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| Staff Council (SC) Meeting Agenda and Action Minutes |
| **Meeting Date:** | Thursday, September 28, 2017 | **Time:** | 1:00 PM – 3:00 PM | **Location:** | Cypress Hall, Room 114 |
| **Meeting Leader:** | Karen Quackenbush | **Timekeeper:** | Dominique Clarke |
| **Participants:** | **Attendees**: William Araujo, Peter Bartholomew, Dominique Clarke, Mihaela Cohanoschi, Regina Collins, Gabriella Cuzzola, Jasmine Howard, Michael Dabrowski, Michael Kehoe, Elizabeth Limbrick, Stephanie Macias, Mark Massa, Staci Mongelli, Karen Quackenbush, Darryl Rivera, Candida Rocha, Sanjeannetta Worley**Regrets**: Dean Roberts, Sylvana Brito, Viola Clyburn, Richard Martinez, Marlene Masi |
| **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
 | Gabby Cuzzola |
| 1:05pm | * Welcome to the Fall 2017 Staff Council Meeting – Introductions
 | Karen Quackenbush |
| 1:10pm | Karen gave a description of each of the University Committees. Council members were asked to volunteer to sit on a committee and report back to the Staff Council. The following volunteers were chosen.* + - * 1. Committee on Finance – Jasmine Howard
				2. Strategic Planning Steering Comm. – Elizabeth Limbrick
				3. Comm. On Campus Life – Gabby Cuzzola
				4. Comm. On Information Systems & Communications – Mike Kehoe
				5. Comm. On Human Resources – Mihaela Cohanoschi, Staci Mongelli, & William Araujo
				6. Comm. On Facilities – Regina Collins
			* Council Members were asked to attend meetings and report. If you cannot attend, please let the e-board know so they can find a substitute to sit in for you.
 | Karen Quackenbush |
| 1:25pm | Review of open Action Items * Karen gave an overview of what “Action Items” are with some examples from Staff Council history. One example was a past Action Item regarding the lack of a policy for the Fenster Hall parking lot. The Staff Council pushed for clarification and there is now a policy available online. Additional Action Items can be found below.
 | Karen Quackenbush |
| 1:55pm | Faculty Senate Update * Dean Kam discussed guidelines for posthumous awarding of degrees.
* There will be a new school in NCE – “School of Applied Engineering & Technology”.
 | Candida Rocha |
| 2:10pm | * The University Senate will meet on October 4th.
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| 2:00pm | Discussion: * Reminder that as a Staff Council member you are representing your area and to please report back to them and invite colleagues to our meetings, etc.
* Stephanie Macias informed the Council that there is now a way to put your guest’s e-mail address into the parking system so that he or she will receive confirmation.
* Council Members are encouraged to reach out to Viola Clyburn if you have questions about the finance open house.
* Willie reported on the Union giving Dr. Bloom an award after the contract was negotiated.
 | Karen Quackenbush |
| 2:25 | 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.  | Dean Roberts |  |
| 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* 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. | 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 |  |
| OPEN | Stephanie Macias will put in a work order about cleaning at the EDC.  |  |  |
| 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.  | Stephanie Macias  |  |
| OPEN | A new water fountain/hydration station is needed for the Student Mall.  | 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.  |  |