



# Staff Council Minutes

## Overview

<b>Meeting Date:</b>	10/27/2022	<b>Time:</b>	1:00 - 3:00 p.m.	<b>Location:</b>	CKB 116 & WebEx
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<b>Meeting Leader:</b>	Greenwood, Allison	<b>Timekeeper:</b>	Corchado, Sasha		
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<b>Participants:</b>	Bracero, Isabel C.	<input checked="" type="checkbox"/>	Emma, Cara	<input type="checkbox"/>	Lopez, Jose L.	<input checked="" type="checkbox"/>
	Brennan, Shawn	<input checked="" type="checkbox"/>	Farber, Anthony J.	<input type="checkbox"/>	May, Shelly L.	<input checked="" type="checkbox"/>
	Carreras, Alexandra	<input checked="" type="checkbox"/>	Garcia, Julio	<input checked="" type="checkbox"/>	Montano, Jaime A.	<input checked="" type="checkbox"/>
	Carter, Christopher	<input checked="" type="checkbox"/>	Greenwood, Allison	<input checked="" type="checkbox"/>	Screen-Reddick, Noelle	<input type="checkbox"/>
	Cohanoschi, Mihaela	<input type="checkbox"/>	Herrera, Cecille	<input type="checkbox"/>	Shah, Hemal	<input checked="" type="checkbox"/>
	Corchado, Sasha	<input checked="" type="checkbox"/>	Lawson, Ian	<input type="checkbox"/>	Velez, Vanessa	<input type="checkbox"/>
	Cotrina, Marisela	<input checked="" type="checkbox"/>	Livingstone, Daniel	<input checked="" type="checkbox"/>		<input type="checkbox"/>
	Cruz, Angel	<input checked="" type="checkbox"/>	Llado-Wrzos, Michelle L.	<input type="checkbox"/>		<input type="checkbox"/>

<b>Meeting Purpose:</b>	Meeting of the University Staff Council
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<b>Preparation:</b>	Review any Staff Council related documents emailed prior. Bring copies to the meeting.
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Time	Agenda Item(s)	Process/Responsible Parties
1:00 p.m.	<b>Welcome</b>	
1:18	<b>Meeting Start</b>	
(quorum)	Roll call to establish attendance	
	Approval of the Minutes from the September meeting	
	<b>New Goals and Initiatives for Staff Council</b>	
1:30 p.m.	<b>HR Presentation: New Gallop Engagement Survey</b>	
	Joanna Dos Santos, Director of Talent & Organizational Development	
	Presented goal of the survey (understand, measure, and create staff/faculty engagement) and overview of the survey questions and how that results of the survey would be use to create a strategic action plan. Survey will be open Nov 7-18th; each employee will be given a unique survey link; responses to be shared anonymously with division managers.	
	Questions/concerns raised: How would anonymity of responses be maintained in smaller departments Concerns about retaliation from managers Some staff might not feel comfortable participating or may not answer the survey questions honestly	
2:15 p.m.	<b>New Topics</b>	

Open	Financial Aid Services' student hiring process: Unable to identify a specific contact person to follow up on applications or address problems Lack of timely communication with student and hiring department Seems to be only one designated staff member in Financial Aid to process all student hiring Student employment system is not self explanatory Request that Financial Aid offer staff training on the student hiring process once per semester Request to streamline process/communication between Financial Aid and Payroll	Reach out to Ivon Nunez as head of Financial Aid
Open	Empty hand sanitizer dispensers on campus [Mihaela C]: Will the hand sanitizer disposals will be refilled anytime soon in the buildings around campus? The majority of them are empty. Should someone in each building send a request through the maintenance system for the refill, or are they done periodically?	Facilities? (Allison to check)
Open	Notification of former faculty/staff passing: What is the criteria being used to determine which notifications of the death of former NJIT faculty/employees are approved for communication to the NJIT community?	
Open	Summit Street Deck safety issues: 1. drivers driving in the opposite direction to descend the floors and exit faster 2. double-parking, street parking in front of the deck and Laurel is making it difficult to enter/exit the deck safely	Public Safety
Open	Bleeker Street Parking Residential parking for students (overnight parking not allowed) Can this be designated for staff/faculty instead?	
Open	New Street Designated NJIT faculty/staff parking; Rutgers students (and staff) have been parking there.	
Open	Lot 7 Can electric car chargers be placed there?	
Open	Uber/Lyft on campus Lyft/uber drivers often double-parked in front of Fenster Hall and Lock Street. Are there designated pick-up/drop-off locations? If not, can specific sites be designated, highlighted w/ signage?	Public Safety
<b>Review Open Action Items</b>		
<b>Committee Updates/Vacancies</b>		
<b>Campus Life:</b> <i>Cotrina, Marisela</i>	Angel attended - Discussed homecoming: went well, want to increase academic involvement, tentative date Oct 7, next year. Chief Diversity officer search ongoing, 2 strong candidates and should be selected soon. Looking at ways to utilize Climate study data. Maple Hall open and successful, though took some occupancy from other locations (2 greek village houses closed at the moment). 10/25 meeting to discuss commencement format (1 day, multi day). Discussed Kognito, interactive scenario based learning program to determine behavioral red flags students might exhibit. Discussed wellness coach program, currently 2 students on staff as wellness coaches. Meeting extended past the hour and I had to leave due to prior meetings scheduled.	
<b>Facilities:</b> <i>Garcia, Julio</i> <i>Corchado, Sasha</i>		
<b>Sustainability Subcommittee</b> <i>Garcia, Julio</i> <i>May, Shelly</i>	Goal is to have a carbon-neutral campus in years (2024). Looking for platforms to communicate with campus community (discord, instagram, etc.) Will likely have varying degrees of compliance from different community cohorts (staff vs. students; generational, etc.)	
<b>Human Resources:</b> <i>Bracero, Isabel</i> <i>Shah, Hemal</i> <i>Lopez, Jose</i> <i>Farber, Anthony</i>	No meeting was held.	

