

**The College of New Jersey
Board of Trustees**

**June 30, 2005
Loser 201/Student Center 202W
3:00 p.m.**

Minutes of the Public Meeting

Present: Pat Rado, Chair; Stacy Holland, Vice Chair (via telephone); Darrell Armstrong; Hazel Gluck; Robert Kaye, Secretary; Jimmy McAndrew; Anne McHugh; Tricia Mueller; Barbara Pelson; Susanne Svizeny (via telephone); Annelise Catanzaro, Student Trustee; Stefanie Nieves, Alternate Student Trustee; Deborah Knox, Faculty Representative; Michael Robertson, Faculty Representative; Dee Maziarz, Staff Representative; Donna Udoh, Staff Representative

Not Present: Brad Brewster; Chris Gibson; Wayne Griffith; Bruce Hasbrouck; Richard Schibell

- I. Announcement of Compliance
Ms. Rado announced that the requirements of the Open Public Meetings Act concerning public notice of this meeting had been met.

- II. Motion to go into closed session
It is moved by Mr. Kaye, seconded by Rev. Armstrong, that the Board go into closed session to discuss personnel actions including faculty appointments, retirements, resignations, reappointments, staff appointments, temporary appointments, change of status, temporary change of status, tenure and promotion, resignations, one year reappointments, one year extension reappointments, multi year reappointments, one year reappointments AFT staff, multi year reappointments AFT Staff, a potential partnership with the Katzenbach School, and all pending litigation including Jo Anne Caputo v. TCNJ, Shannon Campbell v. TCNJ, Ann Dayton v. TCNJ, Miriam Mills v. TCNJ, Stony Brook v. TCNJ, TCNJ v. Paphian Enterprises, Travelers Insurance v. TCNJ, Syska & Hennessy v. TCNJ, Stainless Unlimited v. CDM et als., Central Metals, Inc. v. TCNJ & AST, Brittingham v. TCNJ, Kennedy v. TCNJ, and anticipated litigation, items exempt under the Open Public Meetings Act.

- III. Closed Session

- IV. Resumption of Public Session/Pledge of Allegiance

- V. Approval of the Minutes of the February 24, 2005 Meeting
It is moved by Mrs. Pelson, seconded by Rev. Armstrong, that the minutes be approved.

- VI. Approval of the Minutes of the April 21, 2005 Meeting

It is moved by Mr. McAndrew, seconded by Ms. Catanzaro, that the minutes be approved.

VII. Report of the President
President Gitenstein gave her report.

VIII. Report of the Board Officers

A. Report of the Board Officers Nominating Committee

Mr. McAndrew reported for the committee and nominated the following slate of officers for 2005-2006:

Stacy Holland, Chair
Susanne Svizeny, Vice Chair
Chris Gibson, Secretary

IX. Report of the Sesquicentennial Committee

Ms. Patrice Coleman-Boatwright reported for the committee.

X. Report of the Trustee member of the TSC Corporation

President Gitenstein reported for Mr. Gibson.

XI. Report of the Trustee member of the TCNJ Foundation

President Gitenstein reported for Ms. Gluck.

XII. Report of the Trustee Liaison to the New Jersey Association of State Colleges and Universities

President Gitenstein reported for Ms. Rado.

XIII. New Business

A. Report of the Executive Committee

1. Personnel Actions

a. Appointments, Retirements, Resignations, Reappointments -
Faculty – [Attachment A](#)

It was moved by Ms. McHugh, seconded by Mrs. Pelson, that the resolution be approved. The motion carried unanimously.

b. Appointments, Temporary Appointments, Change of Status, Temporary Change of Status, Tenure and Promotion, Resignations, One Year Reappointments, One Year Extension Reappointments, Multi Year Reappointments, One Year

Reappointments AFT Staff, Multi Year Reappointments AFT Staff - Staff – [Attachment B](#)

It was moved by Mr. McAndrew, seconded by Rev. Armstrong, that the resolution be approved. The motion carried unanimously.

2. Resolution Establishing the Schedule of Public Meetings for The College of New Jersey Board of Trustees for 2005-2006 – [Attachment C](#)

The resolution was amended to change the June 2006 meeting date to July 6, 2006. It was moved by Mrs. Pelson, seconded by Mr. McAndrew, that the resolution be approved. The motion carried unanimously.

