

Administrators Council Meeting

Friday, December 3, 2021

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

Agenda:

1. What is Administrators Council?
2. Introduction of 2021-2022 Executive Committee
3. Guest speaker – Mr. Dale McLeod, Vice President of Human Resources.
Questions received from the membership:
 - a. Best Places to Work - survey results
 - b. Update on a formal work from home/flexible work schedule policy
 - c. New vision care plan
 - d. Fridays off in the summer
 - e. HR organizational chart and more clarity on who does which HR functions
 - f. Update on the Presidential search, specifically candidates' public forums
 - g. Policies for vaccination exempted individuals who do not fully comply with the testing policies
4. “Manager+” volunteer initiative - Mike Smullen (ties to Survey theme of acknowledgment/recognition of employee contributions)
5. Questions/comments

Meeting Minutes

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) - President
Joe Bonchi (Media Technology Support Services) – Vice President
Todd Miller (Campus Planning and Design) – Executive Secretary
Mary Ameen (NJTPA) - Officer

Lorie Brown (Office of Strategic Initiatives) - Officer
Jeanie Regencio (Office of Procurement Services) - Officer

- Dimana welcomed everyone at today's meeting and led the introduction of the executive committee.
- Dale McLeod, Vice President of Human Resources, provided a presentation on the results of Best Places to Work Survey 2021. Dale highlighted the following in his presentation:
 - Review content of the survey
 - Review of results
 - Response to the survey
 - Review of demographic data - breakdown by length of service, generation, and gender
- Response heat map revealed the following key areas of focus:
 - Leadership
 - Culture & Communications
 - Work Environment
 - Relationship with Supervisor
 - Training & Development
 - Pay & Benefits
 - Overall Engagement
- Major themes of the survey
 - What makes NJIT a place where people want to work?
 - What can NJIT do to increase employee satisfaction and productivity?
- Review of survey action items
 - Remote work
 - Vision care
 - Online training library
 - Upgrade HR technology
 - Classification and career path analysis
- Next steps
 - Action plan
 - Communicate with the campus community
 - Implementation of programs
 - Re-survey and evaluate progress
- Questions for Dale on the presentation

- Alev Erdi – Happy to hear about a focus on the career path of employees.
 - Cristo Leon – Employee evaluations are not consistent year after year. Dale stated that HR is looking at performance management and development to provide employees the necessary skills to move forward. Cristo also stated that HR implies that we as a staff are viewed as resources versus human capital. Dale stated that HR views NJIT employees as assets.
 - Michele Rittenhouse – Requested a copy of Dale’s Power Point presentation. Michele also asked how we can track the employee reclassification process. Dale stated HR has launched two things to assist with this area. The 1st is a more strategic workforce process. The 2nd is establishing an HR partner model where you have one point of contact in HR for your questions. More information can be found at <https://hr.njit.edu/contact-us>
- Update on Presidential Search
 - Timeline for new university president is still on track
 - Shortlist of candidates have been given to the Board of Trustees to consider
 - NJIT has entered the latter part of the selection process
 - Announcement on the new university president is expected in January or February
 - There will no public or open forums with the candidates. Search process is confidential and having an open forum could jeopardize the candidates’ confidentiality.
 - Cristo Leon – Confidentiality should be the same for other managerial roles. Cristo stated that he felt staff needed to get offer letters from another possible employer to help get better pay or a promotion at NJIT. Dale stated that NJIT doesn’t want staff to get offer letters in hand to help get them better pay or a promotion.
 - What is the policy for individuals with religious or medical exemptions who don’t comply with NJIT’s weekly testing requirements? Dale stated that if there is an unexcused missed test, there will first be a written warning, followed by a suspension, and eventually move towards termination, if the employee fails to comply.
 - Mike Smullen, Executive Director of Alumni Relations, presented his idea for a voluntary program called “Manager Plus”. Mike described the program as a way to help improve employee satisfaction. This is not an HR program but rather a manager-to-manager initiative. Mike is looking for 5-6 volunteers to pilot this program that would run January 2022 to May 2022. The program would develop

5-6 things that managers could do to show improvement in employee positivity and recognition.

- Cristo Leon – Agreed with the program and volunteered to be on the committee.