



Staff Council Agenda

Overview

Meeting Date:	5/20/2021	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 type="checkbox"/>	Carreras, Alexandra	<input checked="" type="checkbox"/>
Batholomew, Peter	Clarke, Dominique	<input checked="" type="checkbox"/>	Cotrina, Marisela	<input type="checkbox"/>	Greenwood, Allison K.	<input checked="" type="checkbox"/>
Cruz, Angel	Cuzzola, Gabriella M.	<input type="checkbox"/>	Garcia, Julio	<input checked="" type="checkbox"/>	Herrera, Cecille	<input checked="" type="checkbox"/>
Kaur, Sandeep	Howard, Jasmine E.	<input type="checkbox"/>	Janz, Scott P	<input checked="" type="checkbox"/>	Lawson, Ian	<input type="checkbox"/>
Stinchcombe, Amy	Llado-Wrzos, Michelle L.	<input checked="" type="checkbox"/>	Reyes, Nisha	<input type="checkbox"/>	Screen-Reddick, Noelle	<input type="checkbox"/>
	Sims, Deborah	<input type="checkbox"/>	Staromiejska, Ewa K.	<input type="checkbox"/>	Stickna, Philip G.	<input checked="" type="checkbox"/>
	Stinchcombe, Amy	<input checked="" type="checkbox"/>	Vin, Priyadarshini G.	<input checked="" type="checkbox"/>	Villacis, Jessica	<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		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	Twice Monthly	McLeod, Dale A	Llado-Wrzos, Michelle L.
1:50 p.m.	Questions			General
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 No representative present
Facilities Julio, No new facility meetings, no updates. Warrens St, progressing. Muelllers and TKE are gone. Cullimore Lecture Hall.

Human Resources Priya, No meetings scheduled until Fall.

Info Systems & Communications No meeting, nothing to report.

Finance Phil. No meeting, Ed Bishof retiring.

Faculty Senate No meeting, nothing to report.

Strategic Planning No meeting, nothing to report.

University Senate No meeting, nothing to report.

Election Committee There have been nominations to fill the open 8 slots. In process of seeing if they are interested. Then it will be open to a vote.

Meeting in June, to meet new members,

Pandemic Recovery Advisory Town Hall meeting. Had the last meeting with restrictions being lifted.

Campus Climate Workgroup Michelle, Almost at the end of survey development. M Boger mentioned this needs to be complete/finalized by June 10th. Looking to see if there could be incentives included for completion. June 10th is last meeting.

New Topics Dominique Clark brought the topic of administrative time, or sick. Managers are asking for detailed personal information and detailed, if it was for Dr. visit it should only be a half day and additional coworkers are being sent information. PSA member

Official contract information was referenced, and recommended that the information be taken to HR, possibly HR common email.

Michelle, as time keeper reason is not needed.

Leave should be taken per contract by end of June.

Angel sent an email about a how days can be taken which seemed misinformed. Recommended Talking to union representatives.

Town Hall Meeting Required Vaccine discussion
 Peter B. Was there a questionnaire or previous discussions
 130 people, with a mandate, there should be more participation.
 Have another virtual forum.
 Open up mike so people can ask questions.

Amy, S. Also did not know about the meeting, seconds there should be more discussion.
 There have been many strong possessions of this question of being vaccinated.
 Peter there were many questions, concerned about options, Medical, Religious, or resignation.
 Reiterated there should be a longer open forum 60 minutes open to questions.
 AMY, alot of input gathered, if the community feels they have not been heard, it can bring up bad feelings.

Allison will emali Andew and Janine will see if we can request a second meeting.

Best places to work survey. Michelle brought up how to be accurate with the University leadership about to change.

Prya, Stevens (SIT) is being told they will be back in Fall, but they are not phasing in like NJIT

Priya, potential items to extend summer hours after graduation, and into August. Extended, may be an issue due to students returning.

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 Update 4/15/2021: Was discussed in HR, no news. If were are returning to 100% there should be access allowed to staff. W will see</p>	HR Committee	
	<p>Update 5/20/2021: Per last email Lockers will not be open but the facilities may become available</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 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> <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> <p>Update 4/15/2021: Continue to wait for Union Contract discussions.</p>	Human Resources	
	<p>Update 5/20/2021: Waiting on union contract discussion, why are we paying. It is per contract. We are still paying based on old contract even though fees are raised.</p>		

<p>OPEN on hold to phase 3</p>	<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 re discuss.</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 Univerity returns to normal operations.</p> <p>Update 3/18/2021: Keep open until back in session and how new procedure is functioning.</p> <p>Update 4/15/2021: Discussion on STPG access . The ability to make a left from Lot 7 and Fenster Lot. Keep open until we start up again.</p>	<p>Public Safety</p>	
	<p>Update 5/20/2021: Waiting for return to work, possibly August.</p>		
<p>OPEN</p>	<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> <p>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.</p>	<p>Campus Life</p>	
	<p>Update 5/20/2021: Student Senate is actively pursuing this MaryBeth Boger will provide feedback moving forward.</p>		

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> <p>Update 4/15/2021: In the works and in discussion. Some movement, no updated information. Leave it to Unions.</p>	Meaghan Knight, Nisha Reyes, Dominique Clark	
Update 5/20/2021:			
OPEN 20210415-a	<p>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</p> <p>Update 4/15/2021: Priya motioned to add it as a new item, Allison seconded. Was discussed earlier, this is being looked at.</p>	HR Committee	
Update 5/19/2021: Not having it this year, on Saturday, but will have it next year			
OPEN 20210415-b	<p>Can NJIT Board of Overseers Excellence in service awards be announced? Office of the provost. Jasmine will ask. Open Jasmine, Update 4/15/2021: Motion to open, seconded by Jasmine</p>	Jasmine	
Update 5/19/2021: Jasmine sent and email. Peggy confirmed it will announced at Convocation. Winners will be announced soon.			
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> <p>Update 4/15/2021: Frank Motion to Close, Priya Second. Item Closed</p>	Facilities	
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. Update 3/18/2021: If HR knows, they will make an announcement, motion to close Alexandra, seconded, Frank. Item has been closed</p>	HR Committee	

<p>Closed 3/18/2021</p>	<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> <p>Update 3/18/2021: Discussed in HR session notes above. Meaghan Motion to close, Priya seconded, item Closed</p>	<p>HR Committee</p>	
<p>Closed 10/15/2020</p>	<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>	<p>HR Committee/Info Systems Committee</p>	
<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 CClose Item, Dominique 1st, Julio 2nd Item Closed</p>	<p>HR Committee</p>	