



# Staff Council Minutes

## Overview

<b>Meeting Date:</b>	Thursday, February 18, 2021	<b>Time:</b>	1:00 - 3:00	<b>Location:</b>	Webex
----------------------	-----------------------------	--------------	-------------	------------------	-------

<b>Meeting Leader:</b>	Carreras, Alexandra	<b>Timekeeper:</b>	Frank Aversa
------------------------	---------------------	--------------------	--------------

Participants:					
Aversa, Frank	<input checked="" type="checkbox"/>	Bracero, Isabel C.	<input type="checkbox"/>	Carreras, Alexandra	<input checked="" type="checkbox"/>
Dina	<input checked="" type="checkbox"/>	Cotrina, Marisela	<input checked="" type="checkbox"/>	Greenwood, Allison K.	<input checked="" type="checkbox"/>
Phillip Braun	<input type="checkbox"/>	Cuzzola, Gabriella M.	<input type="checkbox"/>	Herrera, Cecille	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	Howard, Jasmine E.	<input checked="" type="checkbox"/>	Knight, Meaghan O'Connor	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	Llado-Wrzos, Michelle L.	<input type="checkbox"/>	Reyes, Nisha	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/>	Sims, Deborah	<input checked="" type="checkbox"/>	Staromiejska, Ewa K.	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	Vin, Priyadarshini G.	<input checked="" type="checkbox"/>	Villacis, Jessica	<input checked="" type="checkbox"/>
				Lyles, Chantonette D.	<input type="checkbox"/>

<b>Meeting Purpose:</b>	Meeting of the University Staff Council
-------------------------	---

<b>Preparation:</b>	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	Cotrina, Marisela
	Facilities		Andrew Christ	Garcia, Julio
	Human Resources	4/7/2021	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	4/29/2021	Peggy Kenrick	Greenwood, Allison K.
				Carreras, Alexandra
	Staff Council Election Committee			Screen-Reddick, Noelle
				Jasmine E. Howard
				Cecille Herrera
				VACANT

	Pandemic Recovery Advisory	4/24/2021		University Senate Members
	Campus Climate Workgroup	Twice Monthly	McLeod, Dale A	Llado-Wrzos, Michelle L.
1:50 p.m.	Lyles, Chantonette D. - Provost and Academic Affairs not showing up as an employee. Election Committee should begin meeting soon.			Frank Aversa
	Eight (8) seats are reaching end of term:			
	Aversa, Frank	frank.g.aversa@njit.edu	Provost and Academic Affairs	3 years
	Cuzzola, Gabriella M.	gabriella.m.cuzzola@njit.edu	Provost and Academic Affairs	3 years
	Llado-Wrzos, Michelle L.	michelle.llado-wrzos@njit.edu	Provost and Academic Affairs	3 years
	Reyes, Nisha	nisha.reyes@njit.edu	Provost and Academic Affairs	3 years
	Sims, Deborah	deborah.sims@njit.edu	Provost and Academic Affairs	3 years
	Staromiejska, Ewa K.	ewa.k.staromiejska@njit.edu	VP Real Estate Dev/Capital Ops	3 years
	Stickna, Philip G.	philip.stickna@njit.edu	Provost and Academic Affairs	3 years
	Vin, Priyadarshini G.	pvin@njit.edu	VP Development & Alumni Rel.	3 years
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 Has not had a recent meeting. Will bring up smoke free campus

Facilities Has not had a recent meeting. - Representative not present

Human Resources Has not had a recent meeting. - Next Meeting is April 7th 2021.

Info Systems & Communications Has not had a recent meeting. None Scheduled

Finance Has not had a recent meeting. Ed B. last day is June 30, 2021

Faculty Senate Meaghan: Presidential Search, Very clear language, Staff role in the Faculty Senate is only administrative.  
Getting a committee underway for the language of the job description.  
Change in language of course repetition policy.  
COE reported on changes to undergraduate programs, David made changes, Chair of COE developing new kind of policy for timelines.  
There was a discussion Ying Wu College delayed election of chairs due to Covid. Were they allowed to have this delay, some people were not Ok with the delay.  
Discussion of restructuring some departments to make them consistent, Some colleges have Directors and not chairs. Faculty Senate if proposing to make them consistent across all colleges.

