## Staff Council Minutes, October 2020

### Overview

**Meeting Date:** Thursday, October 15, 2020  
**Time:** 1:00 - 3:00  
**Location:** Webex  
**Meeting Leader:** Carreras, Alexandra  
**Timekeeper:** Frank Aversa  
**Participants:**  
- Aversa, Frank  
- Bracero, Isabel C.  
- Carreras, Alexandra  
- Clarke, Dominique  
- Cotrina, Marisela  
- Cuzzola, Gabriella M.  
- Garcia, Julio  
- Howard, Jasmine E.  
- Knight, Meaghan O'Connor  
- Llado-Wrzos, Michelle L.  
- Reyes, Nisha  
- Sims, Deborah  
- Vin, Priyadarshini G.  
- Herron, Cecille  
- VACANT  
- Cox, Alison K.

**Meeting Purpose:** Meeting of the University Staff Council

**Preparation:** Review any Staff Council related documents e-mailed prior. Bring copies to the meeting.

### Time

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item(s)</th>
<th>Process/Responsibility Parties</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:50 p.m.</td>
<td>Webex start</td>
<td>Aversa, Frank</td>
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<tr>
<td>1:00 p.m.</td>
<td>Meeting Start</td>
<td>Carreras, Alexandra</td>
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<tr>
<td>1:15 p.m.</td>
<td>Committee Final Review and Vacant positions See Attachment</td>
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### Committee Meetings

<table>
<thead>
<tr>
<th>Committee</th>
<th>Meets</th>
<th>Contact</th>
<th>Representative</th>
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<tbody>
<tr>
<td>Campus Life</td>
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<td>Shakera Rodgers</td>
<td>Cotrina, Marisela</td>
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<td>Facilities</td>
<td>11/2020</td>
<td>Andrew Christ</td>
<td>Garcia, Julio</td>
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<td>Human Resources</td>
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<td>Bob-Lazos</td>
<td>Clarke, Dominique</td>
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<td>Reyes, Nisha</td>
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<td>Bracero, Isabel</td>
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<td>Priya Vin</td>
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<td>Info Systems &amp; Communications</td>
<td>1/2020</td>
<td>Priscilla Milne</td>
<td>O'Connor-Knight, Meaghan</td>
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<tr>
<td>Finance</td>
<td></td>
<td>Cara Bartolomeo</td>
<td>Stickna, Phil</td>
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<tr>
<td>Faculty Senate</td>
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<td>Liz DiBiase</td>
<td>O'Connor-Knight, Meaghan</td>
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<td>Strategic Planning Steering</td>
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<td>Smit, Deborah</td>
<td>Carreras, Alexandra</td>
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<td>University Senate</td>
<td></td>
<td>Peggy Kenrick</td>
<td>Cox, Alison K.</td>
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<td>Staff Council Election Committee</td>
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<td>Screen-Reddick, Noelle</td>
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<td>Jasmine E. Howard</td>
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<td>Cecille Herrera</td>
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<td>VACANT</td>
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<tr>
<td>Pandemic Recovery Advisory</td>
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<td>University Senate Members</td>
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### Action Items

<table>
<thead>
<tr>
<th>Time</th>
<th>Action Item</th>
<th>Process/Responsibility Parties</th>
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<tbody>
<tr>
<td>1:40 PM</td>
<td>Staff Council Approval of Proposed Changes to University Senate Constitution</td>
<td>E-Board</td>
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<tr>
<td>1:50 PM</td>
<td>Next Meeting Dates, Web Site Update</td>
<td>E-Board</td>
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<tr>
<td>2:00 p.m.</td>
<td>Open Action Items</td>
<td>Carreras, Alexandra</td>
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<tr>
<td>2:10 p.m.</td>
<td>New Action Items</td>
<td>Carreras, Alexandra</td>
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<tr>
<td>2:30 p.m.</td>
<td>Review of Action Items</td>
<td>Aversa, Frank</td>
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<tr>
<td>3:00 p.m.</td>
<td>Meeting Adjourns</td>
<td>Carreras, Alexandra</td>
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### Notes

- **Campus Life**: A GDS survey to go out to Faculty and staff, watch for it, looking for feedback. Will reach out for more info. Concern about Thanksgiving break and enforcing quarantine for people going off campus.
- **Social Media Campaign for students to promote CCAP, for finals week**
- **Extra Laptops available for students if anyone knows of need**
- **Facilities**: Nothing at report first meeting is next month (November)
Human Resources
Did not attend meeting. The invite was day of meeting and there was Conflict. Will share meeting notes for minutes. Marisella will find new contact.

