

# From Inside The Lions Den, HR Insights



Here's what has happened in the last month  
and more on what's to come

Welcome to our monthly  
newsletter!

First, we would like to express our  
gratitude to all of the wonderful  
volunteer staff who helped make  
the 2025 Commencement  
Ceremony a hit!

Congrats to Raj Manimaran on  
being elected for his second and  
final tem as Staff Representative on  
the Board of Trustees.

We are excited to welcome the new  
VP-CFO and HR leadership. Keep  
reading to find out more about our  
new leadership.

Finally, we want to remind  
everyone that summer Fridays are in  
full swing, we hope you enjoy this  
TCNJ perk!

*-The HR Team*

*Inside this edition:*

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# NEW LIONS

We are pleased 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!



**Hailey Ruderman**, Coordinator of Alumni Engagement Operations, Office of Alumni Engagement

## TCNJ Welcomes A New Vice President and CFO

We are excited to welcome Qadim Ghani to TCNJ as our new Vice President and Chief Financial Officer, effective June 16, 2025.

Qadim brings over a decade of experience in higher education finance and administration. He currently serves as Vice President of Finance at Montgomery County Community College, where he oversees a wide range of operations, including budgeting, accounting, capital planning, and auxiliary services.

He holds an M.S. in Human Resource Development from Drexel University, a B.A. from Temple University, and completed an Executive MBA from Saint Joseph's University this spring. He also serves as a peer evaluator for the Middle States Commission on Higher Education.

Please join us in welcoming Qadim to the TCNJ community!



# HR Staff Spotlight June 2025



## Nia McGowan

### *Employee & Labor Relations Specialist*

Our June spotlight is highlighting our newest HR team member, Nia McGowan! Nia is a NJ native born and raised in Princeton, NJ. For those that remember, Nia is returning to TCNJ, where she previously worked as a recruiter in the Human Resources office.

Nia has a background in higher education, the private sector, and has state HR experience. She says her expertise spans various HR disciplines, but she especially enjoys employee relations.

Nia holds a B.A. from Rider University, an M.S. from Drexel University, and is a SHRM-CP certified professional.

She shares that her oldest daughter will be starting the graphic design program at TCNJ this fall!

Nia is the HR point of contact for all matters related to Performance Management Support, Workplace Conflict Resolution, Investigations of Complaints or Misconduct, Disciplinary Actions, Grievance Handling, Labor-Management Communications, Negotiations Support, and Compliance Monitoring.

### Fun Facts about Nia:

- Nia's favorite thing about TCNJ is the people; she expresses that everyone is so knowledgeable, helpful, and kind.
- Her favorite show is The Chosen, she adds, "If you know, you know".
- Nia embraces the lifestyle and activities associated with a love of shopping.
- Nia's favorite color is pink! She says it's a girl's best friend, right next to diamonds.
- Nia is a mother to 3 amazing kids!





# Important Reminders: Performance Evaluations and Payroll Information

## PAR: Performance Assessment Review & Evaluation Deadlines

This is a reminder that important deadlines for the annual PAR and evaluation processes for classified employees (CWA, IFPTE, NJSOLEA, LTS, PBA-SLEU, SGTS, NJLESA) and Non-unit and Grant employees are quickly approaching.



Performance evaluations are critical to recognizing accomplishments, identifying growth opportunities, and planning for future development. All managers and employees are expected to work collaboratively to ensure that the evaluation process is completed.

## Important Deadlines

### CWA, IFPTE, NJSOLEA, LTS, PBA-SLEU, SGTS, NJLESA Employee

Supervisors for CWA, IFPTE, NJSOLEA, LTS, PBA-SLEU, SGTS, NJLESA employees should schedule meetings with their employee(s) to discuss the final rating between June 17, 2025, and July 12, 2025.

**All final performance evaluations must be completed in Oracle Cloud by July 13, 2025.**

## Non-Unit and Grant Employees

Non-Unit and Grant Employees must complete their self-assessment in Oracle and submit their assessment to their Manager.

Performance Evaluation Timelines and Resources: <https://hr.tcnj.edu/performance-evaluations/>.

Please ensure that all required documentation and evaluations are completed and submitted by the specified deadlines.