Alexandra, Spoke to Dale about Staff Present during the presidential search. His email response was as follows:

"An Email will be sent from the Chair of the Board of Trustees Robert Cohen which will highlight the faculty and staff involvement. ... There will be engagement and listening sessions for faculty and staff this spring to provide input into creating and shaping the presidential profile. Which will be used to identify suitable candidates as well as a barometer for the search committee to evaluate candidates. There will also be staff and faculty on the search committee. In accordance with the NJIT presidential search committee guidelines, the Board of trustees will select and announce the final search committee in April"

Interpication, there will be staff representation not necessarily from Staff Council.

Strategic Planning Debbie - No recent meetings, next date has not been set yet.

University Senate Has not had a recent meeting. - Next meeting on 4/29/2021

Election Committee

Elections discussed, 8 seats are available. Try to have new members by the last meeting so they can attend. Vacant position in the Election Committee. An internal meeting of the board and the Committee members.

Chantonette has left NJIT, rep of Provost & Academic Affairs area. Needs to be replaced.

Meeting was scheduled for election committee, meeting was scheduled and held Friday, March 26, 2021 at 9 AM.

Pandemic Recovery Advisory

Has not had a recent meeting. Next meeting Wednesday, 3/24/2021

Campus Climate Workgroup

Michelle - Work group meets twice a month. Still on the survey development questionnaire going through demographic characteristics. Personal experience and perception of climate. May take up to May to create questionnaire.

New Topics

Question 1 - Allison to Meaghan, Letters to unions to review salaries. It was on the PSA Union's agenda. The PSA is asking for a general study. The Staff Council is not taking any direct action. Faculty took a further step and asked for affiliation where discrepancies were found. The PSA union was careful not to do that. If we were to do anything it would be to write a letter in support of study which is being done. Union contracts are still under discussion and we do not want to overstep what the union is discussing.

Question 2 - Priya What is happening with the reopening Staff was not mentioned. Alexandra, this will likely be guided by the reopening phasing program. Allison, staff should have been mentioned staff will likely come back based on the state phases mentioned, Andrew said we would be eased into opening.

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 the 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 Update 2/18/2021: Brought up at last meeting we will ask about it at next meeting in April.</p>	HR Committee	
	Update 3/18/2021: Will be brought up in next HR Meeting		
Item 202005 - Closed 3/18/2021	<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 Update 2/18/2021: If HR is notified it will be announced.</p>	HR Committee	
	Update 3/18/2021: If HR knows, they will make an announcement, motion to close Alexandra, seconded, Frank. Item has been closed		

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 at 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> <p>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.</p>	Human Resources	
	<p>Update 3/18/2021: Waiting for union contracts, hold open until resolved.</p>		
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> <p>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 University returns to normal operations.</p>	Public Safety	
	<p>Update 3/18/2021: Keep open until back in session and how new procedure is functioning.</p>		
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.</p> <p>Update: 2020-12-17: No update</p> <p>Update 1/21/21: with recent weather, campus deicing was done well,</p>	Facilities	
	<p>Update 3/18/2021: No discussion</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> <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>	Campus Life	
	<b>Update 3/18/2021: On hold until we are back to work.</b>		
Closed 3/18/2021	<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> <p>Update 2/18/2021: As discussed earlier Alexandra will reach out to Dale to ask about this.</p>	HR Committee	
	<b>Update 3/18/2021: Discussed in HR session notes above. Meaghan Motion to close, Priya seconded, item Closed</b>		
OPEN 20210218	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.	Meaghan Knight, Nisha Reyes, Dominique Clark	
	<b>Update 3/18/2021: See question 1, Write a letter in support of the study being done, which is what the Unios is asking.</b>		
Open item	Add Juneteenth as a holiday. Needs to be voted as an open item.	HR Committee	
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 W2's 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>	
-------------------------	---	---------------------	--