



Staff Council Minutes

Overview

Meeting Date:	Monday, March 15, 2021	Time:	1:00 - 3:00	Location:	Webex
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Meeting Leader:	Carreras, Alexandra	Timekeeper:	Frank Aversa
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Participants:	Aversa, Frank	<input checked="" type="checkbox"/>	Bracero, Isabel C.	<input checked="" type="checkbox"/>	Carreras, Alexandra	<input checked="" type="checkbox"/>
Sandeep Kaur	Clarke, Dominique	<input checked="" type="checkbox"/>	Cotrina, Marisela	<input checked="" type="checkbox"/>	Greenwood, Allison K.	<input checked="" type="checkbox"/>
Maibel Saravia	Cuzzola, Gabriella M.	<input type="checkbox"/>	Garcia, Julio	<input checked="" type="checkbox"/>	Herrera, Cecille	<input type="checkbox"/>
Phillip Braun	Howard, Jasmine E.	<input checked="" type="checkbox"/>	VACANT	<input type="checkbox"/>	Lawson, Ian	<input checked="" type="checkbox"/>
Nicolas Wilson	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"/>	VACANT	<input type="checkbox"/>

Meeting Purpose:	Meeting of the University Staff Council
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Preparation:	Review any Staff Council related documents emailed prior. Bring copies to the meeting.
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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.	Reopening Discussion Per last meeting question, announcement for Staff sent.			General
	<i>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.</i>			
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 The Meeting was on 3/29/2021.
Main topic was vaccinations. Will NJIT make it mandatory for students to be vaccinated to be on campus. There is no policy, working to see what can be said. Right now students are not required to be vaccinated.
The mega site was discussed. Currently end of May or June, but might be there until August.
Climate change study is underway.
Spoke about Commencement which should be 5/18/2021. Should be a hybrid event. Some on campus, some remote. Students will have a chance to video themselves getting a diploma which will be displayed at Commencement. May be able to invite guests.
They have the 2 finalists for the Diversity Inclusion position. They will meet with the President and hopefully have the candidate in place.
Let Marisela know if you have questions for the next meeting.

Facilities Allison
April 6th
Cullimore lecture hall I room 103 ready for the Fall.
Microfabrication Innovation Center 3.7 Million renovation
Expanding Conference room area in Micro, ECE Venturelink.
Muellers and TKE demolished, will be a green park. Tank removal and continue remediation.
Weston Hall Facade renovation will be done by the end of summer.
CRR budget was discussed. Smart Card read replacement to touch, not swipe.
State funding provided for collaborative learning spaces.
GITC Bleeker Street landscape, may include stairs,
FMH 2nd floor classrooms.
Lab renovations for new hires.
GITC 3rd floor PPI Space.
General Maintenance projects.
Question is there funding to replace Oak Hall Facade, damaged and leaking.
Warren Street P3 open in Fall of 2022.

Human Resources	<p>Priya: Dr. Bloom was interviewing for the final candidate DEI position. Dale discussed vaccination for the staff, and if it should be mandatory. Still under discussion. Staff council and the use of the WEC. will we are all back. Juneteenth as a holiday. NJIT may be able to do something next year. Brought up some type of token of appreciation for recognition staff working during covid. He seemed open to it.</p> <p>Nisha: Asked if there was flexibility to work from home. Is it something we can continue to do in the future. Conflict with HR NJIT and Best Places to Work and that would be working from home, telework, and now we are required to come back.</p> <p>Dale said they were looking into it. If it does happen it is up to local Deans and VP. This could potentially not be fair, should be across the board. It will be inconsistent, managers will be "educated" about this. Allison: per Andrew, public safety and facilities were 100% and able to cope, others could find ways to work it out. There is a concern with child care. Care bridge can offer help with child care.</p> <p>Mentioned that there was a lack of staff council on the presidential search committee. We should be encouraged to fill out surveys and listening sessions. There was a specific session for Staff Counsel with the Presidential search committee. We were allowed to ask questions. There is a survey on the Presidential search web site.</p> <p>Survey of best places to work will be out on May 15, 2021, please complete the survey. It is anonymous.</p>
Info Systems & Communications	Did not Meet
Finance	<p>Allison spoke for Phil. Ed B. last meeting before retirement. Fadi gave him a nice send off We are still 5.6 Million short of a balanced budget. We were asked if we can cut down again. Enrollment is higher than last year.</p>
Faculty Senate	
Strategic Planning	The Next Meeting will be April 20, 2021.
University Senate	<p>Allison. Mary Beth for DoS students and Student Senate is getting together for a gift as a Thank you . Also a t-shirt for students to wear on the first days of school in the Fall to show school spirit. If you have concerns for students please reach out to the DoS. Spoke of the Chief Diversity Officer, position near being filled. Kamlika the new CIS spoke about what is being implemented for building a digital operating model for NJIT to enable learning, research and innovation. The remainder of the University Senate meeting was spent discussing mandating vaccines. Everyone's thoughts and concerns were expressed,</p>
Election Committee	Election Board will Meet tomorrow
Pandemic Recovery Advisory	<p>Allison: There is a lot of discussion as to if vaccines should be mandated, Students, Staff or Faculty. Rutgers is requiring students to be vaccinated in the Fall. There are deep discussions with Andrew, they want to be prepared for questions. There will be options to opt out. An announcement will be made soon. Vaccine Mega site will be open until the end of May but closure will be based on herd immunity of NJ as a state.</p>
Campus Climate Workgroup	Representative was not present.
New Topics	<p>The return to work time scale was discussed. The official schedule release by Andrew in 4/12/21 email and Web Site: (https://www.njit.edu/pandemicrecovery/njit-return-campus-phasing-plan)</p> <p>50% (5 days within each 2 week period) beginning Monday, May 31, 2021 70% (7 days within each 2 weeks period) beginning Monday, June 28, 2021 100% in-person attendance beginning Monday, August 2, 2021</p> <p>The Staff Union contracts are still in talks.</p> <p>Remember to take Vacation and personal. This time should be taken</p> <p>Concerns were brought up about the availability of Food Services as we return to work. Allison will follow up with Mary Beth about GDS. There is currently a contactless app.</p> <p>Priya: Can NJIT Board of Overseers Excellence in service awards be announced? Office of the provost. Open Jasmine,</p> <p>Can we be informed of where we can get tested when the teh NJIT testing site closes for the summer</p>

