

(TCNJ) Office Of Human Resources

NEWSLETTER

January 2025



Welcome 2025!

*Inside this
Edition*

Happy New Year TCNJ!

We hope everyone had a rejuvenating and relaxing winter break and holiday season.

As you turn the page for a new year, turn the page to see what's new with HR in this January 2025 edition of the HR Newsletter.

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A HOLIDAY RECAP

DECEMBER 2024



HR made the most of the holidays with special visits from President Bernstein, Roscoe the Lion, Moo the cow, and even Santa Claus!

Thank you to everyone who attended our first annual HR Holiday Meet & Greet. It was a pleasure to see you all and we hope to continue the tradition with you for years to come.



Do you have pictures to share? We'd love to include them!

Please submit your photos to hr@tcnj.edu with the hashtag #TCNJCommunity to be featured in our next Newsletter.



WELCOME ABOARD!

We are thrilled to announce new employees who have joined The College of New Jersey. Each of them brings unique skills, experiences, and perspectives that will contribute to the continued success of our community.

Please join us in extending a warm welcome to our new team members.

Brianne Apostolico - Office of Human Resources

Kaitlynn Cornell-Mulanne - Online Counselor Education

Jason DeSoto - Central Plant, Facilities Operations

Rachel Dooley - Office of Development

Tia Epps - Residential Education & Housing

Connor Gilson - Athletics

Sunyoung Lee - Mechanical Engineering

Brian Lopez Rodriguez - Campus Police Services

Melissa Meagher - Graduate, Global & Online Education

Gabrielle McLean - Psychology Department

Evan Pearce - User Support Services

Randy Schmidt - Dean of Education

Jessica Yu - Office of Payroll



VICE PRESIDENT AND CHIEF FINANCIAL OFFICER SEARCH

The College of New Jersey continues its search to fill the position of Vice President and Chief Financial Officer. Nominations and applications will continue to be accepted up until **January 27th, 2025**, and any and all inquiries of interest should be directed to Robert Holyer (PhD, Executive Search Consultant) at robert.holyer@agbsearch.com or 804.402.6736.

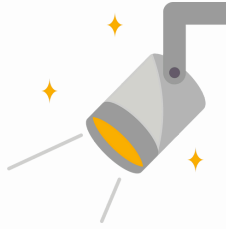
As quoted from the AGB Search page, expectations for this role is as follows:

- be a seasoned CFO with successful experience working in higher education in an environment of shared governance and collective bargaining.
- have successful financial experience outside of higher education.
- have a mastery of the basic tools of the trade: accounting, financial analysis, making financial projections, financial planning and budgeting, and working with computer systems.
- have a baccalaureate degree; further education in business, finance or accounting; and the ability to learn new processes, methods, and analytic tools.
- have a record of successful innovative and entrepreneurial activity.
- be able to work collaboratively and collegially with a wide range of faculty and staff in a way that is respectful and aware of all that they can contribute to the success of the college.
- practice transparency and be comfortable working in an environment of public scrutiny.
- have experience working with human resources.
- have a strong commitment to the centrality of the student experience and the mission of TCNJ.
- be a person of high integrity with great communication skills and a sense of humor.

TCNJ has a high commitment to excellence and seeks a leader who will be able to uphold the values and prestige of the College with pride and joy. Transparency and trust from leadership to the community within the College is the main priority of this position.

EMPLOYEE SPOTLIGHT - JANUARY 2025

Fox J. Parks



Fun Facts About Fox:

- Fox was born and raised in Lubbock, Texas
- Fox is a 2022 graduate of The College of New Jersey
- Fox is the proud parent of 2 cats (see page 10!) #catmom
- She is named after the X-files Fox Mulder
- Fox's favorite movie(s) is the Harry Potter series
- Fox loves video games and crafts
- Her favorite place is the beach
- Fox's favorite time of year at TCNJ is commencement
- Fox is the HR Newsletter Editor

Human Resources Recruitment Coordinator
Time with TCNJ: 3 Years

Fox works in the Recruitment unit of Human Resources as a Recruitment Coordinator. She is the point of contact for Adjunct recruitment and Independent Contractor requests. Fox began as a student worker in the HR office before moving into her permanent position here at TCNJ. Fox also assists with a wide variety of HR matters and considers herself the ultimate teammate.

Favorite quote:

“Happiness can be found in the darkest of times, if one only remembers to turn on the light”.

-Albus Dumbledore

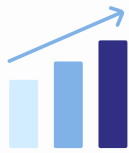


Commencement, 2024



Graduation, 2023

PERFORMANCE EVALUATION UPDATES



AFT Evaluations: Managers should conduct an interim review meeting by March 10, 2025, and should document that review meeting either via email or in a Word document in case there is a need to refer back to it at a later date.

Classified Employees Performance Assessment Review (PAR): The Interim PAR should have been completed by January 19, 2025. Supervisors, if you have not yet done so please complete your employees' Interim PARs as soon as possible. Need help? View a tutorial on [how to complete an Interim PAR](#).

