

TCNJ Staff Senate Newsletter

Fall 2012



Greetings from the Staff Senate President!

I invite you take a few minutes from your busy schedule to read the Fall 2012 edition of the TCNJ Staff Senate Newsletter. It includes a review of 2011-12 accomplishments and an update on plans and activities for 2012-13.

Throughout 2011-12 we were integrally involved in a new institutional strategic planning process; a collaborative effort designed to be inclusive, transparent, and effective. Our representatives on the Committee on Planning and Priorities (CPP) and the Strategic Planning Task Force ensured that staff input remains instrumental in shaping TCNJ's priorities over the next three years. I am pleased to report that many staff across campus actively participated in focus groups, information sessions, planning retreats and work groups. Our staff representatives are now engaged in the four working groups charged with Phase 1 implementation in 2012-13. Despite the inherent challenges of negotiating differing viewpoints, I have been encouraged by the shared spirit of collegiality and institutional perspective that has permeated the process. On behalf of the Staff Senate, I thank our faculty and student colleagues for their genuine partnership, Interim Provost Bakewell-Sachs and Professor Mort Winston for their distinguished stewardship, and finally, President Gitenstien and the Cabinet for their exceptional leadership.

Last year we also co-sponsored staff mixer events and organized two days of service with Habitat for Humanity in Trenton, thanks to our Special Events and Community Building Council. Our Staff Development and Recognition Council worked with Human Resources to improve and increase staff development and recognition initiatives. The Elections and Constitution Council excelled in recruiting new members and effectively placing senate representatives in campus governance. Our Communications and Public Relations Council deserves recognition for publishing meeting minutes, maintaining our web site, and professionally publishing our brochure and newsletter. Several guest presenters provided updates at senate meetings, including President Gitenstein; Lisa Angeloni, Vice President for Enrollment Management; Curt Heuring, Vice President for Administration; Peter Manetas, Interim Vice President for College Advancement; and Jerry Waldren, Chief Information Officer.

New & Re-elected Staff Senators

Alan Amtzis
Academic Affairs

Michael Bell
Office of Campus Police Services

Katy Ells
Library Media Services

Kevin Fay
Admissions

Lynette Harris
Career Center

Matt Middleton
Admissions

Diane Minger
School of Humanities and Social Sciences

Joe O'Brien
Network and Technological Services

Susan O'Connor
TCNJ Center for the Arts

Steve Scaffa
User Support Services

Angela Sgroi
Academic Grants and Sponsored Research

Stephanie Shestakow
Office of the Dean of Students

Jim Slizewski
Records and Registration

Jessica Solano
School of Business

Jim Spencer
Development

Pat Van Hise
School of Science

Laurie Wanat
Mathematics and Statistics Department

Rosa Zagari-Marinzoli
School of Humanities and Social Sciences

Our tradition of giving special recognition to deserving staff colleagues continued with the Helen Shaw Staff Excellence and Special Achievement Award programs for 2011 and 2012. Nina Simpson and Pat Donohue were honored in 2011 and Elizabeth Alcaro, Lynette Harris, Deborah Simpson, Elizabeth Gallus, and Angela Lauer Chong were honored in 2012. We also co-hosted the fourth annual Joint Governance Reception, honoring Kay DeSieno for her exceptional contributions to collegial governance. Finally, we recognized Nicole Maldonado, Kyle Williams, and Carol Wells for special contributions, as well as honoring Tim Grant as the 2012 Outstanding New Senator and Marc Celentana as the 2012 Senator of the Year.

This year our goals include: contributing to effective implementation of the first phase of the institutional strategic plan; promoting the passing of the Building Our Future Bond Act to secure capital investment in academic and research facilities at NJ colleges and universities; enhancing staff development in collaboration with Human Resources; monitoring the progress of the recent college governance restructuring; participating in the TCNJ Here for Home in response to the recent storm, and hopefully, working cooperatively with a newly hired provost and vice president for academic affairs.

In closing, our senators and associate members have my sincerest gratitude for their outstanding volunteer service to the senate and the campus community. I am especially indebted to executive officers Kay DeSieno, Matt Middleton, Joe O'Brien, Sharon Shivers, and Devon DiBella, and also to departing officers Beverly Kalinowski, Brunelle Tomsy and Kyle Williams. Much of our success is owed to their faithful leadership, critical thinking, collaborative spirit, and above all, deep commitment to this extraordinary institution.

As always, we welcome comments and suggestions from all members of the TCNJ community.

