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| Staff Council (SC) Meeting Agenda and Action Minutes |
| **Meeting Date:** | Thursday, May 31, 2018 | **Time:** | 1:00 PM – 3:00 PM | **Location:** | Campus Center 235 |
| **Meeting Leader:** | Karen Quackenbush | **Timekeeper:** | Dominique Clarke |
| **Participants:** | **Attendees**: Peter Bartholomew, Sylvana Brito, Dominique Clarke, Mihaela Cohanoschi, Gabriella Cuzzola, Michael Dabrowski, Yvonne Drakes, Jasmine Howard, Elizabeth Limbrick, Staci Mongelli, Dimana Neykova, Karen Quackenbush, Sanjeannetta Worley**Regrets**: William Araujo, Viola Clyburn, Regina Collins, Michael Kehoe, Richard Martinez, Mark Massa, Darryl Rivera, Candida Rocha, Dean Roberts |
| **Meeting Purpose:** | * May 2018 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 235 |
| 1:00pm | Approval of previous meeting's minutes – March Minutes | Karen Quackenbush  |
| 1:05pm | eMerchant Demo * This will be piloted with Facilities, UIS, and Finance
* Free for all vendors
* You will no longer need to get 3 bids because they will do this before putting vendors in the system
 | Jeffrey Hadley |
| 1:35pm | Committee Reports * Committee on Finance – Jasmine Howard
* Contact the Finance Dept. for any questions on Anthony Travel, Chrome River, and eMerchant
* There is a new purchasing policy
* Mobile eligibility will be re-evaluated
* FY18 budget should be balanced by the end of the year
* FY19 public hearing on July 9th
* BOT meeting on July 19th
* 1.5% enrollment increase projected
* Blanket ordering will go away in July
* Endowment is up 13.1%
* Strategic Planning Steering Comm. – Elizabeth Limbrick
* Discussed budget
* $1.6m for new faculty hires
* Residence Halls are 97% occupied
* FTE cap on benefits discussion. University would have to start paying $20k per employee
* 2020+ plan and 2030 plan discussed
* Strategic Planning Committee and Middle States Committee will merge
* 36% of invitees took the community input survey
* Comm. On Campus Life – Gabby Cuzzola
* Did not meet
* Comm. On Information Systems & Communications – Mike Kehoe
* Mike did not attend
* Comm. On Human Resources – Mihaela Cohanoschi, Staci Mongelli, William Araujo, Viola Clyburn
* Vanessa replaced Nancy Hark
* Comm. On Facilities – Regina Collins
* Regina did not attend
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| 1:55pm | Open action items | Karen Quackenbush  |
| 2:05pm | Faculty Senate Update Candida did not attend | Candida Rocha |
| 2:10pm | University Senate Update* Committees reported
* Discussion of campus life
* Pros and Cons of St. Michael’s
* HR pushed for surveys to be completed
* Strategic planning
* 2030 committee is forming
* Discussion of enrollment
* Discussion of faculty hiring
 | Dominique Clarke |
| 2:15pm | Sip Coffee with the Staff Council* Feedback
* Review Suggestion Cards
 | Karen Quackenbush |
| 2:30pm | Cambridge Presentation – Challenges to Positive Communication – Co-hosting w/ Committee on Women’s Leadership 4/25 - Feedback | Dominique Clarke |
| 2:35pm | Staff Council Elections* Update & New Timeline
* VP and Secretary positions are open
 | Karen Quackenbush |
| 3:00pm | 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 | Food Pantry – Meetings have taken place with various staff who may be involved in the process; meeting with Dr. Boger* There is now a formal committee with staff, GDS, Campus Life, and student representatives Note: Moving Forward
* NJIT Homecoming will focus on this as a donation. Meeting on June 8 to discuss. Homecoming is October 13 and all staff are encouraged to attend.
 | Jasmine Howard/Nisha Reyes |  |
| OPEN  | Faculty/Staff Dining & Campus Center microwavesNisha and Jasmine are meeting with Dr. Boger about the microwaves* Facilities ordered new microwaves. Mark will follow up. GDS said to e-mail any suggestions to them.
