



# Staff Council Agenda

## Overview

**Meeting Date:** Thursday, April 2, 2020      **Time:** 11:00 AM      **Location:** Your house

**Meeting Leader:** Gabby Cuzzola      **Timekeeper:** Mike Dabrowski

<b>Participants:</b>	Aversa, Frank	Bracero, Isabel C.	Clarke, Dominique
	Cohanoschi, Mihaela	Cox, Allison K.	Cuzzola, Gabriella M.
	Dabrowski, Michael J.	Howard, Jasmine E.	Knight, Meaghan O'Connor
	Mongelli, Staci L.	Reyes, Nisha	Screen-Reddick, Noelle
	Sims, Deborah	Stickna, Philip G.	Vin, Priyadarshini G.
	Worley, Sanjeannetta		

<b>Regrets:</b>	Clyburn, Viola D.	Lawson, Ian	Llado-Wrzos, Michelle L.
	Lyles, Chantonette D.	Staromiejska, Ewa K.	

**Meeting Purpose:** Meeting of the University Staff Council

**Preparation:** Review any Staff Council related documents e-mailed prior.

Time	Agenda Item(s)	Process/Responsible Parties
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11:00 a.m.	Welcome	
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11:10 a.m.	Committee Reports	
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	<p><b>Campus Life</b> - At the time of the meeting, there were about 300 students on campus. The goal is to lessen it to 150 students. GDS has grab and go for the students and limited hours. The food pantry is in dire need of replenishment. You can help by visiting this site: <a href="https://www.amazon.com/hz/wishlist/ls/5E9FZVQHAYAF3?ref=wL_share">https://www.amazon.com/hz/wishlist/ls/5E9FZVQHAYAF3?ref=wL_share</a>. The NJIT bookstore is open online and is offering free shipping. Counseling services are available to students right now. Commencement will take place virtually in May; they are looking to do an in person one later but that is yet to be determined.</p>	Vin, Priya
	<p><b>Facilities</b> - Makerspace II almost done. NJII Cell Therapy in LSEC almost done. Tiernan 1st floor classrooms being refreshed. Renovations to Weston Lecture Hall I. The public/private option for Warren Street School is still being explored; expected completion date of Fall 2022. Outstanding FY20 projects are being reviews. FY21 projects expected to be pushed back 6 months.</p>	Stickna, Phil
	<p><b>Human Resources</b> - 3/27 mtg. New HR VP Dale McLeod. 59 individual employees recognized by Highlander High Five. The Great Colleges to Work For survey had a 21% reponse rate and will be suspended until Fall 2020 or Spring 2021. Forms to</p>	Clarke, Dominique
		Clyburn, Viola

	suspended until Fall 2020 or Spring 2021. Forms to streamline new employee processes posted on the HR website. Take Your Child to Work Day & the Employee Recognition Ceremony have been cancelled.	Cohanoschi, Mihaela
		Staromiejska, Ewa
	Info Systems & Communications - No mtg. Students are doing well adjusting to new online only courses.	O'Connor-Knight, Meaghan
	Finance - 3/26 mtg. Moody's Investor Service changed the entire Higher Education sector outlook from Stable to Negative - higher education institutions often face more challenges adjusting to new changes as result of the COVID-19 pandemic. NJIT goal is still to finish the fiscal year with a positive balance - will require adjustments; not planning to use endowment/reserves. Finance Division working almost entirely remotely & having daily staff meetings each morning. Anticipate impacts in state support (operations) and auxiliary directly related to COVID-19 primarily due to credits that will be given to students (housing, parking, etc.) while expenses in these areas will remain fixed. Graduate enrollment continues to decline - especially international (need three domestic students to account for funds loss from one international student). Endowment decreased to \$110.6M (from \$129.4M in Dec). 10% increase in Chrome River usage. Employees encouraged to sign-up for direct deposit since Chrome River reimbursements can be sent electronically. NJIT Goal remains to identify a new bank by June 26th. Questions received from 10 banks (Valley, PNC, Investors, TD, Bank of America, etc.) interested in doing business with NJIT. Mueller's and TKE house were scheduled to be demolished at the end of the Spring 2020 Semester. Mueller's space would be turned into a park-like setting at this time.	Howard, Jasmine
	Strategic Planning Steering - Mtg on 4/8	Sims, Deborah
	University Senate - 4/1 mtg. Students volunteering as EMT's. \$15 million deficit. All VP mtg on 4/2 how to get back to good financial state. Counseling services still available for students. Dean of Students using instagram to try to reach students. NJIT uses 70% of resources from tuition; planning for decline of enrollment. A, B, C & D model of tuition will be shared next year. No employee layoffs discussed (last resort).	Cuzzola, Gabriella
		Reyes, Nisha
	COVID 19 Advisory Committee - 3/26 mtg. Only essential employees on campus. Shelter at home order for Newark residents. Vandalism reports for incidents in Eberhardt & Cullimore sent to Lt. Casey. Center bathrooms plumbing getting refurbished, new paper towel dispensers. Additional disinfecting on campus by Facilities (doors & rails). No discussion of layoffs, trying to make sure employees are minimally impacted. Employees should check with their supervisors or VP to go to the office if needed. Employees are encouraged to use vacation time now.	Cuzzola, Gabriella
		Reyes, Nisha
	Staff Council Election Committee	Dabrowski, Mike
		Llado-Wrzos, Michelle L.
	Faculty Senate Report - All courses are online. Webcams needed for students - donate to Dean of Students Office.	Mongelli, Staci
12:00 p.m.	Open Action Items	Cuzzola, Gabby

