

# TCNJ

## Staff Senate Newsletter

May 2010



### *Greetings from the Staff Senate President!*

I hope you enjoy reading this edition of the TCNJ Staff Senate Newsletter. In this issue you will find a summary of our accomplishments and activities during the academic year, as well as a forecast of future initiatives, collaborations and challenges.

For those unfamiliar with the Staff Senate, we play an integral role in campus governance, serving as the official representative body for all non-faculty staff. The Staff Senate is comprised of 45 elected members from offices and departments across campus. Staff members who wish to be involved without holding a formal position may become associate members.

We function as a forum for staff to address a wide variety of issues that affect the campus community, working collaboratively with the Faculty Senate, the Student Government Association, and administrative leadership. As an advocacy and support organization for staff, we strive to provide well informed input that supports the mission of The College. We also promote a strong sense of community among all staff, recognize outstanding individual and group accomplishments, implement professional development opportunities, and sponsor social and community service activities.

This academic year has been productive and rewarding for the Staff Senate, though not without challenges. The year began inauspiciously with a state mandated

### *In This Issue...*

President's Message  
Board of Trustees Report  
Governance Reports

*CAP*

*CPP*

*CSCC*

*SC*

Senate Council Reports

*CPR*

*ECC*

*SDRC*

*SECBC*

Green Dot Initiative

Helen Shaw Awards

Photographs by  
Susan Ciotti

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### *Welcome New Staff Senators!*

*Elizabeth Alcaro*

*Susan Atkins*

*Janel Bisacquino*

*Ivonne Cruz*

*Devon DiBella*

*Emily Dodd*

*Leon Duminiak*

*Diane Gruenberg*

*Debra Kelly*

*Marc Longo*

*Thomas Mankovich*

*Jason Schweitzer*

*Brunelle Tellis*

*Carol Wells*

*Kyle Williams*

furlough program that caused financial burdens for all TCNJ employees. In addition, TCNJ faced another in a series of all too familiar reductions in our operational allocation from the state. Throughout the budget cycle the Staff Senate sponsored open meetings in partnership with the administration to ensure that the staff were kept informed and could share concerns. As a result of our growing alarm over continued decreases in state support for public higher education and the threat to TCNJ's distinctive position, we initiated collaboration with Stacy Schuster, Director of Advancement, to develop and strengthen our relationships with state legislators.

Other notable accomplishments this year include honoring outstanding staff members through the Helen Shaw Staff Excellence Award program, supporting the Green Dot Campaign in partnership with the Office of Anti-Violence Initiatives, co-sponsoring the Eunice Kennedy Shriver Legacy programs, and helping to raise thousands of dollars for earthquake relief by serving on the steering committee for *TCNJ Here for Haiti*. We co-hosted the third annual Joint Governance Reception, honoring Magda Manetas, Associate Vice President of Student Affairs, for her exceptional contributions to collegial governance as a staff representative. We also generated a comprehensive document identifying priority issues for TCNJ as part of the Periodic Review Report process for Middle States Accreditation. More recently, we initiated outreach to Dr. Gregory Pogue, the new Vice President of Human Resources. We are encouraged by his willingness to partner with us on a wide range of efforts, including enhancement of staff professional development.

Looking ahead to the 2010-11 academic year, the Staff Senate will reach a significant milestone as we celebrate the 10<sup>th</sup> anniversary of our founding. We will announce a series of commemorative events to share with the campus community. However, we will remain focused on fulfilling our role and achieving current and new initiatives. Now more than ever our active involvement in campus governance is critical, as our institution confronts unprecedented budget cuts. We also look forward to evaluating and strengthening the College's Governance Structure as part of the formal review process scheduled for next year.

I invite you to read on for more details about the Staff Senate. We welcome your comments, suggestions, and participation. Our meetings are open to the campus community and are held on the third Wednesday of each month from 12:00 to 1:20 PM in the Library Auditorium. For more information please visit our web site at <http://www.tcnj.edu/~stafforg/> or contact [staffsen@tcnj.edu](mailto:staffsen@tcnj.edu). You may also contact me directly at [scarpati@tcnj.edu](mailto:scarpati@tcnj.edu).

