



Staff Council Minutes

Overview

Meeting Date:	1/12/2023	Time:	1:00 - 3:00 p.m.	Location:	Campus Ctr 240 & WebEx
Meeting Leader:	Greenwood, Allison	Timekeeper:	Corchado, Sasha		
Participants:	Bracero, Isabel C. <input checked="" type="checkbox"/>	Emma, Cara <input checked="" type="checkbox"/>	Lopez, Jose L. <input type="checkbox"/>		
	Brennan, Shawn <input type="checkbox"/>	Farber, Anthony J. <input checked="" type="checkbox"/>	May, Shelly L. <input checked="" type="checkbox"/>		
	Carreras, Alexandra <input checked="" type="checkbox"/>	Garcia, Julio <input type="checkbox"/>	Montano, Jaime A. <input checked="" type="checkbox"/>		
	Carter, Christopher <input checked="" type="checkbox"/>	Greenwood, Allison <input type="checkbox"/>	Screen-Reddick, Noelle <input checked="" 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 type="checkbox"/>	Livingstone, Daniel <input checked="" type="checkbox"/>			
	Cruz, Angel <input checked="" type="checkbox"/>	Llado-Wrzos, Michelle L. <input type="checkbox"/>			
Meeting Purpose:	Meeting of the University Staff Council				
Preparation:	Review any Staff Council related documents emailed prior. Bring copies to the meeting.				
Time	Agenda Item(s)	Process/Responsible Parties			
1:00 p.m.	Welcome				
	Meeting Start				
Quorum 1317 approved	Roll call to establish attendance				
	Approval of the Minutes from the December meeting				
	Reminder: Spring 2023 Staff Council Meeting Dates				
	January 12, Campus Center 240 (today)				
	February 9, CKB 116				
	March 9, CKB 116				
	New Goals and Initiatives for Staff Council				
1:30 p.m.					
2:00 p.m.	New Topics				
	Angel: food choice pizza vs sandwiches	consensus: alternate pizza/sandwich lunches for the next meetings			
	Shelley: HR website how to find out whom to contact for specific questions? retirement; 401K contribution calculations; pretty much common email and they'll forward to the right individual; want to speak with benefits person - they'll get back to you;				
	HR questions lots of outdated information/links on their website (will be through the new service platform) contact info by category				

OPEN	New tap/swipes what is the timeframe for installation (esp in parking deck)		
	Parking deck tracking Can guests/daily parking patrons be required to print a "tag" for the dashboard? Are license plate readers forthcoming? (in use at Montclair, RU?)		
	Review Open Action Items		
	Committee Updates/Vacancies		
	Campus Life: <i>Cotrina, Marisela</i>		
	Facilities: <i>Garcia, Julio</i> <i>Corchado, Sasha</i>	Meeting 2 February	
	Sustainability Subcommittee <i>Garcia, Julio</i> <i>May, Shelly</i>	have webchat but no meetings	
	Human Resources: <i>Bracero, Isabel</i> <i>Shah, Hemal</i> <i>Lopez, Jose</i> <i>Farber, Anthony</i>	(Isabel) gallup survey (early Spring) hoped for 50% response from campus; aggregated results from small departments; want to offer 2 surveys per year (next survey in Fall); want to engage individuals as an environment team; initatives: talent acquisition hiring recruiter for mgmt positions (david jones, susan gross enrollment vp); provost, njii president, cio searches; questions: Are they evaluating what qualified individuals to promote from within before looking at external candidates? What about classification/qualifications/compensation service changes managing w/ IT how to communicate and get responses back from staff to HR and back (online question submission) coming in March will be conducting an analysis for staff positions; how will this assessment be applied? Would salaries be lowered if found to be higher than standard? service awards no more gift cards; will show catalogue and allow individuals a selection from the catalogue; can you roll over your "service credits"? will this be taxed? Jan 31 next meeting	
	Info Systems & Digital Transformation: <i>Cruz, Angel</i>	we are officially Zoom university	
	Finance: <i>May, Shelly</i>	n/a	
	Faculty Senate: <i>Corchado, Sasha</i>	meeting 24 January	
	Strategic Planning: <i>Livingston, Daniel</i>	n/a	
	University Senate: <i>Cruz, Angel</i> <i>Greenwood, Allison</i>	n/a	
	Campus Wellness Steering: <i>Carter, Christopher</i> <i>Livingstone, Daniel</i>	8 dimensions of wellnes; Spring/summer wellness fair for NJIT employees (all aspects)	
	VP for Strategic		
	Public Safety Focus Group: <i>Farber, Anthony</i>	no meeting (or missing invite?)	Angel will followup for contact
	Election Committee: <i>Cruz, Angel</i> <i>Herrera, Cecille</i> <i>Livingston, Daniel</i> <i>Vacant</i>		
	Meeting Adjourned		

