



# Staff Council Minutes

## Overview

<b>Meeting Date:</b>	12/8/2022	<b>Time:</b>	1:00 - 3:00 p.m.	<b>Location:</b>	CKB 116 & WebEx
<b>Meeting Leader:</b>	Greenwood, Allison	<b>Timekeeper:</b>	Corchado, Sasha		

<b>Participants:</b>	Bracero, Isabel C.	<input type="checkbox"/>	Emma, Cara	<input type="checkbox"/>	Lopez, Jose L.	<input type="checkbox"/>
	Brennan, Shawn	<input checked="" type="checkbox"/>	Farber, Anthony J.	<input checked="" type="checkbox"/>	May, Shelly L.	<input checked="" type="checkbox"/>
	Carreras, Alexandra	<input checked="" type="checkbox"/>	Garcia, Julio	<input type="checkbox"/>	Montano, Jaime A.	<input checked="" type="checkbox"/>
	Carter, Christopher	<input checked="" type="checkbox"/>	Greenwood, Allison	<input checked="" type="checkbox"/>	Screen-Reddick, Noelle	<input type="checkbox"/>
	Cohanoschi, Mihaela	<input checked="" type="checkbox"/>	Herrera, Cecille	<input type="checkbox"/>	Shah, Hemal	<input checked="" type="checkbox"/>
	Corchado, Sasha	<input checked="" type="checkbox"/>	Lawson, Ian	<input type="checkbox"/>	Velez, Vanessa	<input type="checkbox"/>
	Cotrina, Marisela	<input checked="" type="checkbox"/>	Livingstone, Daniel	<input type="checkbox"/>		<input type="checkbox"/>
	Cruz, Angel	<input checked="" type="checkbox"/>	Llado-Wrzos, Michelle L.	<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
1:00 p.m.	<b>Welcome</b>	
1318	<b>Meeting Start</b>	
(quorum)	Roll call to establish attendance	
(approved)	Approval of the Minutes from the October meeting	
	<b>Confirmation of Spring 2023 Staff Council Meeting Dates</b>	
	January 12, Campus Center 240	
	February 9, CKB 116	
	March 9, CKB 116	
	<b>New Goals and Initiatives for Staff Council</b>	

1:30 p.m.	<b>HR Staff Focus Group Announcement</b>	
	Chelsea Valeo, Assistant to the VP of Human Resources	
	one-time focus group; new software initiatives; focus groups in different univ areas to determine how changes have worked/not; suggest how to get people from PSA/OPI to participate;	
	1-hour meeting; get their insight on changes that have been made; approaching all areas; looking for 10 members; how to elicit interest? who should do the outreach? Anthony, Shelly May, Hemal, Angel,	
2:00 p.m.	<b>New Topics</b>	
	areas not allowed to work from home	
	Remote Work re-evaluation in February	not likely to disband; still facing loss of talent due to inflexibility
	HR exit interviews?	how much? What is the data saying?

	Theft in Fenster Hall (couple of months ago); need keys to get in/out; need to let everyone in/out	are they replacing Finance admin for the suite; modifying all doors for tap access	
	Enhancing the 2025 Strategic Plan Updating the current 2025 Strategic Plan and will become the 2030 Plan under President; will be working on an aggressive timeline to update and implement strategies for the new benchmark	Allison Greenwood serving for staff council	
	VP for Digital Strategy and Chief Digital Officer Search Committee	Michelle Llado-Wrzos serving for staff council	
	<b>Review Open Action Items</b>		
	<b>Committee Updates/Vacancies</b>		
	<b>Campus Life:</b> Cotrina, Marisela	no mtg; food drive/pantry/campus center info desk, ps office, fenster, WEC (coat drive thru jan 5); pantry schedule forthcoming	
	<b>Facilities:</b> Garcia, Julio Corchado, Sasha	next meeting: Feb 2, 2023	
	<b>Sustainability Subcommittee</b> Garcia, Julio May, Shelly	no meeting	
	<b>Human Resources:</b> Bracero, Isabel Shah, Hemal Lopez, Jose Farber, Anthony	get Anthony invited	
	<b>Info Systems &amp; Digital Transformation:</b> Cruz, Angel	summary of IT changes (FY22 restructure cloud/server chnages) F23 redesign to improve on 22; reimagine services data analytics culture reserach computing offsite facillitey called "data bank"; digitla workplaces; investing in digital experience; swapped kultura; contact to include zoom going forward; allocation of laptop funds (faculty first, every 3 yrs could refresh; staff then w/ 4yr rotation); there is a form to request laptops njitservicenow - <a href="http://help.njit.edu">help.njit.edu</a> will drop you into the form to request laptop; servicenow will be the new service desk systems (HR is currently testing and Dean of Studens and Office of Research); experimenting w/ AI chatbot - going live January 3rd or 30th officially (currently online) - will pass off to real person depending on issue	
	<b>Finance:</b> May, Shelly	no mtg	
	<b>Faculty Senate:</b> Corchado, Sasha		
	<b>Strategic Planning:</b> Livingston, Daniel		
	<b>University Senate:</b> Cruz, Angel Greenwood, Allison	Feb 8th	
	<b>Campus Wellness Steering:</b> Carter, Christopher Livingstone, Daniel	first mtg Dec 15th	
	<b>Public Safety Focus Group:</b> Farber, Anthony		
	<b>Election Committee:</b> Cruz, Angel Herrera, Cecille Livingston, Daniel Vacant		
	<b>Meeting Adjourned</b>		
<b>Open Action Items</b>			
Status	Action to be Taken	Responsible	Due Date

