

Staff Senate Meeting
March 27, 2002
Minutes
DRAFT

1. The minutes for the February 27, 2002 meeting were approved.
2. Governance Committee and Advisory Council Reports
Steering Committee
No one present from Steering.

Committee for Academic Affairs
Have been working in conjunction with the Committee for Faculty Affairs to solicit feedback to preliminary proposal on Faculty and Student Work. Have conducted two campus open fora and will solicit Staff Senate feedback today.

Committee for Planning and Priorities
Have been collecting testimony regarding Academic Calendar development. Hope to conclude this discussion today with proposal to share with campus community.

Committee for Student and Campus Community
Have been soliciting testimony related to campus judicial bodies. Hank Fradella will form subcommittee to write report and make recommendations. 3/27/02 meeting will be devoted to determining recipients of Student Life awards and to receiving testimony from Staff Senate related to Distinguished Staff Guidelines.

Graduate Advisory
No report.

Marketing Advisory
No report.

Development and Alumni Advisory
No report.

Athletic Advisory
Continuing with efforts to connect with faculty in all departments.

Special Services Advisory
Continuing to work on updating the emergency evacuation procedures.

Human Relations Advisory
No report.
3. Senate Council Reports
Communications and Public Relations
Reviewed some suggestions for the Senate Web Page including: Introduction to the Staff Senate/Senate meeting schedule/How to Get Involved/Upcoming Schedule of Events/Roster of Senators and Officers with Contact Information/Membership List/Listing of Councils and Council Membership with schedule of meetings, names of chairs and description of council purpose/Archived material/Senate meeting minutes/E mail link/Link to TCNJ Governance Web Page/Suggestions Box. Next step will be to identify someone who can help us maintain the site.

Special Events and Community Building
Information will be distributed soon regarding Community Action Day. By next Senate meeting will be able to announce details regarding social event for staff.

Staff Development and Recognition

Had a very productive meeting with Human Resources. Learned how important it will be to review program ideas for their feedback. For example, sending ill staff a get-well card could be construed as a breach of privacy. Plan to work collaboratively with them on training and orientation for new staff. Plan to proceed with Staff Card Recognition program.

Election and Constitution

No one present from council. Magda reported that election materials would be out soon. Please help recruit new senators. Error was made in first At Large Senatorial election and senators not designated for one, two or three year terms. Plan is to take advantage of attrition and "refresh" membership in this way. Governance senators were designated for staggered terms.

4. Discussion of Faculty and Student Work Document

Jose Valentin and Jim Boatwright, members of CAP, solicited our feedback regarding the preliminary proposal made by that committee. Jose will forward his notes to Magda. Magda will solicit any other comments from the Senate and will forward it all to Rick Kamber.

5. Senate Projects

Magda was asked to provide testimony to the Committee for Student and Campus Community on the Distinguished Staff Guidelines. Magda will report back to the Senate on the results of their discussion.

Magda reviewed the recent changes in the way we expected the election of staff representatives to the Board of Trustees to be done. As noted in the Board of Trustees Bylaws, the election of representatives to the board is not administered by the respective Senate. Instead this is done outside the Senates, to promote independence in the election process. There was discussion on whether or not the Committee for Faculty Affairs administers this for the faculty. (Magda investigated this after the conclusion of the Senate meeting and confirmed that it is the Office of Academic Affairs who administers this.) In the case of the staff representatives it will be administered by the Office of Administration and Organizational Development. Election materials will be distributed soon. Elected representatives will be invited to attend Senate and Executive Committee meetings.

6. Announcements

The Faculty/Staff Variety Show is at 8:00 on Friday, April 5th. Tickets are \$5.00 for general admission and \$10 for special seating. Tickets are on sale now in the Box Office. Most of the proceeds from this event will go toward the TCNJ 9/11 Scholarship Fund.

7. The meeting was adjourned at 1:55 p.m.