|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Staff Council (SC) Meeting Agenda and Action Minutes | | | | | | | |
| **Meeting Date:** | | Thursday, December 20, 2018 | **Time:** | 1:00 PM – 3:00 PM | | **Location:** | Campus Center 240 |
| **Meeting Leader:** | | Staci Mongelli | **Timekeeper:** | | Michael Dabrowski | | |
| **Participants:** | | **Attendees**: Viola Clyburn, Mihaela Cohanoschi, Michael Dabrowski, Jasmine Howard, Michael Kehoe, Elizabeth Limbrick, Michelle Llado-Wrzos, Mark Massa, Staci Mongelli, Nisha Reyes, Philip Stickna  Regrets: William Araujo, Isabel Bracero, Gabriella Cuzzola, Richard Martinez, Karen Quackenbush, Candida Rocha, Deborah Sims, Ewa Staromiejska, Priyadarshini Vin, Sanjeanetta Worley | | | | | |
| **Meeting Purpose:** | | * December 2018 meeting of the University Staff Council | | | | | |
| **Preparation:** | | * Review any documents e-mailed prior (Please bring copies to the meeting) | | | | | |
| **Start Time** | **Agenda Items** | | | | | | **Process/Responsible** |
| 12:30pm | Lunch available | | | | | | Campus Center 240 |
| 1:00pm | December Minutes approved | | | | | | Staci Mongelli |
| 1:05pm | Committee Reports   * Committee on Finance – Jasmine Howard   **-Next meetings on Jan 31st & April 10th, 2019**   * Strategic Planning Steering Comm. – Elizabeth Limbrick   Meeting on Dec 4th  **-Budget for FY 2020 discussed. Money from the state is flat. Need more student enrollment & fee increases. Asking for 150 FTE’s.**  **-Faculty troubled by student to faculty ratio. Student enrollment has increased a lot. Need more classroom space. -Graduate student applications are down and expected to continue that trend, while Undergraduate apps are up.**  **-Statistics: 26% female students; 20% female faculty; 5% underrepresented minority faculty; 36 women in Academic Leadership positions.**   * Comm. On Campus Life – Priya Vin **No update** * Comm. On Information Systems & Communications – Richard Martinez **No update** * Comm. On Human Resources – Mihaela Cohanoschi, Nisha Reyes, Viola Clyburn, Ewa Staromiejska   Meeting on Dec 4th  **-Talk of a Wellness Initiative event in the WEC (possibly during Spring Break). Looking to bring in Health Insurance vendors.**  **-Also talk of a free Leadership Development Program (led by Bob Lazer). It would be a 15 month program of 15-20 people (would have to be Assistant Dean level or lower and be nominated by a supervisor to get in).**  **-Feelings on eMerchant are positive. Staff training will begin towards the end of January 2019, followed by faculty. Over 1,000 venders, now called suppliers, are signed up for eMerchant. Suppliers must be invited by NJIT and have to sign up themselves, which takes time. Suppliers cannot be used until they sign up.**   * Comm. On Facilities – Mark Massa **No update** | | | | | |  |
| 1:35pm | Faculty Senate Update **No update** | | | | | | Candida Rocha |
| 1:45pm | University Senate Update – Gabby Cuzzola & Karen Quackenbush **No update** | | | | | | Gabby Cuzzola |
| 1:50pm | Open Action Items | | | | | | Staci Mongelli |
| 2:10pm | New Action Items | | | | | | Staci Mongelli |
| 2:25pm | Review of Action Items | | | | | | Mike Dabrowski |

| **DECISIONS Reached** | | | **Decision Date** | |
| --- | --- | --- | --- | --- |
|  | | |  | |
| **ACTION Items** | | | | |
| **Status** | **Action to be taken** | **Responsible** | | **Due Date** |
| OPEN | 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. | Jasmine Howard/Nisha Reyes  **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**](mailto: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.** | |  |
| 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** | |  |
| OPEN | 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 | Nisha Reyes/Jasmine Howard  **No update. Nisha will follow up with Dave Arluna.** | |  |
| 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** | |  |
| OPEN | Issues with hiring work study students. The system we have for this is not effective  Update: 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. | Rich Martinez  **No update** | |  |
| OPEN | 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 ofthe work needed to upgrade WiFi in Res-Life lounges. | Rich Martinez  **No update** | |  |
| **CLOSED 12/20** | 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. | Mike Dabrowski  **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.** | |  |
| OPEN | 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  **No update** | |  |
| OPEN | 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. | Nisha Reyes  **No update. Inform Staci of old job postings.** | |  |
| OPEN | Ask Chitra Iyer what was discussed at the Mayor’s emergency meeting. | Staci Mongelli  **Update: Snow storm of Nov 15th was discussed. Talks of setting up a task force of Newark local business employees for future plan.** | |  |
| **CLOSED 12/20** | Encourage all areas to take ALICE training. Email was sent on Nov 12th. | Staci Mongelli  **CLOSED action item.** | |  |
| **CLOSED 12/20** | 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. | Elizabeth Limbrick & Staci Mongelli  **Updates added in the left column. “Cops in Crosswalks” initiative done 3 to 4 times a semester. CLOSED action item.** | |  |
| OPEN | Discounts at Rutgers Tech Store. Can NJIT employees be eligible? | Elizabeth Limbrick & Staci Mongelli  **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.** | |  |
| CLOSED 11/29 | 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 | 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 | 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 | 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 | 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 | 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 * Update: Microwaves are being cleaned by Facilities once a day. One faulty microwave is being replaced. CLOSED action item. | Karen Quackenbush | |  |

| **PARKING LOT Items** | **Discussion Date** |
| --- | --- |
|  |  |