Open	<p><b>Members of NCE and YWCC have shared that work from home is not being allowed for their unit, is there anything that can be done?</b></p> <p>9/29/22 - Reach out to HR business rep. HR will be asked to send a refresher email to see what Deans are thinking of remote work currently. Asking for statistics on who is utilizing or not utilizing. How many units are losing staff?</p>	HR Committee - raised at the town hall, left to the supervisor, front facing, can report to 'hr business partner' to address the issue of being told not to submit requests; fear of retaliation; Marisela- can bring it up in another supervisor training (wanda is on the academic side - could initiate conversations w/ bad actors)	
OPEN	<p><b>How close is NJIT to being a smoke free campus?</b></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 at 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 Shakera 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.  Update 12/9/2021: Luis will follow up regarding e-cigarettes and vaping  Update 3/23/2022: Alexandra and Allison will bring this issue up at University Senate Subcommittee of Campus Life</p>	Campus Life and HR	
Open	<p><b>Financial Aid Services' student hiring process</b></p> <p>Unable to identify a specific contact person to follow up on applications or address problems  Lack of timely communication with student and hiring department  Seems to be only one designated staff member in Financial Aid to process all student hiring  Student employment system is not self explanatory  Request that Financial Aid offer staff training on the student hiring process once per semester  Request to streamline process/communication between Financial Aid and Payroll</p>	Reach out to Ivon Nunez as head of Financial Aid (no response - who does Financial Aid report to? Conrad/Cathy)	
Open	<p><b>Empty hand sanitizer dispensers on campus</b></p> <p>Will the hand sanitizer disposals will be refilled anytime soon in the buildings around campus? The majority of them are empty. Should someone in each building send a request through the maintenance system for the refill, or are they done periodically?</p>	Facilities? (Allison to check) place work orders	
Open	<p><b>Notification of former faculty/staff passing</b></p> <p>What is the criteria being used to determine which notifications of the death of former NJIT faculty/employees are approved for communication to the NJIT community?</p>	HR follow up (Sasha)	
Open	<p><b>Summit Street Deck safety issues</b></p> <p>1. drivers driving in the opposite direction to descend the floors and exit faster  2. double-parking, street parking in front of the deck and Laurel is making it difficult to enter/exit the deck safely <b>PS coning area around office, safety officers try to staff intersection, but not staffed at all hours; parents, pickup/dropoff at Laurel</b></p>	ask PS to increase enforcement of wrong way drivers in deck; (contact Kesselman/Vilani in PS)	
	<p><b>Bleeker Street Parking</b></p> <p>Residential parking for students (overnight parking not allowed)  Can this be designated for staff/faculty instead?</p>	NJIT owns part of street	
	<p><b>New Street</b></p> <p>Designated NJIT faculty/staff parking; Rutgers students (and staff) have been parking there.</p>		

	<b>Lot 7</b> Can electric car chargers be placed there?	breaker boxes reaching capacity; plans to increase availability, but need more capacity before more chargers can be added – how many for lot 7?
Open	<b>Uber/Lyft on campus</b> Lyft/uber drivers often double-parked in front of Fenster Hall and Lock Street. Are there designated pick-up/drop-off locations? If not, can specific sites be designated, highlighted w/ signage?	UPS drop-off @CKB; colden street roundabout; Bleeker, Lock St @ WEC; Greek Way

not moved car on 1st fl - are they legit

Lot 3

Lot 3 binsky trucks taking up spots - yes they pay for parking,  
lot 3 lines are for compact cars, not trucks; can they repaint lines to accommodate doors to get in/out care

lot 7 is for guests