Non-Unit and Grant Employee Evaluations: The employee completes a self-assessment in Oracle HCM Cloud and submits the assessment to the manager. This should be completed before July 11, 2025.

More information about the evaluation timelines or supporting documents can be found on the HR website under [Performance Assessment](#).



2025 AETNA ID CARDS

New enrollees as of January 1, 2025, who chose either the Aetna Dental Expense Plan (DEP) or the Aetna Dental Plan Organization (DPO), will utilize virtual identification cards only. Physical cards will not be mailed to employees. Members enrolled in one of the Aetna health plans will continue to receive plastic ID cards, but only when enrolling in a new plan. For any concerns you may have with this change, please call Aetna Dental at 866-914-1808.

TAX SEASON IS HERE!

By Friday, January 31, 2025, W-2s will be mailed out to employees and will also be available electronically on ADP iPay. ADP can be accessed via the single sign-on link [here](#) or by visiting the Payroll website welcome page.

A reminder to all employees that Box 15 of your W-2 is missing The College of New Jersey's Employer State ID Number. For your reference, the ID number is: 22-2797398000.

Thank you,
The Payroll Team

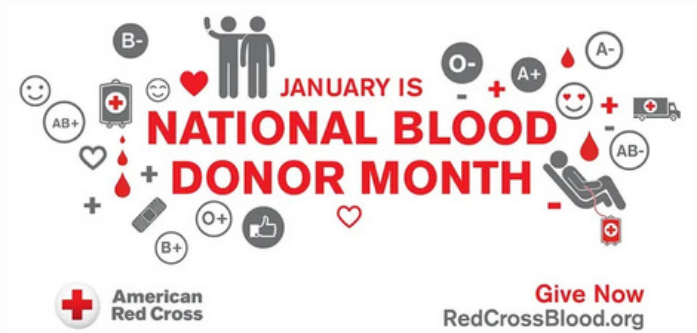
THIS JANUARY...

MARTIN LUTHER KING JR. DAY

All TCNJ offices were closed on January 20th, to honor the life and legacy of Dr. Martin Luther King Jr., a leader whose vision for equality, justice, and peace transformed the course of history. Dr. King's dedication to nonviolence and his unwavering belief in the power of love and unity continue to inspire generations around the world.

Every year this day offers us a moment to pause, reflect, and reaffirm our commitment to his vision. We encourage you to take time to reflect on how we can each contribute to building a more inclusive, compassionate society.

Together, we can continue to honor Dr. King's legacy and strive to create the beloved community he envisioned.



This January, we celebrate National Blood Donor Month — a time to recognize the critical importance of blood donations. Every two seconds, someone in the U.S. needs blood, and it's the generosity of donors that helps save lives. Whether it's for surgery, cancer treatment, or trauma care, donated blood is essential.

This month, take a moment to learn more about the impact of blood donation and if you are able, consider rolling up your sleeve to help those in need. Together, we can ensure a steady supply of blood for patients in our communities.

Donate Today. Save a Life Tomorrow.

You can visit the [American Red Cross website](https://www.redcross.org) to find a blood drive closest to you.

TCNJ PET PRIDE

We know how much joy our pets bring to our lives, and we'd love to celebrate them in our upcoming HR Newsletters! Whether your companion is furry, feathery, scaly, or anything in between, we want to see them.

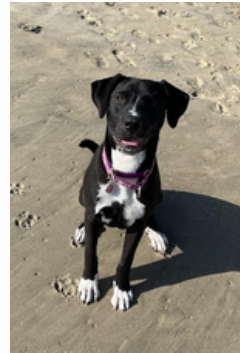
If you'd like your pet to be featured, submit a photo of them to hr@tcnj.edu. Please include their name and a fun fact /short description about them!



Freya and Winston



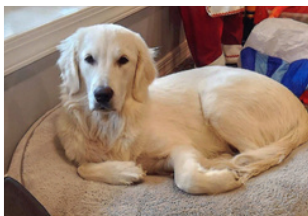
Sandi



Nova



Bo



Sugar



Newton



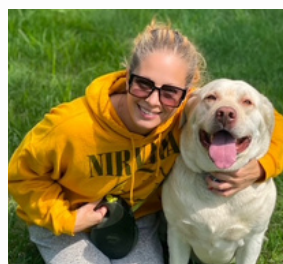
Bernard



Russell and Brownie



Cannoli

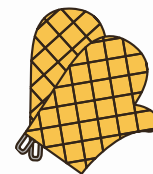


Vinny



Raven and Leia

TCNJ KITCHEN CREATIONS



We are excited to announce a new feature in our HR newsletters— TCNJ's very own kitchen creations!

This is a fantastic opportunity to showcase your culinary creativity and share your favorite recipes with your colleagues. Whether it's a family secret, a quick weekday dinner, or a dessert everyone raves about, we'd love to hear from you.

Submitting is easy—just send your recipe to apostob1@tcnj.edu. If you have a photo of the dish, feel free to include it as well!

