

The College of New Jersey Staff Senate  
Minutes  
November 19, 2008

Present: Sharon Bancroft, Rebecca Breese, Sue Ciotti, Barbara Clark, Kevin Ewell, Diane Gruenberg, Megan Guicheteau, Lynette Harris, Rich Kroth, Christine Kucha, Kawanna Leggett, Amy LoPrinzi, Magda Manetas, Matt Middleton, Joanne Popowski, Arlene Radonsky, Paula Rainey, Nino Scarpati, Jason Schweitzer, Sharon Shivers, Andrew Stutzman, Brunelle Tellis, Janice Vermeychuk, Alexis Zahorsky

Excused: Jim Boatwright, Andy Brunetto, Larry Gage, Dionne Hallback, Jim Heisler

- I. Approval of Minutes  
October 15, 2008 minutes were approved with following amendment: Sharon Shivers was present at meeting.
- II. President's Report
  - a. Executive Board had meeting with Barbara Wineberg. Important notes: Language on priorities for budget development was changed from "preserving the academic core" to "preserving the educational program"; Governor Corzine has committed to state colleges that there will be no mid-year cut to the state appropriation; no such commitment for FY '10; acknowledgement that attrition has impacted staff disproportionately in addressing budgetary concerns in the past and this approach cannot be repeated.
  - b. Three staff senators' names have been sent to Carol Bresnahan for her to choose from to staff Dean of School of Business Search Committee; she will select one senator from these, consistent with staffing from Faculty Senate and SGA.
  - c. Joint Governance Reception will be held on January 28, 2009, at 5:00 p.m. Location to be determined. We will honor a staff senator for significant contribution to governance at the event. Please send nominations to Nino at [scarpati@tcnj.edu](mailto:scarpati@tcnj.edu). Pending the final decision on the school merger issue, there may be other dean searches as well.
  - d. Nino is very pleased to announce that Paula Rainey has accepted the role of Chair of the Helen Shaw Staff Excellence Award Committee. The Staff Senate will support Paula and her committee in their important work and thanks them, in advance, for their significant contribution on behalf of TCNJ staff.
- III. Presentation by Marisa Leonhard on Peoplesoft Student Administration (SA). Name of new system will be PAWS (Primary Academic Web Services). "Go Live" is February 15, 2009. SOCS will continue but at that time ARTIE/TESS/SIS are all decommissioned. Final conversion is in June, 2009 when SA becomes the "system of record". There are a number of training and support events planned to assist students, staff and faculty learn how to use the system.

IV. Old Business

- a. Four-Day Workweek – discussion has progressed and final proposal is being crafted. Proposed format will involve four day summer workweeks from week after commencement to first weekend in August (except for already short weeks of Memorial Day and 4<sup>th</sup> of July); with workday extended to 8:00 a.m. to 5:00 p.m., with 30 minute lunch period. For timesheet purposes, a day will equal 8.75 hours. Send questions to Vivian Fernandez at [vfernand@tcnj.edu](mailto:vfernand@tcnj.edu). Intent is to apply this as of summer 2009.
- b. General Counsel Tom Mahoney will attend December 17<sup>th</sup> Staff Senate meeting.
- c. Please let Nino know by 12/5/08 if you will not be able to attend 12/17/08 meeting. If we will not achieve quorum, we may cancel the meeting.
- d. The Staff Development and Recognition Council is in the final stages of preparing the January Staff Senate Newsletter and needs your input for the Senator Spotlight section. Please submit your recommendations as soon as possible to Beverly Kalinowski at [kalinow@tcnj.edu](mailto:kalinow@tcnj.edu) or Paula Rainey at [rainey@tcnj.edu](mailto:rainey@tcnj.edu).

V. Reports

Staff Senate Councils

**Elections and Constitution:** They have prepared and are distributing a recruitment flyer as we move closer to spring elections. They will reprise the “Take a Buddy to Staff Senate” activity after the holiday season. There has been one resignation (Colleen Perry).

**Staff Development and Recognition:** 49 staff have signed up for the upcoming Finance and Business Services Workshop (12/3/08 9 a.m. – 1 p.m., LIB AUD); please send ideas and information to Sue Ciotti for the upcoming Staff Senate Newsletter.

**Special Events and Community Building:** The Trenton Area Soup Kitchen (TASK) needs our help to prepare and serve dinner on Thursday, 12/18/09 from 3:15-5:30. They need 12-14 volunteers. Please inform Kevin Ewell [ewell@tcnj.edu](mailto:ewell@tcnj.edu) if you are able to help. Nino will assist with transportation so volunteers can travel together. Amy LoPrinzi is managing a coordinated clothing drive, with items to be donated to TASK. Flyers with more information about this will be distributed campus-wide and drop-off will be at ASB. Kevin noted that TASK may also need assistance with 12/30/08 date.

**Communications and Public Relations:** Please let Sharon Bancroft know if you are interested in joining this council as they have lost a member with Colleen Perry’s departure. This council will reach out to those senators who are experiencing attendance issues and will be conducting a campus-wide survey of staff to identify issues important to them. They are also working on an outreach program for new employees of the College, to welcome them and alert them to the existence of the Staff Senate. They will be managing the publication/distribution aspect of the Staff Newsletter.

Ad Hoc Committees/Commissions/Task Forces

**Presidents Climate Commitment Committee** – No report.

**Structure of Schools** – Final report submitted to Provost; decision pending.

**Campus Police Search for Captain** – Search halted due to problem with posted required qualifications, which have to be corrected. HR is advising committee regarding resumption of process. Issues are likely to delay appointment/assumption of duties until spring.

Governance Committees and Councils

**Steering** – Meeting this afternoon; will check to ensure that governance procedures were properly followed in developing the new Alcohol and Other Drug Policy.

**Committee on Academic Programs** – Survey regarding class schedule grid underway.

**Committee for Planning and Priorities** – Addressing structure for collaborative initiative Center for Teaching and Learning – may become a governance council.

**Committee for Student and Campus Community** – New Alcohol and Other Drug Policy going to Steering today; to General Counsel for final reading; to Board of Trustees for approval at next meeting. Next major project is the review of the Involuntary Health and Safety Withdrawal Policy.

Nino wants to address the fact that there is no staff senate representation on the Liberal Learning Planning Council.

There were no council reports, with the exception of the following:

**External Affairs Planning Council** – Conducting a survey to determine why alumni donations are so low; also addressing NJ “Brain Drain” issue.

**Facilities and Construction Planning Council** – Still discussing signage on campus.

**Finance and Budget Planning Council** – TCNJ received a “clean audit” opinion from private external audit firm; TCNJ requesting additional state funding for security initiatives, merit scholarships, Center for Institutional Effectiveness. Data indicates that most of the TCNJ STARS students don’t fall into traditional need categories. State may institute a plan for sharing cost of attendance. On a scale of 0-5 for Key Financial Performance Indicators (system used by many colleges and universities, found on Ohio Board of Regents website), our composite score of 3.3, same for last 4 years, indicates “stable” financial health. (Scores less than 1.75 indicate school on “fiscal watch”).

**Information Technology Planning Council** – Addressing how to validate E-Portfolios, planning “Lunch and Learn” professional development sessions.

VI. New Business – No new business.