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| Staff Council (SC) Meeting Agenda and Action Minutes |
| **Meeting Date:** | Thursday, November 29, 2018 | **Time:** | 1:00 PM – 3:00 PM | **Location:** | Campus Center 240 |
| **Meeting Leader:** | Staci Mongelli | **Timekeeper:** | Michael Dabrowski |
| **Participants:** | **Attendees**: William Araujo, Mihaela Cohanoschi, Gabriella Cuzzola, Michael Dabrowski, Jasmine Howard, Michael Kehoe, Elizabeth Limbrick, Michelle Llado-Wrzos, Richard Martinez, Mark Massa, Staci Mongelli, Nisha Reyes, Ewa Staromiejska, Philip Stickna, Priyadarshini VinRegrets: Isabel Bracero, Viola Clyburn, Karen Quackenbush, Candida Rocha, Deborah Sims, Sanjeanetta Worley |
| **Meeting Purpose:** | * November 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 available | Campus Center 240 |
| 1:00pm | October Minutes approved | Staci Mongelli  |
| 1:05pm | Welcome – Isabel Bracero – Representing the Presidents Area **(unable to attend)** | Staci Mongelli |
| 1:05pm | Great Colleges to Work Survey Results**-Out of 1,680 NJIT employees 601 responded (35.8%)****-Results were similar to 2015, but a little more positive****-Staff had more positive feedback than faculty****-Satisfaction was lower for NJIT in comparison to Honor Roll Schools****-Will resurvey in 2020** | Bob Lazer, Director of Organization Performance Excellence |
| 1:05pm | Committee Reports * Committee on Finance – Jasmine Howard

**Met on Nov 1st. NJIT exceeds the full-time employee state cap by 2 (1,187 employees). Will reimburse state by 50%. Emerchant is up & running. FY19 budget is 545.2 million (up 2.9%). Next meetings in Jan & Apr of 2019.*** Strategic Planning Steering Comm. – Elizabeth Limbrick

**Meeting on Dec 4th** * Comm. On Campus Life – Priya Vin

**Met on Nov 1st. Kristie Damell working on the Student Handbook & Distressed Student Project. More info to come in 2019.*** Comm. On Information Systems & Communications – Richard Martinez

**Met on Nov 20th. Dave Ullman is stepping down. Blake Haggerty will replace him. Steve Harrel said the 53 page process for hiring work study students is for NJIT protection. Will invite Steve to a Staff Council meeting for further explanation. Info is being gathered to get a scope of the work needed to upgrade WiFi in Res-Life lounges.*** Comm. On Human Resources – Mihaela Cohanoschi, Nisha Reyes, Viola Clyburn, Ewa Staromiejska

**Meeting on Dec 4th*** Comm. On Facilities – Mark Massa

**Did not meet – will reach out to Sharyn.****NJIT is buying the Mueller Bros building. Renovations being done in Microelectronics lab, FMH, and new lab in EDC2 (105 Lock St). Gas tank found under GITC MakerSpace. EHS consultants contacted. Soccer field may be opened next season – weather & settling issues slowing progress.** |  |
| 1:30pm | Faculty Senate Update **(unable to attend)** | Candida Rocha |
| 1:40pm | University Senate Update – Gabby Cuzzola & Karen Quackenbush**Not enough chairs in classrooms. HVAC issues throughout campus. HVAC issues will be addressed in FMH as part of renovations. NJIT may possibly buy Warren St School. 14.8 million was spent to improve labs. Next meetings Feb 6th & Apr 3rd, 2019.** | Gabby Cuzzola |
| 1:50 | Open Action Items | Staci Mongelli |
| 2:10pm | New Action Items | Staci Mongelli |
| 2:25pm | Review of Action Items  | Mike Dabrowski |

