



THE COLLEGE OF NEW JERSEY  
OFFICE OF HUMAN RESOURCES

JULY 2025

# From Inside The Lions Den, HR Insights

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Summer is in full swing, and with it comes the spirit of celebration!

As we light up the sky in honor of July 4th, this month's newsletter is packed with reasons to celebrate right here on campus. Whether you're enjoying fireworks or just taking in the warmth of summer, we hope you take a moment to reflect on the work we do together to make our College a place where everyone can shine.

Here's to a sparkling and productive July!

With love,

*-The HR Team*

# New Lions

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

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



Margo DelliCarpini - Provost and VP of Academic Affairs

Cassandra Hoffman - Instructional Designer in the Center for Excellence in Teaching & Learning

Shirley Celi-Landeo - Fraternity Sorority Life Coordinator in the Fraternity & Sorority Life Department

Lolly Cheatham - Accessibility Specialist in the Accessibility Resources Department

Heather Charlton - Assistant Athletic Trainer in the Athletic Training Department

Nicholas LaTorre - Assistant Director of Career Counseling in Graduate, Global & Online Education

Jennifer Kravitz - Alumni Engagement Officer in the Office of Alumni Engagement

Gregory Perry - Mechanic (Non-Automotive) in the Plumbing Shop

# Across-the-Board Salary Increases

We are pleased to announce that, effective with the first full pay period of July 2025, contractual across-the-board salary increases will be implemented for all 12-month employees. Employees who are included in the membership of CWA, AFT, IFPTE, PBA, NJLESA, and NJSOLEA will see these salary increases reflected in their August 1, 2025, paycheck.

We appreciate your hard work and dedication to TCNJ.

Should you have any questions regarding these changes, please feel free to reach out to the Human Resources department.



# Important Reminders

## July 4<sup>th</sup> Holiday - Campus Closed

In observance of Independence Day on Friday, July 4th, our campus will be closed for the holiday. As a result, we're happy to announce that the employee pay date will be moved forward by one day. Instead of Friday, pay will be processed on Thursday, July 3rd.



We hope this helps you enjoy the holiday weekend with a little more convenience and peace of mind. If you have any questions regarding payroll or the holiday schedule, please don't hesitate to reach out.

Wishing you a safe and happy Fourth of July!

## Summer Fridays - Campus Closed



You can view our Holiday and Energy Day 2025 Schedule on the HR Website.

- Friday, July 11, 2025 (Energy Day)
- Friday, July 18, 2025 (Extended Hours Mon-Thur)
- Friday, July 25, 2025 (Extended Hours Mon-Thur)

For inquiries, please contact [hr@tcnj.edu](mailto:hr@tcnj.edu).

## Taleo Requisition Process

To simplify workflows and ensure you receive direct support from our Human Resources team, we ask that you please reach out to one of our designated recruitment team members to begin the requisition process in Taleo for staff, temporary and supplemental requests.

This practice is intended to provide you with direct communication and assistance from an HR professional from the very beginning of your request. Additionally, this process ensures that all required documentation is submitted and reviewed at the start, helping us maintain accurate records and streamline approvals.



Thank you for your cooperation as we continue to work to improve our processes and better support your staffing needs.

# Meet your Compensation, Classification, and Recruitment Team in HR!



Heather Boccanfuso  
Senior Director of  
Compensation,  
Classification and  
Recruitment



Tracey Sullivan  
Non-Unit, Grant,  
Faculty and AFT  
Staff



Fox Parks  
Adjunct Employment  
& Independent  
Contractor Requests



Nichole Hardeman  
Classified  
Employment  
(CWA, PBA, IFPTE)



Lea Demarinis  
Student  
Employment



Brianne Apostolico  
Temporary  
Employment &  
Supplemental Pay  
Requests

Have a question about a specific job type? Reach out to your representative for a streamlined process! HR is here to help. Visit the online directory or email [hr@tanj.edu](mailto:hr@tanj.edu) and your inquiry will be routed to the correct representative.

## 2025-2026 Performance Assessment Review (PAR) & Evaluation Timelines - Now Live

All employee performance evaluation and assessment timelines are now updated on the HR website. Performance evaluations are critical to recognizing employee accomplishments, identifying opportunities for growth, and planning for future professional development. All managers and employees are expected to work collaboratively to ensure that the evaluation process is completed within the required time frame.



Keep reading if you are a Manager or Supervisor interested in receiving training on how to better manage the PAR process with your employees. For more resources, or to view the 2024-2026 timelines view:

[Performance Assessment Timelines and Resources](#)

## Save the Date: PAR & Evaluation Training for Managers/Supervisors

An invitation will be distributed to all managers in an effort to support your evaluation processes, and to answer any frequently asked questions.



This training will be held virtually via Zoom on August 5th, 2025 (10 AM - 10:45 AM). Be sure to keep an eye out for your email regarding this HR Learning Opportunity!

## Benefit Webinars - July & August 2025

We're excited to invite you to a series of live, virtual webinars hosted by the New Jersey Division of Pensions & Benefits (NJDPB) and their financial education partners for the months of July and August!

These webinars are **free**, informative, and tailored to help you better understand your benefits, plan for retirement, and manage your finances. Each session runs approximately **30–45 minutes** and includes a brief **Q&A**. Download the full schedule with clickable registration links here: [View Webinar Schedule & Register](#).

We encourage you to take advantage of these valuable resources and plan ahead for the sessions that interest you most.

## RECIPE CORNER

### *Strawberry Pretzel Jell-O Salad*



Beat the heat with this refreshing strawberry-flavored Jell-O Salad! See instructions below.

View the full recipe [here](#).

#### **Crust**

Preheat the oven to 350°. Measure 4 cups of pretzels, then place inside a ziploc bag. Crush the pretzels into coarse crumbs with a rolling pin. In a mixing bowl combine the pretzel crumbs, melted butter, and granulated sugar.

Use the bottom of a measuring cup to press this mixture into the bottom of an ungreased 9×13 inch baking dish. Bake for 10 minutes. Remove the pan from the oven and allow it to cool completely, keeping it in the bottom of the baking dish.

#### **Filling**

In a large mixing bowl, use an electric mixer to beat the cream cheese, sugar, and vanilla extract on medium speed until fluffy, about 1-2 minutes.

Gently fold in the cool whip, using a spatula until well combined. Spread the mixture evenly over the cooled pretzel crust, ensuring that it reaches the edges of the pan to prevent the strawberry topping from seeping into the crust. Cover the pan and place it in the refrigerator for one hour.

#### **Topping**

Slice fresh strawberries and measure out 4 cups.

In a mixing bowl, whisk the jello and boiling water until the jello completely dissolves. Add the sliced strawberries to the mixture and combine. Spoon the jello mixture directly onto the filling and spread it evenly to create a smooth layer. Pour the remaining jello liquid over the strawberries. Cover the pan again and refrigerate for a minimum of 6 hours. To serve, cut into slices.

Have a recipe in mind and want to share? Email [HR@tcnj.edu](mailto:HR@tcnj.edu) to have it included in the August edition of the HR newsletter! Please include a picture or link of the recipe so we can include all of the juicy details.



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!*

