

TCNJ Staff Senate Newsletter

June 2011



Photo taken by:
Lindsey Hardifer
Graphic Design Major

New & Re-elected Staff Senators

Ginny Brown
STEP Office, School of Education

Tammy Dieterich
School of Business

Ryan Gladysiewicz
Instructional Technology Services

Timothy Grant
Campus Police

Jason Jacobs
Admissions

Jamal Johnson
Admissions

Rita King
The Tutoring Center

Kawanna Leggett
Residential Education and Housing

Jim Lopez
Campus Police

Magda Manetas
Vice President for Student Affairs Office

Todd McCrary
Educational Opportunity Fund Program

Yakima Melton
Dean of Students Office

Kay Miklosz
Admissions

Karen Paterson
School of Business

Kellie Perkowsky
Residential Education and Housing

Sharon Shivers
Library Dean's Office

Jon Stauff
Center for Global Engagement

Janice Vermeychuk
Student Health Services

Alexis Zahorsky
Admissions

Seth Zolin
Brower Student Center

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Greetings from the Staff Senate President!

Now that the 2010-11 academic year is past and summer is upon us, I invite you to read our third annual TCNJ Staff Senate Newsletter. This issue contains a summary of our accomplishments and activities during the past academic year, as well as a look ahead to 2011-12.

Much of our attention in 2010-11 focused on the review and revision of TCNJ's Governance Structure. Our representatives on the Steering Committee (SC) and the Committee on Planning and Priorities (CPP) ensured that the staff is appropriately represented in the development of an improved structure. I am particularly proud to report that the proposed design for revised planning councils includes a new Human Resources and Staff Development Planning Council that will inform and support effective strategic planning in that area under the direction of the Vice President of Human Resources. We also look forward to continued collaboration between our Staff Development and Recognition Council (SDRC) and Human Resources to advance professional development programs for staff. CPP also is working in concert with the College's administrative leadership

to support the development of an updated institutional strategic plan and process that is more inclusive, transparent, and focused on continuous improvement.

Other notable accomplishments this past year include honoring outstanding staff members through the Helen Shaw Staff Excellence Award program, co-sponsoring two Staff Mixer events, and sponsoring a fund raising drive for the Crohn's and Colitis Foundation. We also co-hosted the fourth annual Joint Governance Reception, honoring Janice Vermeychuk, Director of Student Health Services, for her exceptional contributions to collegial governance. In addition, we hosted several guest visitors to our senate meetings, including Lynda Kane, Director of Planning and Campus Architect, to introduce the design of the new School of Education; Matt Golden, Vice President of College Advancement, to discuss his new role and initiatives; and finally, Heather Fehn, Jackie Deitch Stackhouse, and Rich Kroth, to overview the role of staff representatives to the Board of Trustees.

I wish to thank all our senators and associate members for their outstanding volunteer service, as well as our Faculty Senate and Student Government colleagues for their partnership in service to TCNJ. Finally, I must acknowledge our executive officers: Kay Miklosz, Beverly Kalinowski, Matt Middleton, Sharon Shivers, and Brunelle Tomsky. Their dedicated leadership, wise counsel, and tireless efforts are deeply appreciated.

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://www.tcnj.edu/~stafforg/> or contact staffsen@tcnj.edu. You may also contact Antonino Scarpati, President, at scarpati@tcnj.edu.

2011-2012 Staff Senate Executive Board

Antonino Scarpati, President, scarpati@tcnj.edu

Brunelle Tomsky, Vice President, tellis@tcnj.edu

Beverly Kalinowski - Chair, Staff Development and Recognition Council, bkalinow@tcnj.edu

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

Kay Miklosz - Chair, Special Events and Community Building Council, miklosz@tcnj.edu

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

1st Meeting of the 2011-2012 Academic Year will be WEDNESDAY, SEPTEMBER 21, 2011.

STAFF SENATE COUNCIL REPORTS

Communications and Public Relations Council (CPRC) ~ Chair, Sharon Shivers

The Communications and Public Relations Council started this year with fresh faces, ideas and great responsibilities. This being my first year as the Chair of CPRC, I would like to welcome Ivonne Cruz, Lynette Harris and Carol Wells to this great committee.

