



Staff Council Agenda

Overview

Meeting Date:	Thursday, September 19, 2019	Time:	1:00 - 3:00 p.m.	Location:	CKB 116
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Meeting Leader:	Gabby Cuzzola	Timekeeper:	Mike Dabrowski
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Participants:	Aversa, Frank		
	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	Sims, Deborah	Staromiejska, Ewa K.
	Stickna, Philip G.	Vin, Priyadarshini G.	Worley, Sanjeannetta

Regrets:	Araujo, William	Bracero, Isabel		
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Meeting Purpose:	September 2019 Meeting of the University Staff Council
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Preparation:	Review any Staff Council related documents e-mailed prior. Bring copies to the meeting.
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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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	Campus Life - Meeting on Sept 23rd	Vin, Priya
	Facilities - Renovations complete to GITC 1400, ME 221, FMH classrooms, Tiernan 209 labs. GITC 3300 & 3700 Informatics renovation delayed. Upcoming projects to Weston Hall Lecture I & roof, GITC 3400, 3800, 3900. Furniture upgrades to FMH classrooms/Tiernan 1st fl classrooms. 24 classrooms updated technology. FY19-20 plans to update 17 classrooms, 1 lecture hall, 6 computer labs. MakerSpace II should be completed late Fall or early Spring. YWCC to open satellite campus in Jersey City. Mueller Florist building to be knocked down for parking. NJIT in process of buying Warren St School.	Stickna, Phil
	Human Resources - New recognition program, Highlander High Five. Supervisor & employee will receive email & certificate. Check email for new "Minors on Campus" policy. Newark Live Local information: http://hr.njit.edu/njits-newark-live-local-program/. Workshop attendance up 125%. Great Colleges to Work For survey to start including more people, adjuncts. Next meeting is Nov 5th.	Araujo, William
		Clyburn, Viola
		Clarke, Dominique
		Cohanoschi, Mihaela
	Info Systems & Communications - Did not meet	O'Connor-Knight, Meaghan
	Finance - Meeting on Oct 29th	Howard, Jasmine
	Strategic Planning Steering - Did not meet	Sims, Deborah

	University Senate - NJIT made Top 100 Schools list in US News. Needs to improve # of female students & faculty. Enrollment met numerical, but not financial goal. Undergraduate class of 1,400 students (10,000 applications wanted, but cannot enroll more students that). 11% out of state and 5% international applications. Decline in transfer applications.	Cuzzola, Gabriella
		Reyes, Nisha
	Staff Council Election Committee	Dabrowski, Mike
		Llado-Wrzos, Michelle L.
1:30 p.m.	CARE Team Presentation - Postponed until next meeting on Oct 17th.	Sean Dowd, Director of Residence Life
2:00 p.m.	Faculty Senate Report - \$24 million to spend for improvement in facilities. 2024-2025 plan to renovate Mueller facility. NJIT has lowest tuition rate in state for last 7 years. Average of 1270 SAT scores for freshmen.	Mongelli, Staci
2:10 p.m.	Open Action Items	Cuzzola, Gabby
2:25 p.m.	New Action Items	Cuzzola, Gabby
2:40 p.m.	Review of Action Items	Dabrowski, Mike

Status	Action to be Taken	Responsible	Due Date
OPEN 201909	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?	Staci will reach out to Public Safety	
OPEN 201909	Weight Watchers on campus can't advertise and therefore can't run. What can we do?	Staci will talk to ethics	
OPEN 201909	Part-time employees are parking in the deck without paying for parking	Viola Clyburn; Mike Dabrowski	
OPEN 201909	Can the entrance to the Parking Deck on Summit be switched (exit in front of entrance)?	Phil Stickna	
OPEN 201909	Robocalls to campus phones	Frank Aversa	
Open	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	Elizabeth Limbrick 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.	
OPEN	There is only one lactation room on campus. Would like to request an additional location at Faculty Hall/Tiernan Hall	Nisha Reyes Update: Only one room is required on campus. It is very small & not maintained well. No sanitizer or sink. Needs a cleaning schedule & sink added.	

OPEN	<p>Recycling Initiatives @ NJIT – Contact Mike Dabrowski about adding a statement on School Dude about the recycling process on campus.</p> <p>Contact Facilities Services about creating flier/communication to NJIT about the recycling process that NJIT uses</p>	<p>Deborah Sims</p> <p>Update: Trash & recyclables should be separated. Order bins via work order in School Dude.</p>	
OPEN	<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</p>	<p>HR Committee</p> <p>Update: Lauren Rubitz spoke on this. Sick bank still needs to be reviewed at next Staff Council meeting.</p>	
OPEN	<p>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</p>	<p>Staci Mongelli</p> <p>No update.</p>	
CLOSED 5/30/19	<p>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.</p>	<p>HR Committee Update: Bob Lazer & Todd Miller spoke on the Challenges in the Workplace survey feedback.</p>	
CLOSED 201909	<p>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</p>	<p>Priya Vin</p> <p>Update: Todd Miller will look into this. Update: Need do a work request when you see a yellow light - Mark Massa</p>	
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.</p>	<p>Mark Massa</p> <p>Update: 2nd fl men's room changed to a women's room. Signage updated. Next step is to make renovations/improvements.</p>	
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>	<p>Karen Quackenbush</p>	
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>	<p>Gabby Cuzzola & HR Committee (Mihaela, Nisha, Viola & Ewa)</p>	
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>	<p>Staci Mongelli</p>	

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	<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: -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.</p>	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	
CLOSED 1/24/19	<p>Faculty Dining Room menu selection needs improvement along with the presentation of food choice.</p> <p>* 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</p> <p>* 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</p> <p>* Continue to reach out to Dave Arluna with menu suggestions</p>	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	
CLOSED 1/24/19	<p>Ask Chitra Iyer what was discussed at the Mayor's emergency meeting.</p> <ul style="list-style-type: none"> * Snow storm of Nov 15th was discussed. Talks of setting up a task force of Newark local business employees for future plan. 	Staci Mongelli	