

The College of New Jersey Staff Senate  
February 18, 2009  
Minutes

Present: Sharon Bancroft, James Boatwright, Rebecca Breese, Barbara Clark, Kevin Ewell, Larry Gage, Diane Gruenberg, Beverly Kalinowski, Rich Kroth, Christine Kucha, Amy Loprinzi, Magda Manetas, Lisa McCarthy, Matt Middleton, Kay Miklosz, Joanne Popowski, Paula Rainey, Nino Scarpati, Jason Schweitzer, Andy Stutzman, Brunelle Tellis, Janice Vermeychuk, Alexis Zahorsky

Excused: Megan Guicheteau, Arlene Radonsky, LaKita Rowe, Sharon Shivers, Steve Scaffa

I. Approval of Minutes

Minutes of January 21, 2009 meeting approved.

II. President's Report

- a. Green Dot Initiative – Members of the Staff Senate are encouraged to attend a presentation by Dorothy Edwards, founder of the Green Dot Initiative, on Wednesday, March 25, 2009 from 9-10:00 a.m. in the Library Auditorium. This presentation is being co-sponsored by the Office of Anti-Violence Initiatives and the executive boards of the Faculty Senate, Staff Senate and SGA. The Green Dot Initiative is a campaign to end violence against women in the college setting and addresses the issue in a comprehensive, campus-wide and environmental model.
- b. Student Affairs/Academic Affairs Collaborative Initiatives – Nino invited senators to express their interest in participating in one of the three task forces/one program council that will begin working this spring on the four collaborative initiatives identified by Dr. Gitenstein. The four initiatives are: Healthy Campus, Leadership, Transitions and Teaching and Learning. Jim Norfleet has asked the Staff Senate to recruit two staff members for each of the three task forces and three staff for the Teaching and Learning Program Council. The first opportunity to participate will be offered to Staff Senators and if vacancies remain, we will recruit from the general staff population. Magda will email the senate with more detail, including deadlines and brief descriptions of the initiatives by Friday, February 20<sup>th</sup>.

III. Old Business

- a. Eligibility Requirements for Staff Senators – Matt Middleton accepted a friendly amendment to the eligibility bylaw, removing any restriction on a required period of employment. This amendment passed unanimously. It was noted that the Staff Senate will continue to be thoughtful in placing senators on governance committees and councils, placing more experienced senators in those groups which may require a greater historical perspective and knowledge of the College.
- b. "Senator Spotlight" section of the Staff Senate Newsletter has been renamed "Did You Know?" Please submit recommendations for this focus on our colleagues, via the form genie provided at: <https://jedi.tcnj.edu/webteam/cgi-bin/formgenie/formgenie.pl?form=26660>
- c. Joint Governance Reception – Nino reiterated our appreciation for Jim Boatwright's long-standing, significant and frequently courageous contribution to campus governance. Jim was honored for this contribution at the recent Joint Governance Reception.
- d. Dean Search Committee Updates – Brunelle Tellis reported on the Dean of Culture and Society Search: they are finalizing the job description; Lynette Harris represents us on the Dean of Business Search: Lynette was not present to report, but it is our understanding that this dean search is the most advanced of the three currently underway as a search firm was hired to manage the process.

IV. Reports

**Staff Senate Councils:**

**Election and Constitution Council** – Deadline to submit nominations for senator is March 6<sup>th</sup>; vacancies: 12 senator/one vice president (Nino has accepted nomination for second term as president)/one opening on the Presidents' Climate Commitment Committee – all vacancies posted on flyer.

**Staff Development and Recognition C** – Focused on three initiatives: Staff Senate Newsletter will be published February 25<sup>th</sup>; Interest Survey/Co-sponsorship of Green Dot Initiative next fall

**Special Events and Community Building Council** – Planning events for spring and summer, including year-end event

**Communications and Public Relations Council** – Collaborating on newsletter, sending ECC recruitment flyer out, managing senate attendance and creating a Staff Senate awareness survey

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

**CPPP** – “Teach In” program was very well attended, committee has had first meeting with Spezel, the consultant hired to evaluate the campus and make recommendations for improvement - goal of carbon neutrality by 2015.

**Police Captain Search** – Was reposted, now closed, moving toward final selection, hope to have individual in place by end of spring term

**Governance Planning Councils, Program Councils and Standing Committees:**  
(We have no representatives on the Liberal Learning and Honors and Scholars Councils)

**Advising and Student Support** - no report

**Diversity and Human Relations** – does not meet

**Enrollment Planning** – does not meet

**External Affairs** – pleased with results of two recent surveys, conducted with alumni and “friends”; 8% of alumni now donating to the College – still very low but higher than usual; are experiencing increase in profile and name recognition; goals to increase culture of giving amongst undergraduates; increase interaction with alumni

**Facilities and Construction** – has forwarded recommendation to Board of Trustees to name new apartments Phelps Hall (after first “principal” of the College) and Hausdoerffer Hall (after Bill Hausdoerffer, alumnus/faculty emeritus/Dean of Men/designer of Sundial and other major contributions to the college)

**Finance and Budget** – hasn't met yet this term, anxiously awaiting Gov. Corzine's Budget Address, scheduled for March 10<sup>th</sup>

**Information Technology** – My TCNJ portal now live, utilizes single-on for all apps, more user-friendly Directory; Senator Stutzman offered to do a demonstration of these features at our next meeting; committee seeking to strengthen relationship with faculty to increase their use of technology in pedagogy

**Graduate Programs** – no report

**International Education** – working on '09-'10 international programs; six new programs were undersubscribed this year

**Teacher Education** – all students entering their junior year will be required to have Substitute Teacher Certification, a growing trend nationally and one which expedites approval for JPE and Student Teaching placements; additional confidentiality standards (similar to FERPA) will be applied to K-12 teachers and administrators

**Athletics Advisory** – discussing plan for use of consultant; received four proposals and will select one by February 20<sup>th</sup>; recommendation made by Jim Boatwright to review eligibility requirements for Hall of Fame

**Committee for Academic Programs** – reviewing Evaluation of Faculty feedback form and course approval process; recommending that common terminology be applied across the curriculum for specializations/concentrations, etc.

**Committee for Planning and Priorities** – preparing for next Middle States self-study process, it is their understanding that Middle States may change the requirements for the self-study report; also reviewing the proposed Teaching and Learning Program Council and the Fall Calendar (Fall Break, Homecoming and Family Weekend)

**Committee for Student and Campus Community** – currently presiding over governance review of Involuntary Health and Safety Withdrawal Policy; will be revisiting Student Travel Policy process

**Steering** – see above and refer to Governance Tracking website for more detail

V. New Business

- a. Nino asked for feedback on the document: *Preliminary Resolution on the Creation of a Teaching and Learning Program Council*. Comments: Why is model (governance council v task force) different for this collaborative initiative? Why is it different in representation (6 faculty/3 staff/3 students v equal representation of each) from other collaborative initiatives? Magda will email senators to request any other comments be sent to her or Nino as soon as possible.
- b. Joint Presidents' Meeting – Nino, Michael Robertson (Faculty Senate President) and Dan Scapardine (SGA President) will meet soon to prepare for Governance 2010 discussion. Some major concerns to be addressed – those councils that do not appear to be functioning and those, such as Liberal Learning, that do not have staff representation