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| Staff Council (SC) Meeting Agenda and Action Minutes |
| **Meeting Date:** | Thursday, February 21, 2019 | **Time:** | 1:00 PM – 3:00 PM | **Location:** | Campus Center 240 |
| **Meeting Leader:** | Karen Quackenbush | **Timekeeper:** | Michael Dabrowski |
| **Participants:** | **Attendees**: William Araujo, Frank Aversa, Isabel Bracero, Viola Clyburn, Mihaela Cohanoschi, Gabriella Cuzzola, Michael Dabrowski, Jasmine Howard, Michael Kehoe, Elizabeth Limbrick, Michelle Llado-Wrzos, Richard Martinez, Mark Massa, Staci Mongelli, Karen Quackenbush, Philip Stickna, Priyadarshini Vin, Sanjeanetta Worley **Regrets:** Nisha Reyes, Candida Rocha, Deborah Sims, Ewa Staromiejska |
| **Meeting Purpose:** | * February 2019 meeting of the University Staff Council
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| **Preparation:** | * Review any documents e-mailed prior (Please bring copies to the meeting)
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| **Start Time** | **Agenda Items** | **Process/Responsible** |
| 12:30pm | Lunch available | Campus Center 240 |
| 1:00pm | January Minutes approved | Karen Quackenbush  |
| 1:05pm | Welcome Frank Aversa – New Staff Council Member! | Karen Quackenbush |
| 1:10pm | Cancel the 5/23 Staff Council Meeting – Graduate Commencement is this day **(contact Eladio Ruiz x3435 if you want to volunteer)** – I will reschedule which Thursday is better? 5/16 or 5/30? **Decision made for 5/30.** | Karen Quackenbush |
| 1:15pm | Committee Reports * Committee on Finance – Jasmine Howard

**-NJIT exceeded the # of FTE’s so we need to increase # of FTE’s permitted.** **-Pay to park system being worked on for STPG.** **-EDC is rebranding and changed name to Venture Link.** **-NJIT credit rating is stable.** **-60% of flights booked thru Anthony Travel are with United, so we are trying to make a deal with them.** **-Next mtg in April.*** Strategic Planning Steering Comm. – Elizabeth Limbrick

**-No mtg scheduled.****-Per 2/19 email from Fadi, committees focusing on Visibility, Students, Faculty & Infrastructure will be set up ideally of 15-20 staff, faculty, alumni, and students. Contact Perry Deess (deess@njit.edu) for participation.*** Comm. On Campus Life – Priya Vin

**-Food pantry is now open. Contact Amber Danku x3606 if you want to set up a box in your dept office. The food pantry will pick up any goods collected.****-Highlander Hub is open online. All clubs & groups can have a page. New app called CORQ will show all events and such on campus.****-Next mtg end of March 2019.*** Comm. On Information Systems & Communications – Richard Martinez **No mtg/update**
* Comm. On Human Resources – Mihaela Cohanoschi, Nisha Reyes, Viola Clyburn, Ewa Staromiejska

**-Wellness events taking place in May 2019.****-Sick bank being negotiated with unions.****-Recognition Program being worked on. No name yet. Contact Bob Lazer with recommendations. Per Great Colleges to Work For survey, Bob Lazer would also like to hear any issues directly.****-Day of Development program being worked on.****-Highlander eMerchant training/vendor setup in progress.****-Next mtg is 3/28.*** Comm. On Facilities – Mark Massa

**-Budgets discussed for FY20 are $31M, $24M or $17.1M (most likely)****-Priority projects are capital improvement to FMH, MakerSpace, Microfabrication Center (old Microelectronics), and Athletics Field (expected to be ready by end of June).****-Benchmark for SchoolDude work order completion is under 40 days. Emergencies should still be called in to Facilities.** | Committee Members |
| 1:45pm | Bring Your Child to Work Day – Thursday, April 25th**-Public Safety activities planned, vendors, lunch in CC bowling alley. Expected time 10:00am-2:00pm. Email to go out in March with info.** | Priya Vin, Nisha Reyes |
| 1:55pm | Sip Coffee with the Staff Council – Update – Need to consider a new date – possibly one that is not during Staff Council Meeting since 4/25 is the Bring Your Child to Work Day**-New date of 4/18 for Sip Coffee with the Staff Council** | Karen Quackenbush |
| 2:00pm | Faculty Senate Update **No update** | Candida Rocha |
| 2:10pm | University Senate Update – Gabby Cuzzola & Karen Quackenbush**-External audit team reporting to Board of Overseers & Trustees to conduct 5 audits this year.****-Town Hall mtgs: Cullimore on 2/27, GITC on 3/27.****-1st conference basketball game on March 4th.****-An initiative to lock computers is being worked on in response to recent hacking.****-The Help Desk is working on site to better train employees. Send concerns to Anthony Farber.****-Emergency fund being created for students to buy books before receiving Financial Aid.****-20 new faculty to be hired.****-Outside company to assess IT at NJIT.** | Gabby Cuzzola |
| 2:20pm | Open Action Items | Karen Quackenbush |
| 2:40pm | New Action Items | Karen Quackenbush |
| 2:50pm | Review of Action Items  | Mike Dabrowski |