For the 2010-2011 academic year, CPRC continued to seek ways to improve the webpage for the Staff Senate. In order to do this, CPRC developed a survey for members to complete. The information obtained will be used to help update the Staff Senate webpage by modernizing its look and include an updated directory. CPRC, with the help of the Senators and Associate Senators, has plans to come up with a "tag name" to best describe the Staff Senate. This survey was sent in the spring of 2011.

CPRC also worked hard to design a new brochure to describe and introduce the Staff Senate to new employees. A picture was taken of the current Staff Senate to place on the front of the brochure to show our unity and the diversity of our membership. These brochures are to be placed in the welcome packets of all incoming employees.

CPRC agreed to once again take responsibility of keeping minutes and maintain the attendance of all Staff Senate meetings. We have also taken over the responsibility of producing this newsletter.

As a gentle reminder, any communication related but not limited to; intended absences, questions, concerns, ideas or suggestions, to the Staff Senate can be sent via email to staffsen@tcnj.edu or sshivers@tcnj.edu.



Special Events and Community Building Council (SECBC) ~ Chair, Kay Miklosz

2010-2011 was a productive year for the Staff Senate Special Events and Community Building Council. We welcomed 5 new council members: Kyle Williams, Marc Longo, Emily Dodd, Devon DiBella, and Libby Alcaro - who joined veteran member Nicole Maldonado. Our newest council members jumped right into their new roles and were instrumental in organizing a number of social and fund-raising events, including Staff Senate Mixers at KatManDu, a Winter Clothing Drive in which staff collected 75 coats and numerous other clothing items for Habitat for Humanity, and a Dine to Donate night at Applebee's for the Crohn's and Colitis Foundation of America. We hope to continue our progress into the summer with a Staff Senate outing at a Trenton Thunder Baseball Game. We also look forward to another great year of social and service/fund-raising events beginning in the fall!

Staff Development and Recognition Council (SDRC) ~ Chair, Beverly Kalinowski

This year SDRC was able to begin a Staff Professional Development conversation with TCNJ’s Human Resources Office. Gregory Pogue, Susan Rohana, Erika Worthy, Antonino Scarpati and Beverly Kalinowski met in November to explore professional development collaboration between the Staff Senate and HR. The outcome of that meeting was the genesis of HR’s professional development series for all staff and faculty. Additionally, it was agreed that future collaborations and joint promotions would be slated for activities that would stimulate more engagement within the TCNJ staff community.



The staff senate orientation for 2010-2011 in August 2010 was organized by SDRC. This year with the expert assistance of council member, Joe O’Brien, SDRC was able to publish an official orientation booklet. This booklet contained the TCNJ Staff Senate by-laws and senator, council and committee lists as well as the Wednesday meeting schedule.

The 2011-2012 Staff Senate Orientation will take place on Wednesday, August 17, 2011 from 12pm-1:30pm (location TBA). Please mark your calendars and look out for more details later this summer. At that time, the 2011-2012 version of the Orientation booklet will be available for all new senators as well as any senator who would like to garner the latest list of staff senate senators, council and committee members.

The 2011 Staff Senate Recognition Celebration took place on May 18, 2011 at 12:00-1:30pm in dining room 1855. SDRC with the assistance of Staff Senate President & Vice President hosted the celebration. Selected Staff Senators received certificates to honor their commitment and dedication to the Staff Senate. Awardees are identified below.

In March of 2011 Susan Ciotti, a member of SDRC for 3 years, retired from TCNJ. Sue was the council’s photographer and newsletter co-publisher in her 3 years as a staff senator. SDRC will truly miss her contributions and presence.