A new evaluation period will begin on July 1, 2025, continuing our commitment to timely and meaningful performance management.

## Tuition Waiver for Fall 2025



This is a friendly reminder to submit Employee/Dependent Tuition Waivers to the Office of Human Resources for the upcoming Fall and Spring semesters. These may be sent to [hr@tcnj.edu](mailto:hr@tcnj.edu) or submitted as a ticket via the [HR Portal](#).

## Questions about eligibility?

Contact our Benefits unit at [benefits@tcnj.edu](mailto:benefits@tcnj.edu) or view the [Employee Tuition Waiver Program](#) on the HR website.

# Important Reminders from the Payroll Team

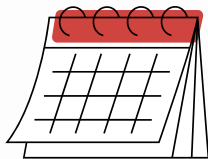
## Attention Line Managers!

As we head into the summer vacations are on our minds, we want everyone to enjoy that time uninterrupted. Please take advantage of the Delegation Feature in Cloud for Time Card Approval.

A job aid on Assigning a Delegate to approve timecards can be found here: <https://cloudproject.tcnj.edu/wp-content/uploads/sites/234/2020/12/How-to-Assign-a-Delegate-in-the-Absence-Management-Module.pdf>

## Attention 10-month employees!

The last day of work for the 2024-2025 academic year is Friday, June 13, 2025.



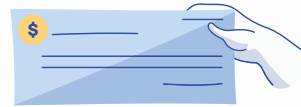
All 10-month employees will receive their final payment for the academic year on Friday, June 20, 2025. View the 2025 Payroll Calendar on the Payroll Website.

If you have any questions or concerns about your final payment, please contact HR or the Payroll office via the service portals.

## All TCNJ Employees: Check Your Pay Stubs Regularly

The College of New Jersey is a large organization, with employees changing roles, salaries, and departments throughout the year.

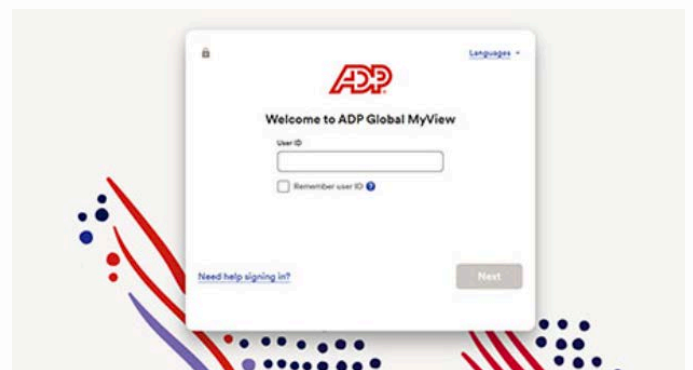
It's important to periodically, if not biweekly, check your pay stub for accuracy with all credits and debits, specifically any health, dental, FSA, and retirement contributions you may have.



It is incumbent upon each employee to review this information and alert the Human Resources office and Payroll if they think there is an error. Regular review of your pay stub will minimize any long-term effects that an error can cause.

## MyADP

All TCNJ employees are encouraged to set up an account with ADP to ensure access to pay information, even after your service to the College has ended. Please see [myADP registration and app instructions](#) to learn more.



# Learning & Development Corner

## Learning Course & Discourse: Staff opportunity!

Are you taking advantage of your free LinkedIn Learning Access?

Join Lea DeMarinis in TCNJ's first in-person Course & Discourse program, 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 some themed subject matter and apply it to real-life scenarios.

Lunch will be provided!



LinkedIn Courses:

- [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 event:

- Thursday, June 19th (12 PM - 1 PM)
- Location will be sent after the RSVP is received.
- [RSVP](#) by June 16th

We hope to see you there!

## Keep up to date with the latest campus information by viewing our knowledge base articles!

Our New Employee Orientation program covers important campus policies, procedures, and resources that managers and long-term employees may find valuable.