Best wishes,

Antonino Scarpati  
President, TCNJ Staff Senate



### Board of Trustees Report, 2009-2010

The resolution approving amendment of the policy on involuntary health or safety withdrawal was discussed in the Student Life and Enrollment Management committee at the October 6th board meeting. Lisa Angeloni reported on fall scholars receptions and open houses. She mentioned phasing out the rolling admissions process, based on challenges with projecting enrollments as early as December. Nadine Stern described the PAWS implementation, and the fact that IT staff are presenting case studies at conferences and TCNJ's process is being used as a model for other institutions implementing similar systems. Jim Norfleet provided information on the Student Affairs organizational structure, the Alcohol and Other Drugs Policy, and upcoming events in Student Affairs. Lisa Angeloni and Jamie Hightower presented an informative talk on the financial aid process, distribution to the 2009 entering class, and the types of aid and scholarship available. Magda Manetas updated the committee with current data and strategies for H1N1, including communications plans and administration of vaccines on campus.

John Marcy began the Advancement committee meeting on October 6, 2009, by reviewing the foundation giving report. TCNJ fared better than many, as the investments had almost recovered to 100% value as of 10/2/09. Stacy Schuster reported on her efforts with President Gitenstein to meet with legislators, inform them as to our activities, and discuss support levels that extend beyond the financial. Matthew Golden reported on TCNJ's communication plans, including social media, publications, the web, and many in-house produced videos that are helping direct internet traffic to our site.

The Hausdoerffer and Phelps Hall Dedication Ceremony took place on October 6, 2010, and included a welcome by board chair Susanne Svizeny.

On November 11, 2009, the board held a retreat at Dr. Gitenstein's home. The retreat began with a discussion of some of the qualities of high performing boards. Terry MacTaggart described the Association of Governing Boards 'High Performing Boards' project. Small group discussions were led with board members, faculty and staff representatives, and cabinet members. Topics included positioning the college, diversifying revenue streams, facilities and the campus physical plan, accountability and transparency, and P-20+. Curt Heuring presented an overview of the campus town project to the board as well.

The December 8th board meeting was a teleconference meeting that included faculty and staff actions, advertising waivers, and a resolution modifying the investment policy and guidelines.

The Finance and Investment Committee met as part of the February 23, 2010 board meeting. In addition to the advertising waivers, there was an interesting presentation and discussion examining the budget reports from FY09 and FY10, and a summary on the purpose and use of institutional reserves. The public meeting included faculty and staff appointment actions, a resolution regarding a grant supporting a dual enrollment program for advanced students from Trenton and Ewing High School students, a

resolution revising TCNJ's investment policy, and a resolution approving revisions to the College of New Jersey Foundation bylaws.

The April 20th tuition hearing included a detailed budget presentation that outlined funding principals, and showed recent FY2010 base appropriation reductions and proposed FY2011 base appropriation reductions. A number of interesting facts were presented. In FY98 TCNJ received 56% of its operating budget from state appropriations. The state appropriations have been reduced almost every year since, and the Governor's proposed budget for FY2011 would provide only 27% of TCNJ's operating budget. TCNJ is committed to maintaining direct student support at two thirds of the college operating budget. A number of waivers of advertising were approved for the Finance and Investment and Building and Grounds committees. The meeting concluded with a resolution honoring Dr. Poonam Alaigh for her service to the board. She is moving on to serve New Jersey as the Commissioner of Health and Human Services.