Best wishes and Happy Thanksgiving,

Antonino Scarpati

President, TCNJ Staff Senate

About the Staff Senate

Since its inception in 2000, the Staff Senate has played an integral role in campus governance, serving as the official representative body for all non-faculty staff. The Staff Senate is comprised of 45 elected members from offices and departments across campus. Our organization also welcomes associate members who are actively involved without holding an elected position.

The Staff Senate addresses a wide variety of issues that affect the campus community, working collaboratively with the Faculty Senate, the Student Government, and TCNJ's administrative leadership. As an advocacy group we promote a strong sense of community by recognizing outstanding contributions and service, offering professional development workshops, and sponsoring social and community service activities.

Our meetings are open to the campus community and are held on the third Wednesday of each month from 12:00 to 1:20 PM in the Library Auditorium. For more information please visit our web site at <http://staffsenate.pages.tcnj.edu> or contact staffsen@tcnj.edu. You may also contact Antonino Scarpati, President, at scarpati@tcnj.edu.

2012-2013 Staff Senate Executive Board

Antonino Scarpati, President, scarpati@tcnj.edu

Katherine DeSieno, Vice President, miklosz@tcnj.edu

Joe O'Brien, Chair, Staff Development and recognition Council, jjobrien@tcnj.edu

Matt Middleton, Chair, Elections and Constitution Council, middlet2@tcnj.edu

Devon DiBella, Chair, Special Events and Community Building Council, dibella@tcnj.edu

Sharon Shivers, Chair, Communications and Public Relations Council, sshivers@tcnj.edu

STAFF SENATE COUNCILS

Reports reflect council activity for the 2011-2012 Academic Year.

Communications and Public Relations Council (CPRC)

For the 2011-2012 academic year, the Communications and Public Relations Council (CPRC) completed the personal bio survey that was distributed to the staff senators to be completed. Information is still being reviewed to assess how surveys can be used for the webpage.

CPRC continues to seek ways to improve the webpage for the Staff Senate. In doing so, the webpage has been updated with all the current senators. The names were hyperlinked to each individual's e-mail address and their departments have been hyperlinked to their department's webpage. If a picture was provided, their image was hyperlinked to the photo. A few members of CPRC took Word Press training so we will be able to convert the current page over to Word Press.

The new Staff Senate brochure was completed in January 2012. It provides information on the Staff Senate and its purpose on this campus. The brochure will be updated annually. These brochures will be placed in the welcome packets of all new incoming employees. The annual newsletter was completed and sent to all faculty and staff via e-mail at the beginning of the school year in 2011.

CPRC also created a reporting form through Qualtrics and placed it on the Staff Senate webpage under reports so all councils and committees are able to send any updates regarding their committees.

CPRC continues to keep minutes and maintain the attendance of all Staff Senate meetings. Members that have missed more than three unexcused meetings are contacted to ensure their continued interest or availability in the senate. Any senator that is unable to attend a scheduled meeting are asked to contact CPRC via the staff senate email (staffsen@tcnj.edu) or Sharon Shivers at sshivers@tcnj.edu.



Special Events and Community Building Council (SECBC)

The Special Events and Community Building Council is proud to welcome new leadership within the council, as Devon DiBella has recently been named Chair of SECBC! The council's accomplishments over the 2011-2012 year include: a new partnership with the Habitat for Humanity ReStore in Trenton and volunteering at the site in both the Fall and Spring semesters, participation in the Red Cross' Holiday Mail for Heroes campaign and donating over 100 cards to U.S. active duty military and veterans for the third consecutive year, and helping plan the end-of-the-year Staff Senate reception. To wrap up a great year, SECBC also organized a group outing to a Trenton Thunder Minor League Baseball Game on July 19th. We look forward to continuing our hard work during the 2012-2013 academic year.

Staff Development and Recognition Council (SDRC)

