

# Monthly Newsletter

OFFICE OF HUMAN RESOURCES

March 2025



## TCNJ is springing into March...

Welcome to the March Edition of the HR Newsletter.

As we bid farewell to the chilly days of winter and eagerly anticipate the blossoming of spring, let's embrace the opportunity for renewal, growth, and fresh beginnings, both in our personal lives and within our workplace community.

*-The HR team*

In this newsletter  
you can expect:

Welcomes to  
New Hires

HR Employee  
Spotlight

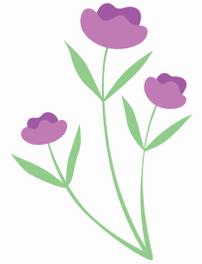
CFO Search  
Update

March Events

Benefit  
Webinars

Employee  
Appreciation  
Day

# WELCOME TO THE TEAM!



We are thrilled to announce new employees who have joined The College of New Jersey. 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 new team members:

Joyce Darakcioglu, Staff Counselor/Clinical Generalist for CAPS

John Markley, Operating Engineer Heating and Air Conditioning for HVAC Shop

Emily Vargas, Program Assistant for Art & Art Education

Kari Osmond, Associate Vice President for Government & Community Relations

Steven DeMatteo, Head Men's Soccer Coach for Athletics

Tyler Moody, Head Men's Football Coach for Athletics

James Sundstrond, Locksmith for Access Control

## NEW HIRE ORIENTATION

The Office of Human Resources hosts a New Hire Orientation every second Tuesday of the month. This session allows new employees to meet staff members from various departments on campus and learn about the resources available to all TCNJ employees.

If you are interested in learning more about our New Hire Orientation, please visit the [NHO webpage](#) on the Human Resources website or view the NHO guest presentations in HR's [TDX knowledgebase](#).

Look forward to pictures of our New Hire Orientation, and feel free to share your first-day-at-TCNJ pics to be featured in this newsletter!

# HR EMPLOYEE SPOTLIGHT - MARCH 2025

## Lea DeMarinis

Human Resources Recruitment  
Coordinator [*Student Recruitment*]



Lea graduated from Fairleigh Dickinson University, College at Florham with a B.A. in Theater Design. She got her first dose of Higher Education by being an active student on campus, and decided to pivot into a different career path. Lea went on to graduate from Monmouth University with a M.A. in Student Affairs & College Counseling.

Since earning her masters, Lea has been working at the College for 7+ years. She started in the Department of Residential Education & Housing, and is now proudly serving the Human Resources Department as the Student Employment Coordinator.

### Favorite Quote:

“Life is a journey to be experienced, not a problem to be solved.”  
- Pooh, Winnie the Pooh

Lea continues to invest in The College of New Jersey by connecting with employees and supporting colleagues in their projects, goals, and ambitions. She is deeply interested in employee development and creating solution-based workflows, and hopes to continue working with the campus community in a way that benefits personal and professional growth.

### Fun Facts:

- Lea values friends and family, including her 10 year old dog named Bo. (She even cooks fresh meals for him!)
- Lea loves being outdoors when the weather is nice, especially hiking and going to the beach.
- Lea has a passion for painting, and hosts small-group paint parties from time to time.



# CFO SEARCH UPDATE

The CFO search committee interviewed seven semifinalist candidates; of those interviews, three candidates were invited back for a more extensive set of campus interviews and an open forum. The open forum interviews begin Monday, March 3rd.

All members of the campus community are invited to the forums. At the end of each one, you will have the opportunity to complete an evaluation that will be shared with President Bernstein and the search committee.

Kelly Sparks ([CV](#)) - March 3 - 4

- Executive Vice President of Finance and Administration and Chief Business Officer, University of Maine
- Associate Vice President, Finance and Administration, Oregon State University-Cascades

Open Forum: Tuesday, March 4, 9:00-10:00 am in the Library Auditorium

**Evaluation:** <https://www.surveymonkey.com/r/KellySparks>

This survey will close on 3/06/2025 at 11:45 pm

Adam Day ([CV](#)) - March 6 - 7

- Executive Director and Assistant Treasurer, Bausch + Lomb
- Associate Vice President and Associate Treasurer, Rutgers University

Open Forum: Thursday, March 6, 2:30-3:30 pm in the Library Auditorium

**Evaluation:** <https://www.surveymonkey.com/r/AdamDay>

This survey will close on 3/11/2025 at 11:45 pm

Qadim Ghani ([CV](#)) - March 10 - 11

- Vice President of Finance, Montgomery County Community College
- Chief Financial Officer and Senior Associate Dean, Law School, Rutgers University

Open Forum: Tuesday, March 11, 9:00 - 10:00 am in the Library Auditorium

**Evaluation:** <https://www.surveymonkey.com/r/QadimGhani>

This survey will close on 3/13/2025 at 11:45 pm

This has been a shortened communication from Lisa Angeloni (Chair of the CFO Search Committee).