Info Systems & Communications
Has not met yet.

Finance
Representative is not present
Gabe had notes:
- Our bid for Muellers to be demoed in November, building a green/Park fire hazard
- Warren Street school Demolished, residence hall, a P3 Project Funded, NJIT owned. Student Survey
- Next lecture Hall for renovation
Notes for minutes

Faculty Senate
- They met with new President of Board of Trustees, Faculty Friendly. Will attend next meeting 11/10, make a presentation at December.
- They will have lecturers on the presidential search.
- ?? Certified
- Ed Bishop presented Financial reports will be on the Faculty Senate Web site for review
- Additions to Faculty Handbook, eI Faculty Search
- Presentation
Discussion about converged learning and the survey which went out to students. Changes which may be made, can share presentation.
- Question, students opinion- Hard to tell what students are responding, being “forced” or “Choosing” hard to get a sense for type, lab, studio.
Audio quality issues. Students choosing to stay remote for convenience rather than safety.
- More web faculty survey comes back
- Faculty asking what will happen based on this server. Will share recommendations.

Strategic Planning
Representative is not present

University Senate
Other VPs of previous committees gave presentation
- Dr. Blooms opening remarks, NJIT is one of the main contact in NJ and other states for what we are doing for Covid. We are being reached out to for advice by other schools
- NJIT Pandemic recovery is being shared among states
- Cypress Hall, positive case, student who previously tested positive and was still shedding the virus. Can be shed for 20 days after
- Allison is coordinator, moving Monday to new facility on Warren and Lock
- If you see people not wearing masks say something, encouraged by Marybeth. There will be student monitors walking around

Election Committee
Discussion on how to refill spots. Gabe, sent notification to VP, ask them to nominate for vacancy, Viola

Pandemic Recovery Advisory
- Random Testing
- Very few students in classrooms
- Student leasons with backpacks for spare masks, also available at public safety
- All contractors on campus are required to wear masks
- Monitoring Visitors contracts required Covid testing.
- Prof Bishof presented Financial reports will be on the Faculty Senate Web site for review
- Feeling of being scared to get tested. NO Stigma for Covid, they are helping, trying incentives to get tested
- New Location M2CU Mobile Medical Care Unit [https://news.njit.edu/njit-turns-mobile-medical-care-prototype-hub-covid-19-testing]
- Hitting goals for testing 290 last week, this week 250 tests
- 300 invites, WiFi being used, card swipes
- voluntary because it is surveillance testing,
- You can volunteer again if there is space

Topic
Staff Council Approval of Proposed Changes to University Senate Constitution please complete

Topic
Staff Council Web site is up to date now

Topic
Updated distribution lists, should it be sent out to membership, See Stacy, updated list by are. Gabe, to send out list.

