MINUTES

Attendees: Susan Atkins, Ginny Brown, Marc Celentana, Kay DeSieno, Devon DiBella, Leon Duminiak, Kevin Fay, Tim Grant, Diane Gruenberg, Jason Jacobs, Jamal Johnson, Beverly Kalinowski, Debra Kelly, Rita King, Thomas Mankovich, Yakima Melton, Matt Middleton, Joe O’Brien, Susan O’Connor, Karen Paterson, Steve Scaffa, Nino Scarpati, Stephanie Shestakow, Sharon Shivers, Jessica Solano, Pat VanHise, Janice Vermeychuk, Kyle Williams, Alexis Zahorsky, Seth Zolin

Excused: Ivonne Cruz, Ryan Gladysiewicz, Lynette Harris, Nicole Maldonado, Todd McCrary, Brunelle Tomsky, Carol Wells

Absent: Tammy Dieterich, Kawanna Leggett, Jim Lopez,Jon Stauff

**I. Approval of Minutes**

Nino opened the floor to approve minutes at 12:10 pm.

Kyle Williams made a motion to approve minutes Sharon Shivers 2nd it – Minutes approved

**II. President’s Report**

Nino reported that strategic planning process is going smoothly. Focus groups for faculty, staff, and students well attended. Additional focus group for staff added.

**III. Old Business**

On November 30th from 12:00 – 1:30 there will be a special for Staff Senate with TSI Consultant Group

Nino will send reminder e-mail concerning meeting

Nino will poll Senate regarding December meeting. Housing is closing down on December 21, 2011

**IV. New Business/ Announcements**

Facilities Work Order Process - Susan Atkins & Jessica Solano (new contact for facilities department) – explained the new web based program that will be implemented for work order beginning 1/1/12. The college used to use Maximo, but is changing to Schooldude.com. Facilities is currently using and welcomes anyone who wants to be a tester. Contact Susan if interested in being a test department. Form will be used for ALL service area: Building Services, Facilities, Grounds, etc.

In Memorial – Nino asked for a moment of silence in honor of the passing of Joyce Perkins, longtime staff member who had just retired.

New Senators - Matt Middleton brought forth 3 staff interested in being a senator: Wes Lebar, Alex Lefebve, and Georgianne O’Leary. Motion accepted and all were elected unanimously.

Staff Transitions - Nino recognized 2 individuals who left TCNJ for their services on Staff Senate: Jason Schweitzer and Jackie Deitch-Stackhouse. Nino will send note and thanks of appreciation.

**V. Reports**

**Staff Senate Councils**

**Election and Constitution Council (ECC)** – Matt

Motion to change constitution to allow associate members to do more than just attend meetings.

Matt Motion to accept 2nd and approved.

**Staff Development and Recognition Council (SDRC)** – Susan Atkins

No meetings last month

May contact Susan Atkins until Beverly returns

Nino mentioned that problems on-line faculty staff directory are being followed up on. ADEP and OAVI were added. Diane reminded members that correction may be made by contacting HR directly.

**Special Events and Community Building Council (SECBC)** – Kay

Holiday cards for Heroes were distributed by Kay during the meeting. This is the 3rd year doing this for our military soldiers. Kay will collect all cards and give to Red Cross to send to soldiers.

Volunteers for Habitat for Humanities are needed for Restore scheduled for 12/3/11 for 3 hours. If anyone is interested they should contact Nichole Maldanado by November 22, 2011

**Communications and Public Relations (CPRC)** – Sharon

Showed the on-line reporting form for committees and councils.

Showed the update of the Staff Senate web page. Reminded Senators to complete the bio form that was sent out to all those that haven’t completed it. Will work on getting pictures from Senators.

Brochure is almost complete. Sharon will show to Executive Board at their next meeting for approval.

**Helen Shaw Staff Excellence Award (HSSEA)** – Joe

No report

**College Governance Committees**

**Committee on Academic Programs (CAP**)

Met last week – Approved Russian Studies Minor

Revisiting: Academic Load, International Business Program, Business Specialty Program

**Committee for Planning and Priorities (CPP)** – Nino

Governance structure issue came up and was referred to Steering

Strategic planning update provided as part of President’s report.

