UNIVERSITY SENATE
Agenda
April 15, 2015

• Approval of February 18, 2015 University Senate meeting minutes

• Reports of standing committees

• Update on status of elections – Ray Cassetta
  Election results due to Provost by 4/30/15

• Vote on amendments to University Senate Bylaws, sections:
  1) IV.D.1
  2) IV.D.2.1

• Provost’s report

• Vice Provosts’ reports
UNIVERSITY SENATE
Minutes
April 15, 2015
FINAL


Meeting called to order at 10:07 a.m.

Unanimous approval of February 18, 2015 meeting minutes.

Reports of Standing Committees

• Sub-Committee on Facilities, Chair: Mr. Andrew Christ
  The committee discussed both parking and recycling on campus at their last meeting.

• Committee on Campus Life, Chair: Dr. Charlie Fey
  No meeting of the committee had occurred since the report given at the February University Senate meeting, so no report was given.

• Committee on Human Resources, Chair: Ms. Kay Turner
  Summer hours for 2015 have been finalized and communicated to the community. The committee is in discussions and working with David Ullman and his team create and ultimately implement professional and organizational development opportunities for employees. Finally, best practices for hiring are being reviewed throughout the university.

• Sub-committee on Finances, Mr. Ed Bishop
  The current procurement process is being discussed, and the FY16 budget is being finalized with all units across campus.

• Committee on Information Systems and Communications, Pro-tem chair: Mr. David Ullman
  Four major issues are currently being taken up by this committee:
  1) Wireless Network Access for Guests
  2) NJIT Calendar
     policy regarding space on campus and streamlining the posting of all campus events will be discussed at the next Senior Staff meeting.
  3) Employee Training for IT Skills
  4) On-boarding and Off-boarding of Employees
  In addition, Mr. Ullman noted that course scheduling software is currently being updated, and a new version of block grid scheduling is now available.
Any inquiries or comments regarding an individual faculty member’s schedule should be brought to the chair or dean.

An inquiry was made of Andrew Christ regarding identifying options for new ID/badging system. This is being examined, but currently the only option is to add a sticker to the ID (i.e., indicating that someone is “Faculty”).

**Election Committee update: Mr. Ray Cassetta**

Six of the seven constituency groups have senators up for re-election; all except the Staff Council.

- **Administrators Council**: will hold elections May 1 – May 7 [note, 9/2015: Nick Tworischuk and Denise Anderson were elected]
- **Lecturers and Educators Congress**: have selected 2 representatives for 3 year terms: Catherine Siemann and Scott Kent
- **Graduate Student Association**: elections will be held April 21 – April 27 [note, 9/2015: 2 voting members to serve on U. Senate still to be conveyed to Office of the Provost]
- **Student Senate**: elections concluded April 14, 2015. New president is Rajeet Das. [note, 9/2015: 2 voting members to serve on U. Senate are Rajeet Das and Michael Bebawy]
- **Alumni Association**: re-elected Jack Wagner to a 3-year term (ending 8, 2018)
- **Faculty**: notices have been sent to deans for the (4) expiring positions [note, 9/2015: new voting members on U. Senate are Homer Bonitsis, Jim Geller, Peter Petropoulous, and Carol Johnson (Dr. Johnson’s term was renewed for a 3 year term)]

**Amendments to University Senate Bylaws**

Two amendments to the University Senate were discussed:

1) **Section IV.D.2.1**

**Proposed Change: Split the existing Committee on Finances and Facilities into two separate committees: 1. Committee on Finances and 2. Committee on Facilities**

IV D.

-2.1 Committee 1: Committee on Finances and Facilities

2.1.1 Initial Membership

The Chairperson, the Senior University Vice President for Administration and Treasurer, the Associate Vice President for University Budgeting, the Associate Vice President for Facilities, the Associate Vice President for Finance/Controller, one academic dean, five faculty members
or members of the Lecturers and Educators Congress (at least three of whom must be faculty members), two student members (one undergraduate and one graduate student, if possible), one member of the Administrators Council, one member of the Staff Council, and one member of the Alumni Association. A designee for any member may attend in their absence.

