

Administrators Council Meeting Minutes

November 6, 2019

Location: CC240 Time: 9:00-1030am

Chair: Bob Lazer Vice Chair: Blake Haggerty

Secretary and scribe: Christine Booth

September 12, 2019 meeting minutes were distributed, motion to accept was made, seconded, and approved by a show of hands.

Attendees

Bob Lazer, Lorie Brown, Todd Miller, Mariel Diaz, Laurent Simon, Jim Krucher, Annie Crawford, Jackie Cusack, Jim Marko, Christine Booth, Blake Haggerty.

Agenda

- Welcome
- NJIT 2025-Building on a Strong Foundation Update (Perry Deess)
- Technology improvements and future plans (Blake Haggerty)
- HR Initiatives (Bob Lazer)
- Member feedback (open discussion)

NJIT 2025

Perry presented the latest version of the draft 2025 strategic plan and discussed the timeline for review and approval by the board by late spring 2020. The current draft, shared with the institution and available on the website, reflects the feedback received from all the stakeholders, including alumni, faculty, staff, and students. KPI's are still being discussed and are not yet finalized.

Technology

Blake discussed the recently completed, on-going, and planned technology projects designed to improve the system's infrastructure and increase capability and efficiency of faculty research and student learning (e.g., classroom and lab upgrades). For instructional technology, the transition to Canvas from Moodle is progressing. The issues and performance problems initially experienced due to the outsourcing of the help desk to Blackboard are getting significantly better as additional oversight, resources, and training have been instituted to help ensure increasing levels of customer service and faster resolution.

HR Update

Bob presented the following updates:

- New recognition program "Highlander High 5" update
Since the launch on September 20, 90 individuals have been recognized one or more times, individually or in a group. Monthly recognitions are posted on the HR Media Wall.
- Non-Aligned Performance Review Update

As of 10/30: 81% submitted to HR, 7.2% with employee for signature; 10% with supervisor or VP for input; 2% self-review not submitted to supervisor by employee.

Is there interest/support for adding two rating categories, Partially Met and Met All and Exceeded Some?

- Staff and Management Academy-FY2020 update
Total FY20: 13 programs; 172 participants. Two more, both new programs (Giving Needs Based Feedback and Clarifying Performance Expectations) scheduled by end of CY.
The 13 programs include dedicated sessions, performance review training, and “open registration”.
- HR searches:
HR, VP: Koya Partners engaged to provide executives search services and source passive and diverse candidates. Initial applicant review is next week, with campus forums the first two weeks in December.
Dir., C&B: search was reopened after initial offer/acceptance was rescinded. Two finalists will be interviewed by Holly over the next week.
New hire: Benefits Administrator: Nadeige Louis-Pierre
- Benefits Open Enrollment update
230 attended; 180 flu shots administered; The Charge group introduced- personal, ono-on-one nutrition guidance, covered by insurance plan.
- Title IX and Sexual Harassment refresher training
Working with Everfi and will be postponed until spring semester