



The College of New Jersey

STAFF SENATE

Newsletter

2013 - 2014



Greetings from the Staff Senate President!

Welcome to the 2013-14 edition of the TCNJ Staff Senate Newsletter, which includes a summary of our accomplishments in 2012-13, and an update on goals and plans for this year.

First, we are pleased to be working with Jacqueline Taylor, Provost and Vice President for Academic Affairs. Provost Taylor's purposeful and collegial leadership has been integral to advancing the College's mission and institutional strategic plan. She and co-chair Prof. John Landrau have guided the Committee on Strategic Planning and Priorities (CSPP) in monitoring the work of key task forces charged with clarifying TCNJ's distinctive institutional identity and identifying the signature student experiences. These task forces have been working diligently and recommendations have been shared with the campus community this semester. More information about CSPP and other governance committees may be found in this edition. On behalf of all TCNJ staff, I thank the many dedicated staff volunteers whose service, in partnership with our faculty and student colleagues, is vital to effective governance.

Beyond governance, the Staff Senate's internal councils implemented a variety of programs and services, with more planned throughout this academic year. Our Special Events and Community Building Council sponsored staff mixer events and community service opportunities. Our Staff Development and Recognition Council continues to work with Human Resources to improve and increase staff development and recognition initiatives. The Elections and Constitution Council has excelled in recruiting new members and placing staff in campus governance. Our Communications and Public Relations Council publishes our web site, brochure, and newsletter, in addition to promoting the Staff Senate to new employees. Several guest presenters also provided informative updates at senate meetings, including: R. Barbara Gitenstein, TCNJ President; Lisa Angeloni, Vice President for Enrollment Management; Curt Heuring, Vice President for Administration; Peter Manetas, Interim Vice President for College Advancement; Jerry Waldren, Chief Information Officer; and Frank Cooper, Executive Director of Records and Registration.

New & Re-elected Staff Senators

James Day

Arts & Communication

Devon DiBella

Finance & Business Services

Emily Dodd

College Advancement

Leon Duminiak

Chemistry

Diane Gruenberg

Writer's Place & Tutoring Center

Ann Guarnaccia

Alumni Affairs

Monica Jacobe

Global Programs

Debra Kelly

Career Center

Paula Rainey

Library

Christopher Russomann

Campus Police

Quiana Starr

College Advancement

Emily Thomas Lleo

Student Accounts

Carol Wells

Health & Exercise Science

Our tradition of giving special recognition to deserving staff colleagues continued in 2012-13. In January we co-hosted the fifth annual Joint Governance Reception, honoring Pat Van Hise for her exceptional contributions to collegial governance as staff representatives. Last May we recognized Carol Wells, Karen Paterson, Tim Grant, and Jim Spencer for special contributions to the Senate, and also honored Ivonne Cruz as the 2013 Senator of the Year. Most recently, Dave Conner and Scott Sferra received the Helen Shaw Staff Excellence Award last September.

This year we are focused on advancing the next implementation phase of the institutional strategic plan; working with several new academic and administrative leaders, planning for campus scheduling and calendar changes, and continuing our collaboration with Human Recourse to enhance staff development.

Our senators and associate members have my sincerest gratitude for their outstanding volunteer service to the senate and the campus community. Executive officers Kay DeSieno, Matt Middleton, Joe O'Brien, Sharon Shivers, and Devon DiBella deserve special recognition for their wise counsel and effective leadership.

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

Best wishes,

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.

2013-2014 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 2012-2013 Academic Year.

Communications and Public Relations Council (CPRC)

For the 2012-2013 academic year, the Communications and Public Relations Council (CPRC) had an exciting year. As we continue to maintain the attendance and minutes of each meeting, we also continue to find ways to make communication better for the Staff Senate and the campus community.

The Staff Senate Newsletter was distributed in January 2014. Also, the Staff Senate's brochure was approved by Human Resources to be included into the new employee packets. Human Resources was given 75 brochures to start. Annually, as the brochure changes with each year, Communication and Public Relations Council will send 300 new brochures for distribution.

In continuing to seek ways to improve the webpage for the Staff Senate, the webpage has been updated with all the current senators. All of the names will be hyperlinked to each individual's e-mail address. We will also hyperlink each person's department to their department's webpage. Most of the Communication & Public Relations Council personnel were trained in Word Press which has helped us to update our webpage.