2.1.2 Charge and Purview

To provide recommendations on matters relating to University budget, business processes; classroom and laboratory facilities and utilization; campus maintenance; “Green Initiatives”; and related matters.

2.6 Committee 6: Committee on Facilities

2.6.1 Initial Membership

The Chairperson, the Vice President for Real Estate Development and Capital Operations, the Associate Vice President for Facilities, one academic dean, five faculty members or members of the Lecturers and Educators Congress (at least three of whom must be faculty members), two student members (one undergraduate and one graduate student, if possible), one member of the Administrators Council, one member of the Staff Council, and one member of the Alumni Association. A designee for any member may attend in their absence.

2.6.2 Charge and Purview

To provide recommendations on matters relating to new and existing facilities, space utilization; campus maintenance; “Green Initiatives”; and related matters.

*This includes a friendly amendment was suggested to amend section 2.6.2 Charge and Purview to read as follows:

To provide recommendations on matters relating to new and existing facilities, space utilization; campus maintenance; “Green Initiatives”; and related matters.

A motion was made and seconded to vote on the amended text. All voting members were in favor and the motion passed.

2) Section IV.D

(Elected chairperson of a standing committee does not need to be a voting member of the University Senate.)

PROPOSED TEXT

Archives of all University Senate meeting minutes can be found at: http://www.njit.edu/universitysenate/meeting-minutes.php
“Unless otherwise specified, the Chairperson of each standing committee shall be a voting member of the University Senate, elected by the voting members of the committee at its first meeting of the academic year with preference given to voting members of the University Senate.”

A friendly amendment was suggested to remove the first instance of the word “voting” so as to read:

“The Chairperson of each standing committee shall be elected by the voting members of the committee at its first meeting of the academic year with preference given to voting members of the University Senate.”

A motion was made and seconded to vote to remove the word “voting” in the first instance. 10 were in favor, 3 against, 5 abstained. **Motion passed.**

A motion was then made and seconded to vote on the newly revised text. 3 were in favor, 7 against, 5 abstained. **Motion failed. This amendment will not be made to the Bylaws.**

This topic may be brought to the Senate again for further consideration. In addition, the following topics will be discussed at future meetings:

1. Removing the text “The Chairperson” in each instance of listing of initial membership of all standing committees, e.g.

   “2.1 Committee 1: Committee on Finances and Facilities
   2.1.1 Initial Membership
   The Chairperson, the Senior University Vice President for Administration and Treasurer, the Associate Vice President for University Budgeting, the Associate Vice President for Facilities, the Associate Vice President for Finance/Controller, one academic dean, five faculty members or members of the Lecturers and Educators….”

2. Should there be a requirement that there is at least one member of the University Senate on each standing committee?

3. Include text in the Bylaws as to the process for adding members to any standing committee.

**Provost’s Report**

- 2020 Vision
  Office of the Provost has been communicating with the different constituency groups to review the implementation of the 2020 Vision.

- Faculty Hiring
We have concluded 16 of the 18 faculty hires for AY 15-16. We hope to finalize the last two hires shortly.

- Enrollment
  Admissions Office has worked hard to meet their goals, and now expect an enrollment of almost 11,000 students by the Fall semester. They have also indicated that they have successfully strengthened the profile of entering students at NJIT.
  Based on deposits we will have an increase of graduate students, and we also show a small increase in transfer deposits. Overall, the enrollment picture is looking very positive.

There was no report from the Vice Provost for Academic Affairs.

**Vice Provost for Research Report**
Grant Management software program has been purchased and is being implemented.

There is an open forum for faculty scheduled for May 1 at 11:30am in GITC 1100. This event is co-organized by Office of Sponsored Research and the Faculty Senate. Discussion topic will be Research Process and Protocols.

**Other/Further Discussion**
Can we look at ways to improve the way we recruit PhD students?

Meeting was adjourned at 11:47 a.m.