STAFF SENATE RECOGNITION AWARDS FOR 2011-2012

Senator of the Year

MARC CELENTANA

Outstanding New Senator

TIM GRANT

Outstanding Staff Senate Council Members

CAROL WELLS

Communications & Public Relations Council

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NICOLE MALDONADO

Staff Development & Recognition Council

~~~~~

KYLE WILLIAMS

Special Events & Community Building Council

Perfect Attendance at Staff Senate Meetings

DIANE GRUENBERG

RITA KING

MATT MIDDLETON

STEVE SCAFFA

NINO SCARPATI

SHARON SHIVERS



Elections and Constitution Council (ECC)

The Elections and Constitution Committee proposed one constitutional change in 2011-2012. They urged the Senate to expand the potential governance role for Associate Senators, which had originally been limited to internal Senate councils. Since the change was approved, Associate Senators are now able to participate on external governance committees and councils, with the exception of the five standing committees.

This was an important change, given that we had considerable growth in Associate membership in 2011-2012. An impressive 12 applications for Associate membership were submitted and approved over the past year. Five of those new Associates ultimately ran for election as a full Senator.

In terms of the election, ECC continued to target as many constituent groups as possible. A flyer was created and distributed to the Staff Senate and posted in several high traffic areas on campus encouraging involvement. The February Staff Senate meeting was designated as “Bring a Buddy to Staff Senate Day”; eight “Buddies” attended, up from seven the year before. Three of these eight were ultimately nominated for open Senator positions, part of the 25 staff members who were eventually nominated.

Of the 25 nominees, 18 individuals agreed to run for election. They came from 16 different departments on campus. All were elected, leaving ECC with two vacancies to fill (hopefully from the remaining Associate members) at the start of 2012-2013.

Helen Shaw Staff Excellence and Special Achievement Award

Helen Dickman Shaw, an educator and scholar, received her Bachelor of Science in Physical Education in 1936. At the time of her passing in 2000, Ms. Shaw had bequeathed to the College \$180,000.00.

To keep her name and passion for education alive, the College established The Helen Shaw '36 Endowment Fund. Proceeds from the fund provide financial support for an annual staff excellence award. Determination of the award is based on an outstanding or exceptional contribution to the campus community. Examples include an achievement, particularly high quality of work, a set of skills, a creative idea or innovation, etc., expressed in some action within the applicant's/nominee's work unit that can be shown to have an exceptional impact upon the College.

The Helen Shaw 2011 Award recipients: Nina Simpson and Patrick Donohue



Nina Simpson



Patrick Donohue



All award nominees: (L-R, top row) Joe Hadge (Convener), Patrick Donohue, Mary Lynn Hopps, Erica Kalinowski, Deborah Simpson, Nina Simpson, Kathy Underwood, Jessica Claar, (L-R, bottom row) Todd McCrary, Sue Miller, Barbara Pultorak, Jane Levandowski, Jennifer Harnett

Helen Shaw Staff Excellence and Special Achievement Award—continued

The Helen Shaw 2012 Award recipients:

Elizabeth Alcaro, Lynette Harris, Deb Simpson, Elizabeth Gallus and Angela Lauer Chong



Elizabeth Alcaro
RECORDS & REGISTRATION



Lynette Harris
CAREER CENTER



Deborah Simpson
ATHLETICS



Elizabeth Gallus & Angela Lauer Chong
OFFICE OF STUDENT CONDUCT

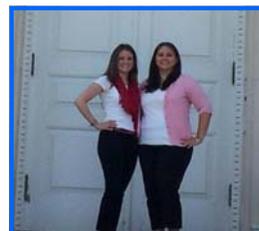
Other Helen Shaw 2012 Award Nominees:



Patty Karlowitsch
SCHOOL OF BUSINESS



Mary Lynn Hopps
WILL PROGRAM



Alexis Gettings
Donna Green
ANNUAL GIVING



Floyd Cosper, Sara Fisher
Vilja Casey, Kim Scarborough
STUDENT EMPLOYMENT
SYSTEMS PROJECT

COLLEGE GOVERNANCE COMMITTEES

Reports reflect committee activity for the 2011-2012 Academic Year.

Committee on Academic Programs (CAP)

CAP has addressed numerous charges, many of which came from the previous academic year. In the fall semester, we re-visited the Academic Load policy and re-charge on Student Evaluation of Teaching. We moved to decisions on the International Business program closure after reviewing relevant documents and taking testimony. We did the same in approving the Russian Studies Minor. Mid-semester we had a new joint charge with CSCC on Undergraduate Certificate Programs, which the new Leadership certificate is contingent upon. Spring semester focused on the issue of Academic Integrity, where we again reviewed documents and took testimony. Currently, we have a subcommittee working on the policy, and our work will be in full swing come fall 2012, when we plan to have public and private meetings, and work on drafting that policy. This spring CAP also formed a subcommittee to work on Repeating Courses/Course Withdrawal/Absences since those issues are often linked together. We are currently submitting a draft policy for approval. In addition, there were subcommittees on Faculty-Led Off-Campus Programs and Graduate Policies who are currently drafting recommendations.

Committee on Planning and Priorities (CPP)

