

Administrators Council Meeting

Friday, October 28, 2022

11 a.m. - 12 p.m., WebEx

Meeting Minutes

Agenda:

1. What is the Administrators Council?
2. Introduction of 2022-2023 Executive Committee
3. Approval of the [March 31, 2022 meeting minutes](#)
4. Introduction and Q&A - Kevin Kesselman, Chief of Police
5. Gallup's Q12 Employee Engagement Survey – Dale McLeod, Vice President for Human Resources
6. Updates - HR
7. Questions/comments
8. Save the Date – January 20, 2023 – President Lim

What is Administrators Council?

The Administrators Council (AC) represents all administration members of the university workforce at or above the level of director and below the level of vice president. The AC reports directly to the University Senate. For more information, see the [AC constitution](#).

Webpage - njit.edu/admincouncil

Who is on the AC Executive Committee?

Dimana Kornegay (University Admissions)
Joe Bonchi (Media Technology Support Services)
Todd Miller (Campus Planning and Design)
Lorie Brown (Strategic Events and Conference Services)
Kristie Damell (Associate Dean of Students & Title IX Coordinator)

- Dimana welcomed everyone to today's meeting and reviewed the agenda for the meeting.
- Public Safety – Chief Kevin Kesselman introduced himself to the group. Kevin discussed the following Public Safety initiatives and topics:
 - Public Safety has moved away from the term “community policing” and is now using the term “community engagement”.
 - Public Safety's priority is community engagement. The NJIT community has a voice in policing on campus.
 - Focus groups consisting of faculty, staff and administrators will work together to gather feedback so that an actionable plan can be created.
 - The autocratic leadership model is no longer relevant. Public Safety is about service and transformational leadership.
 - Public Safety will have a service-oriented focus.
 - Theft in the NJIT community is a concern. Kevin strongly encouraged the group to be diligent about closing and locking their office doors if they need to leave their offices for any period of time. If your office has an alarm, it should be activated at the end of each day. This will help to limit opportunities for items to be stolen.
 - Both Mike Smullen and Michelle Rittenhouse thanked Kevin and Public safety for the good job they have been doing.
 - Michelle Rittenhouse informed Kevin that the joint Theatre program at Rutgers will be sunseting soon and that more activity will be happening around Kupfrian Hall as a result. Michelle asked Kevin and Public Safety to be mindful of this and perhaps provide some extra attention to Kupfrian Hall.
 - Kevin provided his personal cell phone to the group and encouraged anyone to call or text if they have any issues or concerns. Kevin's cell phone number is 973-303-0173.
- Dimana explained to the group what Administrator's Council is and that there is an Administrator's Council webpage with further information for reference. The executive committee introduced themselves to the group.
- Gallup's Engagement Survey - Dale McLeod provided an overview of the upcoming employee engagement survey.
 - HR is on a journey to gather two-way feedback in order to be successful.
 - Various campus improvements/initiatives have been implemented as a result of employee feedback.
 - Employee engagement is very important to the university.
 - Gallup has been retained by the university to administer NJIT's employee engagement survey.
 - There is a difference between “engaged” and “satisfied” team members.

