



# Staff Council Minutes

## Overview

**Meeting Date:** Thursday, February 18, 2021      **Time:** 1:00 - 3:00      **Location:** Webex

**Meeting Leader:** Carreras, Alexandra      **Timekeeper:** Frank Aversa

Participants:	Aversa, Frank	<input checked="" type="checkbox"/>	Bracero, Isabel C.	<input checked="" type="checkbox"/>	Carreras, Alexandra	<input checked="" type="checkbox"/>
Dina	Clarke, Dominique	<input checked="" type="checkbox"/>	Cotrino, Marisela	<input checked="" type="checkbox"/>	Greenwood, Allison K.	<input checked="" type="checkbox"/>
Phillip Braun	Cuzzola, Gabriella M.	<input type="checkbox"/>	Garcia, Julio	<input type="checkbox"/>	Herrera, Cecille	<input checked="" type="checkbox"/>
	Howard, Jasmine E.	<input checked="" type="checkbox"/>	Knight, Meaghan O'Connor	<input checked="" type="checkbox"/>	Lawson, Ian	<input checked="" type="checkbox"/>
	Llado-Wrzos, Michelle L.	<input type="checkbox"/>	Reyes, Nisha	<input checked="" type="checkbox"/>	Screen-Reddick, Noelle	<input checked="" type="checkbox"/>
	Sims, Deborah	<input checked="" type="checkbox"/>	Staromiejska, Ewa K.	<input type="checkbox"/>	Stickna, Philip G.	<input type="checkbox"/>
	Vin, Priyadarshini G.	<input checked="" type="checkbox"/>	Villacis, Jessica	<input type="checkbox"/>		<input type="checkbox"/>

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

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

Time	Agenda Item(s)			Process/Responsible Parties
12:50 p.m.	Webex start			Aversa, Frank
1:00 p.m.	Meeting Start			Carreras, Alexandra
1:15 p.m.	Committee Review			
	Committee	Meets	Contact	Representative
	Campus Life		Shakera Rodgers	Cotrino, Marisela
	Facilities		Andrew Christ	Garcia, Julio
	Human Resources		TBD	Clarke, Dominique
				Reyes, Nisha
				Bracero, Isabel
				Priya Vin
	Info Systems & Communications		Priscilla Milne	O'Connor-Knight, Meaghan
	Finance		Cara Bartolomeo	Stickna, Phil
	Faculty Senate		Carla Hickey	O'Connor-Knight, Meaghan
	Strategic Planning Steering			Sims, Deborah
	University Senate		Peggy Kenrick	Greenwood, Allison K.
				Carreras, Alexandra
	Staff Council Election Committee			Screen-Reddick, Noelle
				Jasmine E. Howard
				Cecille Herrera
				VACANT

	Pandemic Recovery Advisory			University Senate Members
	Campus Climate Workgroup		McLeod, Dale A	Llado-Wrzos, Michelle L.
2:00 p.m.	Open Action Items			Carreras, Alexandra
2:10 p.m.	New Action Items			Carreras, Alexandra
2:30 p.m.	Review of Action Items			Carreras, Alexandra
3:00 p.m.	Meeting Adjourned			Carreras, Alexandra

Campus Life Marisela, January 19, 2021 was the last meeting. Release Dates for Title IX Training, they will be posted.

Link: <https://www.njit.edu/titleix/>  
NJIT has ZERO TOLERANCE regarding sexual misconduct and sexual harassment.

Facilities Representative Julio Not Present , Alexandra Spoke: Mueller's is being torn down. Should be complete soon.  
Link to web cam of Mueller's demolition: <https://www.youtube.com/watch?v=LnlF298OG0A>

TKE house is under review by the City of Newark.  
Warren St. Project is moving forward. (New student housing)

Cullimore Lecture Hall (Room 103) is being renovated.  
Covid Testing continues on campus, and NJIT is rolling out a Covid Vaccine program, Email was sent to staff on this.  
Small lab projects, Tiernan, Mico, Etc.

Human Resources Priya Spoke: There has not been a recent meeting, the next meeting is scheduled for April 7th.

Jasmine Howard had a question for the HR Committee: Is NJIT observing Juneteenth as a holiday since it has been passed by the State (Governor) as a holiday? Priya and HR members will look into it.

Allison Greenwood had a question: Is HR Contact information on website accurate? <https://hr.njit.edu/contact-us>  
Marisella confirmed the contacts are accurate. Departments at NJIT should each have their own in box.

Jasmin H. had a question in Chat for HR: Is a single free Friday off going to be considered as a thank you for our hard work during the pandemic?

Info Systems & Communications Meaghon, not meeting scheduled for this area.  
Frank Aversa, mentioned we are trying to reach out to the new CIO.

Finance Rep not present; Alexandra: Converting ATM's to Wells Fargo, Free to withdraw for now.