Council Members: Susan Atkins, Nicole Maldonado, and Joe O’Brien

STAFF SENATE RECOGNITION AWARDS 2010-2011

Senator of the Year

STEPHANIE SHESKATOW

Outstanding New Senator

MARC LONGO

Outstanding Staff Senate Council Members

IVONNE CRUZ

Communications & Public Relations Council

~~~~~

JOE O’BRIEN

Staff Development & Recognition Council

~~~~~

MARC LONGO

Special Events & Community Building Council

Perfect Attendance at Staff Senate Meetings

SARAH CUNNINGHAM

DEVON DIBELLA

LEON DUMINIAC

KATHY ERTEL

LYNETTE HARRIS

ANTONINO SCARPATI

STEPHANIE SHESTAKOW

KYLE WILLIAMS

Elections and Constitution Council (ECC) ~ Chair, Matt Middleton

At the onset of the academic year, the Elections and Constitution Committee proposed two amendments to the Staff Senate constitution. The first change was the charge of the Communications and Public Relations committee to be responsible for taking meeting minutes and keeping official attendance records. The second switched election dates for the President and Vice President elections so there was less of a "lame duck" period for newly elected leadership positions. Both of these amendments passed the Senate.

ECC continued in its efforts to recruit a larger and more diverse pool of Senate nominees. We had our fourth annual "Bring a Buddy to Staff Senate" meeting, which saw seven buddies in attendance. A Staff Senate flyer was created and distributed to the Staff Senate and posted in several high traffic areas on campus encouraging involvement. Ultimately, 25 nominations were submitted for open Senate positions, the highest total in the past five years.

Nineteen staff members accepted their nominations and were placed on the election ballot. There are 18 openings for the 2011 election cycle. Originally, there were only 13 openings, but ECC reached out to all current senators to verify that they were going to be completing their Senate terms. Five senators either resigned or asked to be switched to Associate Senator status.

The Senators elected were:

Term Expiring/Resignations:

Sue	Ciotti
Sarah	Cunningham
Kathy	Ertel
Deb	Frank
Rich	Kroth
Christine	Kucha
Lisa	McCarthy

Re-Elected:

Ginny	Brown
Kawanna	Leggett
Kay	Miklosz
Sharon	Shivers
Janice	Vermeychuk
Alexis	Zahorsky

New Senators (former Associate members marked by *):

Tammy	Dieterich
Ryan	Gladysiewicz
Timothy	Grant
Jason	Jacobs
Jamal	Johnson
Rita	King
Jim	Lopez

Magda	Manetas*
Todd	McCrary
Yakima	Melton
Karen	Paterson
Kellie	Perkowsky
Jon	Stauff*
Seth	Zolin



Finally, ECC conducted an election for President and Vice President of the Staff Senate. We had eight nominations for these two positions, but ultimately only Antonino Scarpati accepted the Presidential nomination, while Brunelle Tomsy and Joe O'Brien accepted the Vice President nomination. We had 162 staff members vote in this election, with Brunelle claiming 57% of the vote.

Helen Shaw Staff Excellence and Special Achievement Award ~ Chair, Joe Hadge

Helen Dickman Shaw, a passionate educator and scholar, received a Bachelor of Science in Physical Education in 1936 from TCNJ (then, the New Jersey State Teachers College and State Normal School at Trenton). 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 annual staff excellence awards. The award is based on outstanding or exceptional contribution to the campus community by a TCNJ staff member.

Pictured below are the 2010 Helen Shaw Staff Excellence Award nominees:



(L-R) Jack Fehn, Tiffany Ross, Anne Marie Maratea, Dee Maziarz, Megan Ayers, Rita Ma, Diane Gruenberg, Kent Smith

Pictured below are the 2010 Helen Shaw Staff Excellence Award recipients, along with TCNJ President Dr. R. Barbara Gitenstein and the 2010 committee chair Paula Rainey:



Megan Ayers



Jack Fehn



Diane Gruenberg

The 2011 Helen Shaw Award recipient presentation is scheduled for Tuesday, 8/23/11.

Twelve nominations have been received for the 2011 award cycle.

Contact Joe Hadge (hadgej@tcnj.edu) for more information.

COLLEGE GOVERNANCE COMMITTEES

Committee on Academic Programs (CAP)

CAP was very busy this year in evaluating many charges from Steering:

1. CAP approved a mid-semester evaluation policy whereby faculty will provide mid-semester feedback regarding students' progress in their class utilizing PAWS.
2. CAP approved the proposal for a Graduate Certificate in Women and Gender Studies.
3. CAP voted to move forward with the preparation of a Preliminary Recommendation in support of the use of an electronic feedback format for the Student Evaluation of Teaching.
4. CAP prepared and approved a final recommendation for the Charge on Academic Load.

