

The College of New Jersey Staff Senate  
January 21, 2009  
Minutes

Present: Sharon Bancroft, Rebecca Breese, Ginny Brown, Sue Ciotti, Barbara Clark, Kevin Ewell, Larry Gage, Diane Gruenberg, Megan Guicheteau, Rich Kroth, Christine Kuca, Kawanna Leggett, Magda Manetas, Matt Middleton, Kay Miklosz, Jason Neely, Joanne Popowski, Arlene Radonsky, Paula Rainey, Steve Scaffa, Nino Scarpati, Jason Schweitzer, Sharon Shivers, Janice Vermeychuk, Alexis Zahorsky

Excused: Dionne Hallback, Jim Heisler, Amy Loprinzi, Andrew Stutzman, Beverly Kalinowski

Guests: Kevin Fay, Holly Heller, Jay Jacobs, Jamal Johnson, Nicole Maldonado, Andrea Meier, Stephanie Shestakow, Sandra Whaley, Terri Yamiolkowski

I. Approval of Minutes  
No meeting in December

II. Guest Presenter – Tom Mahoney, General Counsel  
Responsible for oversight of college legal affairs; provision of legal advice to president, trustees and other administrators; liaison with Office of the Attorney General; review of college contracts; coordination of OPRA (Open Public Records Act) requests; and EEO complaints. His office also coordinates acknowledgement of outside employment for TCNJ employees. The campus community will be alerted to this process soon and directed to a link on the GC website for the forms involved.

Additional staff in GC office, which is in Green Hall 207, include Ellie Fogarty and Melanie Danna. Have established a website: [www.tcnj.edu/~ogc](http://www.tcnj.edu/~ogc), which includes resources on state Ethics Code, anonymous reporting process, OPRA forms, Discrimination Policy and EEO complaint process.

III. President's Report

- a. Nino welcomed "buddy" guests to the meeting and thanked senators for alerting fellow staff members to the Staff Senate and its role in college governance and for hosting them at our meeting
- b. Vivian Fernandez spoke briefly regarding the 2009 Energy Savings Program, the first year of a significantly expanded energy calendar. Staff should sign up to attend one of the information sessions being provided. The HR website will also have a FAQs section and questions can be emailed to [hr@tcnj.edu](mailto:hr@tcnj.edu).
- c. Nino thanked our staff representatives to campus search committees: Janice Vermeychuk/Campus Police Captain Search; Lynette Harris/Dean, School of the Arts and Communication; Lakita Rowe/Dean, School of Business; Brunelle Tellis/Dean, School of Culture and Society

- IV. Old Business
- a. Forms to submit recommendations for the Senator Spotlight section of the Staff Senate Newsletter can be found at <https://jedi.tcnj.edu/webteam/cgi-bin/formgenie/formgenie.pl?form=26660>
  - b. The Joint Governance Reception, planned in conjunction with the Faculty Senate and SGA, is scheduled for Wednesday, February 11<sup>th</sup> at 4:30 in the 1855 Room. Please make every effort to attend as one of our own will be honored at this reception for their significant contribution to governance.

- V. New Business  
Eligibility Requirements for Staff Senators – see ECC notes below

- VI. Reports

**Staff Senate Councils**

**Elections and Constitution:** Spring election will fill president, vice president and 13 senator positions; discussed current constitutional requirement that staff person work for 10 months before running for senator. This requirement was tied to the HR probationary period. ECC will come back to Senate with a bill.

**Staff Development and Recognition:** Working on the newsletter; conducted very successful (70 attended) professional development session with staff from Finance and Business Services; send suggestions for other topics to them; Ujwala Swaninantham resigned so seeking new member.

**Special Events and Community Building:** Held three successful events at end of fall term – Clothing Drive for TASK (thank you Amy and Ginny); TASK Dinner Service; and Staff “Relaxer” at Wildflowers. Remember to attend Joint Governance Reception and other events will be forthcoming.

**Communication and Public Relations:** Awaiting newsletter content from SDRC so it can be distributed; conducted outreach with 23 new (since July, 2008) TCNJ staff members; will be maintaining attendance records and follow-up, so please email Alexis at [zahorsky@tcnj.edu](mailto:zahorsky@tcnj.edu) if you cannot attend a senate meeting; Staff Senate website under review.

**Ad Hoc Committees, Commissions, Task Forces**

**Presidents Climate Commitment Committee:** Consultant firm has been selected and will study campus environment this spring and make recommendations to committee for implementation.

**Committee on Structure of Schools:** Upon review, made recommendation to provost who determined not to make any changes to school structure.

**Police Captain Search Committee:** Due to problem with way the position was posted, search in hiatus while position re-posted; search process will resume in February.

**College Governance Committees**

**Steering:** AOD Policy adopted by Board of Trustees as of January 1, 2009. Peer Review Teaching proposal to Provost. Spring 2009 Exam Schedule proposal to Provost.

**Committee for Academic Programs:** No report.

**Committee for Planning and Priorities:** Conducted survey on exam schedule and evaluated results. Five-Year Middle States Review process looming. A new Teaching and Learning (one of the 4 Student Affairs/Academic Affairs collaborative initiatives) governance council will be established.

**Committee for Student and Campus Community:** Handled AOD Policy creation, review per governance procedures and approval by BOT. Next up: review of student travel policy and recommendations to president regarding new Health and Safety Withdrawal Policy, approved by BOT at July, 2008 meeting.

### **Planning Councils**

No reports from: Advising and Student Support; Diversity and Human Relations; Enrollment Planning Councils; Facilities and Construction, Information Technology. Some of these don't appear to be meeting. Nino will discuss this problem with other governance body presidents.

External Affairs – will be going over results of general public and alumni surveys on college image.

Finance and Budget Planning – state budget situation growing worse, college trying to prepare for possible outcomes; waiting to see if federal TARP funds go to New Jersey and what impact, if any, they have on the state's appropriation to public higher education this year. College required to hire internal auditor, external audit will still be conducted.

### **Program Councils**

No reports from Graduate; International Education; Teacher Education; Athletics Advisory program councils. We have no representation on Honors and Scholars and Liberal Learning program councils. We plan to ask for representation in 5-year governance process review.