- o Student success is impacted by faculty engagement.
 - o Quantifying engagement – growth, teamwork, individual contribution and basic needs.
 - o Everyone owns engagement and everyone is responsible.
 - o There will be a focus and attention to enhancing employee engagement and improvement.
 - o The survey will be conducted from November 7th through November 18th, 2022. Employees should receive an email notification regarding the survey. The survey should take approximately 5-7 minutes to complete. The survey contains 12 questions.
 - o Faculty and staff opinions are valued and secure. Dale reaffirmed that the survey is anonymous and employees should not feel afraid to provide honest and candid feedback.
 - o Results of the survey are expected in January 2023.
 - o Individual responses are not shared and responses cannot be traced back to the respondent.
 - o Lisa Easton asked how the categories get classified. Dale stated the categories were based on the 12 questions that are asked in the survey.
 - o Dimana asked about the timing or frequency of this survey. Dale stated that ideally, every two years would be the frequency for surveys. This timing allows for the survey feedback to be collected, reviewed and become actionable.
 - o Dale asked the group if there were thoughts or advice on how to alleviate the perception of retaliation regarding survey responses. Mitchell Gayer asked if the email about the survey actually stated it was anonymous. Dimana stated that the email does indicate that the survey is anonymous. Dale stated that no one will know who completed the survey and what their responses were. One thought would be to raise the threshold for the number of responses before releasing the data. Tracy MacDonald stated much of the concern is cultural and based on the department the employee works in.
- Health Benefits Rate Increase
 - o Dale reviewed the email that was sent regarding the increase in healthcare premiums. NJIT does not manage employee health benefits; the State of New Jersey does. The State has imposed this rate increase. There has not been a health insurance rate increase in two years (usually health insurance rates rise an average of 6% per year). Dale stated that health insurance companies are seeing an increase in claims and that inflation has an impact on healthcare. Dale stated that the New Jersey college and university presidents have reached out to the State asking for relief, but a response has not been received.

- Vision Care Plan
 - Dale asked the group about the vision care plan that was recently provided to employees. The prior employee vision care plan was very minimal. Dale stated he has not received nor is he aware of any negative feedback to date. Dale asked the group if they had any feedback to share and none was offered.

- Merit Increases
 - Dale was asked to provide an update on the merit increases for the year. Many contracts have expired.
 - Dale stated that CBA contract negotiations are ongoing and that merit increases are part of the discussions.
 - Joe Bonchi asked when the merit increases will be done for PSA. Joana Dos Santos stated that the distribution of merit is almost complete and should be done soon for PSA. OPEI is already done. Non-Aligned is done if the area leadership has completed the process (as in, sent the list to HR). Joe Bonchi asked if a notification process could be created so that he knows when the employee has received their merit increase.

- Summer Hours 2023
 - Dale stated that there has been positive feedback regarding the summer hours pilot program that was completed this past summer. The timing for announcing the details for 2023 summer hours would be in line with CBA contract negotiations or sometime during the spring. A decision on the summer hours would be determined regardless of the CBA contract timing.
 - Jackie Cusack stated that springtime is too late of a notice for summer hours for The Center for Pre-College Programs. Dale suggested that he and Jackie have a one-on-one discussion regarding the timing. Jackie stated that the CPCP staff want to participate in the summer hours program, but need the proper notice so that they can plan their summer programs accordingly.

- Remote Work Pilot Program
 - Jackie Cusack asked Dale if there were any results or feedback on the remote work pilot program. Dale stated that the remote work pilot program would run for one full year before making any determination on the program. Dale stated that the one-year remote work pilot program would be ongoing until January/February of 2023.

- Equity Analysis of Current Employee Compensation
 - Angellita Young asked Dale what the status was of the analysis for current employees' compensation. Dale stated that NJIT will conduct a full compensation and classification assessment in the spring for current employees. Outside consultants will be used to help with the market analysis. Angellita asked that Dale keep NJTPA informed about the analysis based on how their organization operates.

- HR Town Hall
 - Dale stated that the HR Town Hall meeting will be on Wednesday, November 16th at 2:30 pm.
 - The Town Hall will be held in the Campus Center Atrium and virtually.
 - HR will discuss current initiatives, projects and future plans to continue making NJIT a best place to work.

- Next Administrator's Council Meeting is Friday, January 20th, 2023 at 11 am
 - Dimana informed the group of the next meeting date and time.
 - The meeting will be held in person in the Agile Strategy Lab, Central King Building.
 - Dr. Lim will be the guest speaker for this meeting.

- Dimana asked if there were any further questions or items or topics to discuss. Hearing none, the meeting was adjourned at 12:02 pm.