<table>
<thead>
<tr>
<th>Status</th>
<th>Action to be Taken</th>
<th>Responsible</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>OPEN 202005</td>
<td>Will the WEC &amp; Honors gyms reopen for the Fall? There are talks on other areas not normally used for class to hold classes. This may possibly affect the gyms. Update 9/17/2020 - Open for athlete not open to public. Fitness Center Open to students with reservations. Basketball and some tennis courts closed used for classes. Are there any services open for staff? Ask about gym at HR Meeting?</td>
<td>HR Committee</td>
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<td>Update 9/17/2020 - Open for athlete not open to public. Fitness Center Open to students with reservations. Basketball and some tennis courts closed used for classes. Are there any services open for staff? Ask about gym at HR Meeting?</td>
<td>HR Committee</td>
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<td>OPEN 202005</td>
<td>Concerns about the feeling on campus upon return after passing away of employees. Will there be a memorial service for all? Update 9/17/2020 - Meeting for HR at end of month to discuss</td>
<td>Alison and Alexandra to follow up after meeting</td>
<td></td>
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<td>PARKING ISSUES</td>
<td>Is there a way to give public transportation an incentive for employees. Perhaps a state employee discount with NJ Transit? Update: Have to figure cost of University vs how many employees are interested. Wait for new HR VP. Update 9/17/2020 - No Updates address or HR Meeting</td>
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<tr>
<td>OPEN on hold to phase 3</td>
<td>The campus was very icy on 12/19/19 and left unsalted in several areas. Update: Salting/cleaning of the area across Central Ave by Lot 12 is done by the City of Newark, not NJIT Facilities Services. However, the entrance ways to GITC on Central Ave were also very icy as well, and not addressed until late in the day. Update: This has been done, but making the turns is still difficult. Ian Lawson will bring this to Public Safety Lt’s attention.</td>
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<tr>
<td>OPEN (EXTENDED)</td>
<td>A couple of retirees have mentioned that they’ve lost access toPipeline. That means they’ve lost their ability to get the electronic delivery of pay stubs and W2s for tax purposes. In one case, an Alumnus who recently retired was completely disabled preventing access to the email for life for Alumni. The issue is related to progress with the Identity Management Project in IST. Certain specific roles have either not been defined or not rolled out yet (like RetireeAlumn). Also, both retirees commented that they would have appreciated some sort of exit interview where items like this were covered. Can an offboarding process be made standard? Update: Pipeline access is connected to active job assignments. No exit interviews are required. Wait for new HR VP.</td>
<td></td>
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<tr>
<td>OPEN</td>
<td>How close is NJIT to being a smoke free campus? Update: We are not close at all to achieving this. There are a lot of moving pieces to this. In fact it is hard for state run colleges/universities in NJ to achieve this even though Essex CC is smoke free. We have unions and HR to consider in this process as well. Dean Boger is actively looking for alternative ideas on this topic.</td>
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<td>CLOSED 10/5/2020</td>
<td>A couple of retirees have mentioned that they’ve lost access to Pipeline. That means they’ve lost their ability to get the electronic delivery of pay stubs and W2s for tax purposes. In one case, an Alumnus who recently retired was completely disabled preventing access to the email for life for Alumni. The issue is related to progress with the Identity Management Project in IST. Certain specific roles have either not been defined or not rolled out yet (like RetireeAlumn). Also, both retirees commented that they would have appreciated some sort of exit interview where items like this were covered. Can an offboarding process be made standard? Update: Pipeline access is connected to active job assignments. No exit interviews are required. Wait for new HR VP.</td>
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<td>CLOSED 20002</td>
<td>Staff Council distribution list needs to be updated. Update: Done. Just need to update with new members Hobie &amp; Ian.</td>
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<td>CLOSED</td>
<td>Can Staff Council members serve on the Presidential Search Committee? - Nisha emailed Fadi. Gabby emailed Peggy and was told there is no Presidential Search at this time. Keep open until we get more info.</td>
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<td>CLOSED 9/7/2020</td>
<td>The council would like to see the creation of a bank where we can donate sick time.</td>
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<td>CLOSED 20000</td>
<td>Can the entrance to the Parking Deck on Summit be switched (exit in front of entrance)? Update: The policy is the queue for line of cars entering the deck should be on NJIT property. If the exit &amp; entrance were reversed the queue would expand to ECC property. Also if the exit gates were moved inward in the deck to eliminate this queue, spaces would be lost. There would also be a significant cost to reverse all the space lines, signage, eltronics, etc in the deck. Rob Gin will attend the next meeting. Jan 15th, 2020 to answer any parking questions.</td>
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<tr>
<td>CLOSED 9/13/2020</td>
<td>Staff needs more info on student activities - Employees can email <a href="mailto:studentlife@njit.edu">studentlife@njit.edu</a> and ask to be added to the newsletter mailing list. Also info on Highlander Hub at <a href="https://njit.campuslabs.com/engage/">https://njit.campuslabs.com/engage/</a></td>
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<tr>
<td>CLOSED 9/11/2020</td>
<td>Weight Watchers on campus can’t advertise and therefore can’t run. What can we do? - Spoke to Kayannah Watkins of Ethics. Some employees do not want email ads, but it is OK to post sign up sheets around campus.</td>
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<tr>
<td>CLOSED 9/11/2020</td>
<td>Reallocates to campus phones - Update: this is being actively investigated. Blocking calls is being tested.</td>
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</table>
All state employees with AETHA medical insurance are being switched to Horizon Blue Cross Blue Shield. Most employees were unaware of this and its effects. All PSA employees received email notifications. New insurance cards will be sent by Horizon mid-December. 

