



Staff Council Minutes

Overview

Meeting Date:	9/16/2021	Time:	1:00 - 3:00 p.m.	Location:	CKB 116
Meeting Leader:	Greenwood, Allison	Timekeeper:	Cruz, Angel		
Participants:	Beatty, Jeffrey <input type="checkbox"/>	Cruz, Angel <input checked="" type="checkbox"/>	Livingstone, Daniel <input type="checkbox"/>		
	Bracero, Isabel <input type="checkbox"/>	Garcia, Julio <input type="checkbox"/>	Nieves, Luis <input checked="" type="checkbox"/>		
	Carreras, Alexandra <input type="checkbox"/>	Greenwood, Allison <input checked="" type="checkbox"/>	Screen-Reddick, Noelle <input type="checkbox"/>		
	Carter, Christopher <input type="checkbox"/>	Herrera, Cecille <input type="checkbox"/>	Shah, Hemal <input checked="" type="checkbox"/>		
	Clarke, Dominique <input type="checkbox"/>	Howard, Jasmine <input type="checkbox"/>	Stinchcombe, Amy <input type="checkbox"/>		
	Corchado, Sasha <input checked="" type="checkbox"/>	Janz, Scott <input type="checkbox"/>	Velez, Vanessa <input type="checkbox"/>		
	Cotrina, Marisela <input type="checkbox"/>	Lawson, Ian <input type="checkbox"/>	Villacis, Jessica <input checked="" 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																																																								
1:00 p.m.	Welcome																																																									
1:15 p.m.	Meeting Start <i>Discussed the holiday schedule and potential reasons staff not in attendance. Discussed shortage of representatives in "VP Development & Alumni Relations" area. Cathy Hansen to be contacted for assistance.</i>	Greenwood, Allison																																																								
1:25 p.m.	Discussed Committee Vacancies <i>Removed exiting members from positions</i> <i>Added:</i> <i>Luis Nieves to Human Resources</i> <i>Sasha Corchado to Faculty Senate</i> <i>Angel Cruz to Election Committee</i> <i>Added new committee, "University Senate of Campus Life"</i> <i>Updated Committee Name "Information Systems and Digital Transformation"</i> <i>Noted Sandell, Kamalika as contact for Information Systems and Digital Transformation</i>	Greenwood, Allison																																																								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 30%;">Committee</th> <th style="width: 10%;">Meets</th> <th style="width: 20%;">Contact</th> <th style="width: 40%;">Representative</th> </tr> </thead> <tbody> <tr> <td>Campus Life</td> <td></td> <td>Shakera Rodgers</td> <td>Cotrina, Marisela</td> </tr> <tr> <td>Facilities</td> <td></td> <td>Andrew Christ</td> <td>Garcia, Julio</td> </tr> <tr> <td>Human Resources</td> <td></td> <td>TBD</td> <td>Clarke, Dominique</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Bracero, Isabel</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Nieves, Luis</td> </tr> <tr style="background-color: yellow;"> <td></td> <td></td> <td></td> <td>VACANT</td> </tr> <tr style="background-color: yellow;"> <td>Information Systems and Digital Transformation</td> <td></td> <td>Sandell, Kamalika</td> <td>VACANT</td> </tr> <tr style="background-color: yellow;"> <td>Finance</td> <td></td> <td>Cara Bartolomeo</td> <td>VACANT</td> </tr> <tr> <td>Faculty Senate</td> <td></td> <td>Carla Hickey</td> <td>Corchado, Sasha</td> </tr> <tr style="background-color: yellow;"> <td>Strategic Planning Steering</td> <td></td> <td></td> <td>VACANT</td> </tr> <tr> <td>University Senate</td> <td></td> <td>Peggy Kenrick</td> <td>Carreras, Alexandra</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Greenwood, Allison</td> </tr> <tr> <td>University Senate of Campus Life</td> <td></td> <td></td> <td>Carreras, Alexandra</td> </tr> </tbody> </table>	Committee	Meets	Contact	Representative	Campus Life		Shakera Rodgers	Cotrina, Marisela	Facilities		Andrew Christ	Garcia, Julio	Human Resources		TBD	Clarke, Dominique				Bracero, Isabel				Nieves, Luis				VACANT	Information Systems and Digital Transformation		Sandell, Kamalika	VACANT	Finance		Cara Bartolomeo	VACANT	Faculty Senate		Carla Hickey	Corchado, Sasha	Strategic Planning Steering			VACANT	University Senate		Peggy Kenrick	Carreras, Alexandra				Greenwood, Allison	University Senate of Campus Life			Carreras, Alexandra	
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			Greenwood, Allison
Staff Council Election Committee			Screen-Reddick, Noelle
			Jasmine E. Howard
			Cecille Herrera
			Angel Cruz
Pandemic Recovery Advisory			Carreras, Alexandra
			Greenwood, Allison
Campus Climate Workgroup	Twice Monthly	McLeod, Dale A	VACANT
1:50 p.m.	Introductions of all Members in attendance		Greenwood, Allison
	All in attendance went around and shared their name, position and time at the university.		
2:00 p.m.	Reviw Open Action Items		Greenwood, Allison
	<p>Updated Action Items: Smoke-free campus - Luis Nieves will reach out to Shakerah Rodgers and Dean Boger. Rutgers is smoke free, including e-cigarette</p> <p>Closed Action Items: Gym not being open - Now open Parking incentive - no update, close for time being</p>		
2:10 p.m.	New Topics		Greenwood, Allison
	Hemal will reach out for strat comm on info systems and communications meeting and potential committee name change		
	Discussed possibility of opening MLK Exit from Summit Deck with officer available to direct traffic.		
	Discussion of new gym signup page and how tedious a process it is, as well as not being able to walk-in due to slots being taken, well in advance of the time. Campus is open, social distancing isn't being followed, are we still restricting usage of the gym?		
	Discussed remote-work on state of emergencies or inclement weather. Not fair to individuals that may need to handle emergencies within their own home including power outages and damage being done. If we aren't safe enough to get to work, should we be expected to work from home?		
	Discussed smoking on campus being a problem. Not just the smell, but the literal trash being placed in areas can pile up and this causes a cleanliness problem. Rutgers is smoke-free including e-cigarettes		
2:30 p.m.	New Action Items		Greenwood, Allison
	<p>New items: Parking has been difficult, what can be done? Gym signup system isn't intuitive Transitioning to Remote-work</p>		
3:00 p.m.	Meeting Adjourned		Greenwood, Allison
Campus Life	Rep not in attendance		
Facilities	Rep not in attendance		
Human Resources	Rep not in attendance, Luis Nieves added to committe		
Info Systems & Communications	Hemal Shah reached out to establish when meetings might start. Committee has been renamed to Information Systems and Digital Transformation.		
Finance	Rep not in attendance		
Faculty Senate	Rep not in attendance, Sasha Corchado added to committe.		
Strategic Planning	Rep not in attendance		
University Senate	No update discussed		
University Senate of Campus Life	Just added this committee, Allison and Alexandra to participate.		
Election Committee	No update discussed, Angel Cruz added to committee		
Pandemic Recovery Advisory	No update discussed		
Campus Climate Workgroup	Rep not in attendance		
Status	Action to be Taken	Responsible	Due Date