### Committee on Academic Programming (CAP)

The Committee on Academic Programming addresses issues related to the overall academic mission of The College. CAP makes recommendations to the Provost and to the Steering committee with respect to program structure, standards and guidelines for majors and minors, academic advisement, admissions, and resources for instructional and research support. The Committee for Academic Programming has been very active this year. Under the current leadership of Chairperson Dr. Cathy Liebars (Mathematics), CAP has received a significant number of proposals and charges and had made recommendations to the Provost and Steering committee including several of the following:

- Recommendation for a new course approval policy.
- Recommendation for changes to the academic scheduling grid.
- Recommendation on syllabus requirements for all courses.
- Recommendation to modify nomenclature used to classify majors, minors, and other program categories.
- Recommendation to modify number of transfer credits allowed for Engineering majors.
- Recommendation to approve minor in Chinese, minor in Public Health, minor in Holocaust and Genocide Studies, and a major in Biomedical Engineering.



CAP has additional charges that will continue to be examined throughout the year and proposals and recommendations to the Provost and Steering committee will be forthcoming.

### Committee on Planning and Priorities (CPP)

The Committee on Planning and Priorities had two main areas of focus during the 2009-2010 academic year. First, CPP oversaw the drafting of the Middle States Periodic Review Report. This document analyzed TCNJ's efforts over the past five years to continue the successful work highlighted in our past accreditation from Middle States, with a particular emphasis on assessment, strategic planning, and shared governance.

The document outlined some of the major challenges facing the campus in the coming years, of which a "Staff Senate Priority Issues" report played a contributory role.

Ultimately, the staff representatives in CPP worked diligently to insure that staff concerns and opportunities were not overshadowed in the PRR.

For the past few weeks, CPP has been working on a charge from the President regarding priorities for Program Closure. With our continuing budget constraints, program closure is likely inevitable in some fashion, and the President wanted input from CPP on how such decisions should be made. CPP's document emphasized that these decisions must be mission-driven and take into account quantitative measurements of performance. Again, the Staff Senate played a key role in stressing the importance of non-academic programs to the mission of our institution, insuring that their impact on the campus community will not be forgotten during program closure deliberations.

### Committee for Student and Campus Community (CSCC)

CSCC reviewed the status of the charges that came to its attention during 2008-2009. The policy on Alcohol and Other Drugs is complete. The Involuntary Health or Safety Withdrawal Policy was approved by the Board of Trustees on October 6, 2009. It has been posted on TCNJ's website. Behavior Assessment and Response Team (BART) training sessions for the campus community are under way. A draft of the College's new Travel Policy, which CSCC completed in spring 2009, is currently being reviewed by Thomas Mahoney, TCNJ's General Counsel. CSCC is planning to hold campus-wide forum in the future.

### Steering Committee (SC)

The Steering Committee is responsible for the coordination of the College Governance system, serving to route matters where they need to go depending on who has raised the issue and what is required. SC membership is drawn from each designated stakeholder group, perennially struggling to maintain student representation. Members are responsible for maintaining a collegial working environment so that all members of the community are informed about issues critical to their role in the community. For a longer version and more detail about the SC, go to: <http://www.tcnj.edu/~steering/>.

A major effort within the SC for this past year was the review of governance itself - all the details of its makeup, representation, policy flow, etc. It was originally our goal to have a draft out for review and feedback within Spring 2010; some proposed revisions have extended that time frame into next fall. Do watch for the call for testimony early in

the Fall 2010 semester, as a major revision of the process is proposed to enhance strategic planning for The College.

Keeping track of recent issues that have received attention from Steering is easily done by visiting the Status of Issues page for each academic year. Simply click on the following link for a review of this year's activity:

<http://www.tcnj.edu/~steering/200910/statusofissues0910.html> . Be sure to scroll all the way down to familiarize yourself with the 'three steps' for governance - you'll learn some important pieces of how it all works.

## **STAFF SENATE COUNCILS**

### **Communications and Public Relations Council (CPR)**

The Communications and Public Relations Council has several ongoing objectives from year to year. We periodically review and update the Staff Senate website. Outdated information and links are deleted and new reports are compiled and added after each monthly meeting. Upcoming Staff Senate meetings, programs and events are prominently displayed. Another continuous effort of CPR is to ensure that all departments of the College are represented in the Staff Senate. To this end, we periodically contact new employees, both to make them aware of the Staff Senate and to invite them to meetings and events.