Nisha will talk to Holly & Annie.

CLOSED 201911

Is there any possibility of child & pet day care on campus? Can students be of service either as student worker programs or stress relief? Pet day care is not possible at this time.

HR Committee

CLOSED 201910

No EMS/LMT. Public Safety officer on campus. There was an incident where an employee was very sick and needed medical attention. The officer showed up but did not have supplies. Did not know CPR, etc. Do cell phone calls to 911 from NJIT redirect to Public Safety? Update: Lt. Villani spoke on this. Info included above in the agenda item.

Staci will reach out to Public Safety.

CLOSED 201910

Part-time employees are parking in the deck without paying for parking. Update: All full-time & part-time NJIT employees on payroll who register for parking get 0.4% deductions from salary. Outside agency temps pay the student part-time rate of $19.51 per semester. In cases where an outside agency temp is expected to become an official NJIT employee in short time, the dept may request to temporarily waive the parking fee until the person is onboarded, so payroll deductions can be paid instead of the flat semester fee. There are only a few cases of this. Mike will also invite Rob Gini to the next meeting to speak on any other parking concerns.

Viola Clyburn; Mike Dabrowski

CLOSED 201910

There is only one lactation room on campus. Would like to request an additional location at Faculty Hall/Tiernan Hall. Only one room is required on campus. It is very small & not maintained well. No sanitizer or sink. Needs a cleaning schedule & sink added.

- Update: EDC3 at 211 Warren St also has a lactation room. We will follow up on this issue again once the new VP of Human Resources is named.

Nisha Reyes

CLOSED 201910

Rutgers-Newark speed bumps - Elizabeth will share this information with her contact - William Yarzab - NJTPA to see if this is something that can be looked into. - Update: Per Andrew Christ, speed bumps have not been explored yet, but the city has promised to perform a study and consider improvements to the MLK & Central Ave intersection (the long crosswalk where both Central Ave & Sussex St converge). Public Safety will be doing a targeted campaign against “jay walking” around the NJIT campus. William Yarzab of NJTPA provided the website www.BelieveinSmartTraffic.org for NJIT to utilize their program materials & social media postings.

Elizabeth Limbrick

CLOSED 201909

Recycling Initiatives @ NJIT - Contact Mike Dabrowski about adding a statement on School Dude about the recycling process on campus.

Contact Facilities Services about creating flier/communication to NJIT about the recycling process that NJIT uses.

- Update: Trash & recyclables should be separated. Order bins via work order in School Dude.

Deborah Sims

CLOSED 201909

Discounts at Rutgers Tech Store: Can NJIT employees be eligible to speak to Purchasing. A concern is our contract with Follett at NJIT. Benefits area has been in touch with the store and we hope to have more info to come.

Staci Mongelli

CLOSED 5/30/19

Include quality of work concerns & staff development. There is not enough staff support & training. There should be mandated training for supervisors. This information will be shared with the HR Committee.

- Update: Bob Lazer & Todd Miller spoke on the Challenges in the Workplace survey feedback. HR Committee

Priya Vin

CLOSED 5/30/19

How often are the water fountain filters changed?

- Per Bill Marx, Facilities are notified about filter changes. Please enter a work order if issues are noticed.

- Will speak further to Bill Marx on how often they are changed.

- Update: Todd Miller will look into this.

Update: Need to do a work request when you see a yellow light - Mark Massa.

Priya Vin

CLOSED 5/30/19

There are no women's bathrooms on the 2nd floor of Tiernan Hall. Mark Massa said it is in the works to possibly convert the 2nd floor men's room to a women's room.

- Estimated quote of $10,000 to convert 2nd floor men's room to women's room. More info to come.

This seems to be in the works, but no certain date set yet.

- Update: 2nd fl men's room changed to a women's room. Signage updated. Next step is to make renovations/improvements.

Mark Massa

CLOSED 5/30/19

Construction workers parking on both sides of Bleeker St including the sidewalk and handicap spaces.