	New Action Items	Cuzzola, Gabby	
12:30 p.m.	Review of Action Items	Dabrowski, Mike	
Status	Action to be Taken	Responsible	Due Date
OPEN	Parking Issues - Is there a way to give public transportation an insentive for employees. Perhaps a state employee discount with NJTransit? - <b>Update: Have to figure cost of University vs how many employees are interested. Wait for new HR VP.</b>	Human Resources	
OPEN	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. <b>Update: This has been done, but making the turns is still difficult. Ian Lawson will bring this to Public Safety Lt's attention.</b>	Public Safety	
OPEN	The campus was very icy on 12/19/19 and left unsalted in several areas. <b>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.</b>	Nisha will email Ron Martucci & Charlie Nieves	
OPEN	How close is NJIT to being a smoke free campus? <b>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.</b>	Priya Vin/Campus Life	
OPEN	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? <b>Update: Pipeline access is connected to active job assignments. No exit interviews are required. Wait for new HR VP.</b>	HR Committee/Info Systems Committee	
OPEN (EXTENDED)	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.	Nisha Reyes; Gabby Cuzzola	

OPEN (EXTENDED)	<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>	HR Committee	
CLOSED 202002	<p>Staff Council distribution list needs to be updated. <b>Update: Done. Just need to update with new members Noelle &amp; Ian.</b></p>	Gabby Cuzzola/Staci Mongelli	
CLOSED 202002	<p>Many of the "Management and Staff Academy" Programs offered by HR are for managers only. Some employees who are not in managerial positions would also be interested in attending these programs. <b>Update: Bob Lazer is addressing it. The manager programs are very specific to current managers. In Fall 2020 some supervisor programs will be opened to more people.</b></p>	HR Committee	
CLOSED 202001	<p>Can the entrance to the Parking Deck on Summit be switched (exit in front of entrance)? Update: The policy is the queue for line of cars entering the deck should be on NJIT property. If the exit &amp; entrance were reversed the queue would expand to ECC property. Also if the exit gates were moved inward in the deck to eliminate this queue, spaces would be lost. There would also be a significant cost to reverse all the space lines, signage, electronics, etc in the deck. Rob Gjini will attend the next meeting Jan 16th, 2020 to answer any parking questions.</p>	Mike Dabrowski	
CLOSED 201912	<p>Staff needs more info on student activities. - Employees can email studentlife@njit.edu and ask to be added to the newsletter mailing list. Also info on Highlander Hub at <a href="https://njit.campuslabs.com/engage/">https://njit.campuslabs.com/engage/</a>.</p>	Nisha Reyes	
CLOSED 201911	<p>Weight Watchers on campus can't advertise and therefore can't run. What can we do? -Spoke to Keyannah Watkins of Ethics. Some employees do not want email ads, but it is OK to post sign up sheets around campus.</p>	Staci Mongelli	
CLOSED 201911	<p>Robocalls to campus phones -Update: This is being actively investigated. Blocking calls is being tested.</p>	Frank Aversa	
CLOSED 201911	<p>All state employees with AETNA medical insurance are being switched to Horizon Blue Cross Blue Shield. Most employees were unaware of this and it's effects. - All PSA employees received email notifications. New insurance cards will be sent by Horizon mid-December.</p>	Nisha will talk to Holly & Annie	
CLOSED 201911	<p>Is there any possibility of child &amp; pet day care on campus? Can students be of service either as student worker programs or stress relief? - Pet day care is not possible at this time.</p>	HR Committee	
CLOSED 201910	<p>No EMS/EMT Public Safety officer on campus. There was an incident where an employee was very sick and needed medical attention. The officer showed up but did not have supplies/did not know CPR, etc. Do cell phone calls to 911 from NJIT redirect to Public Safety? -Update: Lt. Villani spoke on this. Info included above in the Agenda Items.</p>	Staci will reach out to Public Safety	