Check out our knowledge base articles on the TDX website to refresh your knowledge and to stay in tune with the information new employees are receiving. Representatives from all over campus come to present their departments essential information:

- [Human Resources](#)
- [Benefits](#)
- [Payroll](#)
- [IT Overview](#)
- [Compliance, Privacy, and Ethics](#)
- [About TCNJ - Fun Facts](#)
- [Title IX and EEO](#)
- [Campus Police](#)

You can find the full knowledge base for New Employee Orientation on the TeamDynamix HR Portal:

- [New Employee Orientation Knowledge-Base landing page](#)

Content is updated regularly as new information is released. View more onboarding information by visiting [onboarding.tcnj.edu](https://onboarding.tcnj.edu) under the employee resources tab on the HR website at [hr.tcnj.edu](https://hr.tcnj.edu).

# Staff Opportunities Available!

## Looking to get more involved? Become a Hearing Officer for the Office of Human Resources!



Human Resources is seeking dedicated employees to serve as Hearing Officers for the Employee Labor & Relations Unit.

This important role allows you to contribute directly to maintaining fairness and integrity in our workplace while developing valuable professional skills.

### What You'll Do:

- Conduct impartial hearings on employee matters
- Review evidence and testimony objectively
- Make fair, well-reasoned decisions that uphold TCNJ's values
- Help ensure due process for all community members

### What You'll Gain:

- Professional development in conflict resolution
- Training in hearing procedures and labor relations
- Leadership experience serving your colleagues
- Opportunity to strengthen our campus community

Who can become a Hearing Officer? Hearing Officers must meet the following criteria:

### Managerial or Leadership Experience

- A minimum of 2 years of working experience at TCNJ with a minimum of 1 year of experience in a supervisory capacity
- Currently in a managerial or supervisory role requiring decision-making, fairness, and handling of complex personnel issues.

### Availability

- Willingness and ability to serve as a hearing officer on an as-needed basis.
- Availability to attend hearings within required timeframes.

### Experience with Confidential and Sensitive Information

- Works with sensitive information regularly.
- Safeguards and upholds confidentiality standards.

### Effective Communication and Writing Skills

- Demonstrates the ability to clearly articulate findings, rationale, and decisions in written form.
- Ensures decisions are well-reasoned, transparent, and supported by evidence.

Training is provided.

If you're currently in a managerial or supervisory role and are interested in this rewarding opportunity, please contact [hr@tcnj.edu](mailto:hr@tcnj.edu) to get started.



# Last month...



## Staff Representative on the Board of Trustees 2025-2027

Raj Manimaran was re-elected for his second and final term as Staff Representative on the Board of Trustees. Congrats Raj!

## Thank You, Commencement Volunteers!



A massive thank you to all the amazing staff volunteers who helped make TCNJ's 2025 Commencement a smooth, joyful, and unforgettable celebration. Commencement is one of the most important days in our students' lives — and thanks to you, it truly felt special. We appreciate the time, care, and heart you brought to the day.



HR's Heather Boccanfuso and President Bernstein 2025

HR's Wesley Zimmerman catching up with Alumni Tom McCarthy 2025



## Shout-Out to Our HR Grad!

A huge congratulations to our awesome Human Resources student worker, Michael (Mickie) Haftman, on graduating this May!

The HR office is so proud of everything you've accomplished as a student worker and grateful for the positivity, reliability, and heart you've brought to the HR team.

We're even more excited that you'll be sticking around with us part-time this summer — we're lucky to have you on board as you take the next steps in your journey.

Here's to your bright future ahead!

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# This month...

## June is Men's Mental Health Awareness Month



Men's Mental Health Matters 

In recognition of Men's Mental Health Month, we're spotlighting the importance of mental wellness for men of all ages.

Check out NAMI's 2025 Men's Health Month one-pager, a quick and powerful resource that highlights key facts, common signs of mental health challenges, and how to support the men in your life — or yourself.

Let's work together to break the stigma and promote open, healthy conversations. Mental health is health.

View the full flyer here: [NAMI Men's Mental Health Month 2025](#).

Courtesy of the National Alliance on Mental Illness (NAMI).

## Employee Assistance Program (EAP)



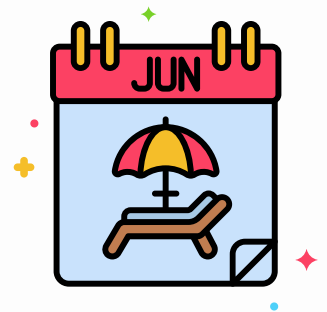
The free Employee Assistance Program (EAP) available to all TCNJ employees addresses a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders.

