

Staff Senate (SS) Meeting –Library Auditorium – December 19, 2012

MINUTES

Attendees: Alan Amtzis, Ivonne Cruz, Kay DeSieno, Leon Duminiak, Kevin Fay, Ryan Gladysiewicz, Diane Gruenberg, Dionne Hallback, Lynette Harris, Jamal Johnson, Deb Kelly, Alexandra Lefebue, Matt Middleton, Joe O'Brien, Karen Patterson, Steve Scaffa, Nino Scarpatti, Stephanie Shestakow, Sharon Shivers, Jim Spencer, Pat Van Hise, Janice Vermeychuk, Laurel Wanat, Rosa Zagari-Marinzoli and Alexis Zahorsky.

Excused: Susan Atkins, Ginny Brown, Katy Ells, Tim Grant, Monica Jacobe, Rita King, Todd McCrary, Diane Minger, Susan O'Connor and Carol Wells.

I. Approval of Minutes

The minutes from the October 17, 2012 meeting was approved with a minor change.

II. President's Report

A. Update on Strategic Planning - the College is in the implementation phase of the strategic plan.

B. Meeting with Dr. Gitenstein –the President was very pleased that the New Jersey State College Bond Issue was approved by voters in New Jersey. She anticipates that TCNJ will be allowed to borrow between 24-26 million dollars. There is no news from Gov. Christie or the Senate Committee on budget.

III. Old Business

A. Provost Search – Kay D. – Jacqueline Taylor from DePaul University in Chicago has accepted an offer to become TCNJ's provost and vice president for academic affairs. Jackie will begin her tenure at TCNJ on March 18, 2013, and will assume leadership for the College's academic programs while directing the achievement of the College's strategic plan.

Nino stated that Susan Bakewell-Sachs who has been serving as interim Provost deserves a great deal of appreciation for the fine job she has done and her leadership in Strategic Planning. Nino will be putting forth a resolution in January.

B. Distinctive Identity Task Force – Jim S. – Task force is meeting every other week and reaching out to community for feedback. Open Forum held was very well attended; one more Forum will be held in the new year providing another round of feedback. Overall feedback thus far is that TCNJ is extremely difficulty to receive admission. Nino will send Promissory Statement for Senate's review.

C. Excellence and Signature Programs Task Force – Kevin F. - Task Force now clearer on committee charges and have plans for a "mini conference in mid-January. More to report thereafter.

D. Staff Senate Newsletter and Brochure – Sharon – Nino gave kudos to committee on the completion of the Staff Senate Newsletter, which includes the honorees from the Helen Shaw Staff Excellence Award. Another Newsletter will be created during the Spring semester. More information is being collected for brochure.

IV. New Business / Announcements

A. Upcoming Staff Senate Elections – Matt - Ballots for open positions will be forwards after New Year. President & Vice President nominations are still open, however they will close shortly. Matt will send reminder after New Year. Staff Senate Buddy meeting will be held in February.

B. TCNJ "Here For Home" Response to Sandy – Nino – Bonner spearheading efforts primarily with students, however with faculty & staff as well. HR is identifying staff whose primary residence has been affected by the storm; to date no one from our community has been severely affected.

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- a. *Multiple volunteer teams have been working with Habitat for Humanity travelling to shore areas. After the New Year, a special “volunteer event” will be scheduled by the Special Events & Community Building Council.*
 - b. *T-Shirts sold in Barnes & Noble Bookstore (NJ4Home) all processed to go towards Here for Home efforts.*
 - C. *TCNJ Learning Communities – Alan – 12 proposals received for TCNJ Learning Committees (20 community members represented/only 1staff member. Comment was made that more guidelines should be include to increase participation; particularly from staff. Five Learning Communities include:*
 - *Teaching and Learning for Global Citizenship*
 - *Integrating an Urban Context in Teaching and Learning*
 - *Transforming Teaching and Learning through New Technologies*
 - *Promoting Social Responsibility and Sustainability Inside and Outside the Classroom*
 - *Facilitating Student Outcomes Assessment*
- Nino will resend document outlining this opportunity.*

D. *MSCHE (Middle States) Self-Study – Nino – 10yr. review approaching; 14 standards by which the college is observed. 1/15-17/13 – middle states reps to on campus. Nino will also share this info as well.*

E. *Meeting Dates for Spring 2013 – January 16th, Feb 20th, March 20th, April 17th & May 15th*

V. **Reports – Please file your reports electronically.**

Staff Senate Councils:

Elections and Constitution Council (ECC) – Matt

- *See note under New Business/Announcements*

Staff Development and Recognition Council (SDRC) - Joe O.

- *Will be meeting with HR to discuss plans for the new year (2013).*
- *Committee will be putting together a wish list of possible programs to be explored over the next year.*
- *Healthy Campus Survey once approved by HR will be distributed to all employees.*
- *Discussed contribution to future newsletters Will meet again in the New Year.*

Special Events and Community Building Council (SECBC) – Reported by Nino

- *Stay tuned for date to volunteer at Habitat for Humanity’s Restore will be planned for New Year. Donations of new & used building materials, furniture and home furnishings would be greatly appreciated.*

Communications and Public Relations Council (CPRC) – Sharon

- *Plans are being made to take photos of Executive Board for next newsletter.*
- *Committee/Council reps are asked to use new reporting form for committee meetings – this will increase the flow of communication and close gap at all level.*
- *Once completed, brochures will be sent to HR to introduce new employees to SS. 300 are usually sent, 100 will be initially sent.*
- *Welcome letter and SS Introduction will be sent to new employees hired within the last 6months.*
- *Website – posted new senators on webpage.*

