



Staff Council Agenda

Meeting Date: Thursday, November 21, 2019 **Time:** 1:00 - 3:00 p.m. **Location:** CKB 116

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

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| Participants: | Araujo, William | Aversa, Frank | Bracero, Isabel |
| | Clarke, Dominique | Clyburn, Viola D. | Cohanoschi, Mihaela |
| | Cox, Allison K. | Cuzzola, Gabriella M. | Dabrowski, Michael J. |
| | Howard, Jasmine E. | Knight, Meaghan O'Connor | Llado-Wrzos, Michelle L. |
| | Lyles, Chantonette D. | Massa, Mark | Mongelli, Staci L. |
| | Reyes, Nisha | Staromiejska, Ewa K. | Stickna, Philip G. |
| | Vin, Priyadarshini G. | Worley, Sanjeannetta | |

Regrets: Sims, Deborah

Meeting Purpose: Meeting of the University Staff Council

Preparation: Review any Staff Council related documents e-mailed prior. Bring copies to the meeting.

| Time | Agenda Item(s) | Process/Responsible Parties |
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| 12:30 p.m. | Lunch available in CKB 116 | |
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| 1:00 p.m. | Committee Reports | |
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| | <p>Campus Life - Met on Nov 4th. Any students who have issues with the student health services should email Dr. Boger directly because there are talks of improving it somehow. SafeZone training for staff/faculty will take place again in the Spring semester. Next meeting in Feb or March of 2020.</p> | Vin, Priya |
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| | <p>Facilities - Met on Nov 13th. The Mueller property at Central & MLK is to be torn down and turned into the NJIT Green at University Park as a welcome to NJIT short term (long term not yet determined). Murals are to be painted on the other Mueller property. Weston Lecture Halls I & II, Cullimore Lecture Hall I, and 1st floor Tiernan classrooms will go thru renovations in Spring 2020. Microfabrications (Microelectronics) ribbon cutting is on Dec 5th.</p> | Stickna, Phil |
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| | <p>Human Resources - Met on Nov 5th. Highlander High 5 had 90 recognitions in 6 weeks. Improvements will be made to the certificate. Winners will be posted on the HR wall. Discussion about modifying the Non-Aligned Performance Review evaluation criteria (5 ratings instead of 3). 13 programs exist for Staff & Management Academy + 2 to be added for supervisors. HR VP search candidates to be invited on site beginning of Dec. Director of Comp & Benefits finalist to meet soon (maybe Dec). Benefits Admin - new hire to replace Marlene Waltz. 150 people participated in Benefits Fair & 180 flu shots given. Title IX & Sexual Harassment refresher training online & in-person for grad & undergrad students (contact Vanessa Young).</p> | <p>Arajuo, William; Clyburn, Viola; Clarke, Dominique; Cohanoschi, Mihaela</p> |
| | <p>Info Systems & Communications - Consultant hired to look into IT systems improvements/Help Desk. Hopes to establish an Apple style genius bar on campus. New Software Innovation Fund - each college to get a fund for trial licenses on forward thinking software before choosing long term. Moodle to Canvas conversion successful (Moodle will no longer be active in Spring 2020). Eileen Michie heads a committee on data governance with the goal of connecting all data, who's using it, who can/should have access, etc. Long term goal is to allow us to gather data without asking other areas. NJIT websites to move to the cloud. Encourage departments to audit/update websites so no old content is transferred. Cybersecurity training is recommended, but not required (email may have looked like spam but it is legit).</p> | <p>O'Connor-Knight, Meaghan</p> |