Committees and Councils are always encouraged to use the reporting form located on the Staff Senate webpage at <http://staffsenate.pages.tcnj.edu/reports/> to submit updates of monthly meetings.

Members that have missed more than 3 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.



Elections and Constitution Council (ECC)

The Elections and Constitution Committee proposed one constitutional change in 2012-2013. This codified the transition process for newly-elected Senators, Presidents and Vice Presidents. Inauguration of new members was specified for the last Senate meeting of the academic year, while the leadership positions are now included on the Executive Board for all meetings prior to their Inauguration at the end of the academic year.

ECC oversaw the election for President and Vice President (both candidates ran unopposed). As for the general 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"; nine "Buddies" attended, up from eight the year before. Four of these Buddies were nominated for open Senator positions.

For the first time, each of the 14 staff nominees for Senator agreed to run in the election. Originally, there were only 10 openings on the Senate for this year, but ECC reached out to current Senators and found that a) three Senators wanted to step into an Associate role, and b) one Senator was resigning at the end of the year. Therefore, all 14 nominees were elected in April.

Associate membership continued to grow; two new staff persons joined the Associate ranks, bringing their total to 17. Two Associates were elected to full Senator positions in 2012-2013.

Staff Development and Recognition Council (SDRC)

This past year in a cross over role representing the Staff Senate Staff Development Recognition Council, Joe O'Brien and Sharon Shivers joined the Human Resources and Staff Development Planning Council. Joe and Sharon also were part of a sub group whose focus will be on Diversity.

THE SDRC welcomes new members Emily Dodd, Katy Ells and Carol Wells who join existing members Sharon Shivers and Joe O'Brien (Chair).

The Council has been working on conceiving and publishing a new Mission Statement and also forming ideas with the hopes of being able to recognize and acknowledge employees throughout the year.

STAFF SENATE RECOGNITION AWARDS FOR 2012-2013

Senator of the Year

IVONNE M. CRUZ

Outstanding New Senator

JAMES SLIZEWSKI

Outstanding Staff Senate Council Members

CAROL WELLS

Communications & Public Relations Council

TIM GRANT

Special Events & Community Building Council

~~~~~

KAREN PATERSON

Elections & Constitution Committee

~~~~~

JIM SPENCER

Staff Development & Recognition Council

Perfect Attendance at Staff Senate Meetings

DIANE GRUENBERG

RYAN GLADYSIEWICZ

ANTONINO SCARPATI

SHARON SHIVERS

Special Events and Community Building Council (SECBC)

Throughout 2012 and 2013 our council coordinated traditional and new service and social events to foster community on campus and serve communities in need beyond TCNJ.

In the spring of 2013 we participated in a "TCNJ Here for Home" staff trip to help families impacted by super storm Sandy in Union Beach, NJ.

In December of 2012 and 2013 we continued our participation in the "Holiday Cards to Heroes" program in partnership with the American Red Cross. Dozens of personalized cards were sent from staff members to active duty military personnel serving in Afghanistan and around the world.

Most recently, our Holiday Winter Clothing Drive for Habitat for Humanity in Trenton was very successful. Several boxes of new and gently used coats, scarves, hats, and gloves were collected for distribution to needy Trenton residents on January 3, 2014. We also hosted Holiday Mixer events for staff at the Rho restaurant at Waterfront Park plaza.

Plans for spring 2014 include more staff social opportunities, a service trip to the Habitat for Humanity Re-Store, and promoting staff participation in the Wellness Expo for faculty, staff, and students. The event is sponsored by the Healthy Campus Planning Council and is tentatively scheduled for March 18 in the Brower Student Center.

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 2013 Award recipients: **Dave Conner and Scott Sferra**



Dave Conner
*Assistant Director,
Fraternity & Sorority Life*



Scott Sferra
*Associate Director,
Student Accounts*



*All award nominees: (L-R, back row) Carol Wells, David Connor, Deidre Queen, Regina Litwin, Scott Sferra
(L-R, front row) Lisa DeMarsico, Danielle Reilly, Susan Hydro*

COLLEGE GOVERNANCE COMMITTEES

Reports reflect committee activity for the 2012-2013 Academic Year.