Helen Shaw Staff Excellence Award (HSSEA) – Joe

- *No report at this time.*

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College Governance Committees:

Committee on Academic Programs (CAP) – Stephanie

- *3 subcommittees have been formed that will continue to work throughout the fall semester: Off-Campus Faculty Led programs, Undergraduate Certificate programs, and bundled charges on Course Absence, Attendance and Withdrawal, and Academic Dismissal.*
- *Also voted to rename an existing major in the School of Engineering. Further discussed and voted to eliminate domain categories for FSP courses.*

Committee for Planning and Priorities (CPP) – Nino

- *See Comments from President's report*

Committee for Student and Campus Community (CSCC) – Janice

- *No report at this time.*

Steering Committee (SC) – Rosa M-Z/Pat V H

- *Still working on many projects; mainly Graduate Student Conduct Code*
- *Completed projects regarding Academic Speech (AFT), Programming within the School of Engineering*
- *Reminder that some policies may be passed without the input/approval of Governance.*

Committee on Faculty Affairs – Tammy

- *No report at this time.*

Planning Councils:

College Advancement (CAPC)

- *No report at this time.*

Enrollment Management Planning Council (EMPC) – Matt

- *Frank Cooper of Records and Registration presented to council on the statistical modeling designed to assist TCNJ in determining its right size for budgetary purposes. Factors in enrollments, retention and graduation rates, showing how a dip or rise in the incoming class can have a major impact on future tuition dollars.*
- *Council discussed different enrollment numbers, but there was largely agreement on the fact that TCNJ should reduce its overall size and look for budgetary solutions outside of tuition.*
- *Additionally, 65% of the reviews from the statistical analysis were based on tuition & fees.*

Facilities and Construction Planning Council (FCPC)

- *Bonner Center reps presented on Demonstration Garden – plans to relocate to the space between the Green Lane entrance and the ASB building (same side as ASB) and enlarge*
- *Athletic/Sport Information Office reps presented on Campus Signage presentation - seeking approval to add pole banners to the light poles on 'C' street – (Metzger Dr. to lot 17/Rec Ctr) Used to promote spirit and pride in TCNJ Athletics – 1 banner for each sport (2 if women's/men's are separate teams) Banners will highlight or focus on a TCNJ alum (of recent years) to be determined by the Athletics Dept (not the coaches) Corporate sponsorship so an options for the future.*

Finance and Budget Planning Council (FBPC) – Susan

- *No report at this time.*

Human Resources and Staff Development (HRSDPC)

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- *Nothing to report at this time.*
- *Also see comments from CPR (Sharon) & SDRC (Joe O.)*

Information Technology Planning Council (ITPC) – Janel

- *Project manager has been hired to coordinate IT projects with rest of campus.*
- *Search ongoing for Director of Enterprise Applications.*
- *Planning to switch over to online student evaluations soon. It will be an add-on to PAWS.*
- *Policy drafted regarding regular changing of passwords as part of upgrading security.*

Program Councils:

Advising and Student Support (ADSS) - Jim

- *Advising policy guidelines for “Best Practices” are being reviewed.(Campus wide vs. by School)*

Athletics Advisory Program Council (AAPC) – Jim O.

- *Novo Nordisk signed on as “BIG” sponsor to Athletics programming.*
- *Additional sponsors to assist in donation of new scoreboard.*

Cultural and Intellectual Community (CICC)

- *No report at this time.*

Faculty-Student Collaboration (FSC) - Carol

- *Continuing to work on RFP.*

Graduate Programs (GPC)

- *Nothing to report at this time.*

Healthy Campus (HC)

- *Website design, content & benchmarking are being discussed. Some tasks were assigned to committee members (ex. writing welcome statement - 1 paragraph, 4 sentences)*

Honors and Scholars Program Council (HSPC)

- *Nothing to report at this time.*

International Education Program Council (IEPC) – Kevin F.

- *Summer & Winter programs are being reviewed & discussed.*

Liberal Learning Program Council (LLPC)

- *Diane encouraged staff to take advantage of opportunity to participate in “Good Read” –book group discussion of My Word – issue of plagiarism & academic dishonesty(copies available in the Provost’s Office)*
- *Use following link for registration https://tcnj.qualtrics.com//SE/?SID=SV_b8ij0BofucQYEzb (Registration open until January 4, 2013)*

Teacher Education Program Council (TEPC) – Ginny

- *Nothing to report at this time.*

Teaching and Learning Center Program Council (TLCPC) – Pat

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Nothing to report at this time.

Ad Hoc Committees, Commissions, Task Forces:

Ad Hoc Committee on Strategic Planning

- *Nothing to report at this time.*

Ad Hoc Committee for the Assessment of Transformation

- *Nothing to report at this time.*

Presidents Climate Commitment Committee (PCCC)

- *Nothing to report at this time.*

Campus Public Safety Advisory Committee (PSAC) – Ginny

- *Nothing to report at this time.*

Search Committee for Provost

- *Candidates coming to campus; fill out surveys.*

Search Committee for Dean of the School of Education

- *Nothing to report at this time.*

Task Force on TCNJ/China Academic Collaboration

- *Nothing to report at this time.*

Traffic Appeals

- *Name Changed to Citation Appeals Board.*

Board of Trustees Staff Representative Report – Lynette

- *John Donohue introduced as VP for College Advancement ; he thanked area for outstanding leadership while search was conducted*
- *Annual Fund to date has raised over\$1.3million dollars*
- *New School of Education was dedicated on Tuesday, December 4, 2012*