<b>Info Systems &amp; Digital Transformation:</b> Cruz, Angel	No meeting as of yet.
<b>Finance:</b> May, Shelly	Will be conducting an audit of the parking decks for revenue; 2-year audit of each department Reported drop in endowment returns Implementing a new policy to secure part of the operating budget and minimize risk posed by changes in the stock market
<b>Faculty Senate:</b> Corchado, Sasha	Presented very initial framework to establish a Practicing Professor positions (and promotion tiers) to replace the University Lecturer title; intended to create professional parity with tenture/tenure-track professors
<b>Strategic Planning:</b> Livingston, Daniel	
<b>University Senate:</b> Cruz, Angel Greenwood, Allison	Next meetings are: November 2, 2022 (Wednesday), February 8, 2023 (Wednesday), April 12, 2023 (Wednesday)
<b>Election Committee:</b> Cruz, Angel Herrera, Cecille Livingston, Daniel Vacant	No election, no update.

<b>Meeting Adjourned</b>	
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Open Action Items			
Status	Action to be Taken	Responsible	Due Date
Open	<b>Members of NCE and YWCC have shared that work from home is not being allowed for their unit, is there anything that can be done?</b>  9/29/22 - Reach out to HR business rep. HR will be asked to sendig a refresher email to see what Deans are thinking of remote work currently. Asking for statistics on who is utilizing or not utilizing. How many units are losing staff?	HR Committee	
Closed	<b>Parking has been difficult, what can be done?</b>  Update 9/17/21: Gjini says they will be having PSD open lot 12 on Tuesday, Thursday to have additional spots available during heavy times. Email will be sent via Emma. Update 10/21/21: Luis Nieves to reach out and ask about lot 12 being available earlier Update 12/9/21: Luis Nieves reached out, not enough public safety to man lot 12, corner by STPG accumulates water and is a safety concern, not NJIT owned but we're trying to keep it safe Update 3/23/22: Angel will reach out to Rob Gjini to see if app can be reset as the count is severely off. Update 5/26/22: Angel motioned to close. Seconded, Closed.	Public Safety	
OPEN	<b>How close is NJIT to being a smoke free campus?</b>  Update 9/17/2020 - Not a smoke free campus, is less of a priority in Covid times, will bring back up with Campus Life Update 10/15/2020: Campus Life Next Meeting Update: 11/19/2020: Address when we are back to campus. Update: 2020-12-17: No update Update 1/21/21: Has been brought up on hold due to other high priority such as covid. Update 2/18/2021: It was brought up in last campus life meeting. Not urgent. Did not meet since. Marisella will bring this up at next meeting Update 3/18/2021: No discussion Update 3/18/2021: On hold until we are back to work. Update 4/15/2021: Was brought up, Student Senate is active with this. Many areas of the University have to get involved, HR Etc.Mary Beth would provide feedback as to if this is moving forward. Update 5/20/2021: Student Senate is actively pursuing this MaryBeth Boger will provide feedback moving forward. Update 6/22/2021: Mariela, this has been brought up to Dean Boger. It would be brought up a the University Senate but they have not met yet. It is still outstanding issue. HR would need to be involved, Dean would get back to us  Update: We are not close at all to achieving this. There are a lot of moving pieces to this. In fact it is hard for state run colleges/universities in NJ to achieve this (even though Essex CC is smoke free). We have unions and HR to consider in this process as well. Dean Boger is actively looking for alternative ideas on this topic.  Update 9/17/2021: Luis nieves will reahc out to Shakera Rodgers about Rugers being smoke free including e-cigarettes. This is also a cleanliness issue as reffuse and waste have been piling up in areas. Update 12/9/2021: Luis will follow up regaring e-cigareetes and vaping Update 3/23/2022: Alexandra and Allison will bring this issue up at University Senate Subcommittee of Campus Life	Campus Life and HR	