CLOSED 201910	Part-time employees are parking in the deck without paying for parking -Update: All full-time & part-time NJIT employees on payroll who register for parking get 0.4% deductions from salary. Outside agency temps pay the student part-time rate of \$195 per semester. In cases where an outside agency temp is expected to become an official NJIT employee in short time, the dept may request to temporarily waive the parking fee until the person is onboarded, so payroll deductions can be paid instead of the flat semester fee. There are only a few cases of this. Mike will also invite Rob Gjini to the next meeting to speak on any other parking concerns.	Viola Clyburn; Mike Dabrowski	
CLOSED 201910	There is only one lactation room on campus. Would like to request an additional location at Faculty Hall/Tiernan Hall. Only one room is required on campus. It is very small & not maintained well. No sanitizer or sink. Needs a cleaning schedule & sink added. -Update: EDC3 at 211 Warren St also has a lactation room. We will follow up on this issue again once the new VP of Human Resources is named.	Nisha Reyes	
CLOSED 201909	Rutgers-Newark speed bumps - Elizabeth will share this information with her contact - William Yarzab - NJTPA to see if this is something that can be looked into. -Update: Per Andrew Christ, speed bumps have not been explored yet, but the city has promised to perform a study and consider improvements to the MLK & Central Ave intersection (the long crosswalk where both Central Ave & Sussex St converge). Public Safety will be doing a targeted campaign against "jay walking" around the NJIT campus. William Yarzab of NJTPA provided the website www.BeStreetSmartNJ.org for NJIT to utilize their program materials & social media postings.	Elizabeth Limbrick	
CLOSED 201909	Recycling Initiatives @ NJIT - Contact Mike Dabrowski about adding a statement on School Dude about the recycling process on campus.  Contact Facilities Services about creating flier/communication to NJIT about the recycling process that NJIT uses. -Update: Trash & recyclables should be separated. Order bins via work order in School Dude.	Deborah Sims	
CLOSED 201909	Discounts at Rutgers Tech Store. Can NJIT employees be eligible to purchase? Spoke to Purchasing. A concern is our contract with Follett Benefits area has been in touch with the store and we hope More info to come	Staci Mongelli	
CLOSED 5/30/19	Include quality of work concerns & staff development. There is not enough staff support & training. There should be mandated training for supervisors. This information will be shared with the HR Committee. -Update: Bob Lazer & Todd Miller spoke on the Challenges in the Workplace survey feedback.	HR Committee	
CLOSED 201909	How often are the water fountain filters changed?  Per Bill Marx, Facilities are notified about filter changes. Please enter a work order if issues are noticed.  Will speak further to Bill Marx on how often they are changed -Update: Todd Miller will look into this.  Update: Need do a work request when you see a yellow light - Mark Massa	Priya Vin	
CLOSED 5/30/19	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 * Estimated quote of \$10,000 to convert 2nd floor men's room to women's room. More info to come. This seems to be in the works, but no certain date set yet. Update: 2nd fl men's room changed to a women's room. Signage updated. Next step is to make renovations/improvements.	Mark Massa	

