



THE COLLEGE OF NEW JERSEY
OFFICE OF HUMAN RESOURCES

From Inside The Lions Den, HR Insights

October 2025

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As October unfolds and the vibrant fall foliage paints our beautiful campus in shades of crimson, gold, and amber, we hope this newsletter finds you enjoying the seasonal transformation all around us.

This month brings several important dates and reminders for our campus community, from open enrollment deadlines to professional development opportunities. As we navigate these mid-semester weeks together, we want to ensure you have all the information and resources you need to stay informed and supported.

With love,

-The HR Team

Employee Updates

Welcome Lions

Join us in extending a warm welcome to our newest team members!

Thomas Clark, User Support Specialist

Emma Boxer, Program Assistant for the Sustainability Institute

Camila Guayasamin, CEL Coordinator

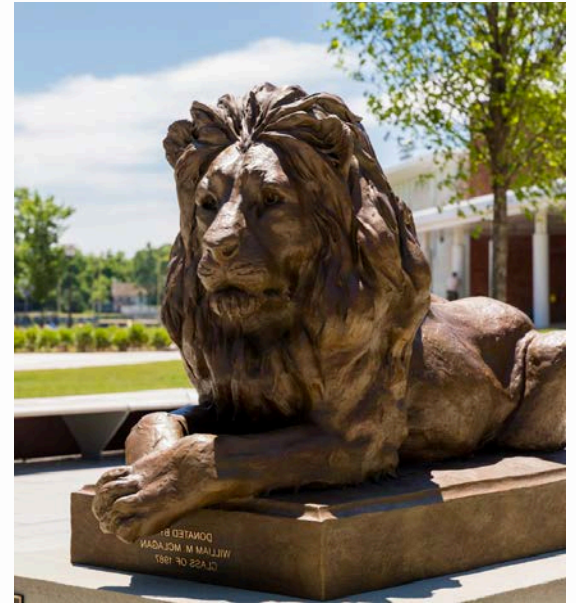
Da'Vaun Davis, Associate Director of the Dining Experience

Lisa Lindquist, Associate Director of Financial Operations

Akeem Robinson, Repairer for the Housing Repair Shop

Jennifer Dalle Pазze, Security Officer for Campus Police

Rachel Little, Student Events Coordinator for Brower Student Center



Merit Increases for Non-Unit Employees

We are pleased to announce that all eligible non-unit employees will receive a merit increase in Pay Period 22 of 2025. Thank you for all that you do to support our campus community - your efforts truly make a difference

Election Results: Staff Representative to the Board of Trustees 2025 - 2026



Holly Heller has been elected to serve as our Staff Representative on the Board of Trustees. Holly is a Nurse Practitioner in the School of Nursing, Health, and Exercise Science, and the Director of Student Health Services, where she brings extensive healthcare expertise and a deep commitment to our campus community.

As Staff Representative, Holly will serve as a vital voice for staff members across the college, representing our interests and perspectives in Board discussions and decisions that shape the future of TCNJ.

We congratulate Holly on her election and thank her for her willingness to take on this important leadership role. We also extend our gratitude to all candidates who participated in the election and to everyone who took the time to vote.

Please join us in congratulating Holly on this achievement!

HR Employee Spotlight

Michael “Mickie” Haftman

Human Resources Office Assistant

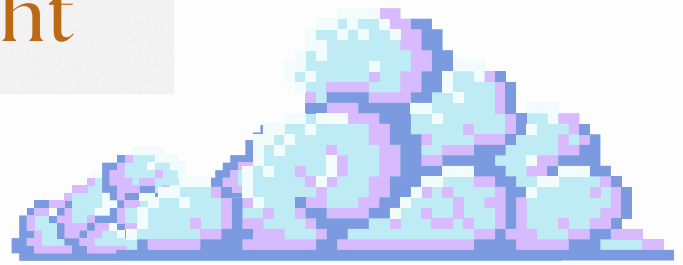


Mickie is a New Jersey native from Medford who joined the Office of Human Resources as a student worker in 2023. He now serves full-time as our Human Resources Office Assistant, supporting student recruiting and handling essential office tasks such as I-9 processing and email delegation, and front desk assistance. As the welcoming face of our office in the ASB, Mickie is typically the first person you'll meet when you visit.

An IMM graduate from the Class of 2025, Mickie is committed to providing staff and students with the exceptional service they deserve from HR.



