

Monthly Newsletter

OFFICE OF HUMAN RESOURCES



MAY 2025



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WE HAVE MAY MOMENTUM!

This month, we celebrate Students, Community, and Life on the TCNJ campus.

Take a look inside this May edition of the HR Newsletter to learn more about the exciting events happening this month.

We hope you get a chance to take advantage of the many opportunities being offered. If you have any questions about the topics highlighted, feel free to reach out to our office!

NEW LIONS

We are thrilled to introduce new employees who have joined The College of New Jersey this month.

Each new employee brings unique skills, experiences, and perspectives that will contribute to the continued success of the TCNJ community. Please join us in extending a warm welcome to our newest team members:



- Nia McGowan - Employee and Labor Relations Specialist in Human Resources
- Julia Yu - Student Accounts Specialist in Student Accounts
- Jacob Edinger - Athletic Administration, in Facilities and Administration
- Alexander Cocco - Business Intelligence Analyst/Developer in Institutional Research & Analytics

HR Staff Updates

Lea DeMarinis has accepted the position of Assistant Director of Development & Talent. Lea will work closely with the campus community to provide interactive and educational professional development and training to staff members. Lea brings a wealth of knowledge to this critical area of our office, and we are thrilled to have her in this new role.



Lysandra Culotta has accepted the position of Assistant Director of Benefits effective May 5, 2025. Lysandra will work with all HR personnel to ensure seamless processes in onboarding, benefits, leaves, and offboarding. With her extensive experience both within the college and with external vendors and the State, she brings valuable expertise to our team.

Fox Parks has accepted the position of Human Resources Recruitment Administrator effective May 5, 2025. Fox has welcomed additional duties and responsibilities in the area of recruitment, in addition to duties in the areas of managing the HR website, the HR budget, and streamlining HR processes and procedures. Fox's knowledge and expertise have been key to the positive changes our office has provided to the campus in such a short time.



HR STAFF SPOTLIGHT

MAY 2025

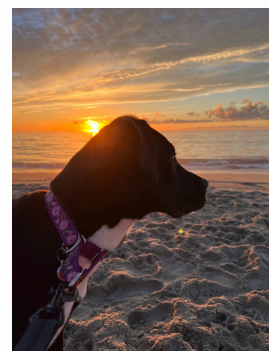
Colleen Ramos

Assistant Director of HR Operations



Fun Facts about Colleen:

- Colleen was born and raised Queens, NY
- She is a Die-hard NY Mets fan
- Colleen is a proud mom of 2 TCNJ Lions, Lexi is finishing her freshman year and Jake will be graduating from the School of Engineering.
- She is also a dog mom to Nova!



This October, Colleen will celebrate 12 years of dedicated service to the College. She is the Assistant Director of HR Operations within the Office of Human Resources.

In this capacity, Colleen serves as the primary contact for all employee-related reporting inquiries and is responsible for managing the daily operations and system integrations of Taleo and Oracle HCM.

Colleen greatly appreciates the picturesque TCNJ campus and takes pride in contributing to the College community each year by serving as a Team Captain during Commencement.

- She enjoys traveling with the family. Most recently with husband Max to Vienna, Salzburg, Prague, Budapest, and Bratislava



TCNJ STAFF SPOTLIGHT

MAY 2025

Kelly Mercer

Director of Payroll



Kelly joined the College in May 2023 and is quickly approaching her second work anniversary!

With a strong background in payroll, Kelly is glad to be back in higher education after spending several years in a different industry.

She appreciates the ever-evolving nature of her role and believes that continuous learning helps keep work engaging. For Kelly, there's no better environment for that than higher education—and especially among the wonderful colleagues at TCNJ.

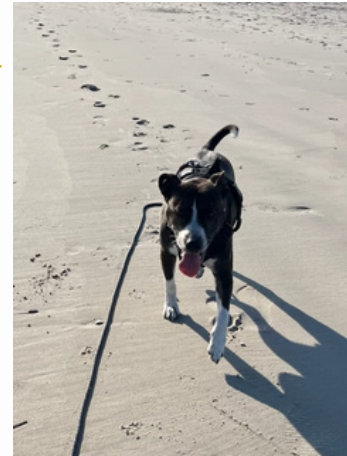
Although not a TCNJ alum, Kelly earned her degree from Stockton University, joking that it was still a college when she graduated.