* Viola notified Karen that GDS and Facilities are both pointing at each other on this issue.
 | Mark Massa |  |
| OPEN | Lighting walks at 7pm on 3/1; 4/5 Jasmine will go on the April walk, Peter will do the March walk – Mark please let Lt. Cyr know who will be attending on behalf of the SC for the next two walks UPDATE by Peter: Bus stop on Central Ave need light to make it brighter. NJIT will do whatever they can and try to be proactive. | Jasmine Howard & Peter B. |  |
| OPEN | There are no prices visible in the C-store. * As per Dave, they are working on this.
 | Dominique will talk to Dave  |  |
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| OPEN | The Council would like to see the creation of a bank where we can donate sick time. * Lauren Rubitz said this is in progress.
* No updates
 | HR Committee |  |
| OPEN | The vending machines in Cullimore say that they accept credit cards and Apple Pay, but they do not.* Albert instructed Jody to reach out to the company. Dimana said this has not been fixed.
 | Dimana Neykova |  |
| OPEN | Faculty Dining Room menu selection needs improvement along with the presentation of food choice. Notice of mice in the area.* See update above.
 | Nisha Reyes will follow up with Dining Services |  |
| 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 |  |
| CLOSED | Please reach out to colleagues in your area and introduce yourself (use the list provided by Karen to identify your area). Please make sure your colleagues are aware of the Staff Council and know that they can bring quality of life concerns to you or directly to our open meetings. * Karen will resend the lists of names in your area
 | All members  |  |
| CLOSED | Cambridge workshops can be booked through Marlene Waltz. Dominique will ask the CWL if they would like to co-sponsor.  | Dominique/Karen Qucakenbush |  |
| CLOSED | 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. Information has been given to the HR Committee at their last meeting | Mihaela Cohanoschi, Staci Mongelli, William Araujo, Viola Clyburn |  |
| CLOSED | 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 Gabby will follow up  |  |
| CLOSED | NOTE: There is a new virus coming in e-mails claiming to be about invoices. Talk to your colleagues, don’t just click if it’s coming from a superior Forward suspicious e-mails to abuse@njit.edu | Michael Kehoe |  |
| CLOSED | Dimana had a colleague ask if the recreational hours at the WEC could be adjusted. They would like basketball to start at 4 p.m. so staff can use it.  | Staci Mongelli  |  |
| CLOSED | ADA Push Buttons – Jasmine reached out to Andrew Christ with the Staff Council location recommendationsWe are closing this because Andrew has stopped responding to Jasmine | Jasmine Howard |  |
| CLOSED  | Todd Miller & Denise Anderson are coming to January 18th meeting to discuss the University Signage plan. Please invite your area and ask colleagues for any signage questions/concerns. | All members |  |
| CLOSED | A member of the Staff Council was told that Lot #5 will disappear when construction begins on Tiernan. Sylvana will reach out to Physical Plant to find out if this is going to happen and if so where handicapped parking will be relocated.  | Sylvana Brito |  |
| CLOSED | Council members are asked to send any suggestions/concerns to Sandy Worley and Willie Araujo via email. Todd Miller & Denise Anderson attending 1/18 meeting  | Sandy Worley & Willie Araujo |  |
| CLOSED | Employees at the University may not have the right information about their benefits. Looking at possibly having a program to make staff aware of their benefits. | Staci  |  |
| CLOSED | 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 | Mark Massa |  |
| CLOSED | Look into parking for contractors since they are currently using NJIT staff spots.Public Safety asked that if you see someone without tags, please call them.  | Mike Dabrowski |  |
| CLOSED | Find replacements for Stephanie Macias and Marlene Masi who are no longer on Staff Council.  | Karen Quackenbush |  |
| CLOSED | The hot water in women's room on the 4th floor of Fenster is not workingThis is fixed. | Mark Massa |  |
| CLOSED | Individuals without proper credentials are parking in the Tiernan Lot. There are cars without decals. Lt. Kesselman said they’ve notified the officers and would appreciate it if we called when we see violations.  | Sylvana Brito |  |
| CLOSED | Evaluate the new organization chart to see which areas are not getting emails from a Staff Council Rep. | Karen Quackenbush |  |
| CLOSED | 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 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 |  |
| 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 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 STPD. 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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