking for contractors since they are currently using NJIT staff spots. | | | | | |  |
| 2:15pm | Open Action Items | | | | | |  |
| 2:25pm | Faculty Senate Update | | | | | | Candida Rocha |
| 2:35pm | University Senate Update | | | | | | Dominique Clarke |
| 2:45pm | 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 | Find replacements for Stephanie Macias and Marlene Masi who are no longer on Staff Council. |  | |  |
| OPEN | Faculty Dining Room menu selection needs improvement along with the presentation of food choice.  Notice of mice in the area | 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. | Before that occurs, Nisha Reyes and Jasmine Howard will look into colleges and universities that offer this to students | |  |
| OPEN | 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  To request work order for facilities, staff can use SchoolDude. |  | |  |
| 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. |  | |  |
| OPEN | Look into parking for contractors since they are currently using NJIT staff spots. |  | |  |
| OPEN | The microwaves located by the Grill in the Campus Center are not working efficiently, food items do not heat properly. | Nisha Reyes will follow up | |  |
| OPEN | The hot water in women's room on the 4th floor of Fenster is not working |  | |  |
| 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. They will then send to Todd Miller/Strat Com for review.  Update: Sandy reached out to them and will ask Todd to come speak to the Staff Council | 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. | 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 | |  |
| OPEN | Individuals without proper credentials are parking in the Tiernan Lot. There are cars without decals. | Sylvana Brito | |  |
| 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. Email the list to Andrew Christ and cc Staff Council Executive Board. | Jasmine Howard | |  |
| OPEN | Evaluate the new organization chart to see which areas are not getting emails from a Staff Council Rep. | Karen Quackenbush | |  |
| OPEN | 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 working  This 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 concerns  Public 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 Staff Council Reps will speak to the HR Committee about whether summer hours can start the day after commencement. | Mihaela Cohanoschi, Staci Mongelli, William Araujo, Viola Clyburn | |  |
| 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 STPG. 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. |  |