# SPRING 2025 REMINDERS

## Daylight Saving Time (3/9)

As we approach Daylight Savings Time (DST) this year, we want to remind everyone that the clocks will "spring forward" one hour at 2:00 a.m. on March 9, 2025. This means we will lose an hour of sleep, but we'll enjoy more daylight in the evenings!

Adjusting to DST is hard. If you're feeling more tired or find it harder to focus, remember that it's normal.

Give yourself time to adjust and take breaks when needed!



## First Day of Spring (3/20)

Goodbye, dreariness, and hello, sunshine! The first day of spring is Thursday, March 20th. New Jersey has had a very snowy winter, and we are excited to see things green and growing again on the TCNJ campus. Make sure to take pictures to be featured in our summer editions!



## Penn Medicine Princeton Health

### Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) serves organizations and their employees in multiple ways, ranging from consultation at the strategic level about issues with organization-wide implications to individual assistance to employees and family members experiencing personal difficulties.

In general, an EAP is a set of professional services specifically designed to improve and/or maintain the productivity and healthy functioning of the workplace and to address a work organization's particular business needs through the application of specialized knowledge and expertise about human behavior and mental health.

Penn Medicine EAP is here to help you identify and resolve personal concerns, including health, marital, family, financial, alcohol, drug, legal, emotional, stress, or other personal issues that may affect job performance. [View our site for more information.](#)

# MARCH BENEFIT UPDATES

Please contact the Benefits unit if you have any questions about the following 2025 leave updates by emailing [benefits@tcnj.edu](mailto:benefits@tcnj.edu).

## Paid Leave Bank Days

In 2008, employees of TCNJ were offered the opportunity to take time away from work and earn what was called Paid Leave Bank Days. These days were placed in the employee's bank of time and available for use or would be paid out upon separation from the college. Effective March 2025, this time will be viewable to all employees with this time in Oracle.

In addition, employees can now use Oracle to request this time to be used, just as they would a Vacation Day. Simply select this type of time from your bank and send the request to your supervisor for approval. If you have technical issues trying to submit Paid Leave Bank Days, please reach out to the Benefits unit at [benefits@tcnj.edu](mailto:benefits@tcnj.edu).



## Bereavement Leave

CWA and IFPTE members are now entitled to 1 Bereavement Day per year, as per their union contract. This day can be used in the event of the death of an immediate family member. Additionally, this day can be used in full, or broken down by hour for use with multiple events.

For example, a person may opt to take 3.5 hours one day to attend a wake for an immediate family member, then use 3.5 the following day to attend a funeral service. This time is NOT paid out upon separation from the college and does not carry over from year to year.

On January 1st of each year, your available balance will be reset to 1 day. Effective March 2025, this time will be viewable to all employees eligible for this time in Oracle.

# BENEFIT EVENTS IN MARCH

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

Space is limited. Register while spots are still available. Please view this [downloadable version](#) of the March benefit events provided by the State of New Jersey.