CPR is responsible for maintaining the attendance at the Staff Senate meetings. Members that have missed more than 3 unexcused meetings are contacted to confirm their continued interest in the Senate. Any senator that is unable to attend a scheduled meeting should contact CPR via the Staff Senate email address ([staffsen@tcnj.edu](mailto:staffsen@tcnj.edu)) or Alexis Zahorsky at [zahorsky@tcnj.edu](mailto:zahorsky@tcnj.edu).

For the 2009-2010 year, CPR developed a short, campus-wide survey to increase interest and awareness of the Staff Senate in the campus community. Survey results will be collected, evaluated and put forth for review by the Senate later this year.

CPR also assisted the Staff Development & Recognition Council in the final stages of completing the inaugural issue of The Staff Senate Newsletter in 2009. Our efforts went into formatting and readying the newsletter for distribution. We will provide the same assistance for this and future issues of the newsletter.

### **Elections and Constitution Council (ECC)**

After welcoming in 16 new Senators in the spring of 2009 and overseeing the election of our Senate President (Antonino Scarpati, for his second term) and Senate Vice President (Andy Stutzman, first term), the Elections and Constitution Council worked diligently to drum up interest for the 15 seats up for re-election in Spring 2010. As always, ECC promoted these openings across all areas of the campus, culminating in our third-annual "Bring a Buddy to Staff Senate" meeting on February 17, 2010.

ECC has also been actively involved in the governance review process currently underway. ECC has closely tracked the planning and program councils currently in the

governance system, bringing to light those that have not convened or that lack Staff Senate representation. ECC will push for all governance committees and councils to always have at least one Senator serving on them, as well as the re-structuring or abolishment of councils that no longer meet or play any tangible role in the governance system.

*ECC congratulates and welcomes our newly-elected Staff Senators:*

	Senator	Title	Office	Years at TCNJ
1	Elizabeth Alcaro	Assistant Director	Records & Registration	8
2	Susan Atkins	Assistant Director	Facilities & Admin. Svcs.	12
3	Janel Bisacquino	Business Coordinator	Small Business Dev. Cntr.	<1
4	Ivonne Cruz	Associate Director	Cen. Academic Success	15
5	Devon DiBella	Purchasing Assistant	Finance & Business Svcs.	2
6	Emily (Weiss) Dodd	Communications Officer	Public Relations & Comm.	5.5
7	Leon Duminiak	Scientific Coordinator	Chemistry Department	3.5
8	Diane Gruenberg	Assistant Director	Tutoring Center	11
9	Debra Kelly	Associate Director	Career Center	11
10	Marc Longo	Occ. Safety Specialist	Occupational Safety	1
11	Thomas Mankovich	Associate Director	Records & Registration	7
12	Jason Schweitzer	Research Analyst	Institutional Research	6
13	Brunelle Tellis	Program Coordinator	Psychology Department	8
14	Carol Wells	Administrative Assistant	Office of Campus Police	3
15	Kyle Williams	Residence Director	Residential Education	7

### Staff Development and Recognition Council (SDRC)


The Staff Development and Recognition Council worked hard to collect information and photographs, format, edit, and publish our second annual newsletter. We would like to thank everyone who contributed to this issue. The SDRC also explored ideas for professional staff development this year. Some potential topics include managing personal stress during the recession. Possible guest speakers include Dr. Mark Woodford of the Counselor Education Department and Dr. Bill Keep of the School of Business. Additionally, SDRC plans on exploring professional development and staff recognition ideas with Dr. Gregory Pogue, the new Vice President of Human Resources.