3. Resolution Approving the Revised College of New Jersey Internal Governance Structure and Processes – [Attachment D](#)

It was moved by Ms. Catanzaro, seconded by Mr. McAndrew, that the resolution be approved. The motion carried unanimously.

4. Resolution to Implement FY2006 Salary Adjustments for Non-Unit Employees – [Attachment E](#)

It was moved by Mr. McAndrew, seconded by Rev. Armstrong, that the resolution be approved. The motion carried unanimously.

B. Report of the Academic Affairs Committee

Mr. McAndrew reported for the committee.

C. Report of the Finance & Construction Committee

Ms. Rado reported for the committee.

1. The College of New Jersey Board of Trustees Resolution Approving a Tuition Waiver Program for Children of Full and Part-time AFT Unit Members – [Attachment F](#)

It was moved by Mr. Kaye, seconded by Mr. McAndrew, that the resolution be approved. The motion carried unanimously

2. The College of New Jersey Board of Trustees Resolution Approving a Tuition Waiver Program for Children of Full and Part-time Non-Unit Members – [Attachment G](#)

It was moved by Mr. Kaye, seconded by Mr. McAndrew, that the resolution be approved. The motion carried unanimously

3. Resolution of The College of New Jersey Board of Trustees Approving the Acquisition and Financing of Higher Education Equipment Through the Higher Education Equipment Leasing Fund Act and Authorizing the Execution and Delivery of the Necessary Legal Documents In Connection Therewith – [Attachment H](#)

It was moved by Mr. Kaye, seconded by Mr. McAndrew, that the resolution be approved. The motion carried unanimously

4. Bid Waivers for College Business Purposes (Annual Maintenance Contracts) – [Attachment I](#)

It was moved by Mr. McAndrew, seconded by Rev. Armstrong, that the resolution be approved. The motion carried unanimously.

5. Bid Waivers for College Business Purposes (Annual Leases, Purchases and Utilities) – [Attachment J](#)

It was moved by Ms. Catanzaro, seconded by Mr. McAndrew, that the resolution be approved. Ms. Rado recused herself. The motion carried unanimously.

6. Bid Waivers for College Business Purposes (Annual Service Contracts) – [Attachment K](#)

It was moved by Rev. Armstrong, seconded by Ms. McHugh, that the resolution be approved. The motion carried unanimously.

7. Bid Waivers for College Business Purposes (New Waivers) – [Attachment L](#)

It was moved by Ms. McHugh, seconded by Mr. McAndrew, that the resolution be approved. The motion carried unanimously.

8. Bid Waivers for Construction Contracting Purposes – [Attachment M](#)

It was moved by Mr. McAndrew, seconded by Ms. Catanzaro, that the resolution be approved. The motion carried unanimously.

D. Report of the Development and College Relations Committee

1. Resolution Honoring Ms. Annelise Catanzaro for Service to The College of New Jersey Board of Trustees – [Attachment N](#)

It was moved by Ms. Nieves, seconded by Mr. McAndrew, that the resolution be approved. The motion carried unanimously.

2. Resolution Thanking Ms. Dee Maziarz for Service to The College of New Jersey Board of Trustees – [Attachment O](#)

It was moved by Mrs. Pelson, seconded by Rev. Armstrong, that the resolution be approved. The motion carried unanimously.

3. Resolution Thanking Dr. Michael Robertson for Service to The College of New Jersey Board of Trustees – [Attachment P](#)

4. Resolution Thanking Dr. William Behre for Service to The College of New Jersey Board of Trustees – [Attachment Q](#)

It was moved by Ms. McHugh, seconded by Mr. McAndrew, that the resolution be approved. The motion carried unanimously.

5. Resolution Thanking Dr. Deborah Knox for Service to The College of New Jersey Board of Trustees – Attachment R

It was moved by Ms. Catanzaro, seconded by Mr. McAndrew, that the resolution be approved. The motion carried unanimously.

E. Report of the Student Life Committee

No report was given.

XIV. Adjournment

The following resolution was moved by Mr. McAndrew, seconded by Rev. Armstrong. The motion carried unanimously.

Be It

Resolved: That the next regularly scheduled public meeting of The College of New Jersey Board of Trustees will be held on Thursday, October 6, 2005 at a time and location to be announced. A Board of Trustees Retreat will be held on August 11-12, 2005 at a time and location to be announced.

Be It

Further

Resolved: That this meeting be adjourned.

