

Relocation of Fenster Hall Administrative Departments To 494 Broad Street, Newark, NJ FAQ SHEET

Why are the administrative offices being relocated?

Administrative offices that do not have regular student interactions are being relocated off-campus to increase space opportunities for student learning and success.

Leasing space offers a financially prudent and low-risk approach to establishing on-campus teaching and learning facilities, thereby mitigating the immediate necessity to construct new facilities.

Creating a NJIT presence in downtown Newark will promote a sense of unity within the community in alignment with the 2030 Strategic Plan.

When is the relocation scheduled to take place?

The move will take a phased approach, starting in August 2024 and ending on or around December 1, 2024. We will need 90 days from our May 1 sublease commencement date through July to order equipment, provide a secure operational internet network, and reconfigure the office environment for our needs.

Where is the new location of the administrative offices?

The new, spacious administrative offices will be located at 494 Broad Street, Newark, NJ, on the 9th and 10th floors of the building.

How will the relocation affect daily operations?

We will do our best to minimize closures or downtime to the best of our ability through a synchronized planning process. Moving days will be scheduled well in advance with each department to allow time to develop a clear communication plan.

What measures are being taken to ensure a smooth transition?

Transitions such as this can cause anxiety and stress. You will need resources to assist you throughout the process. The project will be managed under the direction of Todd Miller and his team in the Department of Campus Planning, Design, and Construction, who will provide clear direction and guidance to ensure that the needs of our staff are addressed and that the stress and impact of the move are minimized.

Will there be any changes to office hours or contact information?

There is no expectation of making any adjustments in office hours. Contact details will remain the same, as the phone extension will automatically populate at the new office location.

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How will transportation and parking be handled at the new location?

Situated in a prime location, it is easily accessible via various transportation options, including PATH, Newark Light Rail, NJ Transit, Amtrak, I-95, I-280, and Newark Liberty International Airport, making it a convenient choice for commuters and travelers alike. NJIT partners with Rutgers to provide an easy and free shuttle service between the NJIT campus and the 494 Broad Street location. With 350 covered dedicated parking spots, employees can enjoy hassle-free parking experiences. We are considering identifying some transient parking spaces on the main campus for those needing to drive back and forth regularly. More information will be provided at a later date.

Will NJIT Public Safety still respond to police and security issues?

Yes, NJIT police will patrol the area of 494 Broad Street to help ensure the safety and well-being of our students, employees, and visitors to the new facility. When dialing 9-1-1 for an emergency, say “I am at NJIT” so the operator routes your call to the NJIT Police. You can then explain to the dispatcher that you are located at the 494 Broad Street NJIT facility and the issue.

What support will be available for employees during the transition?

The office of Campus Planning, Design, and Construction will work with each department to assist with packing personal belongings, coordinate the move with the NJIT moving vendor, and assist with delivering the employees' personal belongings to the new office location.

Who can employees contact if they have additional questions or concerns?

Employees can contact the following designated personnel:

Campus Planning, Design, and Construction:

- Todd Miller - tmiller@njit.edu
- Jaime Montano - jaime.a.montanogaviria@njit.edu

Facilities Systems, Parking:

- Rob Gjini - gjini@njit.edu

Information Technology Systems:

- Hemal Shah - hemal.shah@njit.edu
- Jesse House - jhouse@njit.edu

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- Phil Stickna - stickna@njit.edu

Are there any opportunities for feedback or suggestions regarding the relocation process?

All employees affected by this transition are encouraged to share their thoughts, concerns, and ideas for improvement throughout the process with their respective management or through this [Google form](#).

I have an office now will I have one in the new space?

The new office space is a modern, open concept, that is being designed in “neighborhoods” rather than discrete office areas. This concept will promote collaboration within the groups relocating to the new space. The open concept is primarily a workstation environment with only a few offices so not everyone currently sitting in a private office should expect one in the new space. Everyone will have their own space with the opportunity to schedule areas for quiet work or for confidential telephone calls.

I spend a good portion of my day engaging with other student-facing offices on campus. How do I maintain this effectively?

The relocation to an office a few blocks from the main campus will certainly require an adjustment to how we conduct work. However, like many campuses around the state and country, this new facility will require planning to schedule meetings and transition from one facility to the other via bus, car, or walking. Additionally, with hybrid and virtual meetings, the need to be physically present has diminished.

If we are moving off campus, why can't I just work remotely from home?

NJIT has a remote work policy to allow those who can work remotely some or part of the time to do so. However, this new office environment intends to promote collaboration amongst the groups relocating to this facility. The intent is to foster the existing culture within discrete departments while expanding to other administrative groups.

Will I have access to the same amenities (e.g., cafeteria, gym) at the new location?

Employees will still have access to the NJIT facilities on the main campus. The new facility has a lounge area that allows individuals to bring their own food. The building is located in the heart of downtown Newark with existing food options in the area. Further,

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the landlord has recently signed a lease with a coffee shop that will open in the lobby later this year. Planet Fitness is located in the building next door.

How will facilities management be handled at the new location (e.g., maintenance, cleaning)?

The NJIT office space will be cleaned by a contracted vendor. The building maintenance will be coordinated by REDCO. The NJIT Workorder Request System will allow the new space to be chosen as the location so requests can be entered the same way they are now.

What do I do if I have downtime between on-campus meetings and need a place to work?

Transient office space will be available on campus for those with time between meetings. Additional information will be provided as we get closer to moving teams to the new location.