Faculty Senate Meaghan: Committee has met many times.

President Search, Discussion if the roll of faculty in defining position title. The President of the Board of Trustees spoke of the timeline.  
Some faculty Senate members wanted the public announcement for a President to be made earlier than what the Trustees wanted. They don't want it to go out so soon.

Started to work on hiring a consultant firm to start the process of finding a new president.

Dale was asked about the inclusion of staff in the presidential search, does not seem staff is not included, will be brought up again in the next meeting.

Next HR meeting is not until April. We should reach out to Dale.

Priya, Cohan, Pres. search is underway, does not seem staff are in and it is already underway.

Alexandra asked: Were staff members a part of Pres, Bloom's Search: Dominique: Conflict of interest if Office of the Pres. staff are included.

Alexandra, will address it with HR, Dominique, Alexandra, will reach out to Dale as part of action items below. Possibly as an advisory role.

Meagan, conflict of interest should not be an issue based on the recent Dean's Search and similar searches at NJIT.

Meaghan continues: Tweaking the language for Faculty searches for increasing diversity; the role of dean is defined to address if search is not diverse enough to represent the diversity we want in 2025.

The Faculty Senate in partnership with the PSA is putting a letter together for Dr. Deek about looking into discrepancies in salary for people in the same position and the same titles. Some of the faculty are making vastly different salaries. They are going to do a detailed study of this and how their differences could be alleviated. In most cases this has been done with discretionary funds. We may want to look at this on the staff side.  
Is this something the Staff Council wants to do for staff.

Will send what faculty did info to distribute and reach out to PSA. Dominique recommended we talk to PSA's union.

PSA will have a general membership meeting soon.

In the latest meeting the ongoing items, such as Vaccinations, for Faculty, above aged, pre existing condition, educators and staff in higher ed. are next.

Faculty is concerned with low attendance, keeping with a converged model for Spring, possibly may go back to full in Fall.

They want to stay open Spring and Summer even if it stays converged learning.

Strategic Planning Deborah: No info on next meeting. There has been no new meeting since December

University Senate Allison and Alexandra, There has been no new meeting

Election Committee

Pandemic Recovery Advisory Has not met, one is coming 2/24/2022

Testing of wastewater and cleaning is ongoing.

In person testing was stopped on Mondays and moved to Fridays.

There was a positive waste water sample in Cypress. New test will be done, Testing Fenster.

Campus Climate Workgroup Received email from Michelle that this meeting is occurring right now.

New Topics

Alexandra, it is important that if you are diagnosed with Covid from an outside NJIT testing that you inform NJIT HR (hr@njit.edu) so that the areas you were in can be properly cleaned and potential contacts notified.

Celebration will be a film and everyone can participate. Link: <https://www.njit.edu/celebration/>

Celebration 2020 may happen in a tent.

Contact person for faculty senate is Carla Hickey

Meaghan, Open item: Draft a letter in cooperation with PSA to look into possible discrepancies of salaries of staff members in same positions and job titles.

Summer Fridays off, most likely not happening again, we are an R1 University now and cannot have centers shutdown. We still have summer hours by contract with OPIEU

Commencement how it will happen, no decisions have been made as to what will happen they are considering all options.

Nisha, Will vaccines be on campus. Andrew Christ sent a letter out about the vaccinations with University Hospital. NJIT is open to having vaccines on campus, but does not have approvals from The State.

Status	Action to be Taken	Responsible	Due Date
--------	--------------------	-------------	----------