Fun Facts about Kelly:

- Kelly loves to garden!
- When Kelly isn't gardening, she and her husband are likely working on a DIY project for the house
- Kelly loves to crochet in her off time from gardening and DIY projects
- Her favorite activity of all is being with her 8-year-old puppy, Ronnie James.

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- Ronnie James only enjoys his pool when it's empty—otherwise, he sees it as nothing more than an oversized water bowl.



Important Reminders

2025 ENERGY DAYS

We have now completed the first portion of the TCNJ Energy Day Schedule, which included the observation of Lincoln's Birthday (02/12), President's Day (02/17), and Good Friday (04/18). If you worked all three of these Energy Holidays, you have accrued a total of 31.5 Energy Hours (for 7-hour employees) or 36 Energy Hours (for 8-hour employees).

Energy Holidays Guidelines:

- If you **WORK** on an Energy Holiday: You earn 1.5 days of time. This equates to 10.5 hours for employees on a 7-hour schedule and 12 hours for those on an 8-hour schedule. This time can be used during Summer Fridays or Winter Break.
- If you **WORK** a **PARTIAL** Energy Holiday: You must contact the Benefits team and provide manager approval confirming that you did not work the full day. Your Energy Hours will then be prorated based on the number of hours worked.
- If you **DO NOT WORK** on an Energy Holiday: You must record this in Oracle as 'Energy Day Not Worked.' You will still be paid for the day, but you will not earn the 1.5 days of time and will need to use available vacation or administrative leave to cover Summer Fridays or Winter Break.

Please note: Vacation, Administrative Leave, or Sick Time should not be used on Energy Holidays. If any corrections are needed, please coordinate with your supervisor and the Benefits Team to update Oracle accordingly.

Upcoming 2025 Energy Holidays:

- Indigenous Peoples Day – October 13
- Election Day – November 4
- Veterans Day – November 11

If you have questions about Energy Holidays, contact the Human Resources Benefits Team.

SUMMER FRIDAYS

Summer Fridays are right around the corner! For those employees who worked all three Energy Days at the beginning of the year, you are entitled to 4 Fridays of the Summer off with pay.

The schedule for the summertime for those of you who earned Energy Time is:

Friday, June 6, 2025 – Energy Day

Friday, June 13, 2025 – Energy Day

Friday, June 20, 2025 – Juneteenth – Observed Holiday

Friday, June 27, 2025 – Energy Day

Friday, July 4, 2025 – Independence Day – Observed Holiday

Friday, July 11, 2025 – Energy Day

Starting the week of July 14, 2025, employees may work an extended schedule Monday through Thursday to have off the next 4 Fridays (July 18, July 25, August 1, August 8). This requires that 35-hour employees work an average of 8.75 hours per day Monday–Thursday, and 40-hour employees work an average of 10 hours per day Monday–Thursday.

Learning & Development Corner

Learning: Energy Time



Join HR via Zoom to learn about Energy Time & other self-service areas on Tuesday, May 20th at 3:15pm. Visit our 2025 Energy and Holiday Leave schedule, or simply join the Zoom link to learn more:

Tuesday, May 20th (3:15 PM)

Join the Zoom Meeting:

<https://tcnj.zoom.us/j/94385868370?pwd=xCOB56VdOFtNb39Gs2HdB2pFgzW4b.1&jst=2>.

New Employee Connections Partnership

In partnership with the Staff Mentoring Council, we are exploring a new opportunity to help new employees settle into their role called the New Employee Connections Program.

This program will provide a less formal space where our newest employees can meet and mingle with more experienced TCNJ community members and leave with a new friend (or even a mentor).

This event is by invitation only. Interested in being a mentor? Reach out to staffmentoring@tcnj.edu or Kay Potucek, Chair of the Staff Mentoring Council, to get more information.

LinkedIn Learning Discourse

Are you taking advantage of your LinkedIn Learning Access? Join Lea DeMarinis in our first TCNJ Course & Discourse event, where you can partake in a self-paced learning module, and bring your lessons, impressions, comments, or questions to a shared space with other TCNJ employees. The goal is to come together as a community and reflect on a themed subject matter and apply it to real-life scenarios.

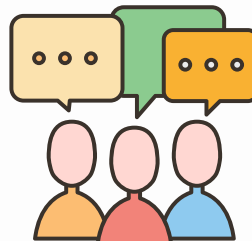
This month will be focused on *confidence* in the workplace.