Monday, March 3, 2025	1:00 PM	<i>Social Security Benefits for Members of all N.J. State Administered Retirement Systems</i>	<a href="#">Click Here to Register for Social Security Benefits</a>
Tuesday, March 4, 2025	1:00 PM	<i>Understanding Your Pension Benefits for PERS &amp; TPAF Members -State Employees Only</i>	<a href="#">Click Here to Register for PERS/TPAF Understanding Benefits</a>
Wednesday, March 5, 2025	1:00 PM	<i>Retirement Readiness for State Employees</i>	<a href="#">Click Here to Register for Retirement Readiness</a>
Thursday, March 6, 2025	1:00 PM	<i>Deferred Compensation (NJSEDCP) Plan Overview for State of N.J. Employees</i>	<a href="#">Click Here to Register for Deferred Compensation</a>
Monday, March 10, 2025	10:00 AM	<i>Retirement Planning for PFRS (Police &amp; Fire) Members</i>	<a href="#">Click Here to Register for Police &amp; Fire Retirement Planning</a>
Thursday, March 13, 2025	1:00 PM	<i>Overview for Employees in the DCRP</i>	<a href="#">Click Here to Register for Overview for Employees in DCRP</a>
Tuesday, March 18, 2025	9:00 AM	<i>Retirement Planning for PERS &amp; TPAF Members - State Employees Only</i>	<a href="#">Click Here to Register for PERS/TPAF Retirement Planning</a>
Wednesday, March 19, 2025	10:00 AM	<i>Social Security Benefits for Members of all N.J. State Administered Retirement Systems</i>	<a href="#">Click Here to Register for Social Security Benefits</a>
Friday, March 21, 2025	10:00 AM	<i>Retirement Readiness for State Employees</i>	<a href="#">Click Here to Register for Retirement Readiness</a>
Monday, March 24, 2025	10:00 AM	<i>Deferred Compensation (NJSEDCP) Plan Overview for State of N.J. Employees</i>	<a href="#">Click Here to Register for Deferred Compensation</a>
Tuesday, March 25, 2025	9:00 AM	<i>Retirement Types, Eligibility &amp; Calculations for PERS &amp; TPAF Members</i>	<a href="#">Click Here to Register for PERS/TPAF Retirement Types, Etc.</a>
Tuesday, March 25, 2025	11:00 AM	<i>PERS and TPAF Pension Payment Options</i>	<a href="#">Click Here to Register for PERS/TPAF Pension Payment Options</a>
Tuesday, March 25, 2025	1:00 PM	<i>PERS and TPAF Retirement Estimates</i>	<a href="#">Click Here to Register for PERS/TPAF Retirement Estimates</a>
Tuesday, March 25, 2025	2:00 PM	<i>Reviewing a Sample Retirement Application for PERS and TPAF Members</i>	<a href="#">Click Here to Register for PERS/TPAF Retirement Application</a>
Thursday, March 27, 2025	10:00 AM	<i>Purchasing Service Credit for PERS, TPAF, &amp; PFRS Members</i>	<a href="#">Click Here to Register for Purchasing Service Credit</a>
Thursday, March 27, 2025	1:00 PM	<i>Reviewing a Sample Retirement Application for PFRS (Police &amp; Fire) Members</i>	<a href="#">Click Here to Register for Police &amp; Fire Retirement Application</a>
Friday, March 28, 2025	10:00 AM	<i>Overview for Employees in the DCRP</i>	<a href="#">Click Here to Register for Overview for Employees in DCRP</a>



Live webinar recordings and PowerPoint presentations are not available for distribution. A selection of recorded topics are available on our website for viewing at your leisure.



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

# MARCH EMPLOYEE REMINDERS

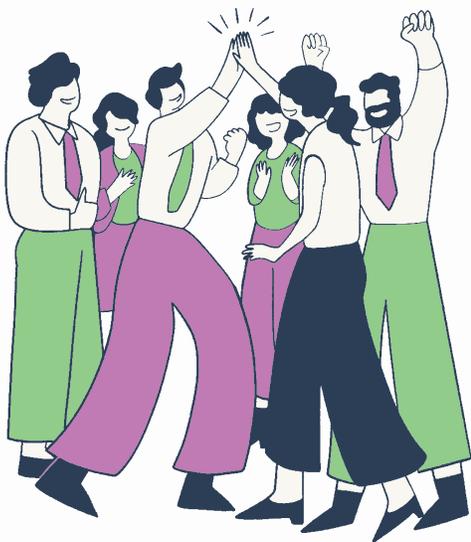
## Employee Appreciation

Mark your calendars!

Employee Appreciation Day will be celebrated on Friday, March 7th, 2025. This is a special day to recognize and thank each and every one of you for your hard work and dedication to the College of New Jersey. Stop by Human Resources in ASB 101 on Friday, March 7th between the hours of 10:00am – 12:00pm to receive a small token of our appreciation!

Thank you for all that you do.

- The Office of Human Resources



## Staff Performance Evaluation

### Reminder

It is that time of year again! The 2024-2025 staff performance evaluation period reviews work performance and is vital to the overall success of the college through encouraging communication between supervisors and employees. All employees will receive performance feedback from their immediate supervisor during this evaluation period. Resources such as timelines, forms, and guides are available on the [HR website](#) under Employee Resources/Performance Assessment.

## TCNJ is Hiring!

We're thrilled to announce that we are actively seeking talented individuals to join our TCNJ community! If you or someone you know is passionate about creating a positive work environment and driving impactful initiatives, we want to hear from you!

View the available Staff and Faculty positions on our career site: [Taleo](#).

# THE MONTH OF MARCH



## Women's History Month

Join us this March in celebrating Women's History Month! TCNJ is proud to uplift and commemorate the successes of women, female-identifying, and gender non-conforming people.

The Division of Inclusive Excellence is promoting exciting events this March to honor Women's History Month - see below for some upcoming events! View the full [Women's History Month Calendar of Events](#) to see what else is happening in the month of March.