Steering Committee (SC)

New Charges Sent to Standing Committees:

Academic Integrity Policy
 Faculty Reassigned Time
 Retention of Final Exams and Other Student Work
 Undergraduate Certificate Programs



Charges Previously Sent to Standing Committees for Which Recommendations Are Still Outstanding:

Attendance and Absence Policy
 Student Feedback on Teaching
 Repeating Course Policy Withdrawal from Course Policy
 Alcohol and other Drug Policy
 Student Rights and Freedoms
 Grade Appeals
 Protection of Children Interim Policy
 FSP Domain Elimination Final

Recommendations Received from Standing Committees, Approved by Steering and Sent to Provost:

Change of Name from M/S/T to iStem
 Designation Change for Engineering from BS to BSES
 Restructuring of Art Curriculum
 Graduate Student Conduct
 SOSA and Sabbatical Document clarifying the purposes, type projects, and criteria for proposal acceptance
 Faculty Modified Duties when needed for family situations

Work Done by Steering:

Policy Framework for handling Board, Operating, and Interim Policies
 Change of name from CPP to CSPP (Committee on Strategic Planning and Priorities)
 Work Deemed Appropriate for Department, not Standing Committee
 Undergraduate Scheduling Grid
 Honors Retention standards
 Course Modes and Formats

Committee on Academic Programs (CAP)

- ◆ Final Recommendation on Restructuring and Renaming in the Art and Art History Department
- ◆ Final Recommendation on Designation Change from BS to BSES for Engineering Science
- ◆ Final Recommendation on Engineering Education Nomenclature Change
- ◆ Final Recommendation on 2010 Academic Integrity Policy
- ◆ Final Recommendation on Graduate Policies w/GPC
- ◆ Final Recommendation on Graduate Non-Enrollment Policy w/GPC (Pending GPC approval)
- ◆ Final Recommendation on Guidelines for Off-Campus Faculty-Led Programs Work will continue on:
 - ⇒ Preliminary Recommendation on Course Withdrawal Policy (Public forum completed)
 - ⇒ Preliminary Recommendation on Course Absence and Attendance (Public forum completed)
 - ⇒ Preliminary Recommendation on Undergraduate Certificate Program (Public forum completed)
 - ⇒ Preliminary Recommendation on Repeating Courses (final recommendation pending completion of course withdrawal charge as they are linked).

COLLEGE GOVERNANCE COMMITTEES

Reports reflect committee activity for the 2012-2013 Academic Year.

Committee on Strategic Planning and Priorities (CSPP)

Staff Senate President Antonino Scarpati and Vice President Kay DeSieno serve as the staff representatives on CSPP, which continues to focus its agenda on institutional strategic planning and related campus-wide planning initiatives. This past fall CSPP monitored the progress of planning task forces charged with clarifying TCNJ's distinctive institutional identity and identifying the signature student experiences. A renewed focus on fostering diversity initiatives was also added to the plan. Recommendations were vetted through the campus community through open fora and testimony. In addition, CSPP developed a plan for periodic review of the strategic planning documents of the eight Schools (treating the Library as a School) and nine Planning Areas, each of which includes a designated cabinet member as Planning Officer. A revised academic calendar was recommended to ensure quality and expansion of winter term courses. Most recently, CSPP coordinated development and approval of a new class scheduling grid slated for fall 2014. The new grid is designed to improve efficient use of physical space while preserving commitment to TCNJ's mission, core values, and the goals of academic transformation.

More information may be found at:

<http://academicaffairs.pages.tcnj.edu/college-governance/committee-on-planning-and-priorities/>

Committee on Students and Campus Community (CSCC)

- ◆ Undergraduate Certificate Policy, a co-charge with CAP, remains open with both committees.
- ◆ Community testimony was obtained for the Protection of Children Policy. Final recommendation forthcoming to Steering.
- ◆ Community testimony was obtained for the Student Rights and Freedom Policy. Final recommendation forthcoming to Steering.
- ◆ Alcohol Policy is currently being reviewed.
- ◆ Student Travel Policy remains in the office of General Counsel.



PROGRAM/PLANNING COUNCILS & TASK FORCES

Reports reflect council and task force activity for the 2012-2013 Academic Year.

