

Shared Governance Agenda/Action Minutes University Senate Administrator's Council

Meeting Date:	December 11, 2017	Time:	1-2:00 pm	Location:	Campus Ctr 215
Meeting Leader:	Robert Lazer	Timekeeper:	Christine Booth		
Scribe:	Christine Booth	Gatekeeper:			
Judge		Recorder:			
Executive Committee:	Bob Lazer, Blake Haggerty, Christine Booth, Denise Anderson, Jerry Creighton, and Todd Miller				
Participants:	See attached sign-in sheet				
Meeting Purpose:	Regularly scheduled monthly meeting of the Administrators Council (AC). The purposes are outlined in the below agenda items.				
Preparation:	Review agenda items discussed at meeting by AC members.				

Time	Agenda Items	Process/Responsible
1:00	Welcome and Introduction of new Executive Committee	Bob
	Proposed meeting dates for 2018	All
	Key activities planned for 2018	All
	Review of the Administrators Council shared governance "charter"	All
	Constituent feedback and discussion: Suggestions, concerns, proposals related to NJIT's quality of life	All
	Additional discussion	All
2:00	Adjourn	

DECISIONS Reached	Decision Date
1. Welcome	
2. Introduction of new Executive Committee – See attached list	
3. Review of the Administrators Council shared governance "charter"	
4. An invite by Bob for constituent feedback and discussion regarding suggestions, concerns, and proposals related to NJIT's quality of life resulted in the following discussion and recommendations:	
<ul style="list-style-type: none"> Revisiting Fridays off during the summer Professional development opportunities Evaluation forms Improvements to PSA evaluation forms Management Academy Finances 	

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DECISIONS Reached	Decision Date
<ul style="list-style-type: none"> • Ways to get staff more engaged socially engaged • Management training for more experienced managers • Career planning component of Vision 20/20 - leadership training as part of succession planning • Staff development training for developing our own staff • Request to receive/share data from exit interviews, why people are leaving <ul style="list-style-type: none"> ○ Nancy Hark to follow-up with Staci to find out what happens with exit interview data; analyze and share with constituents and committee • Bob discussed focus group surveys for "Great colleges.to work for". Timeline will be as follows - will engage in February, launch in March, and the results will be out in the summer. <ul style="list-style-type: none"> ○ Results from the 2015 survey are available on HR website ○ Discussion why participants are suspicious, there is a lack of trust, paranoia of participating in surveys, etc., fear of reprisal, observations of how co-workers are treated, lack of transparency by HR. • Reminder that everyone should have completed the Unlawful Harassment Training Course. Email Bob or Lauren to find out who on your staff/team still needs to complete the training. 	
<p>5. Proposed meeting dates for 2018 were selected – See attached list</p>	
<p>6. An invite by Bob for discussion on any other initiatives that may be in place resulted in the following discussion and recommendations:</p> <ul style="list-style-type: none"> • Administrators Council website - <ul style="list-style-type: none"> ○ Current Administrators Council website is being updated ○ Bob asked what do we want on our website ○ List of constituents • Chris Booth asked how to share University Senate Committee on Finances. <ul style="list-style-type: none"> ○ Bob suggested to invite Ed Bishof to speak at a meeting to give a presentation about finances. 	

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DECISIONS Reached	Decision Date
<ul style="list-style-type: none"> • Nancy Hark gave an update on negotiations: <ul style="list-style-type: none"> ○ Adjuncts have unionized and are currently in negotiations. ○ New PSA contract is available on HR website. ○ New policies are on HR website. • Recognition - Annual service awards are in May <ul style="list-style-type: none"> ○ Bob asked - Do we want other categories of recognition? Such as, Nominated by colleagues or peers? Similar to what the Individual schools and departments are already doing this in the colleges through support staff, admin staff, Dean Service Awards. ○ Do awards need to be negotiated? Money and plaques? Nancy Hark suggested that they may need to be negotiated. 	
7. Bob invited feedback for this meeting.	
8. Meeting adjourned 1:49pm.	

12/11/17 Administrative Council Meeting

Name	Title	Email
Christine Booth	Dir. NJIT Fin Operations	cbooth@njit.edu
Denise Anderson	AVP, Marketing, Branding Comm	denisa@njit.edu
Todd Miller	Dir. Campus Planning & Design	tmiller@njit.edu
Ashish Borgaonkar	Asst. Dean	ashish.borgaonkar@njit.edu
Peter Teklinski	Exec Dir Core Systems & Telecom	PT@NJIT.edu
Darshan Desai	Dir. Health Program	Darshan@njit.edu
Stephen Eck	Exec. Dir. Univ. Admissions	ech@njit.edu
Sandra Taylor	Director of The Learning Center	staylor@njit.edu
Phyllis Bolling	Director	phyllis.bolling@njit.edu
Joe Bonchi	Director/Mgr	bonchi@njit.edu
Ann Hoang	University Librarian	ahoang@njit.edu
Lisa Easton	Dir. University Budgeting	lisa.easton@njit.edu
Michele Rittenhouse	Direct THAT/IT Operations	Rittenhouse@njit.edu
Corvus Corvus	Director Financial Systems & Fin. Svcs	Corvus@NJIT.edu
Mike Haggerty	Exec Dir Digital Learning & Support	haggerty@njit.edu
Brian Kirkpatrick	VP Finance	BrianK@NJIT.edu
Nancy Hark	Dir. Labor & Emp Relations	NHARK@NJIT.edu
Saquié Rhodes	Assoc. VP - Development	Rhodes@njit.edu
Jeanne Raines	Director - Career Services	RAINES@NJIT.edu
Viriana Lanzot	Director - Career Services	lanzot@njit.edu
Wileen Mathe	Director - Consultant/IL - Library	mathe@njit.edu
Haymwanter Singh	Associate University Librarian	singh@njit.edu

Administrators Council

The Administrators Council shall be responsible for conducting business relating to the welfare and improvement of New Jersey Institute of Technology, exclusive of academic and faculty matters. The Administrators Council shall focus on "quality of life-issues at the university and other items of importance related thereto at the university without replacing the university's human resource, collective bargaining or compliance functions.

Name	Representative for Employees Within and 2020 Vision	Council Title
Bob Lazer lazer@njit.edu	Legal, Human Resources, and Development and Alumni Relations Priority 4: Community	President
Blake Haggerty haggerty@njit.edu	Provost and Senior Executive VP Priority 2: Learning	Vice President
Christine Booth booth@njit.edu	Finance & CFO Priority 5: Investments	Exec Secretary
Denise Anderson denise.anderson.2@njit.edu	President and Dean of Students Priority 1: Students	Council Rep
Jerry Creighton, Sr. creighton@njit.edu	Technology and Business Development	Council Rep
Todd Miller miller@njit.edu	Real Estate & Capital Operations Priority 3: Scholarly Research	Council Rep

Administrators Council
Proposed 2018 Meeting Dates

- **February 6 AM**
- **April 16 PM**
- **September 26 AM**
- **November 12 PM**