### Book Talk with TCNJ Alum Regina Mahone: Liberating Abortion

**WHEN** Wednesday, March 5, 2025, 7 – 8:30pm

**ADDRESS** Library Auditorium

### Book Talk by Dr. Preity Kumar on Queer Women in the Caribbean

**WHEN** Friday, March 7, 2025, 12:30 – 2pm

### Book Talk by Dr. E Morales-Williams - Turn Up For Freedom: Notes for All the Tough Girls\* Awakening to Their Collective Power

**WHEN** Monday, March 10, 2025, 6 – 8pm

**ADDRESS** TBD

## TCNJ's Women's Professional Network (WPN) Affinity Group

A strong, supportive community can make a great difference in one's confidence and success, especially in the workplace. We recommend checking out the [Women's Professional Network \(WPN\)](#) to expand your sense of community at TCNJ. The WPN is an employee affinity group committed to providing a supportive and encouraging network for employees to advance their skills and leadership potential through connection, mentorship, collaboration, and discussion.





# Food Connects Us

2025 NATIONAL NUTRITION MONTH®  
A Campaign by the Academy of Nutrition and Dietetics

March is National Nutrition Month, a time to raise awareness about the importance of good nutrition and inspire healthier food choices. The theme for National Nutrition Month® 2025 is “Food Connects Us.” Be sure to check out more [USDA National Nutrition Month Resources!](#)

## Ways to Celebrate Eating Healthy in the Workplace:

- Host a virtual cooking demonstration on social media for shoppers that features an easy and budget-friendly recipe.
- Highlight cultural food traditions in office cafeterias. Offer special menu items from international cuisines (Asian, Mediterranean, Mexican, etc.) or regional foods of the United States.
- Organize a virtual or in-person healthy potluck. Have each person cook their dish and eat together through an online video platform or in the cafeteria. Make sure each of the food groups is represented.
- Distribute coupons for discounts on a healthy meal featured in the cafeteria or vouchers for nutritious beverages or snacks.
- Conduct an exercise class with your colleagues. Recruit a local fitness or yoga instructor to lead a class virtually or through a live event. Give each participant a National Nutrition Month® t-shirt, pedometer, or water bottle, plus healthy eating handouts.
- Host a “lunch and learn” session on healthy eating.
- Arrange a session on composting to learn about its role in reducing wasted food.
- Start a “walking club” with coworkers and take a stroll during scheduled break times.
- Consider hosting a group wellness challenge with weekly themes or goals.

March is National Nutrition Month



# HIRING MANAGER RESOURCES FOR STUDENT EMPLOYMENT

Spring 2025 Student Employment Offerings



Date:	Topic:	Location/Link:
<b>Thurs. 3/27</b> 10:30 AM - 12:00 PM	<b>Overview of the Student Employment Hiring Process for Hiring Managers</b>	<b>Education Building Room 115,</b>  <b>OR</b>  <b>Copy/Paste to Join Zoom Meeting:</b> <a href="https://tcnj.zoom.us/j/94926792410?pwd=6r9ZK9pEqFwCDal9c2sAr07lwgUN1b.1">https://tcnj.zoom.us/j/94926792410?pwd=6r9ZK9pEqFwCDal9c2sAr07lwgUN1b.1</a>
<b>Mon. 4/14</b> 11:00 AM - 12:00 PM	<b>Requisition Workshop / Q&amp;A Session</b>	<b>Copy/Paste Join Zoom Meeting:</b> <a href="https://tcnj.zoom.us/j/93404418967?pwd=edv3hOOQ86t5EqbyMTHbOhkka0je87u.1">https://tcnj.zoom.us/j/93404418967?pwd=edv3hOOQ86t5EqbyMTHbOhkka0je87u.1</a>
<b>Thurs. 4/24</b> 11:30 AM - 12:30 PM	<b>Offer Letter Workshop / Q&amp;A Session</b>	<b>Copy/Paste Join Zoom Meeting:</b> <a href="https://tcnj.zoom.us/j/92971887018?pwd=jeNDaMBjUseKYUB3iXaZAVo2Dg6g2n.1">https://tcnj.zoom.us/j/92971887018?pwd=jeNDaMBjUseKYUB3iXaZAVo2Dg6g2n.1</a>
<b>TBA</b>	<b>Ongoing Q&amp;A Sessions for Employment Questions, Check-ins, and Updates</b>	<b>TBA</b>

It is highly encouraged for all student Hiring Managers to attend training for an introduction or a refresh of the Student Hiring Process. An individualized training per department, unit, or division may be arranged by request. Submit a ticket in the HR Portal or email [stuempl@tcnj.edu](mailto:stuempl@tcnj.edu).