Open Action Items			
Status	Action to be Taken	Responsible	Due Date
Open	<p>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?</p> <p>9/29/22 - Reach out to HR business rep. HR will be asked to send 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?</p>	HR Committee - raised at the town hall, left to the supervisor, front facing, can report to 'hr business partner' to address the issue of being told not to submit requests; fear of retaliation; Marisela - can bring it up in another supervisor training (wanda is on the academic side - could initiate conversations w/ bad actors)	
OPEN	<p>How close is NJIT to being a smoke free campus?</p> <p>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 Mary Beth Boger will provide feedback moving forward. Update 6/22/2021: Mariela, this has been brought up to Dean Boger. It would be brought up at 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</p> <p>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.</p> <p>Update 9/17/2021: Luis nieves will reach out to Shakera Rodgers about Rutgers being smoke free including e-cigarettes. This is also a cleanliness issue as refuse and waste have been piling up in areas. Update 12/9/2021: Luis will follow up regarding e-cigarettes and vaping Update 3/23/2022: Alexandra and Allison will bring this issue up at University Senate Subcommittee of Campus Life Update questions: smoke-free campus (RU official as of Jan 1, 2023); smoking zones; issue of vaping</p>	Campus Life and HR	
Open	<p>Financial Aid Services' student hiring process</p> <p>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</p>	Reach out to Ivon Nunez as head of Financial Aid (no response - who does Financial Aid report to? Conrad/Cathy) Allison reached out	
CLOSED	<p>Empty hand sanitizer dispensers on campus</p> <p>Will the hand sanitizer dispensals 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?</p>	Facilities? (Allison to check) place work orders to replenish	
Open	<p>Notification of former faculty/staff passing</p> <p>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?</p>	HR follow up (Sasha)	
Open	<p>Summit Street Deck safety issues</p> <p>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 PS coming area around office, safety officers try to staff intersection, but not staffed at all hours; parents, pickup/dropoff at Laurel</p>	ask PS to increase enforcement of wrong way drivers in deck; (contact Kesselman/dep Chief Vilani in PS) do daily checks by sworn police officers; look for handtags; have had traffic details to prevent improper traffic flow, etc; will pass along comments ticketing- attempt to monitor every vehicle that enters deck, other side voice frustration with delays entering deck at peak hours; actively attempt to monitor; notice of vehicle w/o tags to call in non-emergency # w/ vehicle details so ofcr can respond	
	<p>Bleeker Street Parking</p> <p>Residential parking for students (overnight parking not allowed) Can this be designated for staff/faculty instead?</p>	NJIT owns part of street	

	New Street Designated NJIT faculty/staff parking; Rutgers students (and staff) have been parking there.	Gjini
	Lot 7 Can electric car chargers be placed there?	breaker boxes reaching capacity; plans to increase availability, but need more capacity before more chargers can be added - how many for lot 7?
	Lot 3 Binsky trucks taking up spots (yes they pay for parking) painted lines are for compact cars, not trucks; can they repaint lines to accommodate doors to get in/out care	
	Summit Street Deck "abandoned" car in 1st floor spot; is this vehicle legitimate? are they paying for parking?	
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?	UPS drop-off @CKB; colden street roundabout; Bleeker, Lock St @ WEC; Greek Way how to est dedicated pickup (Gjini)
Open	Remote Work Issues Some areas/departments still not able to request remote work? Remote work pilot to be re-evaluated in February	
Open	HR Exit Interviews How frequently are these occurring? What is the data saying?	several folks left after remote work, turns out the reasons were managerial issue not remote work limitations
Open	HR Focus Group	
Open	Enhancing 2023 Strategic Plan (Allison Greenwood serving) Updating current 2025 Strategic plan; will become 2030 Plan under President Lim.	
Open	VP for Digital Strategy & Chief Digital Office Search Committee (Michelle Llado-Wrzos serving for staff council)	

adjourned 1425