Open	<p>Parking has been difficult, what can be done?</p> <p>Update 9/17/21: Gjini says they will be having PSD open lot 12 on Tuesday, Thursday to have additional spots available during heavy times. Email will be sent via Emma.</p>	Public Safety	
Open	<p>New Gym Signup is complicated and fills in even when people aren't there</p> <p>9/17/21: Angel will reach out to Andrew Shwartz to discuss possibility of having open walk-in slots available</p>	Athletics	
Open	<p>Transitioning to remote-work during inclement weather/state of emergencies does not seem fair</p> <p>Update 9/17/21 Sasha to reach out to Andrew Christ and Amy Baker</p>	Pandemic Recovery	
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?</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>Update 5/20/2021: Waiting for return to work, possibly August.</p> <p>UPDATE 6/22/2021: Will bring this up to Public Saftey Chief, as we return to work. Mention to member Ian.</p> <p>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 9/17/2021: now there is an officer at fenster in the morning but not after work.</p>	Public Safety	

<p>OPEN</p>	<p>How close is NJIT to being a smoke free campus?</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 Update 10/15/2020: Campus Life Next Meeting Update: 11/19/2020: Address when we are back to campus. Update: 2020-12-17: No update Update 1/21/21: Has been brought up on hold due to other high priority such as covid. 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 Update 3/18/2021: No discussion Update 3/18/2021: On hold until we are back to work. 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. Update 5/20/2021: Student Senate is actively pursuing this MaryBeth Boger will provide feedback moving forward. Update 6/22/2021: Mariela, this has been brought up to Dean Boger. It would be brought up a the University Senate but they have not met yet. It is still outstanding issue. HR would need to be involved, Dean would get back to us</p> <p>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 9/17/2021: Luis nieves will reach out to Shakeria Rodgers about Rutgers being smoke free including e-cigarettes. This is also a cleanliness issue as refuse and waste have been piling up in areas.</p>	<p>Campus Life and HR</p>	
<p>Closed 9/16/21</p>	<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 Update 5/20/2021: Per last email Lockers will not be open but the facilities may become available UPDATE 6/22/2021: Return to work schedule email from Andrew C. mention the Gym will reopen. New schedule begins June 28th. Update 9/16/2021: Gym is open but requires new account for a log in system Item Closed</p>	<p>HR Committee</p>	

<p>Closed 9/16/2021</p>	<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. Update 9/17/2020 - No Updates address ar HR Meeting Update: 11/19/2020: Bring up at HR Committee Update 1/21/21: No new information, funds have been allocated already, no likely to be a refund 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. Update 3/18/2021: Waiting for union contracts, hold open until resolved. Update 4/15/2021: Continue to wait for Union Contract discussions. 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. UPDATE 6/22/2021: PSA union contract was discussed. At time not resolved. NO new information Closed</p>	<p>Human Resources</p>	
<p>Closed 6/22/2021</p>	<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> <p>Update 5/20/2021: No discussion</p>	<p>Meaghan Knight, Nisha Reyes, Dominique Clark</p>	
	<p>UPDATE 6/22/2021: This was deferred to the union. Motion to close Dominique, Seconded Alexandra, Item Closed.</p>		
<p>Closed 6/22/2021</p>	<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> <p>Update 5/19/2021: Not having it this year, on Saturday, but will have it next year</p>	<p>HR Committee</p>	
	<p>UPDATE 6/22/2021: Juneteenth will be celebrated next year. Motion to close Alexandra, Julio seconded, Item Closed</p>		
<p>Closed 6/22/2021</p>	<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 Update 5/19/2021: Jasmine sent and email. Peggy confirmed it will announced at Convocation. Winners will be announced soon.</p>	<p>Jasmine</p>	
	<p>UPDATE 6/22/2021: Jasmine, 2021 winners selected and notified, non winners also notified. Winners will be announced at convocation. There will not be a web announcement as with other awards.</p> <p>Jamie motioned to close, Alexandra seconded, item closed.</p>		

<p>Closed 4/15/2021</p>	<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>	<p>Facilities</p>	
<p>Item 202005 - Closed 3/18/2021</p>	<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>	<p>HR Committee</p>	
<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> <p>* 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> <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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