### Special Events and Community Building Council (SECBC)

The Special Events and Community Building Council has been working on a number of projects and events. In December 2009, SECBC organized a successful campaign to gather holiday cards for military service members and veterans through the Red Cross Holiday Mail for Heroes campaign. In conjunction with a Girl Scout Troop in Ewing Township, the TCNJ Staff Senate mailed over 100 cards to the Red Cross. This spring, SECBC has worked with Stacy Schuster in College Advancement to create an effective method by which Staff Senators will be notified about opportunities to meet with state legislators to discuss issues that affect TCNJ and the greater community. To this end, a survey was recently developed and distributed to the Senate for the purpose of creating a database of professional affiliations and outside community involvement. SECBC is also working with the Trenton Area Soup Kitchen (TASK) to arrange opportunities to

volunteer during the summer months. Senators should look for more information about these visits in the coming months! Lastly, SECBC members are also serving in various capacities with the TCNJ Here for Haiti initiative, including serving on the Steering Committee and Communication/Outreach Working Group.

### Green Dot Initiative



The "Green Dot" initiative has been rolling out across campus since August and is gathering momentum as more and more faculty, staff, and students get involved in preventing power-based personal violence. "For the first time in violence prevention we have a real viable solution...a real chance to reduce the number of victims on our campus" says Jackie Deitch-Stackhouse, Coordinator for the Office of Anti-Violence Initiatives (OAVI). "The premise is not unique, but the approach is. You no longer need to be an expert in the field to get involved. If you talk with friends and colleagues on any given day, then there are opportunities to convey that addressing violence matters to you. And when you have the unfortunate (yet all too frequent) experience of observing a potentially dangerous situation, the Green Dot offers tangible and manageable solutions."

"The Green Dot, originally established at the University of Kentucky, has been adapted for the TCNJ community and we are leading the way as a pilot institution for all higher education in NJ" according to Deitch-Stackhouse. "People from all across the country are checking out our website ([www.tcnj.edu/greendot](http://www.tcnj.edu/greendot)) and learning from our successes and challenges."

A "green dot" symbolizes a single moment in time, a choice, an attitude, or a behavior that utterly supports victims, is intolerant of violence, or actively contributes to a safer campus culture. With OAVI's guidance, Staff Senate has an opportunity to serve as leaders of this ground-breaking initiative and become role models for the rest of the TCNJ community. If we are able to convert our good intentions to real action, we will raise the bar for what constitutes appropriate, respectful, and healthy interpersonal behavior. As Staff Senate members we are already leaders on campus. Why not lead the way by generating green dots across campus and shifting the culture from one that promotes violence to one that promotes safety?

If you are interested in getting more information and/or learning about upcoming Violence Intervention & Prevention (VIP) trainings, please consider signing up for the Green Dot listserv at [http://www.tcnj.edu/~greendot/get\\_involved.html](http://www.tcnj.edu/~greendot/get_involved.html). If you decide to get more involved, you will not be asked to solve the violence issue on campus or become a full-time victim advocate. We don't need people to be heroes...we are just looking for people with a little hero in them. If that sounds like you, we hope to hear from you!



### 2010 Helen Shaw Staff Excellence & Special Achievement Award

All 2010 Helen Shaw Staff Excellence and Special Achievement Award nominees will be honored at the celebration taking place on Tuesday, August 24, 2010. Thank you to all who took the time to make sure their fellow staff members' outstanding contributions to TCNJ did not go unnoticed.

### 2009 Helen Shaw Staff Excellence & Special Achievement Award

*Congratulations to the 2009 award recipients:*

**Amanda Radosti~**

for her creative efforts with TCNJ's Recycling Program which have had a positive impact on the Office of Occupational Safety and Environmental Services and the entire college community.

**Cecilia Colbeth~**

for her unique ability to serve as Program Coordinator for not one, but two departments (with two different goals) – Women and Gender Studies and The English Department. She has been described as someone who brings spirit and goodwill to her job.



**Sharon Bancroft  
Susan Ciotti  
Kevin Ewell  
Larry Gage**

**Beverly Kalinowski  
Richard Kroth  
Nicole Maldonado  
Matt Middleton**

**Kay Miklosz  
Paula Rainey  
Antonino Scarpati**