- Update: Reported to Public Safety and rectified temporarily, but workers continue to park here. There has also been a crane including the sidewalk and handicap spaces.

Karen Quackenbush

CLOSED 4/26/19

Bob Lazer's direct colleagues to work for survey, please ask your areas to share any morale concerns. Gobby created a survey monkey, which was emailed to Staff Council members.

- Update: Karen will send feedback per survey to the HR Committee/Bob Lazer & Chitra/yer.

Gobby Cuzzola & HR Committee

CLOSED 4/26/19

R U E E: Training numbers are low. Encourage your areas to complete the training online.

Update: Info was sent to all areas to complete training. CLOSED.

Staci Mongelli

CLOSED 3/21/19

No Smoking signs requested in the Fenster Level 2 parking deck.

Update: This was reported as completed. Call Public Safety if people are not obeying the signs. A work order will also be entered to remove ashtrays from Eberhardt Alley.

CLOSED.

Priya Vin
Issues with hiring work study students. The system we have for this is not effective. Rich mtg w/ Dave Ullman Monday, Oct 29th.
* Dave Ullman stepping down, Blake Haggarty will replace him. We will invite Steve Harrel to a Staff Council meeting for more info on work-study student hiring process. Send concerns to Karen who will pass them to Steve Harrel.

No concerns passed on to Karen. Close.

CLOSED 2/21/19

Provided areas still needs another rep for SC. Karen will check to see who the person with the next highest votes was.

* Frank Aversa of Telecom has joined Staff Council.

CLOSED 2/21/19

Trouble with readers at Summit St Deck. ID cards are not swiping properly. Gates do not always open.
* Faulty reader was replaced. Still some reports of trouble at the right side of Deck entrance gate at 154 Summit St. Will investigate the readers further. May be issues with ID cards.
* Readers are being watched for errors. All looks well. If problems, please come to the Photo ID Office for ID card replacement.

CLOSED 12/20/18

* Encourage all areas to take ALICE training. Email was sent on Nov 19th.

CLOSED 12/20/18

Pestletron safety concerns after passing of student. City needs to be coordinated with to slow traffic. Possibility of speed traps implemented. Follow up with Andrew Christ & Mark Cyr of Public Safety.

* Update per email sent on 11/30. Andrew contacted the County Engineer & the City of Newark Traffic and Signals Dept. Dr. Bloom spoke with the County Executive & will speak with Mayor Baraka soon. Public Safety is increasing patrols with their traffic unit and enforcement of speed limits around the area of the campus. They already conducted a ‘Cops in Crosswalk’ initiative and will be doing a ‘Traffic Safety’ event on Central Avenue in early December. Encourage everyone to cross at signalized intersections and use marked crosswalks. Continue work with our County and City partners to improve traffic safety around the NJIT campus and enforce the traffic regulations through proactive policing.
* ‘Cops in Crosswalks’ initiative done 3 to 4 times a semester.

CLOSED 12/20/18

North-JIT job ads for students (babysitting, etc) - How is it best to get this info to them? Contact Amber Danku or Kristie Damell for commuters; Karen for Res-Life students.

CLOSED 11/29/18

Letter on salary increase does not state exactly how much the increase was.
* This was sent to everyone on Sunday, 10/28.

CLOSED 11/29/18

Contractor vehicles parked all the time on Bleeker St sidewalk by SCM. Take pictures if seen and send to Karen. With Public Safety.
* Most of Bleeker St is closed for construction.

CLOSED 11/29/18

Amazon & UPS delivering packages to wrong locations if main mailbox address is not used. Joe Myers & Stan Stoe of Purchasing should be contacted to better advise delivery persons. Create signs in lounges to direct where items should be delivered.
* The mailroom said that the correct address for packages is: Your Name & Department (or Your Name & Building address) c/o NJIT Mailroom.
* 136 Bleeker St. -University Heights
  -Newark, NJ 07102. Please encourage use of this.

CLOSED 11/29/18

The Campus Center staff get constant complaints about the 1st floor Campus Center bathroom.
* They are checked/cleaned throughout the day. The main complaint is water on the sink counters. The issue is poor faucets and not distributing enough water. Mark entered a work order for plumbing.
* Bathrooms are cleaned 5 times a day. Plumber looked at faucets as well.