At the end of the year, we hope to have a 2025 TCNJ Cookbook by compiling the recipes featured in our newsletters. View the full cookbook in our [Kitchen Recipes](#) shared drive!

RECIPES:



Gingerbread Cheesecake -
submitted by Brittany Mason



No Bake Pie- submitted by
Brianne Apostolico



Tangy Shrimp Salsa - submitted
by Barbie Gomez



Michael's Mom Momo's
Meatloaf - submitted by
Heather Boccanfuso

TCNJ UNION REPRESENTATION

Have a question regarding your union? As a TCNJ union-aligned employee, you have designated on-campus and off-campus union representatives available to you to help address any questions you may have.

Council of New Jersey State Colleges Local (AFT):

Matthew Wund - wundm@tcnj.edu

Communication Workers of America (CWA):

Alexis Zahorsky - zahorsky@tcnj.edu

International Federation of Professional and Technical Engineers (IFPTE):

Nakita Scott-Spencer - nscott@tcnj.edu

New Jersey Law Enforcement Supervisors Association (NJLESA):

Sergeant Gary Samosuk - gary.samosuk@njlesa.com

New Jersey Superior Officer Law Enforcement Association (NJSOLEA):

Lieutenant Marcie Montalvo - montalvo@tcnj.edu

New Jersey State Police Benevolent Association (PBA):

Officer Joseph Olszewski - olszewsj@tcnj.edu

The most updated version of your union's contract is available for you to read, review, or reference right on our HR website.

Visit the HR website, [Bargaining Unit Agreements](#), to learn more.

RECRUITMENT CORNER

We are thrilled to inform you that we've been hard at work implementing improvements to better support your recruitment needs.

Changes to the Requisition Process

Our goal is to streamline the recruitment process, making it more efficient and effective for you. Our first step has been to manage the completion of requisitions in Taleo for staff recruitment in-house. This change eliminates departments from being required to complete a requisition. To allow HR to begin the requisition process, departments are required to submit a job description, organizational chart, and detailed justification for staff vacancies to Heather Boccanfuso, Director of Classification, Compensation & Recruitment. This change is designed to simplify workflows and ensure that you have direct communication and assistance from a human resources professional from the beginning of the process. We are looking to expand this change to temporary, supplemental, and grant requisitions in the coming months. Additionally, we're offering more in-depth human resources guidance to provide you with tailored support every step of the way.

Why Work At TCNJ

We are excited to introduce a new resource designed to enhance your department's hiring process and provide applicants with valuable insights into the benefits of joining The College of New Jersey (TCNJ).

Our new booklet, "**Why Work at TCNJ?**", is a comprehensive guide that highlights the many perks and advantages of being part of our vibrant campus community. From comprehensive benefit offerings to the well-being of TCNJ, this booklet is crafted to showcase what makes TCNJ a great place to work.

This resource can be shared with candidates during the interview process, helping them better understand the supportive and rewarding environment we offer. By providing this information upfront, we aim to attract and retain top talent who align with our values and mission. We encourage your department to utilize this booklet as part of your hiring efforts.

COMING SOON!

We're excited to announce the hard work of beginning a new Onboarding Buddy Program! This initiative is designed to provide new TCNJ employees with a supportive and welcoming experience as they settle into their roles and our TCNJ campus community.

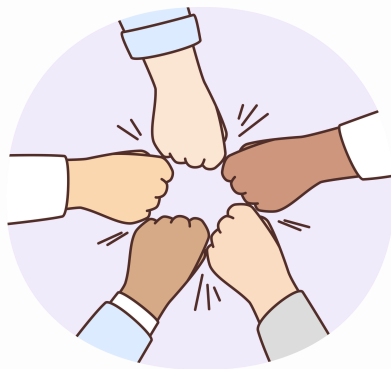
Through this program, each new hire will be paired with an experienced team member who will serve as their "buddy." The buddy will help guide them through their first few weeks, answer questions, and offer insights to make their transition as smooth and enjoyable as possible.

We believe this program will strengthen connections across teams, foster collaboration, and ensure that everyone feels supported from day one.

Stay tuned for more details, including how you can get involved as a buddy or participate in the program! We're looking forward to your enthusiasm and support as we roll out this exciting initiative.

Your input has been instrumental in shaping these changes, and we are confident that they will make a positive impact. We are committed to being your trusted partner in achieving your recruitment goals.

Be on the lookout for more positive changes in the coming months! If you have any questions or would like to explore how we can assist further, please don't hesitate to reach out.



Connect with us!



The Office of Human Resources is here to help.

We want to remind all TCNJ employees that the fastest way to reach us is by visiting the HR portal and submitting a ticket. Your ticket will be routed to the appropriate team member for assistance.

If you prefer an in-person visit, please feel free to stop in to speak with an HR representative or call our front desk at x2282 to set up an appointment. Our office is located in the Administrative Services Building, room 101 and we have now expanded our hours to be from 8:00 AM to 5:00 PM, Monday through Friday!

Thank you