OPEN 202005	<p>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.</p> <p>Update 9/17/2020 - Open for athletes but not open to the public. Fitness Center Open to students with reservations. Basketball and some tennis courts are closed since they are being used for classes. Are there any services open for staff? Asked about gym at teh HR Meeting?</p> <p>Update 10/15/2020: WEC is open for 25% access by request, only students. Are Staff Members allowed to be added. HR committee will ask at next meeting</p> <p>Update: 11/19/2020: Bring up at HR Committee Update: 2020-12-17: No update Update 1/21/21: Will talk to athletes about staff access. mentioned in HR Committee</p>	HR Committee	
	<b>Update 2/18/2021: Brought up at last meeting we will ask about it at next meeting in April</b>		
OPEN 202005	<p>Concerns about the feeling on campus upon return after passing away of employees. Will there be a memorial service for all?</p> <p>Update 9/17/2020 - Meeting for HR at end of month to discuss</p> <p>Update 10/15/2020: Dr. Bloom has asked for a Moment of Silence before meetings and there are announcements going out. To be brought up with HR. COnsistency request, By department and by requests.</p> <p>Update: 11/19/2020: Not bringing new people on campus soon Update: 2020-12-17: No update</p>		
	<b>Update 2/18/2021: If HR is notified it will be announced.</b>		
OPEN	<p>Parking Issues - 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.</p> <p>Update 10/15/2020: Parking will be charged as normal. Issues about street parking, \$25 per day.</p> <p>Update 9/17/2020 - No Updates address ar HR Meeting</p> <p>Update: 11/19/2020: Bring up at HR Committee</p> <p>Update 1/21/21: No new information, funds have been allocated already, no likely to be a refund</p>	Human Resources	
	<b>Update 2/18/2021: The parking allocations have been budgeted and we will continue to be charged even if we are not using the parking.</b>		
OPEN on hold to phase 3	<p>Hard to make left turns from New St to MLK by the Fenster Deck, and also from New St to Lock St near STPG. Can Public Safety direct traffic in these areas? - Per DC Kevin Kesselman an officer will be posted on New St &amp; MLK as well as New St &amp; Wilsey from 4:30pm to 5:30pm Monday-Friday, unless something comes up as Public Safety is short staffed and they need to maintain safety on campus. An officer will also remain at the Lock St/New St crossing.</p> <p>Update: This has been done, but making the turns is still difficult. Ian Lawson will bring this to Public Safety Lt's attention.</p> <p>Update 9/17/2020 - Traffic is low, keep open for phase 3 when more people on campus and rediscuss.</p> <p>Update 10/15/2020: SAME</p> <p>Update: 11/19/2020: SAME</p> <p>Update: 2020-12-17: No update</p>	Public Safety	
	<b>Update 2/18/2021: Ian - Brought to attention of deputy chief and lieutenant. It would not be a problem to position a officer from 4:40 to 5:50 PM to assist with turns. This would start when Univerity returns to normal operations.</b>		

OPEN	<p>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.</p> <p>Update 9/27/2020 - Will readdress when the weather gets colder</p> <p>Update 10/15/2020: Waiting for icy snowy weather</p> <p>Update: 11/19/2020: Waiting for cold weather. Update: 2020-12-17: No update</p> <p>Update 1/21/21: with recent weather, campus deicing was done well,</p>	Facilities	
	<p>Update 2/18/2021: The campus has been keep well with recent winter weather. Work from home days were observed. Keep opne for another meeting untill end of winter.</p>		
OPEN	<p>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.</p> <p>Update 9/17/2020 - Not a smoke free campus, is less of a priority in Covid times, will bring back up with Campus Life</p> <p>Update 10/15/2020: Campus Life Next Meeting</p> <p>Update: 11/19/2020: Address when we are back to campus. Update: 2020-12-17: No update</p> <p>Update 1/21/21: Has been brought up on hold due to other high priority such as covid.</p>	Campus Life	
	<p>Update 2/18/2021: It was brought up in last campus life meeting. Not urgent. Did not meet since. Marisella will bring this up at next meeting</p>		
OPEN (EXTENDED)	<p>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.</p> <p>Update 9/17/2020 - Keep open for additional information</p> <p>Update 10/15/2020: Final Year is 2022. Research search committee who are members. Nothing about membership.</p> <p>Update: 11/19/2020: Will Bring up at meetings. Update: 2020-12-17: No update</p> <p>Update 1/21/2021: Was discussed in HR meeting, No Staff representation, this will be looked into.</p>	HR Committee	
	<p>Update 2/18/2021: As dicussed earlier Alexandera will reach out to Dale to ask about this.</p>		
OPEN	<p>Added 2/18/2021: Draft a letter in cooperation with PSA to look into possible discrepancies of salaries of staff members in same positions and job titles.</p>	Meagan Knight, Nisha Reyes, Dominique Clark	
Closed 10/15/2020	<p>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 Retiree+Alum). 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.</p> <p>Update 9/27/2020 - No updates to access, brought to information systems may have been related to not claiming ID, is it IT, or status in HR.</p> <p>Update 10/15/2020: It has been Fixed Mostly people ignored claiming accounts. Meegan motioned, Allison 2nd- Closed</p>	HR Committee/Info Systems Committee	

<p>Closed 9/27/2020</p>	<p>The Council would like to see the creation of a bank where we can donate sick time.</p> <ul style="list-style-type: none"> <li>* Lauren Rubitz said this is in progress.</li> <li>* Still being worked on. Policy needs to be approved by unions; Staci/Nisha will follow up</li> <li>* Negotiating has started with unions.</li> </ul> <p>There is a new NJ Earned Sick Leave Law that will be in effect soon. As the university discusses any changes that will need to be made regarding the law, we will not be moving forward with the donated sick leave policy at this time.</p> <p>Not sure how the law relates to the sick bank.</p> <p>Need more info.</p> <p>Keep open until the new law is reviewed by HR -Update: Lauren Rubitz spoke on this. Sick bank still needs to be reviewed at next Staff Council meeting.</p> <p>Update 9/17/2020 - Linked to sta law, basically told no. Motion to Close Item, Dominique 1st, Julio 2nd Item Closed</p>	<p>HR Committee</p>	
-------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------	--