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| Staff Council (SC) Meeting Agenda and Action Minutes |
| **Meeting Date:** | Tuesday, September 25, 2018 | **Time:** | 1:00 PM – 3:00 PM | **Location:** | Campus Center 230 |
| **Meeting Leader:** | Karen Quackenbush | **Timekeeper:** | Gabriella Cuzzola |
| **Participants:** | **Attendees**: Jody Borack, Viola Clyburn, Mihaela Cohanoschi, Gabriella Cuzzola, Michael Dabrowski, Jasmine Howard, Michael Kehoe, Michelle Llado-Wrzos, Richard Martinez, Mark Massa, Staci Mongelli, Karen Quackenbush, Nisha Reyes, Deborah Sims, Ewa Staromiejska, Philip Stickna, Priyadarshini VinRegrets: Elizabeth Limbrick, Sanjeanetta Worley, Darryl Rivera, Candida Rocha |
| **Meeting Purpose:** | * September 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 was available | Campus Center 230 |
| 1:00pm | May minutes were approved | Karen Quackenbush  |
| 1:05pm | Introduction of SC Members – Open position in REDCO | Karen Quackenbush |
| 1:15pm | 2018-2019 Staff Council E-Board Elections – All positions were available – President, Vice President, Executive SecretaryKaren Quackenbush was re-elected to serve as President. She will serve one year before her term on the council ends. Staci Mongelli was elected to Vice President. Mike Dabrowski was elected to Executive Secretary. | Karen Quackenbush |
| 1:25pm | NJIT Recycling Initiative * Presentation by NJIT Green, a new student organization working on recycling initiatives for NJIT. Their presentation will be circulated.
 | Rick Cruz/Shanee Halevi |
| 1:45pm | Committee Reports * Committee on Finance – Jasmine Howard will remain on this committee
* Strategic Planning Steering Comm. – Elizabeth Limbrick will be contacted to see if she still wants to be on the committee. If she does not, Michelle Llado-Wrzos will sit on this committee.
* Comm. On Campus Life – Voila Clyburn will sit on this committee. There is a meeting on 10/4 @ 10am-11:30am – Location TBA
* Comm. On Information Systems & Communications – Rich Martinez will sit on this committee.
* Comm. On Human Resources – Staci Mongelli, Nisha Reyes, Ewa Staromiejska, and Viola Clyburn
* Great Places to Work Survey data is back – Hope to have HR attend our meeting with results in November/December
* Comm. On Facilities – Mark Massa will sit on this committee
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| 1:55pm | Open action items | Karen Quackenbush  |
| 2:05pm | Faculty Senate Update  | Candida Rocha |
| 2:10pm | University Senate Update – SC needs two representatives on University Senate – The President should be one of the representatives but we need another representative. The meetings are at 10am in the CC Ballroom – Gabby Cuzzola will serve as a representative. * October 1
* November 7
* February 6
* April 3
 | Karen Quackenbush |
| 2:15pm | New Action Items | Karen Quackenbush |
| 2:30pm | NJIT’s Homecoming – 10/13 – visit<http://www.njit.edu/homecoming/> - all faculty/staff/families/alumni/students are invited! The cost is $10.00 per person/under 5 years old free | Karen Quackenbush |
| 3:00pm | Review of Action Items  | Gabby Cuzzola |

| **DECISIONS Reached** | **Decision Date** |
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|  **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.
 | **Update: Karen will arrange a meeting between facilities and GDS to discuss cleaning responsibilities**  |  |
| 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
 | **Update: Staci will follow up**  |  |
| OPEN | Faculty Dining Room menu selection needs improvement along with the presentation of food choice. Notice of mice in the area.* See update above.
 | **Update: Jasmine 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.  | **This action item is not in the near future renovation plans for the university.**  |  |
| OPEN9/18 | The Campus Center staff get constant complaints about the 1st floor Campus Center bathroom. | **Mark Massa will bring this to facilities.**  |  |
| OPEN9/18 | Issues with hiring work study students. The system we have for this is not effective.  | **Rich Martinez will bring this to the Committee on Information Systems**  |  |
| OPEN9/18 | WiFi issues throughout campus.  | **Rich Martinez will bring this to the Committee on Information Systems** |  |