| **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.
* 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.
* Update: Jasmine reached out to Marybeth Boger, awaiting reply. Goods collected at Homecoming. Food pantry will be in CC room 478.
 | Jasmine Howard/Nisha Reyes**Update: Dr. Sharon Morgan & Kristie Damell are the new contacts. Food was collected at Homecoming but pantry is not running yet. More info to come.** |  |
| **CLOSED****11/29** | 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.
* Karen met with Dave Arluna & Henry R. Facilities will be responsible for cleaning once a night but were only cleaned the first few days after the meeting. Karen will follow up w/Henry. Encourage use of Faculty/Staff Dining microwaves
 | Karen Quackenbush**Update: Microwaves are being cleaned by Facilities once a day. One faulty microwave is being replaced. CLOSED action item.** |  |
| 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.
* Still being worked on. Policy needs to be approved by unions; Staci/Nisha will follow up
 | HR Committee**Update: Negotiating has started with unions.** |  |
| OPEN | Faculty Dining Room menu selection needs improvement along with the presentation of food choice. * Online menu not yet available, but being worked on. Dave Arluna to speak with Marybeth Boger about the presentation of food and dining room improvements
 | Nisha Reyes will follow up with Dining ServicesJasmine will follow up with GDS**Update: Dave Arluna said to email him with suggestions. Nisha will also ask if it’s possible for emails to be sent out from GDS informing employees of menu.** |  |
| OPEN | There are no women’s bathrooms on the 2nd floor of Tiernan Hall. Mark Massa said it is in the works to possibly convert the 2nd floor men’s room to a women’s room | Mark Massa**Update: Estimated quote of $10,000 to convert 2nd floor men’s room to women’s room. More info to come.** |  |
| **CLOSED****11/29** | The Campus Center staff get constant complaints about the 1st floor Campus Center bathroomUpdate: They are checked/cleaned throughout the day. The main complaint is water on the sink counters. The issue is poor faucets not distributing enough water. Mark entered a work order for plumbing. | Mark Massa/Ewa Staromiejska**Update: Bathrooms are cleaned 5 times a day. Plumber looked at faucets as well. CLOSED action item.** |  |
| OPEN | Issues with hiring work study students. The system we have for this is not effectiveUpdate: Rich mtg w/ Dave Ullman Monday, Oct 29th. | Rich Martinez**Update: Dave Ullman stepping down. Blake Haggerty will replace him. We will invite Steve Harrel to a Staff Council meeting for more info on work study student hiring process.** |  |
| OPEN | WiFi issues throughout the campusUpdate: Dave Ullman mtg w/ Senate (more info later). If problems, call the Help Desk or contact Pete Teklinski and give the IP address, time & location. Res-Life lounges are bad spots for WiFi, but rooms seem to be OK. | Rich Martinez**Update: Info is being gathered to get a scope of the work needed to upgrade WiFi in Res-Life lounges.** |  |
| **CLOSED****11/29** | Amazon & UPS delivering packages to wrong locations if main mailroom address is not used. Joe Myers & Stan Stec of Purchasing should be contacted to better advise delivery persons. Create signs in lounges to direct where items should be delivered. | Priya Vin**Update: The mailroom said that the correct address for packages is:****-Your Name & Department (or Your Name & Building address)****-c/o NJIT Mailroom** **-136 Bleeker St.****-University Heights****-Newark, NJ 07102. Please encourage use of this. CLOSED action item.** |  |
| OPEN | Trouble with readers at Summit St Deck. ID cards are not swiping properly. Gates do not always open. | Mike Dabrowski**Update: Faulty reader was replaced. Still some reports of trouble at the right side of Deck entrance gates at 154 Summit St. Will investigate the readers further. May be issues with ID cards.** |  |
| **CLOSED****11/29** | Contractor vehicles parked all the time on Bleeker St sidewalk by SOM. Take pictures if seen and send to Karen, who will follow up with Public Safety. | Karen Quackenbush**Update: Most of Bleeker St is closed for construction. CLOSED action item.** |  |
| **CLOSED****11/29** | Non-NJIT job ads for students (babysitting, etc) – How is it best to get this info to them?  | Priya Vin**Update: Contact Amber Danku or Kristie Damell for commuters; Karen for Res-Life students. CLOSED action item.** |  |
| OPEN | Garbage not picked up in Kupfrian Advising Success Center when staff member responsible is out. Per Ewa, call Facilities Services. | Ewa Staromiejska**Update: Custodian is reminded to pick up garbage every day. Follow up next meeting.** |  |
| OPEN | Letter on salary increase does not state exactly how much the increase was. | Karen Quackenbush**Update: This was sent to everyone on Sunday, 10/28!** |  |
| OPEN | Very old job openings still posted on HR website should be removed. | Nisha Reyes**Update: Spoke to Chitra Iyer. Let Staci know of any old job openings and she will take them down.** |  |
| OPEN11/29 | Aks Chitra Iyer what was discussed at the Mayor’s emergency meeting. | Staci Mongelli |  |
| OPEN 11/29 | Encourage all areas to take ALICE training. Email was sent on Nov 12th. | Staci Mongelli |  |
| OPEN 11/29 | Pedestrian safety concerns after passing of student. City needs to be coordinated with to slow traffic. Possibility of speed bumps implemented. Follow up with Andrew Christ & Mark Cyr of Public Safety. | Elizabeth Limbrick & Staci Mongelli**Update per email sent on 11/30: Andrew contacted the County Engineer & the City of Newark Traffic and Signals Dept. Dr. Bloom also spoke with the County Executive & will speak with Mayor Baraka soon. Public Safety is increasing patrols with their traffic unit and enforcement of speed limits around the area of the campus. They already conducted a "Cops in Crosswalks" initiative and will be doing a "Traffic Safety" event on Central Avenue in early December. Encourage everyone to cross at signalized intersections and use marked crosswalks. Continue work with our County and City partners to improve traffic safety around the NJIT campus and enforce the traffic regulations through proactive policing.** |  |
| OPEN11/29 | Discounts at Rutgers Tech Store. Can NJIT employees be eligible? | Elizabeth Limbrick & Staci Mongelli |  |

| **PARKING LOT Items** | **Discussion Date** |
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