EAP counselors also work in a consultative role with managers and supervisors to address employee organizational challenges and needs. TCNJ employees can contact an EAP representative by calling 800-527-0035. EAP also offers a convenient online intake process so an EAP representative can contact you!

For more information and access to the online intake process, please visit the EAP website.

## HOLIDAY ALERT

Administrative Offices and the TCNJ Campus will be closed on June 20th in observance of Juneteenth.



## Staying steady in a shifting market - TIAA Public Hub

TIAA wants to share with you content they've developed on the topic of *market volatility*.

TIAA has created a [market volatility hub](#) on its public site, which is updated at least once a month with timely articles and information. There's also a section promoting live participant webinars and pre-recorded on-demand topics.

Visit [tiaa.org/public/land/market-updates](https://tiaa.org/public/land/market-updates) to visit their website.



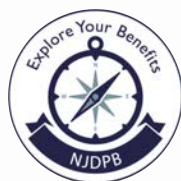


# Benefit Events in June 2025

**State Employees are invited to join the NJDPB for live webinars in the month of June!**

Space is limited. Register while spots are still available. Note that links are not compatible with Internet Explorer. Please use Google Chrome, Microsoft Edge, Mozilla Firefox, or Apple Safari. If using a Chromebook to join a webinar session, some features may be limited.

Thursday, June 12, 2025	1:00 PM	<u>Retirement Planning for PFRS (Police &amp; Fire) Members</u>
Tuesday, June 17, 2025	10:00 AM	<u>Retirement Readiness for State Employees</u>
Wednesday, June 18, 2025	9:00 AM	<u>Retirement Planning for PERS &amp; TPAF Members - State employees Only</u>
Wednesday, June 18, 2025	1:00 PM	<u>Overview for Employees in the DCRP</u>
Tuesday, June 24, 2025	10:00 AM	<u>Deferred Compensation (NJSEDCP) Plan Overview for State of N.J. Employees</u>
Thursday, June 26, 2025	1:00 PM	<u>Social Security Benefits for Members of all N.J. State Administered Retirement Systems</u>
Monday, June 30, 2025	10:00 AM	<u>Overview for Employees in the DCRP</u>
Monday, June 30, 2025	1:00 PM	<u>Retirement Readiness for State Employees</u>



Visit the NJDPB's website: [www.nj.gov/treasury/pensions](http://www.nj.gov/treasury/pensions)

Mail: P.O. Box 295, Trenton, NJ 08625-0295 | Phone: (609) 292-7524 | Email: [pensions.nj@treas.nj.gov](mailto:pensions.nj@treas.nj.gov)

# TCNJ Pet Pride

Below you can find the June submissions for TCNJ's Pet Pride Corner!



These two brothers love to do everything together! They were born in the state of Georgia, they love to bird watch and take long naps while they sunbathe.

**Jasper (left) & Salem (right)**

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

# TCNJ Kitchen creations

## Berry Cobbler Recipe for Summer 2025



### FILLING

8 cups mixed berries  
1/3 cup sugar  
2 Tablespoons  
cornstarch  
1 teaspoon lemon juice  
½ teaspoon vanilla

### TOPPING

1 ½ cups flour  
1/3 cup sugar  
1 ½ teaspoons baking  
powder  
¼ teaspoon salt  
6 Tablespoons butter –  
cold and cubed  
½ cup buttermilk

### Instructions:

- Heat oven to 350o
- Grease 9 x 13" pan.
- Mix berry filling gently and spread into pan.
- In separate bowl, make topping: mix flour, sugar, baking powder, and salt.
- Using two forks, cut butter into mixture to create pea-sized crumbs.
- Drizzle in buttermilk and mix only until combined.
- Take handfuls of dough and gently flatten and place over berry filing to mostly cover.
- Bake 45-55 minutes or until golden brown and biscuit topping is cooked through. Stick a toothpick into topping and if it comes out clean it is cooked through.
- Serve warm with vanilla ice cream or whipped cream.

View the full recipe [here](#).





## Thank you for reading this 2025 edition of TCNJ's Office of Human Resources Newsletter!

You can reach our office by emailing [hr@tcnj.edu](mailto: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!*

