

The College of New Jersey Staff Senate  
February 20, 2008  
Minutes

Present:

Excused: Barbara Clark

- I. Welcome to Visitors to the Staff Senate Meeting  
Welcome to President Gitenstein – Address to the Staff Senate and Q & A
  - a. Brief update on institutional initiatives
  - b. Governor’s proposed budget will be announced next week – all college stakeholders should lobby for appropriate funding for higher education and TCNJ in particular, stressing our distinctive contribution to the state. Matt Golden will provide “talking points” and other information which will help in this effort.
  
- II. Approval of Minutes  
Minutes from January Staff Senate meeting were approved, as amended.
  
- III. President’s Report  
See Old Business, items a. and e.
  
- IV. Old Business
  - a. Provost Search Update  
There will be an announcement very soon. Nino thanked the many members of the Staff Senate for their active participation in the campus interview process. The Staff Senate Executive Board was afforded an interview with each candidate and provided their feedback to the Search Committee.
  - b. Staff Senate Election Update  
Matt deferred announcing the number of Senate vacancies until the decision regarding the proposed amendment is voted upon. The nomination form is online and the deadline for nominations is March 30, 2008.
  - c. Proposal to Expand Senate Membership  
The ECC proposed a resolution to amend the constitution (Article IV, Section A) to read: The Staff Senate shall consist of forty-three Senators, the President and Vice President.
  - d. Helen Shaw Staff Excellence Award Committee  
The ECC proposed a resolution to amend the bylaws (Article I, Section B, #2) to read: Convene, or appoint a designee to convene, the Helen Shaw Award Committee.
  
  - e. Campus Security Audit  
The consultant firm of Margolis and Associates is conducting a campus security audit at the College, in four phases (residence facilities; academic and administrative facilities; campus police; critical incident plan) with a report submitted at the end of each phase to the General Counsel. There will be a

meeting for the Staff Senate with the firm in March. Nino will email members with details, once this meeting is scheduled.

V. New Business

- a. Executive Board Meeting with Vice President for Student Affairs  
Jim Norfleet provided an update on the Student Affairs transformation and the integration with the Academic Affairs transformation. Faculty Senate Executive Board met recently with members of SA Senior Management Group to begin planning spring kick-off activity collaboration.
- b. Education Building Committee Representatives  
Nino will send out an email soliciting Staff Senate representative(s) to work on Education Building Committee.
- c. Faculty/Staff Guide for Identifying Students in Distress  
Larry Gage distributed draft copy of "TCNJ Faculty & Staff Guide to Students in Distress" and asked for Senate feedback and suggestions to be sent to him by email, by 2/29/08. Once finalized it will be distributed in pocket-size form campus-wide and will appear on the PCS website.

VI. Reports

**Staff Senate Councils**

*Elections and Constitution Council:* See above for update regarding spring elections and proposed amendments to bylaws.

*Staff Development and Recognition Council:* Meeting with HR to discuss collaboration on behalf of professional development opportunities had to be postponed. Please contact Beverly with any suggestions regarding professional development topics. Council is also seeking clarification from HR on Staff Emeritus Agreement status.

*Special Events and Community Building Council:* As noted in January minutes, Staff Senate is invited to support the Lawrence Township Lions club Pancake Breakfast on behalf of the Family Readiness Council. This will be held on 4/13/08 from 7 a.m. to 1 p.m. at the Armory, 151 Eggerts Crossing Road.

*Communications and Public Relations:* Thanks to this council, the Staff Senate is now current. They are also working on an electronic newsletter. They have learned that we had 70 new college employees this past year and are developing a protocol for Staff Senate outreach to new employees, to both welcome them and inform them about the Staff Senate.

**Governance Committees and Councils**

*(Note: all governance chairs have been informed of Staff Senate representatives, who should, therefore, have been made aware of meeting schedule. Please alert Nino if a committee or council is not meeting and a status report will be sent to Steering.)*

*Steering* - The following items have been sent to CAP: tracking programmatic and curricular changes in academic departments; a proposal for a 5-year review of tenured faculty/librarians in the Promotions and Tenure process; a recommendation to count grades from study abroad in a student's GPA; a determination of the minimum number of credits that must be taken at TCNJ in order to receive a degree. Sent to CPP: a change in the final exam schedule for spring, 2008.

*Committee on Student and Campus Community* – Working on Travel Policy

Please send reports from any other committee or council to [mmanetas@tcnj.edu](mailto:mmanetas@tcnj.edu), so they can be added to minutes.