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| Staff Council (SC) Meeting Agenda and Action Minutes |
| **Meeting Date:** | Thursday, October 19, 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, Viola Clyburn, Mihaela Cohanoschi, Regina Collins, Gabriella Cuzzola, Jasmine Howard, Michael Dabrowski, Michael Kehoe, Mark Massa, Staci Mongelli, Karen Quackenbush, Darryl Rivera, Dean Roberts, Sanjeannetta Worley**Regrets**: William Araujo, Dominique Clarke, Elizabeth Limbrick, Richard Martinez, Marlene Masi, Candida Rocha |
| **Meeting Purpose:** | * September 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 | Stephanie Macias is no longer at NJIT; reached out to Donald Sebastian for a nomination from his area. | Karen Quackenbush |
| 1:10pm | Resource 25 Live Feedback – LaTosha Wilson and Scott Sherman | Karen Quackenbush |
| 1:40pm | Committee Reports 1. Committee on Finance – Jasmine Howard
	* Did not meet
2. Strategic Planning Steering Comm. – Elizabeth Limbrick
* Did not meet
1. Comm. On Campus Life – Gabby Cuzzola
* Did not meet
1. Comm. On Information Systems & Communications – Mike Kehoe
* Was not in attendance.
1. Comm. On Human Resources – Mihaela Cohanoschi, Staci Mongelli, & William Araujo – As per the University Senate By Laws, Staff Council should have four representatives)
* Viola will join this committee.
1. Comm. On Facilities – Regina Collins
* Discussion of the Facilities Master Plan. There was an “increase faculty” order but nothing for staff. Karen will inquire with Andrew Christ about this.
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| 2:00pm | Communication - Human Resources Media Wall – Advertising Staff Council Meetings & website; Staff Council Welcome Email* The media wall is up!
 | Karen Quackenbush |
| 2:05pm | Open Action Items |  |
| 2:15pm | Faculty Senate Update* Candida was not in attendance.
 | Candida Rocha |
| 2:25pm | University Senate Update* Dominique was not in attendance.
 | 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 | 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 | The Staff Council Reps will speak to the HR Committee about whether summer hours can start the day after commencement. | Willie Araujo &  |  |
| OPEN | Bringing the quality of life concerns to Bob Lazer* Staff Council members were encouraged to sign up for the Focus Groups being advertised by HR.
 | Karen Quackenbush |  |
| 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.  | Denise Thomas, Xenia Thomas & William Araujo |  |
| 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.  |  |  |
| OPEN | 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 |  |
| 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 | Parking was coned off recently in STPD. Mark advised Staff Council members to inquire with the guard when we see this.  | All Council Members |  |
| 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.  | 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 | HR Committee  |  |
| CLOSED | A new water fountain/hydration station is needed for the Student Mall. Update: Student Senate is working on this.  | Regina Collins |  |
| 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 |  |

| **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.  |  |