2025 Graduation



Fun Facts (Mickie's words):

- I completed the easy version of the Eick Challenge (staying in Eickoff from open to close, easy version is during the weekend because of the shorter hours)
- Hobbies include: playing games (destiny 2 my beloved) watching sports on the weekend (go birds) and annoying my cats (kiki and koko)
- Big fan of using parentheses

Mickie strongly encourages managers to make sure their student workers have completed their onboarding before allowing them to begin working. Feel free to contact Mickie if you have any Student Worker needs.



“Hi Fishy, and Rachel and Buck, and Ault, and anyone I missed”.



Important Reminders for Managers

AFT Staff Performance Evaluation & Timeline

The annual AFT Professional Staff Performance Evaluation cycle begins September 1st and runs through August 31st. This process provides an opportunity for staff and Supervisors to set clear goals, review progress, and support professional development.

Key steps in the process include:

- **Goal Setting:** Employees and supervisors establish at least three major objectives for the year.
- **Self-Evaluation:** Staff will complete a self-assessment of their progress and performance.
- **Supervisor Review:** Managers provide feedback, ratings, and recommendations.
- **Final Discussion:** Evaluations are reviewed and discussed with employees, with space for feedback and comments.



Evaluations are completed in Oracle HCM Cloud, and detailed instructions, timelines, and resources are available on the [HR Performance Evaluations webpage](#). This process helps ensure that responsibilities are clear, accomplishments are recognized, and opportunities for growth are supported.

TCNJ's Separation Protocol Updates

We've updated our [Separation Guide](#) to help you and your employees navigate the offboarding process smoothly. The Separation Guide walks employees through important end-of-employment details, including:

- Returning College Property – keys go back to Facilities, and tech equipment (laptops, iPads, phones) is returned to IT
- Leave Payouts – Clear breakdown of what vacation, sick leave, and PLB days can be paid out based on employee type and whether they're resigning or retiring
- Benefits Information – How health, dental, and life insurance coverage works after their last day, plus COBRA details
- Retirement Accounts – Info on PERS, PFRS, ABP, and DCRP accounts and who to contact
- Exit Interview – Optional virtual exit interview scheduling (helps us gather valuable feedback!)
- Other Important Stuff – Getting W-2s, emeritus ID cards for retirees, and pension information

When an employee gives notice, share the Separation Guide with them early on in the process. It is intended to answer most of their questions and help ensure that nothing gets missed during their transition out of their role. The [employee checklist](#) and the [manager guide](#) are both available on the HR website under Employee Resources/[Offboarding](#).

Contact HR at hr@tcnj.edu or 609-771-2118 if you or your departing employee needs assistance.

Professional Development Corner

Discover upcoming opportunities to advance your skills, expand your network, and strengthen workplace relationships. Mark your calendars, and save the date(s) for these professional development offerings!

Effective Performance Management and Feedback Workshops

November 18th | Eveline Brownstein, Leadership Coaching and Training Expert

Human Resources will be hosting two in-person workshops for the campus community with facilitator Eveline Brownstein. Employees will actively participate in practical exercises to enhance performance conversations and gain insights that can be added to their professional toolkit. Lunch will be provided between sessions for all registered attendees.



Managers/Supervisors Workshop
10 AM - 12 PM
(35 seats available, registration required)

This course will equip supervisors with tools to ensure performance evaluations are meaningful and feedback is effective.



Open to All Employees
1 PM - 3 PM
(35 seats available, registration required)

The course will cover how to foster a culture of shared accountability for goal achievement, and effectively manage the prioritization of tasks and work.



Registration is due Friday, October 24, 2025 - [Click Here to Register!](#)

Resume Refresh Workshop

October 30th | Heather Boccanfuso, Interim Assistant Vice President of Human Resources

Education Building, Room 115 | 9 AM - 11 AM

Join us for a "Resume Refresh" event in a shared working space! We will provide light refreshments while you work on updating your resume in a collaborative and informal environment. This time will allow you to work alongside colleagues, and share tips or feedback. Come ready to polish your professional profile and connect with others in a relaxed, supportive environment.



HR Fall Networking Event

November 14th | Office of Human Resources

Brower Student Center 225 | 11 AM - 2 PM

Join the Office of Human Resources at our Fall Event, where employees can meet individuals from our team, learn about our services, network with other colleagues, and participate in some seasonal fun and refreshments!

Mark your calendars and stay tuned for additional information.

