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| Staff Council (SC) Meeting Agenda and Action Minutes |
| **Meeting Date:** | Thursday, May 30, 2019 | **Time:** | 1:00 PM – 3:00 PM | **Location:** | Central King Building 116 |
| **Meeting Leader:** | Karen Quackenbush | **Timekeeper:** | Michael Dabrowski |
| **Participants:** | **Attendees**: William Araujo, Isabel Bracero, Mihaela Cohanoschi, Viola Clyburn, Gabriella Cuzzola, Michael Dabrowski, Jasmine Howard, Elizabeth Limbrick, Richard Martinez, Mark Massa, Karen Quackenbush, Nisha Reyes, Candida Rocha, Deborah Sims, Philip Stickna, Sanjeanetta Worley **Regrets:** Frank Aversa, Michael Kehoe, Michelle Llado-Wrzos, Staci Mongelli, Candida Rocha, Ewa Staromiejska, Priyadarshini Vin |
| **Meeting Purpose:** | * April 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 | Central King 116 |
| 1:00pm | March Minutes approved – did not have quorum will vote on this at the May 30th meeting | Karen Quackenbush  |
| 1:00pm | April Minutes approved | Karen Quackenbush |
| 1:05pm | Election Updates & Welcome!* Allison Cox – VP Real Estate Dev./Capital Ops
* Viola Clyburn – Sr. VP for Finance & CFO
* Jasmine Howard – Provost & Academic Affairs
* Dominique Clarke – Provost & Academic Affairs
* Meaghan Knight – Provost & Academic Affairs
* Chantonette Lyles – Provost & Academic Affairs

**Departing Staff Council members who’ve completed their 3 year term: Michael Kehoe, Richard Martinez, Candida Rocha & Karen Quackenbush**. | Karen Quackenbush |
| 1:10pm | Bob Lazer & Todd Miller – Challenges in the Workplace Feedback Updates | Karen Quackenbush |
| 1:30pm | Committee Reports * Committee on Finance – Jasmine Howard **Mtg on 4/10. End of March budget is 114 million. Goal of 150 million. NJIT’s credit rating is A1 stable. Public hearing on July 8th. Baker Tilly completed 13 audits and reported findings to the Board of Trustees. On July 18th Board of Trustees take action for tuition & fees. Anthony Travel is now working with United.**
* Strategic Planning Steering Comm. – Elizabeth Limbrick **NJIT accomplished most goal for 2020 Vision, doubled applications since 2014, reached R1 classification. 2025 Vision will focus on diversity, students, faculty & staff, and campus transformation.**
* Comm. On Campus Life – Priya Vin **N/A**
* Comm. On Information Systems & Communications – Richard Martinez **Did not meet.**
* Comm. On Human Resources – Mihaela Cohanoschi, Nisha Reyes, Viola Clyburn, Ewa Staromiejska **Bob Lazer & Todd Miller updated during the meeting.**
* Comm. On Facilities – Mark Massa **Todd Miller updated during the meeting. Most projects expected to be completed by the end of Summer (Soccer field – end of July; MakerSpace II - end of August; FMH renovations – end of Summer).**
 | Committee Members |
| 2:00pm | Faculty Senate Update **N/A** | Candida Rocha |
| 2:05pm | University Senate Update – Gabby Cuzzola & Karen Quackenbush **Did not meet.** | Gabby Cuzzola, Karen Quackenbush |
| 2:10pm | E-board Elections**President – Gabby Cuzzola****Vice President – Nisha Reyes****Executive Secretary – Mike Dabrowski** | Karen Quackenbush |
| 2:20pm | Open Action Items | Karen Quackenbush |
| 2:35pm | 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 | 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.** |  |
| **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.  | HR Committee**Update: Bob Lazer & Todd Miller spoke on the Challenges in the Workplace survey feedback.** |  |
| 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 | 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 | Deborah Sims**No update.** |  |
| 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.

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 | HR Committee**Update: Lauren Rubitz spoke on this. Sick bank still needs to be reviewed at next Staff Council meeting.** |  |
| OPEN | 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 | Priya Vin**Update: Todd Miller will look into this.** |  |
| **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. | Mark Massa**Update: 2nd fl men’s room changed to a women’s room. Signage updated. Next step is to make renovations/improvements.** |  |
| 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 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 | 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.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 |  |
| 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 |  |