Liberal Learning Program Council

Various courses were approved for Community Engaged Learning

- CRI 350 - Advanced Criminology: Juvenile Delinquency and Justice
- SPA 270 - Topics- Inmigracion Latina
- SOC 345 - Inequality, Pollution, and the Environment
- PSY 373 - Counseling and Clinical Seminar: Poverty, Mental Health, and Well-Being
- HIS 365 - Topics: North America/United States: American Cities and Suburbs
- LIT 310 - Literature for Young Readers
- POL 370 - State-Civil Relations at the Local Level

A course was approved for Social Change in Historical Perspectives

- WLC 220 - Introduction to Romance Languages

A course was approved as a senior level writing intensive course

- SED 498 - Collaborative Capstone for Professional Inquiry

Time was devoted to the matter of oral proficiency, including its integration into the curriculum and its assessment.

- Oral presentations are widespread on campus.
- It was the consensus of those present that the quality of these presentations is at a lower level than we would like.
- Leading discussions and participating in them need to be developed.
- Rubrics for oral presentations could be shared among the faculty.

President's Climate Commitment Committee

Many of the accomplishments in this Committee stem from the close relationship of the Bonner Center and PC3. The PC3 is able to give funding to the Bonner Center for their projects.

- America Recycles Day (11/14/12)
 - ⇒ Promoted a petition for no plastic bags
 - ⇒ Dinosaur created out of plastic bottles
 - ⇒ Pins and stickers given away to promote recycling
- Ford Forum: Does What We Eat matter?
 - ⇒ Presenters from: Cherry Grove Farm, Terhune Orchards, Fernbrook Farms and a representative from NJ Partnership for Healthy Kids
- Environmental Films
 - ⇒ *Planeat* (2/25/13)
 - ⇒ *Crude Impact* (3/25/13)
- Green Fair - looking into hosting such an event at TCNJ
- Demonstration Garden
 - ⇒ Moved to new location
 - ⇒ Fenced in
 - ⇒ Expanded



PROGRAM/PLANNING COUNCILS & TASK FORCES *(continued)*

Reports reflect council and task force activity for the 2012-2013 Academic Year.

Enrollment Management Task Force

The Enrollment Management Planning Council spent the bulk of its year discussing the appropriate size for the undergraduate enrollment of TCNJ. The Council decided that our current total enrollment was unsustainable due to the strain it placed on student services (primarily dining, housing, psychological services and health services). Furthermore, TCNJ has become dependent on these large incoming freshmen and transfer classes to offset budget shortfalls.

Records and Registration provided an enrollment projection worksheet that focused on the revenue generated through initial enrollment of freshmen and transfers, as well as what is lost through attrition from withdrawals, early graduations and study abroad experiences. After carefully examining this data, EMPC recommended reducing the size of both the freshmen and transfer classes for the 2013-2014 academic year. Spring transfer projections for 2014 were also reduced, with some revenue to be replaced by a larger class of Provisional freshmen for the coming year. These recommendations were presented to the President and her Cabinet.

EMPC also brainstormed strategies for improving out-of-state, international and transfer enrollments. For out-of-state, there was considerable analysis of our current scholarship and tuition practices.

Facilities & Construction Planning Council

FCPC is 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. Once again, the Campus Town project dominated our agenda this year.

- 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.
- Summer 2013 saw the construction fence put in place and the demolition of existing buildings has begun.
- Completion for the 2015 (Fall housing semester) is still on schedule.
- The 'Building our Future' Bonds that were passed in the Nov. 2012 elections created an enormous amount of work for the Facilities Mgmt, Construction, & Safety department.
- TCNJ submitted proposals for \$95 million.
- We were approved for \$58 million - including:
 - ⇒ \$41M for the new STEM building (\$40M for bldg. and \$1M for IT infrastructure)
 - ⇒ \$3.5M for long-range IT improvements
 - ⇒ \$6.9M for upgrading/replacing Engineering equipment
 - ⇒ \$6M for renovations to the Science Complex 2013-2014 school year will see us continuing to add/update the campus signage; monitoring the Campus Town project; and keeping the Senate informed of all aspects relating to the new STEM Building and other bond

