

Staff Senate Executive Committee Meeting

January 16, 2003

Minutes

Present: Susan Atkins, Cindy Friedman, Chris Leichliter, Magda Manetas, Joanne Popowski, Nino Scarpati, Judy Wingerter

1. Spring Planning

Communications and Public Relations

- *Senate Webpage* – site architecture is done and page has been updated to reflect new college “look”, members of the CPR Council will divide up the content areas, create them in Word and send them to Craig Blaha (copied to Chris) to translate into HTML. Chris will send the Site Map to Cindy to distribute to her council members
- *Staff News Gathering and Sharing* – In an effort to help senators learn more about it each other, the council has developed an on-line form that senators can use to submit information. This information can then be copied onto our webpage and also sent to College Relations staff who work with publications/newsletters such as Fourth Friday and the TCNJ Magazine/In Focus section.
- *Promoting Staff Senate Events and Activities* – the Council has also developed a document and process to be utilized by the Senate to promote Staff Senate events and activities. The document they prepared includes suggestions for what to include, such as the name of the event, a brief description, cost, registration, etc. This information would then be sent to Cindy for distribution.

Constitution and Election

- Mid-Term Elections – we discussed the best way to approach mid-term vacancies in general, and the current vacancy for a classified category senator for the Planning and Priorities Committee, specifically. Page 11 of the Bylaws states that “*Upon the resignation or removal of a Senator outside the normal appointment cycle, the Election and Constitution Council shall contact those staff members who ran for a Senate position in the previous Spring’s election process and were not elected, to confirm their interest. If those individuals are interested, they will be placed on a ballot for vote at (the) next Senate meeting. The elected Senator would serve for the duration of the previous Senator’s term. Should none of these individuals be interested in the open position, a campus wide election will be conducted the following Spring.*” To address the current vacancy, Judy will check with Lisa to see if we have already checked with the individuals from our previous spring election – again, this individual should be from the classified category. If this has already been checked to no avail, or we do so now, to no avail, we are reluctant to let such an important position stay vacant until the end of the semester. In that case we may amend the above statement to allow for a mid-year election process to fill the vacancy. Judy will let us know the status of this search.
- At Large Senators are currently on track to all (with the exception of newly elected Roberta Conjura) end their terms in the spring of 2004. We intended to stagger these terms originally, but failed to do so. Therefore, we will attempt to reduce the number of at large vacancies next year by having each council chairperson poll their council members now and determine if anyone was interested in giving up their position so the vacancy could be added to the ’03 spring election. Each council chair should do this as soon as possible and send the results to Judy. We want to stress that it is not our desire for anyone to resign but allowing for this may ameliorate next year’s problem.

Special Events and Community Building

- Nino solicited ideas for our next special event. There was a lot of support for a TCNJ Staff and Family Day at a Trenton Thunder Game, perhaps with a meal to go along with it. Joanne gets promotional materials from the Trenton Thunder and will pass this along to Nino when she receives it. We felt the end of May might be a good time for this – good weather, 10-month staff are still here and the stress of the academic year has passed for many.
- Nino will ask for feedback regarding possible community building activities at the next Senate meeting. We have invited staff to participate in some weekend clean-up activities with no interest and want to find out if weekend activities are unlikely to succeed or if the type of activity makes a difference. The council will use the feedback they receive to keep trying.
- The Faculty/Staff Variety Show is scheduled for Friday, March 21st, with proceeds going toward the Hannah Grace Fehn Memorial Fund. Although the Senate is not formally involved (the event is planned through the Office of Campus Wellness) we would like to support the event as much as possible and would be happy for a Senate meeting to be the time and place for a check to be presented to Dr. Gitenstein and Dave Tiffany.

Staff Development and Recognition

- The council recently met with Vivian Fernandez to discuss several items, including orientation for new staff members at The College. HR has been thinking along these lines themselves and welcomed getting more specific suggestions from the council. These included: providing a campus tour, discussing the governance process and college management systems, the history of The College and how an individual's department supports the mission of The college, a review of college services, etc. We expect to see these ideas implemented in the new orientation program.
- We discussed possible staff development programs and liked the idea of a program (or possibly series of programs) about dealing with our parents' aging – decision-making, family communication, medical and psychological issues for the aging, options for care, etc. Several executive committee members have helpful contacts for this topic and will send contact information to Susan. We still have some funds left for small honoraria for speakers and for refreshments.

2. Spring Election

Judy's council will begin the process of the spring election soon. The Communication and Public Relations Council will help by handling the campus emailing of announcements and ballots and the hard copies to staff without computers. They will need to order labels for this mailing process – Judy probably has notes about how to order these.

We noted that we must all try to support the election process by encouraging colleagues to run for positions, especially in the underrepresented areas of Building Services, Facilities and Campus Police. We didn't discuss this but we should probably choose someone to reach out to these various groups, to be more deliberate about this.

Magda announced that a \$3,000 stipend has been awarded to the Senate President. It will be retroactive for the 2002-2003 academic year and will typically be given in two installments, at the end of December and end of June. This income will be taxed. This provides our organization with parity with the Faculty Senate President (who gets release time) and the SGA President (who also receives a stipend) and may help with recruitment for future presidents.

3. The next Senate meeting is on Wednesday, January 29th at 12:30 (to accommodate the MLK events on 1/22/03, and the next Senate Executive Committee meeting will be on Tuesday, February 11th from 12:00-1:00. Please let Magda know if the second Tuesday of the month from 12-1 will be a problem for anyone's schedule this semester.