

Administrators Council Meeting

Thursday, March 31, 2022

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

Meeting Minutes

Agenda:

1. Approval of the December 3, 2021 meeting minutes
2. Approval of the amendment to the University Senate Constitution
3. Update on Vision Care program
4. Elections for the next term
5. Questions/comments for Deneen Scuderi
6. Open forum

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)
Mary Ameen (NJTPA)
Lorie Brown (Office of Strategic Initiatives)
Jeanie Regencio (Office of Procurement Services)

- Dimana welcomed everyone at today's meeting and led the introduction of the executive committee.
- Dimana announced that, unfortunately, Deneen Scuderi, Director of Campus Health Services, could not join us today as a guest speaker.
- Dimana explained to the group what Administrators Council is and that there is an Administrators Council webpage with further information for reference.
- Dimana requested a motion to approve the meeting minutes of December 3, 2021.
 - Jeanie Regencio made the motion to approve the minutes.
 - Burcak Ozludil made the 2nd motion.
 - Meeting minutes were formally approved.
- Dimana requested a motion to approve the University Senate Constitution changes.
 - Karen Hume made the motion to approve.
 - Larisa Krishtopa made the 2nd motion.
 - Changes to the University Senate Constitution were formally approved.
- Update on the Vision Care program - Charlie Derderian from HR provided an update to the group.
 - A true vision care plan is anticipated to be in place by early May.
 - The plan will cover annual exams, frame allowance, discounts on lenses and other lens options (transitions, scratch guards, etc.).
 - The plan will also include other eye discounts such as LASIK as well as discounts on hearing aids.
 - There will be a mail-in option for lenses.
 - The University will pick up the full cost of the vision care program.
 - Contact exams, fitting and lens will also be covered as part of the plan.
 - Angellita Young asked a question regarding contacts and her current eye doctor. Charlie explained the new vision care plan has an extensive list of in-network providers to choose from. Charlie also mentioned that prescriptions from the employee's current eye doctor should be accepted by the providers in the new vision care program.
- Dimana mentioned to the group that there will be upcoming elections for the Administrators Council Executive Committee. Anyone interested in running for a position should notify one of the current executive committee members.

- Dimana asked the group if they had any specific questions for Deneen Scuderi.
 - Levelle Burr-Alexander asked if there were any plans to provide additional KN95 masks to the NJIT community. Mitchell Gayer responded that it was not NJIT's intention to provide an ongoing supply of KN95 masks. The recent initial distribution of KN95 masks were to help the NJIT community get reacclimated to being back on campus. Mitchell stated that there are more KN95 masks available if people need them. The various locations where the KN95 masks can be picked up were also reviewed (Campus Center Information Desk, Dean of Students Office, Human Resources Front Desk, Admissions Office, CKB Information Desk, Parking Deck).
 - Conrad Corpus asked if there was a policy in place to address students that come to the Bursar's office coughing. Can we ask the students to leave the area and clear their throat or to put a mask on? Conrad is concerned with his staff getting sick and impacting operation of his office area during important billing/payment periods. The group recommended that Conrad provide KN95 masks to his staff.
 - Angellita Young asked how she could request that KN95 masks be delivered to NJTPA since they are located off campus. Mitchell Gayer stated that he could accommodate this request if Angellita sends him an email.
 - Tracy MacDonald stated that HCAD has purchased their own masks to distribute to students when they need them. Tracy asked if NJIT has any plans to require NJIT faculty and staff to get additional booster shots or will it be a "wait a see" approach.
 - Levelle Burr-Alexander asked for clarification on NJIT's current mask policy. Mitchell Gayer provided guidance based on the latest pandemic recovery email that was issued recently.
 - Richard Donegan also informed the group that the Library also purchases their own masks to distribute to students that need them. Richard suggested that Conrad have a supply of masks available to hand out to students who need them when visiting the Bursar's office.
 - Jeanie Regencio mentioned to the group that Highlander eMerchant has a link to purchase COVID or pandemic-related supplies. The link can be accessed at <https://www.njit.edu/finance/procurement>.
 - Mitchell Gayer stated that there are plenty of the NJIT cloth masks still available for people who want them. Mitchell's contact information is as follows:
 - mitchell.e.gayer@njit.edu
 - 973-596-5736
- Conrad asked about the timing for the next employee engagement survey.
 - Joe Wilson from HR informed the group that he anticipates another employee engagement survey will be conducted next spring. Joe asked

that anyone who has questions or concerns regarding the remote work policy, fair compensation, or other specific retention questions to reach out to Joe directly.

- Joe mentioned that LinkedIn Learning will be starting soon to assist with employee development. An announcement should go out to the campus community next week.
 - Joe also mentioned that HR will be having a town hall meeting at the end of April. There will also be a presentation in April on the results of the recently concluded survey on the Campus Climate (diversity, equity & inclusion).
- Dimana asked if there any further questions or topics to discuss. Hearing none, the meeting was adjourned at 11:32 am.