

## **Administrators Council Meeting**

Wednesday, February 21, 2024

1:30 p.m. – 2:30 pm, CKB Room #116

### **Meeting Minutes**

#### **Agenda:**

1. Meeting with NJIT's new provost, John Pelesko

#### **What is Administrators Council?**

The Administrators Council (AC) represents all administration members of the university workforce at or above the level of director and below the level of vice president. The AC reports directly to the University Senate. For more information, see the [AC constitution](#).

Webpage - [njit.edu/admincouncil](http://njit.edu/admincouncil)

#### **Who is on the AC Executive Committee?**

Dimana Kornegay, President (University Admissions)  
Hemal Shah, Vice President (Unified Communications & Networking)  
Todd Miller, Secretary (Campus Planning and Design)  
Lorie Brown, Officer (Strategic Events & Conference Services)  
Kristie Damell, Officer (Associate Dean of Students)

- Dimana welcomed everyone to today's meeting and reviewed the agenda for the meeting.
- The Administrators Council Executive Committee members in attendance introduced themselves to all the meeting attendees.
- Dr. Pelesko introduced himself and spoke about his background, his roots at NJIT, his education, and his career journey leading up to his provost position. The following are some of the topics from Dr. Pelesko's discussion with the meeting attendees:
  - Why did Dr. Pelesko come back to NJIT to work as the provost?
    - Who NJIT serves was an important draw for him.

- How NJIT services the students that attend NJIT today.
    - The importance of NJIT as an R1 institution and the uniqueness of the flavor of research NJIT conducts.
  - The importance of NJIT drafting and finalizing the 2030 Strategic Plan.
    - There are many challenges facing institutions of high education today.
      - The demographic cliff, where there are fewer students who will attend college.
      - New competitors in the higher education landscape that are trying to attract the same students we are. Goggle certificates are an option for students to consider versus formal college-level coursework.
      - The research landscape is ever-changing. Increased competition to attract and retain top faculty.
      - The value NJIT provides is very attractive to students. The cost of attendance and job placement after graduation are important factors when students are deciding which college to attend.
- Dr. Pelesko conducted a brief question-and-answer period.
  - How does NJIT improve experiential learning? Through high-impact practices such as coops, internships, study abroad opportunities, and research.
    - There needs to be a cohesive coordination of all of these options/services.
    - Offering an open to obtain certificates can also help. Michael Edmondson was hired to help develop that area of focus.
  - Why has sustainability been not identified as a key focus in the new strategic plan?
    - Sustainability has been integrated into the strategic plan. While not listed as a “priority” it is listed as a core value. The outline of the new strategic plan looks a lot different than a few years ago since going through COVID-19.
  - The Office of Accessibility Resources and Services asked about how to address challenges with staffing and space.
    - Dr. Pelesko stated that today’s students need a variety of different services than what was offered a few years ago.
    - NJIT needs to organize support services in a better way.

- The addition of an additional staff person has been approved and is forthcoming.
  - The challenges with physical space are hard, but that is something NJIT is working on to address.
  - There will be a focus on faculty and staff training.
    - Have better overall training.
    - Know how to refer students to the right resources.
    - We need to simplify the service offerings.
    - With the different types of pedagogies, there is a need to establish a better-supported center for teaching excellence.
  
- How do we develop student power skills or soft skills?
  - NJIT needs to partner with the student life office in an effort to connect the academics with student life.
  - There needs to be a focus on the whole student experience.
  - It's not all about what is happening in the classroom but having an understanding about what is needed outside the classroom.
  
- Where is the international element in the strategic plan?
  - NJIT needs to build and expand its study-abroad opportunities as what is offered today is insufficient.
  - In order to expand the study-abroad opportunities, NJIT needs to develop a plan on how to fund and support the expansion of these opportunities.
  - There also needs to be an intentional approach with other institutions to create more partnerships.
  
- Budget process and planning
  - NJIT is shifting its budget model. It is an important change for the institution and will be a process that will take two years to roll out and complete.
  - The new budget model aims to have more decentralization and local control of the budget.
  - There will be accountability to those who are producing revenue for the institution.
  - Based on questions and the uncertainty in the room, Dr. Pelesko recommends that the Administrator's Council and its members receive more details about the new budget model. Dr. Pelesko will facilitate a meeting to provide the additional details needed.
  
- What is the status of NJIT's labor contracts?
  - How do we get more information about the contracts? HR will conduct a comprehensive roll-out plan.

- HR will have a copy of the contracts available on their webpage.
  - HR will conduct virtual information sessions for the NJIT community to participate in.
  - The retroactive parts of the new contracts have been budgeted for centrally.
  - Grant-funded positions have also been funded/budgeted for centrally.
- What is the timeline for the completion of the compensation study?
    - The study is ongoing and there has been no set timeline for completion.
    - HR is reviewing the job descriptions with their consultant so that there can be some standardization.
    - Families of positions are being reviewed and adopted.
    - Dr. Pelesko recommended that HR provide the Administrator's Council with a formal update on the status of the study.
  - How do we better engage our alumni?
    - NJIT needs to review and develop a process to be more aware and knowledgeable about post-graduation alumni success.
- The next Administrator's Council Meeting will be during the fall 2024 semester. Please look for an email with the exact date and time in the future.
  - Dimana asked if there were any further questions or items or topics to discuss. Hearing none, she thanked everyone for attending, and the meeting was adjourned at 2:35 pm.