Setting Students Up for Success



TCNJ cares about its students! Student Supervisors play a vital role in student success beyond the classroom. This page offers practical suggestions and resources to help you better support the students in your department—from navigating administrative processes to connecting them with campus opportunities. Every small action can make a meaningful difference.

Student Employment - Keeping Track of Time

Students working in your department are set up to receive payments through an hourly reporting and approval structure in Oracle Cloud. To make sure your students are paid correctly, and on time, review the following suggestions:

- Oracle Cloud is the official time-recording system at The College for payment. Students are required to log their hours in real time, and click "save". At the end of the pay period, students will then "save" and "submit" the entire timecard for approval. Students working on a biweekly stipend do not submit timecards for payment.
- Students may work a maximum amount of 15 hours per week. Students are required to take a 30 minute unpaid break for every 5 hours worked. The highest amount of time allowed to be logged in a row without a break is 4.5 hours.

Time card approval is due every other Monday by 10 AM for timely payment. Any time entries added to a timecard after being approved will need to be re-approved.

The next approval deadline is on Monday, October 6th at 10AM.

Students: Join the SHRM Group!

The Society For Human Resource Management acquaints students with the field of human resources management and labor relations. On campus, we have a student organization that keeps students up to date on new developments in the field, and provides learning opportunities through frequent interaction with professionals who work in human resources and related fields.

The SHRM student organization is made up of all majors, and welcomes you to invite your students to join!



Email - shrm@tcnj.edu



Instagram - @shrm_tcnj

Calling all Hiring Managers for Student Workers!

Are you hiring student workers? Stay 'in-the-know' by being a part of the **TCNJ Student Hiring Manager** Contact List, where regular reminders, trainings, & updates are shared.

Email hr@tcnj.edu to be added, or visit <https://studentemployment.tcnj.edu/> for more policy information.

Webinar Alert - Pensions and Benefits

NJDPB Live Webinars for October

The New Jersey Division of Pensions and Benefits (NJDPB) will be hosting several live webinars throughout the month of October. These webinars are all unrelated to the Open Enrollment that is currently taking place for the month of October. Below is a list of seminars, along with the registration links needed to participate.

Please note: the NJDPB webinar recordings and PowerPoint presentations are not available for distribution, and only a selection of topics are available for viewing on the [state of NJ website](https://www.state.nj.us/treasury/pensions/).

Monday, October 6th 10:00am Deferred Compensation (NJSEDCP) Plan Overview

[Click Here to Register](#)

Monday, October 6th 1:00pm Retirement Planning for PERS & TPAF Members

[Click Here to Register](#)

Friday, October 10th 10:00am Overview for Employees in the DCRP

[Click Here to Register](#)

Monday, October 20th 1:00pm Social Security Benefits for Members

[Click Here to Register](#)

Thursday, October 23rd 1:00pm Retirement Readiness for State Employees

[Click Here to Register](#)

Tuesday, October 28th 10:00am Retirement Planning for PFRS Member (Police)

[Click Here to Register](#)

Thursday, October 30th 1:00pm Understanding Your Pension Benefits (PERS & TPAF)

[Click Here to Register](#)



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

Phone: (609) 292-7524 | Email: pensions.nj@treas.nj.gov

Campus News Corner

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

Staff Senate - New Staff Connections

Contact any member of the Staff Mentoring Council if you wish to join their drop-in connection gatherings, where TCNJ staff connect with new staff hires to welcome them to the campus, share some tips



and tricks, and network. You can sign up by contacting staffmentoring@tcnj.edu.

Staff Senate Mentoring Council Annual Scavenger Hunt

Staff Senate Mentoring Council is hosting the annual scavenger hunt beginning on October 6th. You can build a team or be matched with colleagues. Learn more about TCNJ and its history while you search for answers to the scavenger hunt's clues.

The hunt is on! Are you in? Register [here](#).

2025 Flu Season is here

Student Health Services would like to invite you to their Flu Vaccination Clinics on:



- Wednesday, October 8, 2025, 1 pm - 3 pm, Education Building, 212
- Wednesday, October 22, 2025, 2 pm - 4 pm., Education Building, 212

Appointments are required - use this link to schedule an appointment: [TCNJ with Bergen New Bridge Medical Center](#).

Emergency Preparedness Training by Campus Police

Campus Police will be conducting a series of familiarization sessions on campus for the use of Automated External Defibrillators (AEDs), Stop the Bleed kits, and Narcan.