The meeting was adjourned at 4:50pm.

Respectfully submitted,

Robert M. Kaye

Secretary

Appointments - Faculty

Christopher Ault	Interactive Multimedia Program Assistant Professor Effective: August 30, 2005 – June 30, 2008
Richard Blumberg	Special Education, Language & Literacy Assistant Professor Effective: August 30, 2005 – June 30, 2007
Tabitha Dell'Angelo	Elementary & Early Childhood Education Assistant Professor Effective: August 30, 2005 – June 30, 2008
Curt Elderkin	Biology Assistant Professor Effective: August 30, 2005 – June 30, 2008
Ann Farrell	Health & Exercise Science Assistant Professor Effective: August 30, 2005 – June 30, 2008
Satoshi Hashimoto	Modern Languages Assistant Professor Full-Time Temporary Effective: August 30, 2005 – June 30, 2006
Holly Haynes	Philosophy and Religion Assistant Professor Effective: August 30, 2005 – June 30, 2008
Susan Hume	School of Business Assistant Professor Effective: August 30, 2005 – June 30, 2008
David Hunt	Chemistry Professor Effective: August 30, 2005 – June 30, 2008
Chu Kim-Prieto	Psychology Assistant Professor Effective: August 30, 2005 – June 30, 2008
Colleen Klatt	Communication Studies Assistant Professor Effective: August 30, 2005 – June 30, 2008
Vedrana Krstic	Engineering Assistant Professor Effective: August 30, 2005 – June 30, 2008
Xinru Liu	History Assistant Professor Effective: August 30, 2005 – June 30, 2008

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Appointments - Faculty - continued

James Minogue	Elementary & Early Childhood Education Assistant Professor Effective: August 30, 2005 – June 30, 2008
Heather Moulaison	Roscoe L. West Library Librarian 3 Effective: July 11, 2005 – June 30, 2008
Teresa Nakra	Music Assistant Professor Effective: August 30, 2005 – June 30, 2008
Jasper Phelps	Special Education Assistant Professor Effective: August 30, 2005 – June 30, 2007
Nagesh Rao	English Assistant Professor Effective: August 30, 2005 – June 30, 2008
Andrea Salgian	Computer Science Assistant Professor Full-Time Temporary Effective: August 30, 2005 – June 30, 2006
Paula Marie Seniors	African American Studies Assistant Professor Effective: August 30, 2005 – June 30, 2008
Nina Shah	School of Business Assistant Professor Full-Time Temporary Effective: August 30, 2005 – June 30, 2006
Shilpa Shanbhag	Roscoe L. West Library Librarian 3 Effective: July 1, 2005 – June 30, 2007
Ana Marie Soto	Chemistry Assistant Professor Effective: August 30, 2005 – June 30, 2008
Daniel Sullivan	Technological Studies Associate Professor Effective: August 30, 2005 – June 30, 2008
Valerie Trollinger	Music Assistant Professor Effective: August 30, 2005 – June 30, 2008
Elisabeth van der Heijden	Art Assistant Professor Effective: August 30, 2005 – June 30, 2008

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Resignations - Faculty

Cathy Day	English Assistant Professor Effective: July 1, 2005
Sharyn Gardner	School of Business Assistant Professor Effective: July 1, 2005

Retirements - Faculty

Patricia Baney	English Instructor Effective: July 1, 2005
Marlene Kayne	Biology Professor Effective: July 1, 2005

Reappointments - Faculty

To A Fourth Academic Year 2006 – 2007

Colette Gosselin	Educational Administration & Secondary Education Assistant Professor
Tomoko Kanamaru	Music Assistant Professor
Emily Meixner	English Assistant Professor

To A Fifth Academic Year 2006 – 2007

Ellyn Brecher-Kellerman	Psychology Assistant Professor
Frances Mecarty-Dunlap	Modern Languages Assistant Professor
Jia-Yan Mi	Modern Languages Assistant Professor

To A Fourth & Fifth Academic Year 2006 – 2007 & 2007 – 2008

Nabil Al-Omaishi	Engineering Associate Professor
Diane Bates	Sociology & Anthropology Assistant Professor
Paul D'Angelo	Communication Studies Assistant Professor

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To A Fourth & Fifth Academic Year 2006 – 2007 & 2007 – 2008 - continued