LinkedIn Course: *Work at your own pace*

- [Confidence-Building Strategies for Work and Life](#) (37 minutes)
- [Coping with Impostor Syndrome to Build Career Confidence](#) (25 minutes)
- [Mel Robbins on Confidence](#) (32 minutes)

TCNJ Discourse: *Lunch will be provided*

- Thursday, June 12th (12 PM - 1 PM)
- Location will be sent after RSVP is received.
- [RSVP Here](#) by Monday, June 2nd



Oracle Cloud Self Service

Updating Banking Information for Direct Deposit Reimbursements

When an employee updates their banking information on the HR portal, they should note that this update does not automatically apply to the accounts used for direct deposit reimbursements related to travel or out-of-pocket expenses.

To ensure your reimbursements are deposited into the correct account, you must complete the ACH form available on the Treasurer's website (<https://treasurer.tcnj.edu/forms/>) and email it to purchase@tcnj.edu.

Although both the HR and AP systems are hosted in the Cloud, they are not directly linked, so updating banking information in one system does not automatically update it in the other.

Update your Personal Information In Cloud



Keeping your personal information up-to-date in Cloud is essential to ensure accurate communication, timely delivery of important documents, and proper access to benefits and payroll services. Whether it's a change in address, phone number, emergency contacts, or banking details, maintaining current information helps the college support you efficiently and avoid potential issues in cases of emergency.

Log in to Oracle Cloud via TCNJ Today using your email credentials. Go to “Me” > “Personal Information.”

If you need assistance [updating your personal details](#) in Oracle, please contact hr@tcnj.edu.

Accessing Compensation Information in Oracle Cloud

Curious about your salary range, step, or anniversary date? This information is housed in Oracle HCM Cloud and can be accessed in just a few steps. To view a step-by-step tutorial on how to view this information, click here: <https://onboarding.tcnj.edu/hcm-cloud-tutorials/>.

Please note: Your anniversary date is displayed in Oracle Cloud as “Seniority Date,” and is in mm/dd/yy format.

For an accurate anniversary date in pay period/year format, we encourage you to contact Nichole Hardemen, Human Resources Classification & Compensation Administrator at hardeman@tcnj.edu or via the HR Portal so we can assist you.

Last month...

Take Your Child To Work Day Recap of 2025!

The Division of Inclusive Excellence in partnership with the TCNJ Parent Network, hosted a lively "Take Your Child to Work Day," welcoming employees' children to campus for a day filled with fun, learning, and community engagement. Even Roscoe was there!



Attendees participated in hands-on activities such as science experiments, art workshops, and campus tours, while also learning about college life and various career paths.



Faculty and staff from multiple departments collaborated to create an enriching experience, fostering a deeper connection between work and family life.

Student Employee Appreciation Week 2025

The Office of Human Resources celebrated its 2nd annual Student Employee Appreciation Week! We value our student employees and the wealth of energy, knowledge, and different walks of life that they bring to our workspace.



View the winners, as well as some lovely shout-outs submitted by our campus community: [Co-worker Shoutouts.](#)



A special thank you to our co-sponsoring departments for helping us make the week possible:

- Residential Education & Housing
- The Office of Admissions
- The Engineering Department
- Co-Curricular Leadership & Development
- School of Graduate, Global, and Online Education

Administrative Professionals Day

Thanks for coming!



The Office of Human Resources celebrated alongside the wonderful staff on campus for Administrative Professionals Day on April 23rd.

Our sincerest appreciation goes out to the administration on campus. We are so grateful to be able to come together with our colleagues for a day of recognition.

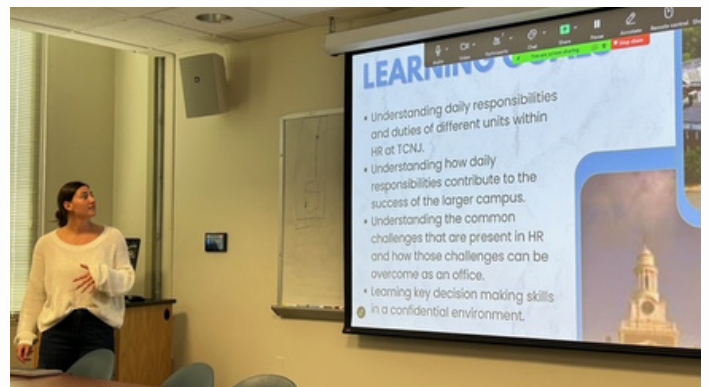


We are glad we were able to say 'thank you' for your years (past and future) of dedication and leadership, and hope you had a wonderful time!