The training will provide hands-on opportunities to become comfortable with the equipment and understand when and how to use it effectively.



Below is the schedule for the upcoming training sessions:

- October 7, 2025: 3:00 PM - 4:00 PM, Room 200, Education Building
- October 9, 2025: 11:00 AM - 12:00 PM, Lobby, Recreation Center
- October 20, 2025: 11:00 AM - 12:00 PM, Traditions Lounge/Stage, Brower Student Center
- October 20, 2025: 2:00 PM - 3:00 PM, Education 205, Education Building
- October 22, 2025: 6:00 PM - 7:00 PM, Travers/Wolfe Lounge, Travers/Wolfe Hall
- October 22, 2025: 7:30 PM - 8:30 PM, Cromwell Lounge, Cromwell Hall

***IN CASE OF FIRE, POLICE OR MEDICAL EMERGENCY, DIAL 911 or 609-771-2345 FROM ANY PHONE.**

Campus News Corner

TCNJ Free Book Fair - 2025

Michelle Ordini is collecting book donations through October 10th for the **TCNJ Free Book Fair**. Small donations can be made in the Bliss 124 mailroom (box under the table), or to the English Department in Bliss 129.

- To set up a larger donation, please email Michelle at ordini@tcnj.edu.
- Books of all sorts are accepted (cookbooks, novels, children's books, music books, art books, books in other languages, etc.).



The TCNJ Book Fair is October 16th and 17th, with the event concluding during Community Fest on October 18th.

Coming soon

The **monthly Staff Senate meeting** will be held on Wednesday, October 15th, in Science P101, beginning at 12 pm.

Women's Leadership Summit

The **Women's Leadership Summit** will be held on October 29th, 2025, from 9 am to 2:30 pm, in the Education Building. See their flyer from Colleen's email for more information and how to register for the event.



Visit the [WLS website](https://tcnj.edu/wls2025) to see the full 2025 agenda.

In the Near Future

Social Action Summit - Wednesday, November 19th from 9AM - 3:30PM

"Each year, we've hosted the Social Action Summit (formerly known as the Diversity Summit) as part of our effort to continue expanding knowledge and familiarity to our campus community (staff, faculty, and students) about common trends in diversity, equity, and inclusion as well as best practices towards strengthening belonging on our campus. We will open the day with a keynote speaker or panel, followed by breakout sessions where invited guests can hear from experts and facilitators on a variety of subjects connected to advocacy and activism. All participants will be provided lunch through Campus Dining Services. This event is free and open to any member of the TCNJ community (employees and students). We encourage everyone to attend during any portion of the day that they are available. You'll be able to RSVP for time blocks once the form opens."

-Colleen Schmidt

Registration Timeline:

- Opens Wednesday, October 1, 2026
- Closes Monday, November 3, 2026



View last year's Social Action Summit information here on the [Division of Inclusive Excellence](https://tcnj.edu/division-of-inclusive-excellence) website.

This October....



2026 OPEN ENROLLMENT IS HERE!

It's that time of year again to review your benefits and make sure you're set for the upcoming plan year. The Open Enrollment period for the State Health Benefits Program (SHBP) and the NJ Tax\$ave Program runs from October 1 – 31, 2025 until December 31st, 2026.

During this window, you can:

- Review and adjust your medical, prescription, and dental plans
- Enroll in or renew your Flexible Spending Account (FSA) elections for 2026
- Update your dependents or coverage levels

Key Reminders:

- If you are keeping your current medical, prescription, and/or dental plans with no dependent changes, no action is required.
- FSA elections do not carry over - you must re-enroll each year.
- All changes must be submitted in BenefitSolver by October 31, 2025, and will take effect January 1, 2026.

For help logging into BenefitSolver or reviewing your options, contact benefits@tcnj.edu.

You can also view the [State of New Jersey's health insurance rate sheet for Union Negotiated and Non-Aligned Plans](#), showing monthly rates for both Aetna and Horizon plans.

2026 Open Enrollment Benefits Fair

TCNJ will hold an Open Enrollment Benefits Fair on Tuesday, October 21st, from 10 am to 2:00 pm, at the Brower Student Center – Room 225. We have invited representatives from our health and dental providers, as well as our Alternate Benefit Program vendors. More information was included in the email sent out earlier this month.

Hope to see all of you at the event!

Join the 2025 NJ Employee Charitable Campaign (NJECC)

The annual NJECC is now live and runs through December 31, 2025. This campaign gives state employees an easy and meaningful way to support local, national, and international charities that matter most to you.

