

The College of New Jersey
March 19, 2008
Minutes

Present: Nita Ball, Barbara Clark, Kevin Ewell, Larry Gage, Diane Gruenberg, Beverly Kalinowski, Jim Lopez, Amy Looprinzi, Magda Manetas, Lisa McCarthy, Matt Middleton, Rasheed Muse, Jason Neely, Colleen Perry, Joanne Popowski, Arlene Radonsky, Lakita Rowe, Nino Scarpati, Jason Schweitzer, Sean Stallings

Excused: Sharon Bancroft, Jim Boatwright, Rebecca Breese, Rebecca Daley, Lynette Harris, Megan Krause, Tony Marchetti, Paula Rainey, Andy Stutzman, Ujwala Swaminathan, Janice Vermeychuk

- I. Approval of Minutes
Minutes of February 20, 2008 meeting were approved.

- II. President's Report
 - a. Barbara Wineberg responded to our request to review institutional budget scenarios in the current state budget context. She feels this will be more useful and informative later this spring. We will hold the June 18, 2008 meeting date for this purpose.
 - b. Please note that transfer students have been invited to Accepted Students Day for the first time. There are a small number who are likely to attend but this is a helpful reminder to those who present to interested parents and students to be welcoming and inclusive in our language and content to transfers. Please forward suggestions related to transfer students to Kelly Williams at dkwillia@tcnj.edu.
 - c. Nino, noting that our typical meeting format has not allowed us sufficient time to share governance reports, announced that we will change the agenda during some months to have Reports follow Old Business.

- III. Old Business
 - a. See the Staff Senate website for Helen Shaw Staff Excellence Award nominations. They are due back to the committee by May 19th. Please distribute the fliers publicizing this to colleagues and consider nominating a deserving staff member.
 - b. Andy Stutzman, Janice Vermeychuk and Diane Gruenberg are our representatives to the Campus Security Audit process. Please send any one of these any comments or concerns related to campus security. The firm conducting the audit, Margolis and Associates, LLC, asks that we consider the following in providing feedback:
 - What barriers does the campus community face in dealing with threats to its security?
 - What kind of training and/or preparation is provided to the campus community to deal with threats to safety and security?
 - Is the campus community able to respond effectively to threats to its safety and security?
 - c. Nino is our representative to the Education Building Architect Selection Committee – they will conclude this selection in early summer.
 - d. Kevin reminded us that the NJ National guard Pancake Breakfast is on 4/13/08. He has 12 volunteers to date and more are welcome. This group will meet at the

Armory on Eggert's Crossing Road at 7 a.m. Magda will also encourage members of the Student Government Association to help.

IV. Reports

a. **Governance Committees and Councils**

Steering:

- CSCC continuing work on Student Travel Policy; issue will be put back on status tracking chart.
- Received recommendation from CPP regarding final exam schedule; sent to Interim Provost for approval. CPP recommends that a student should be allowed to reschedule a 7:30 a.m. exam if also scheduled for a 7:30 pm. exam the night before.
- CAP was charged with a review of the process for approving new graduate programs. CAP asked to recommend revisions to current Program Approval Process to explicitly include graduate programs and articulate the role of GPC in this process. Graduate programs for the Blind and Visually Impaired reviewed by GPC and the Dean of the School of Education; have gone to CAP for review and recommendation.
- Charge sent to CFA to undertake a review of the sabbatical process; RFP standards; rubric used; and role of SOSA as reviewing committee for this process. Asked to consider whether there should be anew committee formed to review and make recommendations each year on sabbatical applications.
- Steering co-chairs will draft a charge for CCIC (Committee for Cultural and Intellectual Community) to notify them of concerns they've received.
- Steering received several memos from Faculty Senate President Michael Robertson: the first memo noted that a number governance committees and councils could not achieve quorum until October due to Staff Senate and SGA representatives' failure to attend until that time. The Staff Senate will review the appointment process this summer and make recommendations to improve this process. This memo also stated a concern that the College's Wednesday Meeting Schedule is not being followed consistently across campus. One School (not named) scheduled a meeting during the time reserved for collegewide standing committees. The memo called for the campus to respect the meeting schedule. The second memo asked that the Steering Committee issue a charge to CPP to formulate a Final Exam Reading Period Policy. The policy should address the following: *Is the reading period an appropriate time for student presentations? Are formal review sessions for courses appropriate? What sorts of activities may and may not be scheduled during reading period in light of the primary purpose of ensuring that students are free to study for final evaluations? Should faculty hold office hours during reading period? Should meetings be restricted so that faculty and be available to students at times in addition to office hours?*