CPP focused primarily on coordinating and overseeing the strategic planning process, in conjunction with the Strategic Planning Task Force and external consultants with expertise in higher education strategic planning, assessment, and facilities master planning. The campus-wide process began in the fall of 2011 with a series of focus groups including broad representation from internal and external stakeholder groups. The resulting comprehensive input was utilized by the task force to create a draft "strategic map" a retreat in February, 2012. The draft map, outlining two phases of implementation over the next three academic years, was shared with the campus community for comment in the spring. The task force and CPP then revised the map, which was approved by the President and the Board of Trustees in June, 2012. Working groups to begin implementation of Phase 1 in 2012-13 will be formally developed early in the fall 2012 semester. Please visit <http://strategicplanning.pages.tcnj.edu/> for more information about institutional strategic planning.

Steering Committee (SC)

The Steering Committee had another busy year addressing both new and pending governance issues as well as continuing the review of governance policies that had not been reviewed for five or more years. A number of these existing policies were found to be in need of revision to bring them into agreement with current procedures and standards. Policies that had been adopted without undergoing the current governance process were also identified and sent to the appropriate committees for review.

Issues that had successfully met the three step governance requirements and gained final approval included policies/recommendations on Academic Load, the definition of the Teacher-Scholar, SOSA document revision; Chair Eligibility, Facilities Use, Russian Studies Minor, and Changes to the International Business Program were approved.

A number of items remain under consideration by various committees and it is hoped that final recommendations will be sent to the Steering Committee in the next academic year. The review of existing policies will also continue.

COLLEGE GOVERNANCE COMMITTEES - *continued*

Committee on Students and Campus Community (CSCC)

The CSCC is responsible for making recommendations concerning major principles and policies related to the quality of the student experience as well as student-focused programs and services. It also makes recommendations on matters of concern to all members of the campus community including health and safety, environmental issues, and standards of conduct. CSCC receives recommendations from the Athletics Advisory and Healthy Campus Program Councils. CSCC also serves as the Planning Council for the Vice President for Student Affairs in the strategic area of student affairs and to the Vice President for Human Resources in the strategic area of human resources.

CSCC has received numerous charges from the Steering committee including the following:

- ◆ Use of Campus Property Policy - revised
- ◆ ACUI Report
- ◆ Undergraduate Certificate Programs
- ◆ Graduate Student Conduct Code
- ◆ Student Rights and Freedoms

PROGRAM/PLANNING COUNCILS & TASK FORCES

Reports reflect council and task force activity for the 2011-2012 Academic Year.

Athletics Advisory Program Council

- 1) Currently working on a 'Scheduling Relief Program' for athletes.
- 2) Golf Outing was held on June 8th, 2012
- 3) Discussing Faculty Mentor program
- 4) Mission statement updated

Campus Public Safety Advisory Council

- ◆ Chief Collins presents a monthly written and oral report including, but not limited to, an update on Campus Police activity as well as departmental news.
- ◆ In depth discussion have been had as we worked on revamping the Campus Police Mission Statement. 'New' Mission statement to be release in the near future.
- ◆ Chief announced that the CUPSA -- The New Jersey College and University Public Safety Association (NJ CUPSA) this year will honor 8 members of the TCNJ police force.

Enrollment Management Task Force

During the Spring 2012 semester, the EMPC has worked toward the goal of establishing a peer and aspirant institution list. By doing so the College will be able to better plan and execute action items within the Strategic Planning project. We began the list by looking at studies done on other institutions and selected which benchmarks within those studies we felt were important (examples include first-time freshman offered admission, first to second year retention rate, graduation rates, etc.). We began evaluating TCNJ and its enrollment strategies and goals and cross checking our institution and the other institutions that were deemed similar and/or better than TCNJ.

Our final comparator list, including both peer and aspirant institutions includes: Boston College, Bucknell, California Polytech State University-San Luis Obispo, Carnegie Mellon University, Chapman University, College of William and Mary, Fairfield University, James Madison University, Lehigh, Loyola University of Maryland, Miami University of Ohio, Saint Joseph's University, Santa Clara University, SUNY Geneseo, Truman State University, University of Pennsylvania, and Villanova.

Facilities & Construction Planning Council Year

During the 2011-2012 academic year, the council spent a great deal of time on the Campus Town project:

- ◆ Presentations were made by the developer, PRC Group, on the general structure, design, and implementation of the project.
