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| Staff Council (SC) Meeting Agenda and Action Minutes |
| **Meeting Date:** | Thursday, Ferbuary 22, 2018 | **Time:** | 1:00 PM – 3:00 PM | **Location:** | Campus Center 235 |
| **Meeting Leader:** | Karen Quackenbush | **Timekeeper:** | Dominique Clarke |
| **Participants:** | **Attendees**: William Araujo, Sylvana Brito Dominique Clarke, Viola Clyburn, Mihaela Cohanoschi, Gabriella Cuzzola, Michael Dabrowski, Yvonne Drakes, Jasmine Howard, Michael Kehoe, Richard Martinez, Mark Massa, Staci Mongelli, Dimana Neykova, Karen Quackenbush, Candida Rocha, Regina Collins, Sanjeannetta Worley, **Gabriela Gutierrez, Christopher Carter, Casey Hennessey****Regrets**: Peter Bartholomew, Elizabeth Limbrick, Darryl Rivera, Dean Roberts,  |
| **Meeting Purpose:** | * February 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 | Karen Quackenbush  |
| 1:00pm | Benefits Discussion with Danielle Mason from Human Resources* Everyone’s situation is different so all employees who are a few years out from retiring should meet with Danielle individually.
* Within 3 years of retirement, you will want to audit your account to confirm your service years. Write to Division of Pensions and Benefits for letter.
* If you had 25 years between July 1, 1997 and before June 28, 2011, you may be eligible for free medical.
* If you had 20 years by June 28, 2011, you will pay 1.5% of your medical once you hit your 25 years.
* Anyone obtaining 25 years after June 28, 2011 will be subject to State contract in place at that time. Currently the State uses a banded premium calculation. The last contract agreement expired June 28, 2011.
* If you had 25 years after July 1, 2007 but before June 28, 2011, you can waive the 1.5% by enrolling in the Wellness Program.
* You should become familiar with Pensions website for more information. www.state.nj.us/treasury/pensions
* Once you retire, you keep your dependents under 27 and spouse. If you predecease your spouse, they would have to pay for coverage. They would be eligible, but would have to pay.
* For individuals still working over age 65, you do not need Part B of Medicare, just Part A.
* Sick time is only paid out if you retire. There is a calculation where you receive about ½ pay of sick time. The maximum is $15,000.
* Vacation time is never paid out.
* With PERS members, your benefits in retirement are based on a formula. You get the monthly benefit for life. Age is a factor in the retirement eligibility.
* With ABP, it is based on how much money you save and how you set up your annuity.
* There is no minimum retirement age. Most people try for 25 years for medical.
* You get to keep your life insurance if you have 10 years of service (PERS pays 3/16ths of final year’s salary. ABP pays 50% of your final year’s salary).
* Your pension is taxable when you go to retire.
 | Karen Quackenbush |
| 1:15pm | Discussion regarding safety on campus * There were requests for drills so people know what to do and where to go
* There are lots of classrooms where doors are left open outwardly
* We need panic buttons
* Training for staff
* Find out about texting Public Safety
* Suggestions for signage around campus “If you see something, say something”
 | Karen Quackenbush/Gabby Cuzzola |
| 1:30pm | Committee Reports 1. Committee on Finance – Jasmine Howard: Finance - 1/31 meeting.
	* Chrome River discussion (to be used for reimbursement, not purchasing)
	* Anthony Travel is currently not required, but is preferred.
	* There is a Wells Fargo NJIT card
	* Discussion of e-procurement
	* Public Hearing on Monday, July 9 about tuition and fees.
	* Discussion of enrollment projections
	* Working on a FY19 personnel book
	* Cash management presentation for Bursar’s office. They stepped up their communication and starting offering different payment plans.
2. Strategic Planning Steering Comm. – Elizabeth Limbrick: No meeting updates.
3. Comm. On Campus Life – Gabby Cuzzola
	* Discussion of the campus escort system – the Chief was there and said he would hold a meeting to make sure the officers were trained
	* Discussion of vending machines for health services items (Band-Aids, condoms, etc.)
	* This committee will continue to work on the two proposals that will be presented to Senate
4. Comm. On Information Systems & Communications – Mike Kehoe
	* Demonstration of new NJIT.edu website
	* They used focus groups so the website will be better at advertising NJIT
	* Phases of implementation start in February
	* Discussion about automated switchboard
	* New Banner is coming
5. Comm. On Human Resources – Mihaela Cohanoschi, Staci Mongelli, William Araujo, Viola Clyburn: Did not meet.
6. Comm. On Facilities – Regina Collins: Did not meet.
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| 2:00pm | Update on any additional open action items* See below
 | Karen Quackenbush  |
| 2:15pm | Faculty Senate Update  | Candida Rocha |
| 2:25pm | University Senate Update* Discussed what Jasmine and Mike shared from their committees
* Admissions discussions
* Looking to hire new faculty
* There will be a new college
* Discussion of diversity and inclusion
 | Dominique Clarke |
| 2:35pm | Sip Coffee with the Staff Council* April 19th @ 12:30 – 1:30 p.m. in Eberhardt 112
* Gitterman Wealth reached out regarding a workshop for the Staff Council
 | Gabby Cuzzola |
| 2:40pm | Cambridge Presentation – Challenges to Positive Communication – Co-hosting w/ Committee on Women’s Leadership* Atrium on March 26th
 | Dominique Clarke |
| 2:45pm | Election Committee – Gabby, Dimana, and Stacie* There are 6 members whose terms are ending
 | Karen Quackenbush |
| 2:55pm | Approval of changes to the Constitution for the University Senate  | 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 | 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  |  |  |
| OPEN | 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  |  |
| 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
 | Jasmine Howard/Nisha Reyes |  |
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| 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.
 | 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 | Jasmine Howard & Peter B. |  |
| OPEN | 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  |  |
| OPEN | We received a staff complaint that the crossing guard on Lock Street is stopping for every pedestrian and causing a lot of traffic. * Dimana reached out to Lt. Cyr who said he would fix it. Some council members said they had already noticed a difference. The council will keep an eye on this.
 | Dimana  |  |
| OPEN | There are no prices visible in the C-store.  | Dominique will talk to Dave  |  |
| OPEN | Cambridge workshops can be booked through Marlene Waltz. Dominique will ask the CWL if they would like to co-sponsor.  | Dominique  |  |
| 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.
 | Sandy Worley  |  |
| 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.
 | Karen Quackenbush  |  |
| OPEN | Pete and Sandy will do a walkthrough with Facilities to look for safety concerns on campus. They will reach out to Physical Plant to coordinate this walk. * Update: There will be safety walks in the coming months. Please see the notes above.
* Please open a work order if you see anything
 | Peter BartholomewSandy Worley |  |
| OPEN | Public Safety officer was called to escort a staff member to his/her car. The officer walked this individual only to the NJIT side of Lock Street. Gabby will email Public Safety regarding this issue. | Gabby Cuzzola |  |
| 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 | The microwaves located by the Grill in the Campus Center are not working efficiently, food items do not heat properly.* See update above.
 | Nisha Reyes  |  |
| 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 |  |
| OPEN | 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 | Departments might want to designate one area on each floor of Fenster to leave garbage on Friday afternoon, as garbage is not picked up in offices. Mark Massa will reach out to facilities to see if additional garbage cans can be purchased for these officesMark had a discussion with the directors and they feel that it is more of an individual issue  | Mark Massa |  |
| 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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| With all the organization changes, the Staff Council representation for each area will need to be re-evaluated based on size, etc.  | January 18th  |