Pledging is simple:

- Explore participating charities at njecc.net
- Follow the step-by-step guide for online giving [here](#)
- Submit your pledge securely online at NJECC Pledge Portal

Every contribution, no matter the size, makes an impact. Together, we can strengthen our communities and extend TCNJ's tradition of service and generosity.



For questions, please contact benefits@tcnj.edu

Trivia Corner: October Edition



Test your fall knowledge!

Q1. What is the most popular Halloween candy in the United States?

- a) Snickers
- b) Reese's Peanut Butter Cups
- c) M&M's
- d) Skittles

Q2. Which U.S. state produces the most pumpkins each year?

- a) Pennsylvania
- b) Illinois
- c) Ohio
- d) New York

Q3. What vegetable was originally carved into jack-o'-lanterns before pumpkins became popular?

- a) Turnips
- b) Potatoes
- c) Beets
- d) Carrots

Q4. True or False: October is National Pizza Month.

Did you win? View the answer Key below!

Answer Key #1: b) Reese's Peanut Butter Cups #2: b) Illinois #3: a) Turnips #4 - True!

Recipes to Warm Your Season

As the air gets cooler and the leaves change on campus, it's the perfect time to enjoy cozy, seasonal recipes. Here are two fall favorites - one savory, one sweet - that are easy to make and sure to bring warmth to your table.

Roasted Butternut Squash Soup

Ingredients:

- 1 large butternut squash (~3 lbs), peeled, seeded, and cubed
- 2 tbsp olive oil
- 1 large onion, chopped
- 2 small potatoes, chopped
- 2 stalks of celery, chopped
- 2 carrots, chopped
- 3 garlic cloves, minced
- 4 cups vegetable (or chicken) broth
- 1 tsp salt, ½ tsp pepper, ½ tsp nutmeg, ½ tsp cinnamon
- ½ cup coconut milk or heavy cream (optional)

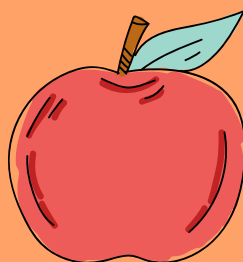


Directions:

- Roast squash at 400°F for 25–30 minutes with olive oil.
- Sauté onion, carrots, and garlic in a pot. Add squash, broth, and spices.
- Simmer for 15 minutes, then blend until smooth.
- Stir in coconut milk or cream for richness.
- Garnish with pumpkin seeds, cream swirl, or thyme.
- Classic Apple Crisp

Apple Crisp

Sweet, simple, and perfect for sharing—this apple crisp fills your kitchen with the smells of fall.



Ingredients:

- 6 medium apples, peeled & sliced
- 1 tbsp lemon juice
- ½ cup sugar, 1 tsp cinnamon, ½ tsp nutmeg
- Topping: 1 cup oats, ½ cup flour, ½ cup brown sugar, ½ tsp salt, ½ cup cold butter

Directions:

- Toss apples with lemon juice, sugar, cinnamon, and nutmeg. Place in a greased baking dish.
- Mix topping ingredients until crumbly; sprinkle over apples.
- Bake at 350°F for 40–45 minutes until golden and bubbly.
- Serve warm—delicious with vanilla ice cream or whipped cream!

HR Connection

We'd love to see your fall creations! Share a photo of your soup or crisp, and we may feature it in our next newsletter.



THE COLLEGE OF NEW JERSEY
OFFICE OF HUMAN RESOURCES

Thank you for reading our newsletter!

Human Resources is here to help. Please contact or visit us if you need assistance with anything.



HR Service Portal



hr@tcnj.edu



(609) 771-2282



**Administrative Services Building
(ASB) Room 101
(8:30AM - 4:30PM, Mon - Fri!)**

Share HR's NEW brochure
'Why Work At TCNJ?'



WHY WORK AT TCNJ





TCNJ

THE COLLEGE OF NEW JERSEY

- ✓ INCLUSIVE WORKPLACE
- ✓ COMPREHENSIVE BENEFITS
- ✓ LEAVE PROGRAMS & PTO
- ✓ WELL-BEING AT TCNJ
- ✓ EMPLOYEE DISCOUNTS

READ MORE ➔

TCNJ's dynamic team of Faculty, Staff, and Students is among our most valuable assets.

Read more to embark on a career of growth and opportunity in our passionate campus community dedicated to making a difference.

