

Administrators Council Meeting

Wednesday, December 10, 2025

11:00 a.m. – 12 p.m., CKB Room #116 + Zoom

Meeting Minutes

Quick recap

The meeting covered office space transitions and allocations, including discussions about temporary accommodations and team relocations to various administrative spaces. HR operations were a major focus, with updates on the ERP transition to Workday, the launch of a new website, and plans to revise several outdated policies to streamline processes and reduce administrative burden. The team also addressed upcoming holiday arrangements and policy updates, including the university closure on January 2nd and the holiday party plans.

Summary

Office Space Allocation and Transitions

The meeting focused on office space allocation and transitions. Bill discussed Kristie's upcoming departure from her current space in the Dean of Students office in early February, necessitating temporary accommodations for her and a new position. Todd confirmed that alternative office spaces could be arranged on the unoccupied side of the hallway, and he agreed to keep Bill updated on construction progress for the classrooms. The conversation also touched on Perry's team transition to the admin center and the challenges of conducting union meetings off campus, with McGovern's being the closest feasible location.

ERP Transition and Access Initiatives

The team discussed the ERP transition to Workday, which is on track with end-to-end testing nearly complete. They plan to begin Payroll parallel testing in January and will go live after the fiscal year start, requiring a transaction blackout period. HR processes will consolidate into Workday, replacing Cornerstone and PerformYard, though some functions like tuition waiver will remain in ServiceNow. The team also announced the launch of the Office of Institutional Access website, which provides information on civil rights

protections and includes a complaint filing system, with plans to hire an investigator and an employee accommodations specialist.

HR Operations and System Updates

The meeting covered several topics related to HR operations and upcoming changes. Todd and Bill discussed the transition from PerformYard to Workday for employee evaluations, confirming that the evaluations would remain unchanged in terms of content but would be conducted in a new electronic format. Lorie inquired about the potential use of Workday for event calendar management, and Bill suggested consulting Pooja for more information. Nancy was informed about the HR team's upcoming move to a new space in the Payroll suite across the hall from their current location, with plans to complete the move by January or February. Bill also mentioned an email about participating in the New Jersey Top Workplaces survey, which aims to recognize workplaces with high employee engagement and satisfaction.

HR Policy Revision Updates

Bill informed Todd and Nancy about HR's efforts to revise several outdated policies, including simplifying the tuition waiver policy to clarify application procedures and addressing confusion around fee and award prioritization. Bill also discussed plans to expand search waiver guidelines for postdocs, aiming to streamline the hiring process for temporary staff while maintaining necessary vetting procedures. The proposed changes aim to reduce administrative burden and align practices with those at other institutions.

Policy Updates and Holiday Planning

The meeting focused on policy updates and holiday arrangements. Bill mentioned ongoing work on policies, including background checks, and confirmed that the university will be closed on January 2nd, a decision already posted on the HR website. The group discussed the upcoming university holiday party on the 16th, with Bill suggesting the possibility of having Teik perform karaoke. Todd inquired about the official posting of the January 2nd closure.

Next steps

- Bill: send email to Todd about office space needs for Kristie and new hire
- Todd: find two temporary offices for Kristie and her new report until permanent space is identified in Fenster
- Todd: keep Bill posted on construction progress to ensure adequate transition time

- Lorie: reach out to Pooja about whether Workday has event management/calendar scheduling capabilities for 25 Live replacement

- Todd: coordinate with Jaime and Stacy for HR team move to payroll suite in January/February timeline