The following charges have been postponed until next year:

- | | |
|-----------------------------|--|
| ⇒ Repeating Courses | ⇒ Absence and Attendance Policies |
| ⇒ Course Withdrawal Policy | ⇒ Guidelines for off-campus faculty-led programs |
| ⇒ Russian Studies Minor | ⇒ Graduate Policies |
| ⇒ Academic Integrity | ⇒ International Business Program changes |
| ⇒ Academic Dismissal Policy | |

Staff Senate Representatives: Brunelle Tomsky and Stephanie Shestakow



Committee on Planning and Priorities (CPP)

CPP affirmed its central role in overseeing institutional planning processes through campus governance in partnership with the College's administrative leadership. Staff Senate representatives Antonino Scarpati and Kay Miklosz worked collaboratively with faculty and student representatives to propose a redesigned governance structure. The revised structure is intended to improve the flow of input from stakeholder groups to inform institutional strategic planning. CPP also proposed, with the support of President Gitenstein, that we assume a coordinating role in the development of an updated institutional strategic plan in 2011-12, as well as the development of an enhanced planning structure and timeline for the future. CPP co-chairs Carol Bresnahan and Mort Winston provided an update to the President's Advisory Council at the June retreat. Information about these initiatives will be included in the monitoring report CPP is preparing for submission to the Middle States Commission on Higher Education later this summer.

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Staff Senate Representatives: Antonino Scarpati and Kay Miklosz

Committee on Students and Campus Community (CSCC)

This year has been both busy and productive for our committee. We have completed our charge from Steering for policy review and community testimony regarding the following policies:

- ✓ Facilities Use Policy
- ✓ Student Conduct Policy
- ✓ Computer Access Agreement
- ✓ Student Honor Code

Staff Senate Representatives: Carol J. Wells, Diane Gruenberg, Magda Manetas, and Janice Vermeychuk



Steering Committee Report (SC)

The Steering Committee had a highly productive year reviewing numerous governance issues and final recommendations from governance committees. The major charges to the Steering Committee this past year were a review of our Governance structure and an assessment of Transformation.

After extensive review and input from the campus community, a revised governance document was prepared and forwarded to the Board of Trustees for approval. Two major changes to the present governance structure were the addition of a Planning Domain and the creation of Cross-School Curricular Committees. Additional broad campus input on these new committees will be solicited.

An Ad-Hoc committee was created and charged with defining the goals of Transformation, determining appropriate means for assessing these goals, and reporting its findings. The Ad-Hoc Committee for the Assessment of Transformation has identified the goals of Transformation and will be completing its final report in the coming year.

Staff Senate Representatives: Leon Duminiak, Kawanna Leggett, and Beverly Kalinowski

PROGRAM AND PLANNING COUNCILS, TASK FORCES, SEARCH & AD HOC COMMITTEES

In addition to representation on governance standing committees, dozens of our senators and associate members have actively served on various councils and work groups throughout the year to advance institutional goals and foster shared governance.

Planning Councils include: Advising and Student Support, External Affairs, Facilities and Construction, Finance and Budget, and Information Technology.

Program Councils include: Athletics Advisory, Campus Public Safety, Center for Excellence in Teaching and Learning, Graduate Programs and Teacher Education.

Special work groups and task forces include: Ad Hoc Committee for the Assessment of Transformation, Campus Town Project Committee, Enrollment Management Task Force, President's Climate Commitment Committee, Task Force on TCNJ/China Academic Collaboration, and Traffic Appeals Board, as well as several search committees.

Summary reports from some of these groups are provided below. Special thanks to all who have served for their significant efforts and contributions.

Athletics Advisory Program Council

This year represented a great season full of highlights. Some of these highlights are listed below:

- Approval for an RFP for Busing of teams to events.
- Recreation Center is in the process of a major overhaul.
- Track surface was completed on March 10, 2011.
- Tennis courts were repaired in preparation of the season.
- Press Box was renovated.
- Physical Enhancement Center has been approved for an upgrade.
- Athletics, along with the Council, are exploring Scheduling Relief for Student-Athletes.
- Athletic Honors Brunch was held April 17th for Athletes with a 3.30 or higher GPA.
- Eric Hamilton's 200th Career Victory (12th coach in D3 History).