| | <p>Finance - Met on Oct 29th. FY20 budget is \$585.8M (up 37.3M or 6.8% above FY19 year end projectives). Student awards \$3.8M (up 10.7%). 2020 Vision \$136M cumulative across 5 strategic priorities. FY20 budget status as of 9/30/19: Enrollment budget not met - some undergraduate students enrolled were not actually at NJIT. Internal audits in progress for food service income & university credit card and hourly student employment & student account received. FY21 budget requests due by Fri, Dec 20th. Need to prioritize funding for student services - Advising, C-CAPS, etc. Chrome River is working well. Anthony Travel is preferred, but not required for faculty use. Highlander eMerchant has 2,814 suppliers enrolled. Challenge onboarding new suppliers & need for more Purchasing staff. Next meeting Feb 5th, 2020.</p> | <p>Howard, Jasmine</p> |
| | <p>Strategic Planning Steering - N/A</p> | <p>Sims, Deborah</p> |
| | <p>University Senate - 2025 Vision broke down to a lot of committees. NJIT closing in 3 weeks on Warren St School (may become parking, Res-Life or hotel type space). Mueller property to become a park for the next 5 years. Next meeting on Feb 5th, 2020.</p> | <p>Cuzzola, Gabriella; Reyes, Nisha</p> |
| | <p>Staff Council Election Committee</p> | <p>Dabrowski, Mike</p> |
| | | <p>Llado-Wrzos, Michelle L.</p> |
| | | <p>Worley, Sandy</p> |
| 1:30 p.m. | <p>Faculty Senate Report - Discussion about the CARE system, IT road map, Gen Ed requirement classes, and pass/fail classes.</p> | <p>Mongelli, Staci</p> |
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| 1:45 p.m. | CHARGE Nutrition Presentation - Customized Nutrition Program on NJIT campus. It is covered thru health insurance (3 visits a year). Website to track eating activity. 24 people signed up so far. Registered dieticians are Nicole Parello (Nicole@thechargegroup.com) and Morgan Siniawa (Morgan@thechargegroup.com). Fyler and Outline attached. | Mason, Danielle (Associate Director of Benefits) | |
| 2:00 p.m. | Open Action Items | Cuzzola, Gabby | |
| 2:15 p.m. | New Action Items | Cuzzola, Gabby | |
| 2:30 p.m. | Review Open Action Items | Dabrowski, Mike | |
| OPEN 201911 | Parking Issues - Is there a way to give public transportation an insentive for employees. Perhaps a state employee discount with NJTransit? | Meaghan O'Connor Knight; Staci Mongelli | |
| OPEN 201911 | 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? | Viola Clyburn | |
| OPEN 201911 | 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 https://njit.campuslabs.com/engage/ . | Nisha Reyes | |
| CLOSED 201911 | 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. | Staci Mongelli | |
| OPEN | 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 & 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, eltronics, etc in the deck. Mike will invite Rob Gjini to the next meeting for more details as well. | Phil Stickna, Mike Dabrowski | |
| CLOSED 201911 | Robocalls to campus phones -Update: This is being actively investigated. Blocking calls is being tested. | Frank Aversa | |
| OPEN (EXTENDED) | 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 * Negotiating has started with unions. 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. Not sure how the law relates to the sick bank. Need more info. 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. | HR Committee | |
| CLOSED 201911 | 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. | Nisha will talk to Holly & Annie | |
| CLOSED 201911 | Is there any possibily of child & 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. | HR Committee | |