Committee on Academic Programs – No report

Committee on Planning and Priorities – Approved a change in the final exam schedule for spring, 2008 and created a feedback form regarding the final

exam/reading days period. A link to this Form Genie survey will be sent to faculty, staff and students.

Committee on Faculty Affairs – Reviewing their charge

Committee for Student & Campus Community – Focusing on Student Travel Policy.

Advising & Student Support Planning Council – No report

Diversity & Human Relations Planning Council – No report

Enrollment Planning Council – Has not met

External Affairs Planning Council – Barbara Clark reported: council has reviewed the 2002 Integrated Marketing Plan report written by consultant Lipmann Hearne. She distributed a feedback form soliciting the campus community on language that could be used to “image” TCNJ (words or phrases that describe the institution). Please encourage your colleagues to fill this out and send back to Barbara Clark, Eickhoff 107.

Facilities & Construction Planning Council – Arlene Radonsky reported: new Police Chief John Collins attended their meeting.

Finance & Budget Planning Council – Joanne Popowski reported: Barbara Wineberg discussed the 10% cut to our base appropriation, but noted that we have received some support for salary increases. TCNJ received a more favorable rating from Standard & Poors recently; a positive rating is critical to our ability to borrow money at lower rates. Also, we are anticipating a cost of \$350,000 to the College as a result of the NJ Stars program (a mostly unfunded mandate from the state related to funding students transferring from community colleges – we receive only \$4,000 per student from the state).

Information Technology Planning Council – Jason Schweitzer reported: the council updated the Computer Access Agreement.

Graduate Programs Council – reported: the council is reviewing the level of course work for the MAT program in Health and Physical Education.

Honors & Scholars Program Council – No report

International Education Program Council – No report

Liberal Learning Program Council – No report

Teacher Education Program Council – Kevin Ewell reported: the School of Education is nearing the culmination of their NCATE accreditation cycle, with the site visit planned for September.

Athletics Advisory Program Council – No report

b. Staff Senate Councils

Elections & Constitution Council – Received nominations for 12 individuals; are 12 vacancies. Matt is soliciting brief biographies to accompany the ballots, which will be distributed by end of March. Please encourage your colleagues to vote.

Staff Development & Recognition Council – Working with HR on staff development workshop series. One series, to be managed by HR, will focus on professional development topics; the other, to be managed by the Staff Senate/SDRC, will focus on community building activities and personal development topics. Paula Rainey will send Form Genie link to campus staff, soliciting for staff expertise and topics of interest. This council is also working with CPR to develop an electronic Staff Senate newsletter. The newsletter, amongst other topics, will cover governance issues and resolutions; introduce new staff; highlight staff accomplishments; and link to information about the Staff Senate, including meetings schedules.

Special Events & Community Building Council – Nino has charged this council with planning and implementing an end-of-year event. Nino will check into the policy related to use of our budget for this event.

Communications & Public Relations Council – Working with SDRC on the Staff Senate newsletter. CPR will manage the publication process; SDRC will manage the text.

V. New Business

- a. Senate Meeting Schedule – Hold June 18th; first meeting of 2008-2009 will be on August 20th.
- b. External Affairs Planning Council Survey – see above.
- c. Year End Reception – see above.