Spring 2025 Internship with HR in partnership with the School of Business

This semester, Human Resources partnered with the School of Business to pilot an Internship Program at TCNJ. Joanna Giustino joined HR for a 6-week program to gain perspectives about the everyday happenings in a Human Resources environment, and was able to document her time within a portfolio and present it back to our departments.



If your students are looking for internship experience, or if your department is interested in providing internship experience, reach out to HR or The School of Business.



We had a wonderful time getting to know Joanna, and we look forward to her continuing with our office until 2025 Commencement!

This month...

Staff Representative on the Board of Trustees 2025 Election



The Office of Human Resources has officially kicked off the 2025 Staff Representative to the Board of Trustees Election. This annual process gives staff the opportunity to nominate a colleague—or themselves—to serve as a voice for staff interests in college governance.

Nominations are now open! To submit a nominee, email parksf1@tcnj.edu and provide the following information for both yourself and your nominee:

- Name
- Department of Employment
- Title
- Phone (cell)
- Email Address

Currently serving as staff representatives are Desi Fioravanti, in the first year of his second and final term, and Raj Manimaran, in the second year of his first term and eligible for re-election. Their involvement has been instrumental in maintaining a strong connection between the staff community and the Board of Trustees.

We encourage all staff to participate by nominating someone they believe would be a strong advocate and representative. Nominations will remain open for a limited time, so don't wait to send yours in!

Mental Health Awareness

May is Mental Health Awareness Month, a time to raise awareness about mental health, fight stigma, and provide support for those in need. As we enter the month of May, we want to share tips for you to replenish and refresh yourself.

Practice Gratitude: Take a moment and list what you are thankful for. This exercise can shift focus to positive aspects and refresh the collective mindset.

Nature Walks: Explore your local environment. Being in nature can help refresh the mind and offer a new perspective, away from the usual work environment.

Explore Interests: Whether it's a hobby, a creative pursuit, or a new skill, dedicating time to something personally fulfilling can be incredibly replenishing.

As a reminder, TCNJ offers an Employee Assistance Program (EAP) to support your well-being. The EAP provides free, confidential services to help with personal or work-related challenges—whether it's stress, family issues, financial concerns, or mental health support.

Create your account at
PennMedicineEAP.MyLifeExpert.com

Scan Here to
Download:



Use company code: PR046

May Benefits and Wellness

2025 SAVINGS PLANS

The New Jersey Division of Pensions and Benefits (NJDPB) is in the process of developing a new regulation that will enable individuals between the ages of 60 and 63 to make increased contributions to their existing 403(b) and/or 457 accounts. Set to take effect in 2025, this regulation will allow eligible employees to contribute additional funds through a "super catch-up" provision.

While the specific contribution limits have yet to be announced by the NJDPB, Human Resources will notify all affected employees once the details are finalized.



Deferred Compensation Webinars from Empower

Join Empower virtually for a series of live webinars offered to State employees enrolled in the New Jersey State Employees Deferred Compensation Plan, or employees who are interested in joining. The monthly schedule of webinar topics, dates, and times can be found here: [Webinar-Schedule.pdf](#)

Empower's National Webinar series for the month is "A Financial Experience Focused on You." Employees can join any live sessions on May 20th-22nd and May 28th. The 5 p.m. session on May 22nd will be presented in Spanish. In light of the current economic uncertainty, the Empower retirement counseling team will be hosting two webinars entitled "Understanding Market Volatility" on May 7th and May 14th.

Book an appointment for an individual consultation with an Empower retirement plan counselor today!

Note: these sessions are not meant for questions about the State pension plans. Pension counseling appointments can be scheduled via the "Services" dropdown on the NJDPB website: <https://www.nj.gov/treasury/pensions/>.

Review your retirement account with Equitable

Eric Seiferth and Eric Lorenz from Equitable Financial have been scheduled on campus to review your NJ ABP/PERS retirement accounts.

Wednesday, May 21st

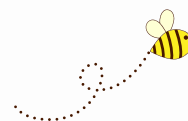
ASB, Room 103

9:00am-4:00pm

If you would like to meet with the Erics for 10-15 mins, please email Alissa McCleary at alissa.mccleary@equitable.com in order to do so.