**Committee for Student and Campus Community (CSCC)** – Janice

Presentation on being more involved in planning executive summary regarding Brower Student Center. Met consultants 11/14/11.

**Steering Committee (SC)** – Leon

Russian Studies was sent to the Provost. Database of all College policy has been compiled. Aware of governance workload, attempting to set realistic timelines. Reviewing promotion documents.

**Planning Councils**

**College Advancement (CAPC)**

Meeting cancelled – Haven’t met yet. Nino will inquire regarding the meeting issues.

**Enrollment Management Planning Council (EMPC)** - Matt

Met last month went over Mission Statement re: residential community. We are approximately 61% in residential. Will discuss goals and objectives on enrollment. There are limited housing for transfer. Group is meeting today.

**Facilities and Construction Planning Council (FCPC)** -Devon

Met 2 weeks ago – Developer presented to PRC group. Received feedback from students on what they want to see in Campus Town: Opening questions to Faculty and Staff. Looking for anchor stores – no widely known, liquor, adult stores, or drive-thru. Will have 2 buildings for apartments – sizes 3-4 bedroom. Contact Greg Lentini at glentini@grc.org to suggest specific stores for Campus Town.

**Finance and Budget Planning Council (FBPC)** – Sharon

Looking for cost effective ideas that will help save money and bring money to the College

**Human Resources and Staff Development (HRSDPC)**

Continue to address on-line directory concerns. Plan to work with SDRC and HR to develop plans for comprehensive program of staff development, not just training and workshops. Address needs such as professional mentoring and enhance opportunities for advancement.

**Information Technology Planning Council (ITPC)** – Janel

No Report

**Program Councils**

**Athletics Advisory Program Council (AAPC)** – Joe

Have not met. Will meet 11/30/11

**Cultural and Intellectual Community (CICC)** - Stephanie

Exploring ideas for theme for 2012-13 to anchor Community Learning Day and series of related programs throughout the year. Acknowledged that CLS comes early in year and interest tends to fade as year goes on. Need to develop coherent and strongly promoted theme. Sending out Qualtrics survey.

**Faculty-Student Collaboration (FSC)**

No meeting

**Graduate Programs (GPC)**

Graduate Student conduct policy – reviewed and approved on policy manual

Comprehensive exam – being reviewed

**Health Campus (HC)**

Looking to expand programs to include staff. Looking into mold problems in buildings on campus.

**Honors and Scholars Program Council (HSPC)**

No report.

**International Education Program Council (IEPC)**

Met in October – Established subcommittee to review proposal – more student reps

**Liberal Learning Program Council (TEPC)** – Ginny

School approved Music 335 – prerequisite 361

Recommend – Communication 390 as critical reasoning course

**Teaching and Learning Center Program Council (TLCPC)** – Pat

Jason Dawling appointed Co-Chair – Main group will meet 1st Wednesday and subcommittees will meet 3rd Wednesday. Created 3 subcommittees: Best practices in learning, Analysis of blended learning, and

Learning communities.

**Ad Hoc Committees, Commissions, Task Force**

**Ad Hoc Committee for the Assessment of Transformation**

Competed its charge.

**Presidents Climate Commitment Committee (PCCC)** – Rita

Strong alignment with Bonner Center’s Environmental Team. Established residence hall competition for hall that saves the most energy. Environmental organic demonstration garden produces healthy food. Creating carpool clearinghouse on line.

**Campus Public Safety Advisory Committee (PSAC)** – Joe

Will meet in December

**Search Committee for Provost** - Kay

CV review phase complete in December. Interviews will begin in January. Going well

**Search Committee for Dean of the School of Education**

No update

**Task Force on TCNJ/China Academic Collaboration**

Haven’t met

**Traffic Appeals**

No report

**Board of Trustees Staff Representative Report**

No report

**Meeting adjourned at 1:33 pm**