**Staff Senate Meeting – September 15, 2010**

**Library Auditorium**

**Minutes**

**Attendees:**

Elizabeth Alcaro, Janet Bisacquino, Ginny Brown, Ivonne Cruz, Sarah Cunningham, Devon DiBella, Leon Duminiak, Kathy Ertel, Diane Gruenberg, Lynette Harris, Debra Kelly, Rich Kroth, Christine Kucha, Marc Longo, Thomas Mankovich, Matt Middleton, Kay Miklosz, Steve Scaffa, Nino Scarpati, Stephanie Shestakow, Brunelle Tomsky, Pat Van Hise, Janice Vermeychuk, Carol Wells, Kyle Williams, Alexis Zahorsky.

**Excused:**

Susan Atkins, Marc Celetana, Barbara Clark, Susan Ciotti, Jackie Deitch-Stackhouse, Kevin Fay, Debra Frank, Beverly Kalinowski, Kawanna Leggett, Nicole Maldonado, Magda Manetas, Lisa McCarthy, Jaime Nazario, Joe O’Brien, Susan O’Connor, Jason Schweitzer, Sharon Shivers

**Approval of Minutes**

*Minutes were approved with no corrections*

1. **Introductions**

*President, Officers, Returning and New Senators and Associate Members*

1. **President’s Report**
   1. *Kevin Ewell has left TCNJ and is now at Rutgers University. Andy Stutzman has also left TCNJ and is now at Rider University. Both Staff Senate positions are available. Please sign the goodbye/luck cards to wish them well as they are passed to you*
   2. *Awards given to Diane Gruenberg, Sharon Shivers, Janice Vermeychuk and Barbara Clark.*
   3. *Lynda Rothermel (Kane) presentation on the Education building will proceed at 12:45pm*
   4. *Nino directed the Staff Senate to review the President’s address. It can be found at* [*http://www.tcnj.edu/~pres/documents/WelcomeBack9-1-10fordistribution.pdf*](http://www.tcnj.edu/~pres/documents/WelcomeBack9-1-10fordistribution.pdf) *and reviewed some of the budget cuts and savings programs:*
      1. *Permanent expenditure reductions in graduate assistant waivers, non-salary departmental allocations, and administrative staff.*
      2. *Temporary reductions in information technology as well as maintenance and renovation projects.*
      3. *Base budget cuts to athletics.*
      4. *No inflationary adjustments to any non-salary operating budgets in departments and schools.*
      5. *Energy savings program which had included campus closure for a week during mid-winter break and a number of summer Fridays was extended to include closure on almost every summer Friday.*
      6. *Used reserves to cover former state obligations (e.g., for the cohort of students who were awarded Outstanding Scholar Recruitment Program scholarships in FY2007 and for Bloustein Scholars who were awarded scholarships in FY 2011).*
      7. *Continue to adjust thermostats in our offices and classrooms in order to reduce energy costs.*
      8. *Replaced approximately 100 copiers and installing an additional 20 multi-function printers on campus. As a result of the new features available with these machines, an annual savings of approximately $132,000. Additional savings will be realized by not purchasing replacement desktop printers in the future.*
      9. *While we were not able to budget increases for non-union staff members for their performance last year, we have budgeted merit increases for their performance for the previous year. These will be implemented only after confirmation of meeting revenue targets for this year.*
      10. *We have enrolled a larger freshman class this year (final number per Matt is 1433).*
      11. *In order to manage instructional* *costs, particularly an adjunct budget that has been significantly over-expended for the past several years, the academic deans and the provost will closely monitor adjunct assignment and individual class enrollment, to assure that we no longer over-expend what is budgeted even as we address the additional pressures in the freshman class. Matt has stated that due to the economy more students are staying in state and fewer students are applying from outside the state.*
      12. *Plan to search for only 4 tenure track faculty positions during FY11.*
      13. *Travel policy changes have resulted in a savings of approximately $100,000 in the annual budget.*
      14. *Events such the TCNJ picnic and Campus Leader Breakfast have been scaled back.*
2. **Guest Presenter – Lynda Rothermel, Campus Planning**

*Lynda Rothermel shared a PowerPoint presentation of the new Education building which included images of what the new building looks like. She explained that the 3 story building wraps around the existing parking garage and will have a cafe. The anticipated opening date is Fall of 2012. Lynda also explained the process for choosing the artist (10 finalists, 3 interviews) and announced the finalist Tom Nussbaum. Lynda passed around a model of the artwork that will be located next to the new education building.*

