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| Staff Council (SC) Meeting Agenda and Action Minutes |
| **Meeting Date:** | Thursday, March 21, 2019 | **Time:** | 1:00 PM – 3:00 PM | **Location:** | Campus Center 240 |
| **Meeting Leader:** | Karen Quackenbush | **Timekeeper:** | Michael Dabrowski |
| **Participants:** | **Attendees**: Frank Aversa, Viola Clyburn, Gabriella Cuzzola, Michael Dabrowski, Elizabeth Limbrick, Staci Mongelli, Karen Quackenbush, Deborah Sims, Ewa Staromiejska, Philip Stickna, Priyadarshini Vin, Sanjeanetta Worley **Regrets:** Williams Araujo, Isabel Bracero, Mihaela Cohanoschi, Jasmine Howard, Michael Kehoe, Michelle Llado-Wrzos, Richard Martinez, Mark Massa, Staci Mongelli, Nisha Reyes, Candida Rocha |
| **Meeting Purpose:** | * March 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 | February Minutes approved | Karen Quackenbush  |
| 1:05pm | May 30th – Rescheduled Staff Council Meeting – 5/23 cancelled; please update the website & your calendars. Location is Eberhardt 112 | Karen Quackenbush |
| 1:10pm | Grant Thornton IT Feedback Meeting – **Email feedback to caitlin.rogan@us.gt.com** | Karen Quackenbush |
| 1:20pm | Committee Reports * Committee on Finance – Jasmine Howard **N/A**
* Strategic Planning Steering Comm. – Elizabeth Limbrick **Did not meet**
* Comm. On Campus Life – Priya Vin **Meeting on Weds 3/27**
* Comm. On Information Systems & Communications – Richard Martinez **N/A**
* Comm. On Human Resources – Mihaela Cohanoschi, Nisha Reyes, Viola Clyburn, Ewa Staromiejska **Meeting cancelled – Info on sick bank added to open action item**
* Comm. On Facilities – Mark Massa **N/A**
 | Committee Members |
| 1:40pm | Sip Coffee with the Staff Council – April 18th – 1pm – Eberhardt 112 – please update the website & your calendars.**No meeting on April 25th**. **Karen will send out election info.**Updates:Food & Table ClothsInvitationsPresentationBrochureRoom Set-UpMedia Equipment Reservation**-Bring lunch. Coffee, tea & desserts will be served. Bring 5 people from your area.** | Karen Quackenbush, Isabel Bracero, Deborah Sims |
| 2:00pm | Faculty Senate Update **N/A** | Candida Rocha |
| 2:10pm | University Senate Update – Gabby Cuzzola & Karen Quackenbush – **Next meeting 4/3** | Gabby Cuzzola, Karen Quackenbush |
| 2:25pm | 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
* Negotiating has started with unions.
 | HR Committee**Update: 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.** |  |
| OPEN | How often are the water fountain filters changed?Per Bill Marx, Facilites are notified about filter changes. Please enter a work order if issues are noticed. | Priya Vin**Update: Will speak further to Bill Marx.** |  |
| 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* Estimated quote of $10,000 to convert 2nd floor men’s room to women’s room. More info to come.
 | Mark Massa**Update: This seems to be in the works, but no certain date set yet.** |  |
| OPEN | 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 meetingMore info to come | Elizabeth Limbrick & Staci Mongelli**No update** |  |
| **CLOSED 3/21/19** | ALICE Training numbers are low. Encourage your areas to complete the training online. | Staci Mongelli**Update: Info was sent to all areas to complete training. CLOSED.** |  |
| **CLOSED 3/21/19** | No Smoking signs requested in the Fenster Level 2 parking deck. | Priya Vin**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.** |  |
| OPEN | Construction workers parking on both sides of Bleeker St including the sidewalk and handicap spaces. | Karen Quackenbush**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.** |  |
| OPEN | 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)**Update: Karen will send feedback per survey to the HR Committee/Bob Lazer & Chitra Iyer.** |  |
| CLOSED2/21/19 | Issues with hiring work study students. The system we have for this is not effectiveRich 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 HarrelNo concerns passed on to Karen - Close | Rich Martinez |  |
| CLOSED2/21/19 | 25Live concerns/Karen will ask Gabby for the manual she created25Live guide was emailed.  | 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 2/21/19 | Provost Area still needs another rep for SCKaren will check to see who the person with the next highest votes wasFrank Aversa of Telecom has joined Staff Council.  | Karen Quackenbush |  |
| 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.
* 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.

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.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* 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 | Garbage not picked up in Kupfrian Advising Success Center when staff member responsible is out. Per Ewa, call Facilities Services.* 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.* 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.* 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.* 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 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
* Microwaves are being cleaned by Facilities once a day. One faulty microwave is being replaced. CLOSED action item.
 | Karen Quackenbush |  |