CLOSED 11/29/18

Faculty/Staff Dining & Campus Center microwaves.
* Nisha and Jasmine are meeting with Dr. Boger about the microwaves.
* Facilities ordered new microwaves. Mark will follow up. GDS said to e-mail any suggestions to them.
* Viola notified Karen that GDS and Facilities are both pointing at each other on this issue.
* Karen met with Dave Arluna & Henry R. Facilities will be responsible for cleaning once a night but were only cleaned the first few days after the meeting. Karen will follow up w/Henry. Encourage use of Faculty/Staff dining microwaves.
* Microwaves are being cleaned by Facilities once a day. One faulty microwave is being replaced.

CLOSED 11/29/18

Faculty Dining Room menu selection needs improvement along with the presentation of food choices.
* Online menu not yet available, but being worked on. Dave Arluna to speak with MB-path Boger about the presentation of food and dining room improvements.
* Dave Arluna said to email him with suggestions. Nisha will also ask if it is possible for emails to be sent out from GDS informing employees of menu.
* Continue to reach out to Dave Arluna with menu suggestions.

CLOSED 12/24/19

Faculties concerns/Karen will ask Gabby for the manual she created.

CLOSED 2/21/19

Nisha Reyes/Jasmine Howard
<table>
<thead>
<tr>
<th>Date</th>
<th>Issue Description</th>
<th>Responsible Persons</th>
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<tbody>
<tr>
<td>CLOSED 1/24/19</td>
<td>Food Pantry – Meetings have taken place with various staff who may be involved in the process, meeting with Dr. Boger. * There is now a formal committee with staff, GDS, Campus Life, and student representatives. * NJIT Homecoming will focus on this as a donation. Meeting on June 8 to discuss. Homecoming is October 13 and all staff are encouraged to attend. * Jasmine reached out to Marybeth Boger, awaiting reply. Goods collected at Homecoming. Food pantry will be in CC room 478. * Dr. Sharon Morgan &amp; Kristie Damell are the new contacts. Food was collected at Homecoming but pantry is not running yet. More info to come. Kristie Damell and Sharon Morgan are leading the pantry initiative. Amber Danku will assist with day-to-day pantry operations. Possible late January 2019 opening, with appointment only to start. Questions about the Food Pantry can be sent to <a href="mailto:foodpantry@njit.edu">foodpantry@njit.edu</a>. Immediate Needs being accepted in 485 Campus Center (Non-Perishable and Non-Expired): Rice, Pasta, Pasta sauce, Fruit, Oatmeal, Peanut butter, Jelly, Applesauce, Snacks, Canned Meats, Bottled Water, Hygiene items, Deodorant, Laundry Detergent, Toilet Tissue Paper, Paper Towels. Opening Ceremony on 1/25/19 @ 1pm. Suggestion made to have donation boxes in different locations around campus (Offices, etc) which can be picked up weekly.</td>
<td>Jasmine Howard/Nisha Reyes</td>
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<tr>
<td>CLOSED 1/24/19</td>
<td>Wi-Fi issues throughout the campus. * Dave Ullman mtg w/ Senate (more info later). If problems, call the Help Desk or contact Pete Teklnski and give the IP address, time &amp; location. Res-Life lounges are bad spots for WiFi, but rooms seem to be OK. * Info is being gathered to get a scope of the work needed to upgrade WiFi in Res-Life lounges.</td>
<td>Rich Martinez</td>
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<tr>
<td>CLOSED 1/24/19</td>
<td>Garbage not picked up in Kupfrian Advising Success Center when staff member responsible is out. Per Ewa, call Facilities Services. * Custodian is reminded to pick up garbage every day. Follow up next meeting.</td>
<td>Ewa Staromiejska</td>
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<tr>
<td>CLOSED 1/24/19</td>
<td>Very old job openings still posted on HR website should be removed. * Spoke to Chitra Iyer. Let Staci know of any old job openings and she will take them down. * No update. Inform Staci of old job postings.</td>
<td>Nisha Reyes</td>
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<tr>
<td>CLOSED 1/24/19</td>
<td>Ask Chitra Iyer what was discussed at the Mayor’s emergency meeting. * Snow storm of Nov 15th was discussed. Talks of setting up a task force of Newark local business employees for future plan.</td>
<td>Staci Mongelli</td>
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