

The College of New Jersey Staff Senate
Minutes for October 24, 2001
Draft Until Approved

Presiding: Magda Manetas
Recording: Christine Lechliter

Attendance was taken.

- 01 On a motion by A. DeGennaro and seconded by S. Daniels, the minutes of the September 26th meeting were approved as submitted.
- 02 At their October meeting, the Board of Trustees voted to accept the Constitution and By-Laws of the Staff Senate, thereby making the Staff Senate an official body of College Governance. At the December 4th meeting, the Board of Trustees will vote on a proposal to approve Staff Senate representation to the Board.
- 03 Election for At-Large Senators received an encouraging response of over 200 ballots, representing approximately half of the TCNJ Staff. Ballots are being counted and results will be forthcoming. Candidates who have been elected will receive notification in order to verify their continued interest to serve; then announcement will be made to the Campus Community.
- 04 On a motion by J. Valentin and seconded by L. Gage, the proposed changes to the Constitution and By-Laws regarding *Conflict of Interest and Ethical Conduct*, and *Change of Job Category* were unanimously accepted.
- 05 Discussion regarding Governance orientation information: Senators are directed to the "Governance 2000" web site for information regarding processes and procedures, especially regarding submission of minutes for Councils and Committees. Magda also reminded the membership of the importance of following the 3-step process which requires 1) defining the process, 2) soliciting stakeholder testimony, and 3) putting forth the final resolution. And, flow of projects was discussed, with regard to the importance of following the appropriate progression of information. Discussion followed concerning a clear definition of the Council/Committee relationship and the sharing of information. It was determined that the Staff Senate should conduct a governance orientation of its own once all Senators are in place, facilitated by the Staff Development and Recognition council soon to be formed.
- 06 Documents were distributed for membership review in preparation for discussion and feedback at the next meeting:
 - Distinguished Administrator Program*

Discussion followed regarding the Staff Senate's role in this Program. After several suggestions, upon a final motion by N. Scarpati and seconded by T. Gerberg, we will send a written recommendation to the Steering Committee that the Staff Senate be charged with both authoring the appropriate proposal for the Distinguished Administrator and subsequently administering the program.
 - Faculty and Student Work document and response from Dan Crofts*

Upon discussion of how the transformative change regarding faculty and student work would affect Staff Senate, it was suggested that the document be carefully reviewed, and that Senators should forward questions and comments to C. Lechliter or M. Manetas who will compile them for discussion at the next meeting. On a motion by T. Gerberg and seconded by L. Gage, it was decided that the Staff Senate would be proactive in drafting a commentary document to be forwarded to the Provost outlining the Senate's "stakeholder testimony" as regards faculty/student work and its impact on the administrative/staff constituency.
 - CSCC proposal for Off-Campus Behavior Policy*

This proposal is at Step 3 in the governance process. The document can be found on the website, and feedback is strongly encouraged.

07 Council and Committee reports: in the interest of time, reports were dispensed with, and Council and Committee members are asked to submit their reports via email to C. Leichter for publication with these minutes.