

The College of New Jersey Staff Senate
May 21, 2008
Minutes

Present: Sharon Bancroft, Rebecca Breese, Ginny Brown, Barbara Clark, Kevin Ewell, Larry Gage, Diane Gruenberg, Joe Hadge, Dionne Hallback, Beverly Kalinowski, Megan Krause, Rich Kroth, Christine Kucha, Kawanna Leggett, Amy Loprinzi, Magda Manetas, Kay Miklosz, Jason Neely, Colleen Perry, Joanne Popowski, Arlene Radonsky, Paula Rainey, Nino Scarpati, Jason Schweitzer, Sharon Shivers, Andrew Stutzman, Ujwala Swainathan, Brunelle Tellis, Alexis Zahorsky.

Excused:

- I. Minutes from April 16, 2008 were approved with following amendment: Paula Rainey added to list of excused senators.
- II. President's Report
Nino reviewed achievements for the past year, noting that Staff Senate has successfully continued its effort to reestablish our role in campus governance; speak and act on behalf of TCNJ staff; participate in the local community; and make internal structural changes in grow our capacity to achieve our objectives.
- III. Induction of New Senators
New senators were sworn in. Congratulations and welcome to: Ginny Brown, Andy Brunetto, Sue Ciotti, Rich Kroth, Christine Kucha, Kawanna Leggett, Kay Miklosz, Sharon Shivers, Deb Simpson and Alexis Zahorsky. Beverly Kalinowski and Arlene Radonsky provided those new senators who attended the meeting with their Staff Senate Orientation packets and will send them to those who could not attend.
- IV. Senator Awards
The following awards were presented in recognition of their contribution to the Staff Senate:
Certificate of Special Appreciation: Larry Gage
Diane Gruenberg
Lynette Harris
Perfect Attendance: Jason Schweitzer
Senator of the Year: Jason Neely
- V. Old Business
 - a. Reminder of the faculty and staff community event on 5/15/08 – a discussion of Tim Clydesdale's book *The First Year Out*, followed by a reception in the Rathskeller.
 - b. Report from Helen Shaw Staff Excellence Award Committee – they received five individual nominations and one group nomination. Selection of award winners will take place by the end of May and the reception will be held on August 19, 2008.
- VI. Reports
It was noted, once again, that many of the planning and program councils do not appear to be meeting. In the fall, Nino will schedule a meeting of the presidents and vice presidents of the SGA, Faculty Senate and Staff Senate to discuss this problem and bring forth a proposal to the Steering Committee.

Standing Committees:

Steering – End of Year reports were submitted by all standing committees. A new Minor in Quantitative Criminology was approved and sent to the Interim Provost. A new Minor in Arabic is still under discussion.

Committee on Academic Programs – Receiving testimony regarding closure of graduate programs in Spanish and English.

Campus Planning and Procedures – No report.

Committee for Student and Campus Community – The Alcohol Policy is being rewritten by Mark Woodford and Lori Thompson, for review by CSCC in September. A preliminary draft will go before the Board of Trustees at the October meeting, and a final version will go before the Board for approval at the December meeting. CSCC is also working on a Student Travel Policy – a call has gone out to those departments who should have a travel policy, to submit them to CSCC and a report of these will be provided to Steering and the Cabinet for follow-up. A college-wide travel policy has been drafted, including a basic policy statement, definitions of related terms and central resources. This will go through the governance testimony process in the fall.

Planning and Program Councils:

Advising and Student Support Planning – Not meeting.

Diversity and Human Relations Planning – Not meeting.

Enrollment Planning – Not meeting.

External Affairs Planning – Advancement has hired new Director for External Relations, Stacy Schussler. Will work with legislators and other external stakeholders.

Facilities and construction Planning – See signage issue under New Business.

Finance and Budget Planning – No report.

Information Technology Planning – IT has applied for a grant; if awarded, will be used to provide mini-grants to faculty to use more technology in the classroom.

Graduate Programs – No report.

Honors and Scholars Program – No report.

International Education Program – No report.

Liberal Learning Program – No report.

Teacher Education Program – Focused on preparation for upcoming NCATE site visit.

Athletics Advisory Program – No report.

Staff Senate Councils:

Elections and Constitution – Election process complete; added 12 new senators to our cohort; all vacancies filled. Will place new senators on committees/councils in August, after orientation.

Staff Development and Recognition – Planning workshop on budget management in October. Prepared survey to go out in September, to determine subjects/activities of interest to staff so affiliate groups can be organized. Staff Newsletter will go out in September.

Special Events and Community Building – Participated in Pancake Breakfast fundraiser for families of deployed service men and women. Will plan a mid-year event next year.

Communications and Public Relations – Will manage distribution of Staff Newsletter.

VII. New Business

a. Campus Signage

The need for improved campus signage was raised - guests are frequently confused as to where to go; appellants raise the issue frequently as a mitigating circumstance in Traffic Appeals Committee and campus schedulers have noted that we are losing potential revenue as external groups have articulated that they find this problematic and therefore are taking their business elsewhere. Signage, keeping in mind the needs of disabled stakeholders, should be improved. This will be raised in the next Facilities and Construction Planning Council meeting.

- b. **Staff Senate Meetings**
New Senator Orientation will be held on 8/20/08, from 12-1:30 p.m., location TBA.
First fall meeting will take place on 9/17/08, location for the year TBA.
- c. **President's Climate Commitment Committee**
500+ institutions of higher education have signed on to the commitment document - most of these were private institutions so our president's efforts in this area are noteworthy.
Primary goal is for our campus to become carbon-neutral. Committee is working on three initiatives: assessing our current carbon impact; mandating the purchase of Energy Star appliances only; and raising consciousness of the issues in the campus community. The summer reading assigned incoming first year students is World Made by Hand, by William Kunstler.
- d. **Staff Giving Campaign** – Megan Krause reviewed efforts to increase staff participation. Please contact her for a form if you are interested.
- e. **Reading Days Feedback** – Please respond to the request for feedback regarding faculty and student use of reading days.