

## Administrators Council Meeting Minutes

**Meeting date:** September 12, 2019

**Time:** 12:00-1:30pm

**Location:** Eberhardt Hall 112

**Chair:** Bob Lazer

**Vice Chair:** Blake Haggerty

**Scribe:** Christine Booth

**Attendees:** Admin Council board: Bob Lazer, Blake Haggerty, Todd Miller, Mary Ameen, Lorie Brown, & Christine Booth, Gregg Chottiner (presenter), Sean Dowd, (presenter). Total attendance: 22

### Agenda:

- Welcome and board introductions
- Acceptance of February 19, 2019 meeting minutes
- FY2020 Financial outlook and program updates – Christine Booth
- UIS assessment update – Gregg Chottiner
- CARE Team – Sean Dowd
- HR Initiatives – Bob Lazer
- Comments, feedback and open discussion

### Minutes:

**Minutes of the February 19, 2019 Administrative Council Meeting** were reviewed. Motion to accept was made by Christine Booth, seconded by Mary Ameen, and approved by all attendees.

**UIS assessment update:** Gregg Chottiner, Interim CIO, presented an executive summary of the discoveries and findings and update of the progress to-date of the UIS Assessment conducted over the spring and summer of 2019:

Outcome of discoveries included plans to:

- Establish governance structure
- Prepare IT Strategic Plan
- Reallocate IT Budget
- Improve the Help Desk
- Improve Cyber security
- Establish sustainable research computing model

Progress to-date includes:

- Designated PMO in IST who is working with school leadership to form committees, establishing a change management strategy, establishing a communication plan and actively working to improve the culture/morale of IST
- Preparing plans that align with the NJIT 2025 Strategic Plan
- Identified and prioritized annual sustainable funding for instructional spaces, core infrastructures, advanced wireless and software innovation fund
- Establish and enforce SLA's with Bb, reallocate IST staff to improve incident resolution, utilize strategic outsourcing for level 2 support, daily and weekly status meetings with Bb, Implement access management solution, including Fisher Identity management solution
- Implementing Security Awareness Training
- Establishing Information Security Maturity Assessment
- Leveraging CISO to provide recommendations
- Establishing patching/upgrading schedule
- Implementing advanced identity management/access management
- Establish policy and procedure documentation
- Benchmarking other Research Institution schools establishing hybrid HPC computing opportunities

**HR updates:** Bob provided updates on the following HR initiatives -

“Highlander High Five Appreciation and Recognition Program” was explained. This is one way to recognize people for their accomplishments and contributions, and planned to start next Friday 9/15/19.

Announcement about the new “Minors on Campus policy” risk management issue. There is a new policy that covers non-matriculated minors on campus. Bob discussed the policy and how the community may be effected and responses received. It is planned that in the next 30 days more defined policies and procedures will be coming forth.

For further information please see Megan De Joseph in Risk Management department. There is a Form available on-line and training available on-line. United Educators is our insurance partner on this. Bob suggested we put together a list of required forms to complete. Bob answered questions and asked that any additional questions can be emailed to him.

Management and Staff Academy Training Programs - Results of Program for FY19 were shared: 29 Programs, 465 Participants, 32% increase in programs, and 125% increase in participants. FY2020 schedule for Management and Staff Academy programs was shared and is attached to the minutes. Questions answered.

Status of Performance Reviews - Performance Reviews for PSA are completed and were all completed by the deadline. Non-aligned performance reviews – 11% not started, 30% completed.

Currently there are two searches being conducted by HR: 1 – Director of Compensation and Benefits to replace the vacancy for the Assistant Vice President, Human Resources position; and 2 – to fill the vacancy of Vice President, Human Resources position. Holly Stern will co-chair the search committee with a faculty co-chair, and will utilize an outside search firm to assist with the search.

Great Colleges Survey – will be done again in the spring. Last year (2018 survey) less than 40% participation.

Title IX Sexual Harassment Training will be revamped/refreshed (Workplace Answers was purchased by Everfi, which has bought out several of their on-line training competitors.). November/Fall will be the launch of the retraining.

#### **Open Discussion –**

Sean Dowd – Director of Residence Life, gave a presentation of NJIT CARE Team. CARE stands for Concern Assist Respond Engage and Evaluate. A resource to support students experiencing distress or challenging or difficult life circumstances. Provides early intervention, resources and referrals, both on campus and in the community. Website is [www.njit.edu/care](http://www.njit.edu/care) and on-line form with drop-down menu and can be completed anonymously. Additional information and brochures are forthcoming, along with a button to click on that goes straight to the form. Completed forms are processed right away. Bob said the CARE/BIT Form will be added to the Administrators Council's website. As a shared governance board, Bob solicited informal interaction and concerns from constituents.

Next meeting is **November 6, 2019, 9:00am, CC 240**

Meeting closed.