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| Staff Council (SC) Meeting Agenda and Action Minutes |
| **Meeting Date:** | Thursday, October 20, 2016 | **Time:** | 1:00 PM – 2:00 PM | **Location:** | Campus Center 240 |
| **Meeting Leader:** | Karen Quackenbush | **Timekeeper:** | Dominique Clarke |
| **Participants:** | **Attendees**: William Araujo, Peter Bartholomew, Sylvana Brito, Dominique Clarke, Viola Clyburn, Regina Collins, Andrea Connell, Gabriella Cuzzola, Nakia Goode, Casey Hennessey, Jasmine Howard, Michael Kehoe, Richard Martinez, Marlene Masi, Karen Quackenbush, Dean Roberts, Candida Rocha, Tiffany Small, Denise Thomas, Xenia Thomas, Heidi Young, Sean Vroom**Regrets**:  |
| **Meeting Purpose:** | * September 2016 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 | * Welcome
	+ Introductions (Returning & New Members)
	+ Name Plates
	+ Ground Rules
	+ Member from Research & Development Area
 | Karen Quackenbush |
| 1:05pm | * Approval of previous meeting's minutes
 | Gabriella Cuzzola |
| 1:10pm | * Shared Governance Structure Chart
 | Tiffany Small |
| 1:15pm | * Overview – What does Staff Council Do?
	+ Committee on Finance – Nakia Goode
	+ Strategic Planning Steering Comm. – Heidi Young
	+ Comm. On Campus Life – Gabby Cuzzola
	+ Comm. On Information Systems & Communications – Andrea Connell
	+ Comm. On Human Resources – Denise Thomas, Xenia Thomas & Open
	+ Comm. On Facilities – Heidi Young
 | Dominique Clarke |
| 1:25pm | * Opening on the Comm. On Campus Life
* Opening on Comm. On Human Resources
 | Karen Quackenbush |
| 1:30pm | * University Senate Update
 | Karen Quackenbush/Tiffany Small |
| 1:40pm | * Faculty Senate Update
 | Candida Rocha |
| 1:50pm | * Review of Actions Items
 | Gabriella Cuzzola |
| 1:55pm | * Next Meeting Date/Time
 | Karen Quackenbush |

| **DECISIONS Reached** | **Decision Date** |
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| Gabby Cuzzola will serve on the Campus Life Committee.  | 9/15/16 |
| Regina Collins and Willie Arajuo will serve on the Human Resources Committee.  | 9/15/16 |
| Last meeting minutes approved.  | 9/15/16 |

|  **ACTION Items** |
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| **Status**  | **Action to be taken** | **Responsible** | **Due Date** |
| OPEN | 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 | 10/20/16 |
| OPEN | Put Staff Council accomplishments on the website. | Gabby Cuzzola | 10/20/16 |
| OPEN | Inquire/investigate why there are no women’s bathrooms on the 2nd floor of Tiernan Hall.  | Dean Roberts | 10/20/16 |

| **PARKING LOT Items** | **Discussion Date** |
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| Commence conversation w/Strategic Communications regarding podcasting | September 2016 |
| Coordinate visitation and presentation to departments on campus by Staff Council representatives | September 2016 |