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| OPEN | Can Staff Council members serve on the Presidential Search Committee? - Nisha emailed Fadi and will follow up again. | Nisha emailed Fadi | |
| CLOSED 201910 | 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. | 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? 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. Benefits area has been in touch with the store and we hope to have an update for the next meeting 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 | |

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| CLOSED 201909 | <p>How often are the water fountain filters changed?</p> <p>Per Bill Marx, Facilities are notified about filter changes. Please enter a work order if issues are noticed.</p> <p>Will speak further to Bill Marx on how often they are changed -Update: Todd Miller will look into this.</p> <p>Update: Need do a work request when you see a yellow light - Mark Massa</p> | Priya Vin | |
| CLOSED 5/30/19 | <p>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.</p> | Mark Massa | |
| CLOSED 4/26/19 | <p>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.</p> | Karen Quackenbush | |
| CLOSED 4/26/19 | <p>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.</p> | Gabby Cuzzola & HR Committee (Mihaela, Nisha, Viola & Ewa) | |
| CLOSED 3/21/19 | <p>ALICE Training numbers are low. Encourage your areas to complete the training online. Update: Info was sent to all areas to complete training. CLOSED.</p> | Staci Mongelli | |
| CLOSED 3/21/19 | <p>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.</p> | Priya Vin | |
| CLOSED 2/21/19 | <p>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</p> | Rich Martinez | |
| CLOSED 2/21/19 | <p>25Live concerns/Karen will ask Gabby for the manual she created 25Live guide was emailed.</p> | Karen Quackenbush | |
| CLOSED 2/21/19 | <p>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.</p> | Karen Quackenbush | |
| CLOSED 12/20/18 | <p>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.</p> | Mike Dabrowski | |
| CLOSED 12/20/18 | <p>Encourage all areas to take ALICE training. Email was sent on Nov 12th.</p> | Staci Mongelli | |

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| CLOSED 12/20/18 | <p>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.</p> <p>* 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.</p> <p>* "Cops in Crosswalks" initiative done 3 to 4 times a semester. CLOSED action item.</p> | Elizabeth Limbrick & Staci Mongelli | |
| CLOSED 11/29/18 | <p>Non-NJIT job ads for students (babysitting, etc) - How is it best to get this info to them?</p> <p>Contact Amber Danku or Kristie Damell for commuters; Karen for Res-Life students. CLOSED action item.</p> | Priya Vin | |
| CLOSED 11/29/18 | <p>Letter on salary increase does not state exactly how much the increase was.</p> <p>* This was sent to everyone on Sunday, 10/28.</p> | Karen Quackenbush | |
| CLOSED 11/29/18 | <p>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.</p> <p>* Most of Bleeker St is closed for construction. CLOSED action item.</p> | Karen Quackenbush | |
| CLOSED 11/29/18 | <p>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.</p> <p>* The mailroom said that the correct address for packages is:</p> <ul style="list-style-type: none"> -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 | <p>The Campus Center staff get constant complaints about the 1st floor Campus Center bathroom</p> <p>* 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.</p> <p>* Bathrooms are cleaned 5 times a day. Plumber looked at faucets as well. CLOSED action item</p> | Mark Massa/Ewa Staromiejska | |
| CLOSED 11/29/18 | <p>Faculty/Staff Dining & Campus Center microwaves</p> <p>Nisha and Jasmine are meeting with Dr. Boger about the microwaves</p> <p>* Facilities ordered new microwaves. Mark will follow up. GDS said to e-mail any suggestions to them.</p> <p>* Viola notified Karen that GDS and Facilities are both pointing at each other on this issue.</p> <p>* 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</p> <p>* Microwaves are being cleaned by Facilities once a day. One faulty microwave is being replaced. CLOSED action item.</p> | Karen Quackenbush | |

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| CLOSED 1/24/19 | <p>Faculty Dining Room menu selection needs improvement along with the presentation of food choice.</p> <ul style="list-style-type: none"> * 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> <ul style="list-style-type: none"> * 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. * Jasmine reached out to Marybeth Boger, awaiting reply. Goods collected at Homecoming. Food pantry will be in CC room 478. * Dr. Sharon Morgan & Kristie Damell are the new contacts. Food was collected at Homecoming but pantry is not running yet. More info to come. <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 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.</p> <p>Opening Ceremony on 1/25/19 @ 1pm 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> <ul style="list-style-type: none"> * 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. * 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 | <p>Garbage not picked up in Kupfrian Advising Success Center when staff member responsible is out. Per Ewa, call Facilities Services.</p> <ul style="list-style-type: none"> * Custodian is reminded to pick up garbage every day. Follow up next meeting. | Ewa Staromiejska | |
| CLOSED 1/24/19 | <p>Very old job openings still posted on HR website should be removed.</p> <ul style="list-style-type: none"> * 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 | |

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| CLOSED 1/24/19 | Ask Chitra Iyer what was discussed at the Mayor's emergency meeting. * Snow storm of Nov 15th was discussed. Talks of setting up a task force of Newark local business employees for future plan. | Staci Mongelli | |
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