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| Staff Council (SC) Meeting Agenda and Action Minutes |
| **Meeting Date:** | Thursday, February 23, 2017 | **Time:** | 1:00 PM – 2:30 PM | **Location:** | Campus Center 240 |
| **Meeting Leader:** | Karen Quackenbush | **Timekeeper:** | Dominique Clarke |
| **Participants:** | **Attendees**: William Araujo, Peter Bartholomew, Sylvana Brito, Dominique Clarke, Viola Clyburn, Andrea Connell, Gabriella Cuzzola, Casey Hennessey, Jasmine Howard, Michael Kehoe, Stephanie Macias, Richard Martinez, Karen Quackenbush, Dean Roberts, Candida Rocha, Denise Thomas, Tiffany Small, , Heidi Young**Regrets**: Marlene Masi, Xenia Thomas, Sean Vroom, Nakia Goode, Regina Collins |
| **Meeting Purpose:** | February 2017 meeting of the University Staff Council |
| **Preparation:** | Review any documents e-mailed prior (Please bring copies to the meeting) |
| **Start Time** | **Agenda Items** | **Process/Responsible** |
| 12:30pm | Lunch was available | Campus Center 240 |
| 1:00pm | Previous meeting’s minutes were approved.  | Gabby Cuzzola |
| 1:05pm | **Feedback on C-CAPS Presentation*** Staff Council members enjoyed the presentation and found it to full of crucial information. Dominique Clarke noted that she used what she learned within days of the presentation. She recommended that all “front desk” staff who interact with students see it.
* Willy asked if there are resources available for parents and families of our students as they may be the first ones to see signs of distress.
 | Karen Quackenbush |
| 1:05pm | **Election Committee** – William Araujo, Denise Thomas, Stephanie Macias, Dominique Clarke, Tiffany Small – March 2, 2017 – 11:00am-12:00pm – Cypress Hall, Room 114* The Staff Council board positions are open for election if you would like to run or nominate anyone for President, Vice President, or Secretary.
 | Karen Quackenbush |
| 1:10pm | **SC with the SC*** Gabby gave a brief overview of the event from last year.
* The Council suggested that we have a panel discussion with a Q&A from guests on what the Staff Council does.
 | Gabby Cuzzola |
| 1:25pm | **Committee Updates*** Committee on Finance – Nakia Goode (not in attendance)
* Strategic Planning Steering Comm. – Heidi Young (the Committee has not met)
* Comm. On Campus Life – Gabby Cuzzola reported the following: Dr. Fey is looking for a way to measure customer service on campus. He would like to have a contest and send two winners to the Disney Institute for training. They would then return and bring their knowledge back to campus by hosting a training/workshop. Karen mentioned that the Disney Institute is hosting a satellite training in New Jersey in the near future. The Committee also discussed the Student Satisfaction survey. Dr. Fey has charged all departments with reaching a 4/5 on the scale. There was also discussion of immigration issues.
* Comm. On Information Systems & Communications – Andrea Connell (Andrea was not in attendance)
* Comm. On Human Resources – Denise Thomas, Xenia Thomas, Regina Collins & William Araujo – Denise reported the following: The committee discussed the implementation of the “Docusign” service, which is currently being piloted. “Cornerstone” will replace our current job-listing program. They are enhancing the employee review program. There are still individuals who have not completed Title IX training. If you did not complete the training yet, you could be legally liable if you are involved in a lawsuit on campus. They are working on a way to spread the word about this and make sure people complete it. There will be a new job-training certificate program. There is also a new diversity plan for the university.
* Comm. On Facilities – Heidi Young (has not met)
 | Council Members |
| 1:55pm | **Faculty Senate Update*** Faculty approached Dave Ullman about the quality of photos on the NJIT website. They are working on getting better photos and on making sure all faculty/staff/advisors can see student photos. The NJIT website will be redesigned and there will be a committee for this. The financial state of NJIT was also discussed as many faculty members had concerns. Jasmine mentioned that student photos can be found through Student Success Collaborative. Sylvana and Heidi brought up issues with the system and Jasmine suggested e-mailing Sarah Vandermark.
 | Candida Rocha |
| 2:10pm | **University Senate Update*** There was a risk management presentation about how to protect NJIT’s assets.
* Mitch Gayer has just joined the university with the goal of building a “culture of safety” on campus.
* Campus life and the student satisfaction survey were discussed. Enrollment is down. A company called Sparks is coming in to help with the enrollment.
* 71% of our budget is from tuition. The university is putting a strong focus on retention (currently at 62%).
* Elections for University Senate are taking place. They are different in that the stakeholder groups choose their representatives.
* There was an update on the Dean search.
* Discussion regarding keeping the library open. Students were surveyed for their needs
* Discussion regarding the policy on ID cards and renewing them.
* 30% of staff completed the shared governance survey.
* Discussion of the lack of office space for adjuncts on campus. Pay rates just went up for adjuncts.
 | Dominique Clark; Tiffany Small |
| N/A | **Open Discussion** * We were approved for coffee, tea, cookies again for the SC with the SC event.
* Fenster parking lot – questions & concerns. Who is supposed to be parking there? Karen asked Kay Turner for the policy and has not been given updated information. There is a parking committee for Fenster Hall.
	+ Students are parking in Tiernan.
	+ Stephanie Macias asked about parking committee.
	+ We need more clarity on lots.
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| 2:30pm | * Next Meeting – March 23rd – Atrium – 12:00pm-1pm
 | Karen Quackenbush |

| **DECISIONS Reached** | **Decision Date** |
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| Last meeting minutes approved. |  |

|  **ACTION Items** |
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| **Status**  | **Action to be taken** | **Responsible** | **Due Date** |
| OPEN | Gabby will bring camera to SC with the SC. | Gabby Cuzzola |  |
| OPEN | All Council members are asked to bring 5 people from your area to SC with the SC. | All Members |  |
| OPEN | Karen will ask for the shared governance survey | Karen Quackenbush |  |
| OPEN | Karen will look into having Bob Lazer come speak to us | Karen Quackenbush |  |
| OPEN | There are no women’s bathrooms on the 2nd floor of Tiernan Hall.  | Dean Roberts |  |
| OPEN | Plan SC with the SC | Gabby Cuzzola/Viola Clyburn |  |
| CLOSED | Game Room Hours & Availability of Gaming Equipment – Karen spoke to Senate President and found that they are working on it. | Karen Quackenbush |  |

| **PARKING LOT Items** | **Discussion Date** |
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| **JOIN US!****Next Meeting Date:** | March 23, 2017 | **Time:** | 1:00 PM – 2:30 PM | **Location:** | Campus Center 240 |