1. **Old Business**

* Governance Review Process
  + *Steering Report – Leon present; other members absent. No report at this time.*
* Professional Development Initiatives with Human Resources
  + *Beverly of the Staff Development and Recognition Council (SDRC) was not present. Nino explained that the Staff Senate will be meeting with Dr. Pogue of Human Resources to discuss professional programs such as mentoring and training for staff members.*

1. **New Business / Announcements**
   1. Vice President Vacancy

*The Vice President of the Staff Senate is available with the resignation of Andy Stutzman. Any interested candidates please contact Nino or Matt.*

* 1. Helen Shaw Staff Excellence Award Committee

*Paula Raines has stepped down and Joe Hadge was been nominated and approved as the new chair of the committee..*

1. **Council and Governance Committee Reports**

**Staff Senate Councils**

Elections and Constitution Council (ECC)

1. *Matt introduced two ECC Proposed Constitution Amendments:*
   * *Moving the task of taking the Staff Senate minutes and keeping the official attendance records from the VP to the Communications and Public Relations Committee.*
   * *Changing the timeline for the election of the Staff Senate President and Vice President.*
2. *A motion to amend was approved by the Staff Senate body.*
3. *John Stauff was approved as a new member of the Staff Senate.*

Staff Development and Recognition Council (SDRC)

*Currently working with Human Resources.*

Special Events and Community Building Council (SECBC)

*Had first meeting with new members; nothing more to report at this time.*

Communications and Public Relations Council (CPRC)

*Ivonne reported that the first meeting was on September 7, 2010. The meeting involved reviewing the CPRC role and exploring marketing ideas.*

Helen Shaw Staff Excellence Award (HSSEA)

*Reorganization; nothing to report at this time.*

**College Governance Committees**

Committee on Academic Programs (CAP)

*Nothing to report at this time.*

Committee for Planning and Priorities (CPP)

*First meeting planned for September 22, 2010*

Committee for Student and Campus Community (CSCC)

*Janice Vermeychuk reported first meeting was September 8, 2010 and that the committee was reviewing the Facilities Use Policy. Carol Wells was elected Secretary of the committee.*

Steering Committee (SC)

*Leon stated they have met but unable to report at this time due to absent members.*

**Ad Hoc Committees, Commissions, Task Forces**

Presidents Climate Commitment Committee (PCCC)

*Nothing to report at this time.*

Public Safety Advisory Council

*Ginny Brown reported that the council will meet for another year and is making excellent progress.*

**Planning Councils**

[Advising and Student Support Planning Council (APC)](http://www.tcnj.edu/~steering/apc/apc0506.html)

*First meeting on September 27, 2010.*

[External Affairs Planning Council (EAPC)](http://www.tcnj.edu/~steering/eapc/eapc0506.html)

*Nothing to report at this time.*

Enrollment Management Planning Council

*(not meeting)*

[Facilities and Construction Planning Council (FCPC)](http://www.tcnj.edu/~steering/fcpc/fcpc0506.html)

1. *September 29, 2010 meeting*
2. *Marc Longo reported on the Campus Town Center project that they currently are looking at 4 development firms and having them submit proposals.*

[Finance and Budget Planning Council (FBPC)](http://www.tcnj.edu/~steering/fbpc/fbpc0506.html)

*Nothing to report at this time.*

[Information Technology Planning Council (ITPC)](http://www.tcnj.edu/~steering/itpc/itpc0506.html)

*First meeting October 6, 2010.*

**Program Councils**

[Athletics Advisory Program Council (AAPC)](http://www.tcnj.edu/~steering/aapc/aapc0506.html)

*Nothing to report at this time.*

[Graduate Programs Council (GPC)](http://www.tcnj.edu/~steering/gpc/gpc0506.htm)

*Nothing to report at this time.*

\*[Honors and Scholars Program Council (HSPC)](http://www.tcnj.edu/~steering/hspc/hspc0506.html)

Human Relations Advisory Council

*(not meeting)*

[International Education Program Council (IEPC)](http://www.tcnj.edu/~steering/iepc/iepc0506.html)

*Nothing to report at this time.*

\*[Liberal Learning Program Council (LLPC)](http://www.tcnj.edu/~steering/llpc/llpc0506.html)

[Teacher Education Program Council (TEPC)](http://www.tcnj.edu/~steering/tepc/tepc0506.html)

*Nothing to report at this time*

Teaching and Learning Center Program Council (TLCPC)

Meeting on October 6, 2010.

\*No staff senate representatives

Respectfully submitted by Carol J. Wells on October 15, 2010. Revised by Antonino Scarpati on Oct. 19, 2010.