Some of our Post Season highlights were:

- Women's Soccer in NJAC Semi-Final.
- Men's Soccer in NJAC Semi-Final.
- Men's and Women's XC Win 17th and 16th Consecutive NJAC Title.
- Women's Lacrosse Team undefeated regular season, and ranked #1 in Division III.





Enrollment Management Task Force

The Enrollment Management Task Force was convened this fall to discuss enrollment goals for the fall of 2011. We analyzed the enrollment goals for each individual major and discussed how increases in certain departments would adversely affect other academic areas. We also discussed non-academic areas where increased enrollment can have consequences, such as Residential Education, Psychological and Health Services, and the Tutoring Center. There must be a cross-functional framework in place that identifies the important relationships and collaborations among these areas. Our final meeting was spent debating whether we can grow the overall size of the TCNJ student body and, if so, what areas the College should invest in to make that feasible.

External Affairs Council

The two big initiatives the External Affairs Council has been working on are preliminary planning for capital campaign and working with Cognitive Marketing, which at this time is focused largely on the admissions recruitment materials redesign. The council has been involved with both since the beginning and has reviewed components of the projects in various stages. It has provided input and feedback on draft documents (capital campaign case for support) and presentations by the firms engaged in these initiatives (cognitive forum).

Campus Public Safety Advisory Council

During the first half of the year, Chief Collins reviewed the Ad-Hoc Committee recommendations and explained how these recommendations were being addressed within the Campus Police Department. In March, a campus-wide survey was sent to all faculty and staff members. The survey listed several areas that members would like to see addressed. The council suggested to the Campus Police that three concerns be addressed: communications, visibility and community policing. For communications - initiating a FAQ page on the campus police website to address general questions and consider adding photos of the officers for recognition purposes. For visibility - increase visibility by having officers doing more foot, bike and seg-way patrols. For community policing - continue to build on the current model.

The survey report was sent to all faculty and staff addressing the concerns they submitted and the survey results were summarized. A few issues were addressed, i.e. repairs were made on the outside lighting issues, encouraged faculty and staff to become aware of the 'blue light' call boxes, and encouraged them to take advantage of the free personal property engraving done by campus police.

BOARD OF TRUSTEES REPORT 2011

Academic Affairs Committee

- ◆ Enrollment management challenges include identifying the right number of students in each major while adequately preparing for the impact on other courses and student services. Each school has established specific enrollment targets that inform the College's total enrollment target.
- ◆ Periodic Review Report - Examined implications for linking budget processes with strategic planning.
- ◆ Masters Program closures were examined.
- ◆ Provost requested that a process to address faculty conduct be developed through appropriate campus governance procedures.

Student Affairs Committee

- ◆ Reviewed the newly proposed Student Conduct Code, including bullying language as required by new state legislation.
- ◆ Received search update for Executive Director of Academic Support Services and report on EOF Gala Fund-raising event.
- ◆ Resolution to support the recommendations of the Governor's Task Force on Higher Education.

College Advancement Committee

Received update on major campaign plan and strategic plan for College Advancement, as well as presentation by Cognitive Marketing.

ACKNOWLEDGEMENTS & RECOGNITIONS

- ☆ Thanks and best wishes to Carol Bresnahan for her service as Provost, with appreciation for her collegiality in working with the Staff Senate.
- ☆ Congratulations to Susan Bakewell-Sachs on her appointment to serve as Interim Provost and also to William Behre as Interim Vice Provost for Strategic Initiatives and Operations.
- ☆ Congratulations to Curt Heuring, who has assumed the role of Vice President for Administration.
- ☆ Congratulations to Lisa Angeloni, who has assumed the role of Associate Provost for Enrollment Management.
- ☆ Congratulations to Mark Kiselica on his appointment to serve as Interim Dean of the School of Education.
- ☆ Congratulations to Magda Manetas, former president and one of the founders of the Staff Senate, on her appointment as the new Associate Vice President and Dean of Students.
- ☆ Congratulations to Lynette Harris on her election to serve a two-year term as a Staff Representative to the Board of Trustees commencing September 2011.