Status	Action to be Taken	Responsible	Due Date
OPEN 202005	<p>Will the WEC & 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. Update 3/18/2021: Will be brought up in next HR Meeting</p>	HR Committee	
	<p>Update 4/15/2021: Was discussed in HR, no news. If we are returning to 100% there should be access allowed to staff. W will see</p>		
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> <p>Update 3/18/2021: Waiting for union contracts, hold open until resolved.</p>	Human Resources	
	<p>Update 4/15/2021: Continue to wait for Union Contract discussions.</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 & MLK as well as New St & 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> <p>Update 3/18/2021: Keep open until back in session and how new procedure is functioning.</p>	Public Safety	
	<p>Update 4/14/2021: Discussion on STPG access . The ability to make a left from Lot 7 and Fenster Lot. Keep open until we start up again.</p>		

Closed 4/15/2021	<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> <p>Update 2/18/2021: The campus has been keep well with recent winter weather. Work from home days were observed. Keep open for another meeting until end of winter.</p> <p>Update 3/18/2021: No discussion</p>	Facilities	
	Update 4/15/2021: Frank Motion to Close, Priya Second. Item Closed		
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> <p>Update 3/18/2021: No discussion</p> <p>Update 3/18/2021: On hold until we are back to work.</p>	Campus Life	
	Update 4/15/2021: Was brought up, Student Senate is active with this. Many areas of the University have to get involved, HR Etc. Mary Beth would provide feedback as to if this is moving forward.		
OPEN 20210218	<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> <p>"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.</p> <p>Update 3/18/2021: See question 1, Write a letter in support of the study being done, which is what the Union is asking.</p>	Meaghan Knight, Nisha Reyes, Dominique Clark	
	Update 4/15/2021: In the works and in discussion. Some movement, no updated information. Leave it to Unions.		
OPEN 20210415-a	Add Juneteenth as a holiday. Needs to be voted as an open item. Motion needed to add this as an action item to HR Committee	HR Committee	
	Update 4/15/2021: Priya motioned to add it as a new item, Allison seconded. Was discussed earlier, this is being looked at.		

OPEN 20210415-b	Can NJIT Board of Overseers Excellence in service awards be announced? Office of the provost. Jasmine will ask. Open Jasmine,	Jasmine	
	Motion to open, seconded by Jasmine		
Item 202005 - Closed 3/18/2021	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 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. 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. Update 3/18/2021: If HR knows, they will make an announcement, motion to close Alexandra, seconded, Frank. Item has been closed	HR Committee	
Closed 3/18/2021	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. Update 9/17/2020 - Keep open for additional information Update 10/15/2020: Final Year is 2022. Research search committee who are members. Nothing about membership. Update: 11/19/2020: Will Bring up at meetings. Update: 2020-12-17: No update Update 1/21/2021: Was discussed in HR meeting, No Staff representation, this will be looked into. Update 2/18/2021: As discussed earlier Alexandra will reach out to Dale to ask about this. Update 3/18/2021: Discussed in HR session notes above. Meaghan Motion to close, Priya seconded, item Closed	HR Committee	
Closed 10/15/2020	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. 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. Update 10/15/2020: It has been Fixed Mostly people ignored claiming accounts. Meegan motioned, Allison 2nd- Closed	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"> * Lauren Rubitz said this is in progress. * Still being worked on. Policy needs to be approved by unions; Staci/Nisha will follow up * Negotiating has started with unions. <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>	
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