- ◆ We received numerous updates throughout the year on the changes made to the project, from the number of student housing beds available to the completion timeline extension.
- ◆ TCNJ's Campus Architect came to apprise us of the subsequent changes that will be made to the parking lots, and reviewed the factors that went into making those decisions.
- ◆ Detailed maps and renderings were provided for both the parking reconfigurations and the proposed Campus Town area.
- ◆ Reports were also made by our planning officer, Curt Hearing, regarding the continuing negotiations between the developer and the college.

In addition, FCPC was charged with reviewing the list of ongoing building projects that support TCNJ's strategic initiatives. All projects relating to campus construction and facilities management were discussed and reviewed. These included the new School of Education building, the possibility of adding more living learning communities and the reorganization of the Conference & Meeting Services department. Council members also participated in a variety of sessions regarding the Facilities Master Plan Update and the creation of the new Strategic Map. Our goals for the future will be to shift partial or open-ended projects from the 'Exceptional Path' framework into the new Strategic Map Priorities and monitor their progress.

Liberal Learning Program Council

Courses presented to the Committee for Liberal Learning:

- ⇒ LIT/COMP 336, Nomads, Warriors, and Poets: The Poetic and Epic Traditions of Eastern Europe was approved for global credit (it already had literary, visual, and performing arts approval).
- ⇒ COM 390, Communication Research Methods was approved for quantitative reasoning.
- ⇒ AFA 203, Exploring London through the World of art and Chemistry was approved for literary, visual, and performing arts.
- ⇒ AFA 203 and CHE 103, Exploring London through the World of Art and Chemistry was approved for global.
- ⇒ BIO 495, Independent Research in Biology II and BIO 496, Honors Independent Research in Biology II was approved as a senior-level writing intensive course.
- ⇒ The proposal by the Art and Art History Department that the Art Education Program also satisfy the race and ethnicity civic responsibility requirement for students completing it was approved.
- ⇒ There is a possibility of a “Lions Leadership Minor” that would be supported by the Office of Liberal Learning and that would be using LLPC for its curriculum committee.
- ⇒ PHY 370, The Physics of Clouds and Climate was not approved as a mid-level writing intensive course.

President’s Climate Commitment Committee

- ✓ Through the efforts of the Bonner Center, pledge cards were distributed to 1200 freshmen. They were given a list of options to choose from regarding living green on campus. They were asked to commit to 3 choices. Data will be collected and reviewed.
- ✓ An energy competition was held between the students in Cromwell, Travers and Wolfe Towers during November 2011 and February 2012. A tree planting will be held for the winning dorm.
- ✓ Transportation - You can now access icarpool to save gas and it is FREE! Go to: <http://news.pages.tcnj.edu/2012/04/11/new-website-icarpool-allows-tcnj-community-to-save-money-and-the-environment>.
- ✓ A tree inventory of the campus is under way.
- ✓ Solar panels will not be installed on the campus - not cost-effective.
- ✓ The Demonstration Garden will stay where it is for this year but should be moved because it is in a designated wetland. The Bonner Center maintains this garden but more help is necessary.
- ✓ All were encouraged to attend the presentation by Henry Pollack, Ph.D. “A World Without Ice.”
- ✓ The Bonner Center runs “Dump and Run” - Rescue Mission of Trenton will collect materials from this year’s event. Before students leave for home they can donate furniture, bedding, appliances, etc.

Teaching & Learning Program Council

The Teaching and Learning Program Council (TLPC) focused on three areas during 2011-2012: Blended Learning: Best Practices; Blended Learning: Assessment; and Learning communities.

Blended Learning Assessment: A TLPC subcommittee reviewed the student feedback and developed a faculty assessment tool for the summer 2011 pilot Blended Learning courses. The finding was that most students and instructors stated they would take or teach a blended learning class again.

A second pilot was offered during summer 2012. The number of blended learning courses that were offered as is more than twice the number in the first summer. Feedback and assessment tools were revised for the summer 2012 pilot.

Blended Learning Best Practices: A panel discussion by instructors who participated in the summer 2011 blended learning pilot was held in February 2012 and had campus wide attendance. TLPC sponsored a workshop for instructors interested in teaching a blended learning course in March 2012.

Learning Communities: A TLPC subcommittee researched topics with potential for a learning community on interdisciplinary . This is still in the planning stages.

TLPC is also the body that makes recommendations to the Center for Excellence in Teaching and Learning. With TLPC support CETL sponsored a talk entitled “Beyond 'Celebrating Diversity': Creating a More Equitable Environment for Learning” by Dr. Paul Gorski in April 2012 and co-sponsored with the First Seminar Program a workshop on teaching and pedagogy in May 2012.

