

Shared Governance Agenda/Action Minutes

University Senate

Administrator's Council

Meeting Date:	February 6, 2018	Time:	10:00-10:53 am	Location:	Campus Ctr 225
Meeting Leader:	Robert Lazer		Timekeeper:	Christine Booth	
Scribe:	Christine Booth		Gatekeeper:		
Judge			Recorder:		
Executive Committee:	Bob Lazer, Blake Haggerty, Christine Booth, Mary Ameen, Denise Anderson, and Todd Miller				
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
10:00	Welcome and board member introduction	Bob
	Approval of December 11, 2017 meeting minutes	All
	New NJIT signage standards	Denise and Todd
	University Senate constitution revision – vote for approval	All
	2018 Great Colleges to Work for presentation	Bob
	Employee recognition program proposal	Bob
	What's on your mind: open discussion	All
10:53	Adjourn	

DECISIONS Reached	Decision Date
1. Welcome	
2. Introduction of new board member Mary Ameen	
3. Approval of December 11, 2017 meeting minutes	Minutes approved
4. New NJIT signage standards	
<ul style="list-style-type: none"> Denise Anderson and Todd Miller presented the new NJIT signage standards projects that are occurring on campus. Phase I will cover the points of entry on campus and Phase II will be building signage and directories, which will be able to be updated more fluidly as changes occur and more user friendly to accommodate changes. "Way Finding and Signage Guidelines – August 2017" binders were passed around. 	
5. University Senate constitution revision - vote for approval	
<ul style="list-style-type: none"> Revisions to the Constitution of the University Senate paragraphs 2.2.8 and 3.1 were reviewed. Vote was taken to accept changes. All in favor to approve. 	Approved 2.6.18

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DECISIONS Reached	Decision Date
None opposed.	
6. 2018 Great Colleges to Work For presentation	
<ul style="list-style-type: none"> 2018 Great Colleges to Work For survey was presented by Bob Lazer. Launch date will be 3/12/18 and open until 4/6/18. Pre-survey communications will be made to the community with an email blast from President Bloom are planned. 	
7. Employee recognition program proposal	
<ul style="list-style-type: none"> Bob Lazer shared that he is conducting a survey and collecting information on how people are being recognized across the University. He introduced the idea of Just-in-time-recognition and Peer-to-peer-recognition programs, and discussion of how to implement such programs, can it be done internally or hire an outside company to administer. 	
<p>8. 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"> Request for more Dining/Food Service availability on campus during summer and off-academic calendar times. Improvements are being put in place to make Non-aligned evaluations, due in September, more seamless and transparent. 	
9. Meeting adjourned 10:53am	