| **DECISIONS Reached** | **Decision Date** |
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|  **ACTION Items** |
| **Status**  | **Action to be taken** | **Responsible** | **Due Date** |
| OPEN | The Council would like to see the creation of a bank where we can donate sick time. * Lauren Rubitz said this is in progress.
* Still being worked on. Policy needs to be approved by unions; Staci/Nisha will follow up
* Update: Negotiating has started with unions.
 | HR Committee**No update** |  |
| **CLOSED 2/21/19** | Provost Area still needs another rep for SCKaren will check to see who the person with the next highest votes was | Karen Quackenbush**Update: Frank Aversa of Telecom has joined Staff Council. CLOSED.** |  |
| OPEN | How often are the water fountain filters changed? | Priya Vin**Update: Per Bill Marx, Facilites are notified about filter changes. Please enter a work order if issues are noticed.** |  |
| **CLOSED****2/21/19** | 25Live concerns/Karen will ask Gabby for the manual she created | Karen Quackenbush**Update: 25Live guide was emailed. CLOSED.** |  |
| OPEN | There are no women’s bathrooms on the 2nd floor of Tiernan Hall. Mark Massa said it is in the works to possibly convert the 2nd floor men’s room to a women’s room* Update: Estimated quote of $10,000 to convert 2nd floor men’s room to women’s room. More info to come.
 | Mark Massa**No update** |  |
| **CLOSED****2/21/19** | Issues with hiring work study students. The system we have for this is not effectiveUpdate: Rich mtg w/ Dave Ullman Monday, Oct 29th.* Update: Dave Ullman stepping down. Blake Haggerty will replace him. We will invite Steve Harrel to a Staff Council meeting for more info on work-study student hiring process.
* Send concerns to Karen who will pass them to Steve Harrel
 | Rich Martinez**CLOSED** |  |
| OPEN | Discounts at Rutgers Tech Store. Can NJIT employees be eligible?Update: Spoke to Purchasing. A concern is our contract with Follett at NJIT bookstore. May have to deal with them first before getting discounts off campus. Staci will follow up.Update: Benefits area has been in touch with the store and we hope to have an update for the next meeting | Elizabeth Limbrick & Staci Mongelli**Update: More info to come.** |  |
| CLOSED 1/24/19 | Faculty Dining Room menu selection needs improvement along with the presentation of food choice. * Online menu not yet available, but being worked on. Dave Arluna to speak with Marybeth Boger about the presentation of food and dining room improvements
* Update: Dave Arluna said to email him with suggestions. Nisha will also ask if it is possible for emails to be sent out from GD informing employees of menu
* Continue to reach out to Dave Arluna with menu suggestions
 | Nisha Reyes/Jasmine Howard |  |
| CLOSED 1/24/19 | Food Pantry – Meetings have taken place with various staff who may be involved in the process; meeting with Dr. Boger* There is now a formal committee with staff, GDS, Campus Life, and student representatives.
* NJIT Homecoming will focus on this as a donation. Meeting on June 8 to discuss. Homecoming is October 13 and all staff are encouraged to attend.
* Update: Jasmine reached out to Marybeth Boger, awaiting reply. Goods collected at Homecoming. Food pantry will be in CC room 478.
* Update: Dr. Sharon Morgan & Kristie Damell are the new contacts. Food was collected at Homecoming but pantry is not running yet. More info to come.

