

The College of New Jersey Staff Senate
December 19, 2007
Minutes

Present: Nita Ball, Sharon Bancroft, Jim Boatwright, Rebecca Breese, Barbara Clark, Kevin Ewell, Diane Gruenberg, Lynette Harris, Carlos Higgins, Megan Krause, Magda Manetas, Lisa McCarthy, Matt Middleton, Rasheed Muse, Jason Neely, Joanne Popowski, Arlene Radonsky, Paula Rainey, Lakita Rowe, Nino Scarpati, Jason Schweitzer, Sean Stallings, Andrew Stutzman, Brunelle Tellis, Janice Vermeychuck, Matt Winkle.

Excused: Beverly Kalinowski, Carol Calu, Jim Heisler, Tom Leonard, Jim Lopez, Amy Loprinzi, Ujwala Swainathan.

- I. Approval of Minutes
Minutes from October 17, 2007 meeting were approved.

- II. President's Report
 - a. New Membership - By unanimous vote, we approved new Associate Senators Nita Ball and Lakita Rowe and new Senators Carol Calu, Carlos Higgins, Diane Gruenberg, Tom Leonard, Jason Schweitzer and Ujwala Swainathan. We thank Matt Middleton and the ECC for their excellent work managing this interim appointment process. Nino welcomed our newest members. The Staff Development and Recognition Council will forward the Staff Senate Orientation materials to these senators and we will match new senators to returning senators, in case questions or concerns arise.
 - b. Joint Executive Board Meeting – The executive boards of the Student Government Association, Faculty Senate and Staff Senate met on November 2nd to discuss matters of common interest to all, including the (then) recent publication of the prospectus for the Provost search. There was some concern expressed at this meeting by all parties that the prospectus could have been more robust and detailed, particularly in addressing leading institutional culture change in areas such as academic advising and collaboration between Academic Affairs and Student Affairs. We also felt that there should have been more emphasis on the fact that the Provost will need to have the experience and skills necessary to lead and manage the College when the president is absent, assisting with the capital campaign

- III. Old Business
 - a. Provost Search Update – Chair of the Search Committee, Dr. Chris Fisher, and committee member Grecia Montero provided an update of the process for the senate. He noted that there was an exceptional candidate pool, now narrowed to eight candidates who will be invited to a neutral site for two-day interviews. Campus interviews are planned to begin the last week of January and it is hoped that we will be making a formal offer no later than April. Until the point of campus interviews, the identity of the candidates will remain confidential. Related information can be found on the search website at www.provostsearch.intrasun.tcnj.edu and comments and questions may be emailed to Chris at fisherc@tcnj.edu. Nino encouraged senators to attend the open forum meeting held for each candidate and use the provided feedback form to provide input into the final selection of this critical individual.

A concern was expressed that no member of the Staff Senate was appointed to the Search Committee, while executive board members of both the Faculty Senate and SGA were. A motion was made and approved, to have Nino confirm our understanding of the makeup of the committee. Should our concern prove accurate, the Staff Senate will communicate this concern to Heather Fehn, to prevent a similar oversight in the future. It was noted that this concern in no way reflects a lack of confidence in the committee or the staff members of it, to fulfill this charge.

- b. Support Letter - Nino drafted and shared a letter for supervisors of staff senators, communicating our expectation that they be supportive of their staff in this role. Senators should email Nino as soon as possible with any suggestions for the letter, which should go out to supervisors at the beginning of the spring term. (It should be noted that Nino invited senators to alert him if they did not want this letter sent to their supervisor.)
- c. Alcohol Commission Update – Commission member Lisa McCarthy provided an update for the senate. The final report will be submitted to the Interim Provost and VP for Student Affairs by the end of January, including an Executive Summary. Both documents will be available on the commission website, which can be found on the Student Affairs website under “Spotlight”.

IV. New Business

- a. Spring Meeting Schedule – Spring term senate meetings will be held on: 1/16/2/20/3/19/4/16/5/21 and possibly 6/18
- b. Joint Reception for Governance Organizations – Reception scheduled for 1/30/08 at 4:30 in the 1855 Dining Room.
- c. Helen Shaw Staff Excellence & Special Achievement Award Selection Committee – Nino asked for nominations for a senator to serve as the convener of this committee, serving as the designee of the Vice President. A call for nominations will be emailed to the senate after the winter break and senators will be asked to respond by January 10, 2008. There are also several vacancies on the committee. These positions do not have to be filled by senators and will be recruited in an open call to TCNJ staff by Magda. Matt and the ECC will bring a resolution forward to amend the bylaws to allow for the Vice President to name a designee to the role of committee convener.
- d. TCNJ Budget Update – Nino provided an update of the status of the College’s budget preparation process. All cabinet officers have been asked to submit their budgets in three scenarios: as if there were no fiscal restrictions/flat/including a 10% decrease. The governor will release the state budget in mid-January, at which time the College will know which budgetary strategy to follow.

V. Reports – Please email Magda (mmanetas@tcnj.edu) with any missing council or committee reports.

Elections & Constitution Council - There will be at least 6 senate vacancies in the spring. The ECC will schedule Interest Sessions and will plan for strategic outreach to under-represented areas. Diane Gruenberg has volunteered for the Committee for Student and Campus Community. The remaining committee or council vacancies include the following: 2 on Special Events and Community Building; 1 on Elections and Constitution; 2 on the Athletics Advisory Council; 1 on the diversity/Human Relations Council. Matt will email the senate prior to the holiday break with this information, inviting senators to email him (middlet2@tcnj.edu); Andy (stutzman@tcnj.edu); or Barbara (clarkb@tcnj.edu) if interested in any of these positions. In the absence of requests, the ECC will place senators into these vacancies. The ECC also asked that any senator planning to take a leave of absence during the spring contact the council as soon as possible.

Staff Development & Recognition – Beverly will meet with Vivian Fernandez soon to discuss collaboration between the Staff Senate and Human Resources on institutional staff recognition events. The council will email Staff Senate orientation packets to new senators.

Special Events & Community Building – Nino will forward an invitation to participate in the National Guard Pancake Breakfast to the SECB council for action.

Communications & Public Relations – CPR has updated the listserv with new senators and is working on updating the website.

External Affairs Planning Council – EAPC is trying to increase alumni donations. Development is planning to launch the College's first major capital campaign in two years.

Committee on Academic Programs – CAP has approved two new minors (African Studies and Central Eurasian Studies – now approved by the Provost, as well) and has sent their effort to define what constitutes a minor to Steering for final dispensation.