CLOSED 4/26/19	Construction workers parking on both sides of Bleeker St including the sidewalk and handicap spaces. Update: Reported to Public Safety and rectified temporarily, but workers continue to park here. There has also been a crane parking in 2 handicap spaces.	Karen Quackenbush	
CLOSED 4/26/19	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. Update: Karen will send feedback per survey to the HR Committee/Bob Lazer & Chitra Iyer.	Gabby Cuzzola & HR Committee (Mihaela, Nisha, Viola & Ewa)	
CLOSED 3/21/19	ALICE Training numbers are low. Encourage your areas to complete the training online. Update: Info was sent to all areas to complete training. CLOSED.	Staci Mongelli	
CLOSED 3/21/19	No Smoking signs requested in the Fenster Level 2 parking deck.  Update: This was reported as completed. Call Public Safety if people are not obeying the signs. A work order will also be entered to remove ashtrays from Eberhardt Alley. CLOSED.	Priya Vin	
CLOSED 2/21/19	Issues with hiring work study students. The system we have for this is not effective Rich mtg w/ Dave Ullman Monday, Oct 29th.  * 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 No concerns passed on to Karen - Close	Rich Martinez	
CLOSED 2/21/19	25Live concerns/Karen will ask Gabby for the manual she created 25Live guide was emailed.	Karen Quackenbush	
CLOSED 2/21/19	Provost Area still needs another rep for SC Karen will check to see who the person with the next highest votes was Frank Aversa of Telecom has joined Staff Council.	Karen Quackenbush	
CLOSED 12/20/18	Trouble with readers at Summit St Deck. ID cards are not swiping properly. Gates do not always open. * 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. * 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. * "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? 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. * 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. * 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. * 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 * 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. * 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 microwaves Nisha 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 * Microwaves are being cleaned by Facilities once a day. One faulty microwave is being replaced. CLOSED action item.	Karen Quackenbush	
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 * Dave Arluna said to email him with suggestions. Nisha will also ask if it is possible for emails to be sent out from GDS informing employees of menu * Continue to reach out to Dave Arluna with menu suggestions	Nisha Reyes/Jasmine Howard	

CLOSED 1/24/19	<p>Food Pantry - Meetings have taken place with various staff who may be involved in the process; meeting with Dr. Boger</p> <p>* There is now a formal committee with staff, GDS, Campus Life, and student representatives.</p> <p>* 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.</p> <p>* Jasmine reached out to Marybeth Boger, awaiting reply. Goods collected at Homecoming. Food pantry will be in CC room 478.</p> <p>* Dr. Sharon Morgan &amp; Kristie Damell are the new contacts. Food was collected at Homecoming but pantry is not running yet. More info to come.</p> <p>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 <a href="mailto:foodpantry@njit.edu">foodpantry@njit.edu</a>.</p> <p>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.</p> <p>Opening Ceremony on 1/25/19 @ 1pm</p> <p>Suggestion made to have donation boxes in different locations around campus (Offices, etc) which can be picked up weekly</p>	Jasmine Howard/Nisha Reyes	
CLOSED 1/24/19	<p>Wi-Fi issues throughout the campus</p> <p>* Dave Ullman mtg w/ Senate (more info later). If problems, call the Help Desk or contact Pete Teklinski and give the IP address, time &amp; location. Res-Life lounges are bad spots for WiFi, but rooms seem to be OK.</p> <p>* Info is being gathered to get a scope of the work needed to upgrade WiFi in Res-Life lounges.</p>	Rich Martinez	
CLOSED 1/24/19	<p>Garbage not picked up in Kupfrian Advising Success Center when staff member responsible is out. Per Ewa, call Facilities Services.</p> <p>* Custodian is reminded to pick up garbage every day. Follow up next meeting.</p>	Ewa Staromiejska	
CLOSED 1/24/19	<p>Very old job openings still posted on HR website should be removed.</p> <p>* Spoke to Chitra Iyer. Let Staci know of any old job openings and she will take them down.</p> <p>* No update. Inform Staci of old job postings.</p>	Nisha Reyes	
CLOSED 1/24/19	<p>Ask Chitra Iyer what was discussed at the Mayor's emergency meeting.</p> <p>* Snow storm of Nov 15th was discussed. Talks of setting up a task force of Newark local business employees for future plan.</p>	Staci Mongelli	