Benefit Events in May



State employees are invited to join the NJDPB live webinars in April! You can sign up to attend the session or view the recording at a later date! Space is limited. Register while spots are still available. Note that links are not compatible with Internet Explorer.

Friday, May 9	10:00 AM	<i>Deferred Compensation (NJSEDCP) Plan Overview for State of N.J. Employees</i> Register for Deferred Compensation
Monday, May 12	10:00 AM	<i>Social Security Benefits for Members of all N.J. State Retirement Systems</i> Register for Social Security Benefits
Thursday, May 15	1:00 PM	<i>Retirement Readiness for State Employees</i> Register for Retirement Readiness
Tuesday, May 13	10:00 AM	<i>Purchasing Service Credit for PERS, TPAF, & PFRS Members</i> Register for Purchasing Service Credit
Friday, May 16	10:00 AM	<i>Retirement Planning for PFRS (Police & Fire) Members</i> Register for Police & Fire Retirement Planning
Monday, May 19	10:00 AM	<i>Overview for Employees in the DCRP</i> Register for Overview for Employees in DCRP
Monday, May 19	1:00 PM	<i>Understanding Pension Benefits for PERS & TPAF Members - State Employees Only</i> Register for PERS/TPAF Understanding Benefits
Tuesday, May 20	9:00 AM	<i>Retirement Planning for PERS & TPAF Members - State Employees Only</i> Register for PERS/TPAF Retirement Planning
Tuesday, May 20	1:00 PM	<i>Deferred Compensation (NJSEDCP) Plan Overview for State of N.J. Employees</i> Register for Deferred Compensation
Tuesday, May 27	1:00 PM	<i>Reviewing a Sample Retirement Application for PFRS Members</i> Register for Police & Fire Retirement Application
Friday, May 30	10:00 AM	<i>Retirement Readiness for State Employees</i> Register for Retirement Readiness



Visit the NJDPB's website: www.nj.gov/treasury/pensions

Campus Corner

Welcome to our Campus Corner, a place where we can spotlight campus announcements! The following events are courtesy of Colleen Schmidt, Staff Senate President.

Volunteer for 2025 Commencement



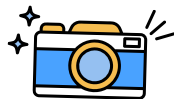
Consider volunteering for the Class of 2025 Commencement Ceremonies on Thursday May 22nd and Friday May 23rd!

We encourage you to sign up by May 8th for any available shifts to make these days possible.

Volunteer Sign Up Sheet (2025)

Contact commencevols@tcnj.edu for more information about volunteer opportunities.

Share photos and videos on social media using #TCNJ2025.



We'd love to feature your commencement memories! Whether you're a student, a family member, or a volunteer, this big day deserves a shout-out!

Coming Soon!

Join Staff Senate for a fun night at the Trenton Thunder ballpark on June 5th at 7pm! Tickets are \$8 (plus fees). All are invited! Please extend this invite to anyone in your office and family & friends.

When: Thursday June 5th @ 7pm
Where: Trenton Thunder Ballpark
Ticket Deadline: May 15th

Purchase your tickets here: <https://fevo-enterprise.com/event/Collegenew2>

TCNJ's Annual Funnival



The College Union Board's annual Funnival event on Friday, May 9 from 4pm-10pm in Lot 12 and the surrounding areas. Faculty and Staff are welcome to attend and are able to purchase tickets for themselves (\$5) and a guest (\$10) online only. Please make sure to bring your TCNJ ID to the event.

Please be aware that the following parking lots will be closed for this event:

Any cars left in the lot will be towed to Lot 8/Administrative Services Building (ASB) at the owner's expense. Parking Lot 12 will close on Tuesday, May 6 at 11pm until Sunday, May 11 at 11pm. C Street will be closed on Friday, May 9 past the T/W Lot (Lots 10 & 11) entrance starting at 8am.

Faculty and Staff can park in Lots 1, 2, 4 and 18 during this time.





Thank you for reading the 2025 May edition of TCNJ's
Office of Human Resources Newsletter!

You can reach our office by emailing hr@tcnj.edu or by submitting a ticket in the HR Service Portal. You can also give us a call at (609) 771-2282 to speak to a representative.

We are located in the Administrative Services Building (ASB), Room 101. Our office hours are from 8:00 AM to 5:00 PM, Monday through Friday!

Thank you for all that you do!