# SHOWING KINDNESS IN THE WORKPLACE

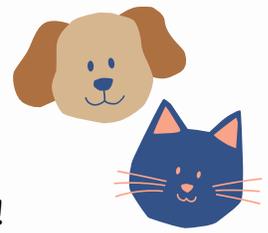


Workplaces benefit greatly from teams that develop relationships that enhance communication and collaboration. One way team members can accomplish this is by displaying workplace kindness.

1. **Smile:** Smiling shows your openness to getting to know others, with a commitment to improving the workplace. Smiling is also important when working with customers.
2. **Recognize Others:** If your coworker does a great job with a project or task, recognize their accomplishment during a team meeting or by informing your manager.
3. **Say Thank You:** Show your appreciation to someone for their work or actions. This simple act shows recognition, which can help others feel valued for their efforts.
4. **Listen:** It's important to listen to those you work alongside because it shows that what they say matters to you. Listening lowers the chances of mistakes and helps collaboration efforts.
5. **Bring Food:** Providing food to those you work with is a random act of kindness. This is usually a welcome treat and prompts an opportunity to discuss non-work-related topics.
6. **Help Coworkers:** Collaboration means cooperating with others and working toward a shared goal or achievement. Recognize when someone may benefit from assistance and offering it.
7. **Give Positive Feedback:** Let others know when you appreciate their contributions. Feeling appreciated can increase productivity, collaboration, creativity, and satisfaction.
8. **Be Considerate:** Account for the feelings of others. This could be considering another's perspective before sharing yours, cleaning a common area, arriving to meetings on time, and meeting deadlines.
9. **Mentor a New Employee:** Welcoming a new hire and introducing them to others can help them succeed in their new role and feel more comfortable early on in their employment.
10. **Remain Aware of Your Words and Tone:** It's common for teams to communicate with each other via email or online messaging platforms. Take the time to write a message that's positive and doesn't leave much room for confusion.

This article was shortened for brevity, but the [full version](#) is available online.

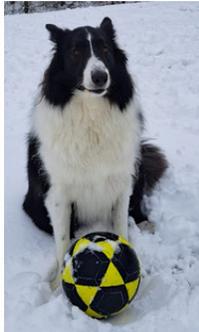
# TCNJ PET PRIDE



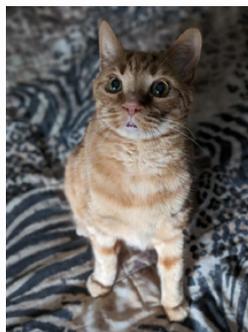
Below are the March submissions for TCNJ's Pet Pride corner of the newsletter!



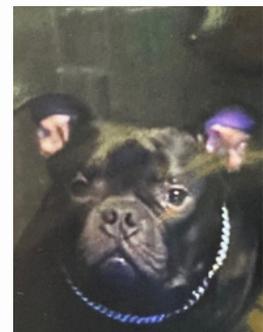
Carolyn Jutkiewicz's dogs, Dany (Daenerys) and Kat (Katniss).



Bill Hogan's dog, Hogie, who loves to chase his ball.



Cathy Liebars' cats Elphaba and Fiyero (inspired by Wicked!).

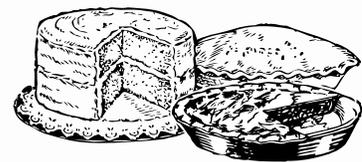


Nakita Scott Spencer's dog, Kobe, who loves being spoiled.

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

Have a tasty recipe in mind? Submitting is easy—just send your recipe to [hr@tcnj.edu](mailto:hr@tcnj.edu). If you have a photo of the dish, feel free to include it as well! View the [full cookbook](#) in our Kitchen Recipes shared drive.



### CELEBRATE PI DAY - MARCH 14TH, 2025

#### Chocolate Cheesecake Pie Recipe

##### Ingredients:

- 8 oz package cream cheese – softened
- ¼ cup butter – softened
- 1/3 cup sugar
- 1 ½ teaspoons vanilla
- 1 ½ cups milk chocolate chips – melted and cooled
- 8 oz container frozen whipped topping (Cool Whip)
- Graham cracker crust

##### Instructions:

- Beat cream cheese, butter, sugar, and vanilla until smooth
- Beat in chocolate
- Stir in whipped topping
- Spoon into crust
- Refrigerate until time to serve



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

### Contact us!

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.

### ...or visit us!

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!



Images taken by:  
Lieutenant Kevin McCullough, Campus Police



Took a photo of the TCNJ campus that you want featured? Send it to [hr@tcnj.edu](mailto:hr@tcnj.edu)!