Update: Kristie Damell and Sharon Morgan are leading the pantry initiative. Amber Danku will assist with day-to-day pantry operations. Possible late January 2019 opening, with appointment only to start. Questions about the Food Pantry can be sent to foodpantry@njit.edu. Immediate Needs being accepted in 485 Campus Center (Non-Perishable and Non-Expired): Rice, Pasta, Pasta sauce, Fruit, Oatmeal, Peanut butter, Jelly, Applesauce, Snacks, Canned Meats, Bottled Water, Hygiene items, Deodorant, Laundry Detergent, Toilet Tissue Paper, Paper Towels.Update: Opening Ceremony on 1/25/19 @ 1pmSuggestion made to have donation boxes in different locations around campus (Offices, etc) which can be picked up weekly | Jasmine Howard/Nisha Reyes |  |
| CLOSED 1/24/19 | Wi-Fi issues throughout the campus* Update: Dave Ullman mtg w/ Senate (more info later). If problems, call the Help Desk or contact Pete Teklinski and give the IP address, time & location. Res-Life lounges are bad spots for WiFi, but rooms seem to be OK.
* Update: Info is being gathered to get a scope of the work needed to upgrade WiFi in Res-Life lounges.
 | Rich Martinez |  |
| CLOSED 1/24/19 | Garbage not picked up in Kupfrian Advising Success Center when staff member responsible is out. Per Ewa, call Facilities Services.* Update: Custodian is reminded to pick up garbage every day. Follow up next meeting.
 | Ewa Staromiejska |  |
| CLOSED 1/24/19 | Very old job openings still posted on HR website should be removed.* Update: Spoke to Chitra Iyer. Let Staci know of any old job openings and she will take them down.
* No update. Inform Staci of old job postings.
 | Nisha Reyes |  |
| CLOSED 1/24/19 | Ask Chitra Iyer what was discussed at the Mayor’s emergency meeting.* Update: Snow storm of Nov 15th was discussed. Talks of setting up a task force of Newark local business employees for future plan.
 | Staci Mongelli |  |
| CLOSED 12/20/18 | Trouble with readers at Summit St Deck. ID cards are not swiping properly. Gates do not always open.* Update: Faulty reader was replaced. Still some reports of trouble at the right side of Deck entrance gates at 154 Summit St. Will investigate the readers further. May be issues with ID cards.
* Update: Readers are being watched for errors. All looks well. If problems, please come to the Photo ID Office for ID card replacement. CLOSED action item.
 | Mike Dabrowski |  |
| CLOSED 12/20/18 | Encourage all areas to take ALICE training. Email was sent on Nov 12th. | Staci Mongelli |  |
| CLOSED 12/20/18 | Pedestrian safety concerns after passing of student. City needs to be coordinated with to slow traffic. Possibility of speed bumps implemented. Follow up with Andrew Christ & Mark Cyr of Public Safety.* Update per email sent on 11/30: Andrew contacted the County Engineer & the City of Newark Traffic and Signals Dept. Dr. Bloom spoke with the County Executive & will speak with Mayor Baraka soon. Public Safety is increasing patrols with their traffic unit and enforcement of speed limits around the area of the campus. They already conducted a "Cops in Crosswalks" initiative and will be doing a "Traffic Safety" event on Central Avenue in early December. Encourage everyone to cross at signalized intersections and use marked crosswalks. Continue work with our County and City partners to improve traffic safety around the NJIT campus and enforce the traffic regulations through proactive policing.
* Updates added in the left column. “Cops in Crosswalks” initiative done 3 to 4 times a semester. CLOSED action item.
 | Elizabeth Limbrick & Staci Mongelli |  |
| CLOSED 11/29/18 | Non-NJIT job ads for students (babysitting, etc) – How is it best to get this info to them? Update: Contact Amber Danku or Kristie Damell for commuters; Karen for Res-Life students. CLOSED action item. | Priya Vin |  |
| CLOSED 11/29/18 | Letter on salary increase does not state exactly how much the increase was.* Update: This was sent to everyone on Sunday, 10/28!
 | Karen Quackenbush |  |
| CLOSED 11/29/18 | Contractor vehicles parked all the time on Bleeker St sidewalk by SOM. Take pictures if seen and send to Karen, who will follow up with Public Safety.* Update: Most of Bleeker St is closed for construction. CLOSED action item.
 | Karen Quackenbush |  |
| CLOSED 11/29/18 | Amazon & UPS delivering packages to wrong locations if main mailroom address is not used. Joe Myers & Stan Stec of Purchasing should be contacted to better advise delivery persons. Create signs in lounges to direct where items should be delivered.* Update: The mailroom said that the correct address for packages is:

-Your Name & Department (or Your Name & Building address)-c/o NJIT Mailroom -136 Bleeker St.-University Heights-Newark, NJ 07102. Please encourage use of this. CLOSED action item. | Priya Vin |  |
| CLOSED 11/29/18 | The Campus Center staff get constant complaints about the 1st floor Campus Center bathroom* Update: They are checked/cleaned throughout the day. The main complaint is water on the sink counters. The issue is poor faucets not distributing enough water. Mark entered a work order for plumbing.
* Update: Bathrooms are cleaned 5 times a day. Plumber looked at faucets as well. CLOSED action item
 | Mark Massa/Ewa Staromiejska |  |
| CLOSED 11/29/18 | Faculty/Staff Dining & Campus Center microwavesNisha and Jasmine are meeting with Dr. Boger about the microwaves* Facilities ordered new microwaves. Mark will follow up. GDS said to e-mail any suggestions to them.
* Viola notified Karen that GDS and Facilities are both pointing at each other on this issue.
* Karen met with Dave Arluna & Henry R. Facilities will be responsible for cleaning once a night but were only cleaned the first few days after the meeting. Karen will follow up w/Henry. Encourage use of Faculty/Staff Dining microwaves
* Update: Microwaves are being cleaned by Facilities once a day. One faulty microwave is being replaced. CLOSED action item.
 | Karen Quackenbush |  |
| **OPEN****2/21/19** | ALICE Training numbers are low. Encourage your areas to complete the training online. | Staci Mongelli |  |
| **OPEN 2/21/19** | No Smoking signs requested in the Fenster Level 2 parking deck. | Priya Vin |  |
| **OPEN****2/21/19** | Construction workers parking on both sides of Bleeker St including the sidewalk and handicap spaces. | Karen Quackenbush |  |
| **OPEN****2/21/19** | Per Bob Lazer’s Great Colleges to Work For survey, please ask your areas to share any morale concerns. Gabby created a survey monkey which was emailed to Staff Council members. | Gabby Cuzzola & HR Committee (Mihaela, Nisha, Viola & Ewa) |  |