Peter Depasquale	Computer Science Assistant Professor
Jeffery Erickson	Biology Assistant Professor
Orlando Hernandez	Engineering Assistant Professor
Donald Hirsh	Chemistry Assistant Professor
Jean-Michelet Jean-Michel	Mathematics & Statistics Assistant Professor
Victor Kosmopoulos	Engineering Assistant Professor
Roman Kovalev	History Assistant Professor
Jia Mi	Library Librarian 2
Nicholas Ratamess	Health & Exercise Science Assistant Professor
Atsuko Seto	Counselor Education Assistant Professor
John Sisko	Philosophy & Religion Assistant Professor

To A Sixth Academic Year 2006 – 2007

Rachel Adler	Sociology & Anthropology Associate Professor
Chung Sum Chak	Art Assistant Professor
Gary Fienberg	Music Assistant Professor
Christopher Fisher	African American Studies Assistant Professor
Lorna Johnson	Communication Studies Assistant Professor
John McCarty	School of Business Assistant Professor
Ricardo Miranda	Art Assistant Professor

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To A Sixth Academic Year 2006 – 2007- continued

Jacqueline Norris	Elementary/Early Childhood Education Assistant Professor
Amanda Norvell	Biology Assistant Professor
Terrence O'Connor	Educational Administration & Secondary Education Professor
Felicia Steele	English Assistant Professor
Mark Woodford	Counselor Education Assistant Professor
Jayne Zanglein	School of Business Associate Professor

Appointments - Staff

Kevin Ewell	School of Education Assistant Dean 6 Effective: April 11, 2005
Barbara Harmon	Educational Opportunity Fund Professional Services Specialist 3 Effective: April 30, 2005
Rosalyn Harris-Brown	Graduate Studies Program Assistant Effective: May 15, 2005
Megan Krause	Office of Development & Alumni Affairs Program Assistant Effective: March 14, 2005
John Marcy	Office of Development & Alumni Affairs Vice President 1 Effective: May 14, 2005

Temporary Appointments – Staff

William Behre	School of Education Interim Dean 1 Effective: February 5, 2005
Lucian Hontau	Records and Registration Project Specialist N18 Effective: March 14, 2005
Deborah Knox	School of Science Interim Dean 2 Effective: July 1, 2005
Elizabeth Paul	Office of Student Life Interim Vice President 3 Effective: July 16, 2005
Jonathan Trabclyc	Office of Information Technology Project Specialist N18 Effective: March 19, 2005

Change of Status – Staff

Michael Mensch	Office of Information Technology From: Electronic Tech Lab Coordinator To: Professional Services Specialist 3 Effective: November 27, 2004
Matthew Middleton	Admissions From: Professional Services Specialist 4 To: Managing Assistant Director 4 Effective: February 14, 2005

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Change of Status – Staff (continued)

Emmanuel Osagie

From: Office of Academic Grants & Sponsored Research
Vice Provost 2
To: School of Business
Dean X
Effective: July 1, 2005

Mary Romsper

From: Office of the President
Executive Assistant 2
To: Office of Development and Alumni Affairs
Director 2
Effective: June 20, 2005

Temporary Change of Status – Staff

Lisa McCarthy

From: Residential and Community Development
Managing Assistant Director 2
To: Office of Development and Alumni Affairs
Director 4
Effective: April 25, 2005

Tenure – Academic Deans

James Lentini

Dean, School of Art, Media and Music
Professor of Music
Effective: July 1, 2005

Resignations - Staff

Sandra Carroll

Office of Development and Alumni Affairs
Director 4
Effective: May 24, 2005

Kruti Hennessy

Office of Conference and Meeting Services
Program Assistant
Effective: May 27, 2005

Lucian Hontau

Records and Registration
Project Specialist N18
Effective: June 3, 2005

Suzanne Pasch

Academic Affairs
Vice Provost 1
Effective: June 30, 2005

Gail Simmons

School of Science
Dean 2
Effective: June 30, 2005

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One Year Reappointments (Effective July 1, 2005 - June 30, 2006) Staff

Susan Lois Albertine	School of Culture and Society Dean 1
Scott Allen	Trenton State College Corporation Project Specialist N26
Robert Alston	Student Financial Assistance Associate Director 2
Carlos Alves	Academic Services Dean 3
Timothy Asher	Student Development and Campus Programs Associate Director 3
Susan Bakewell Sachs	School of Nursing Dean 2
Raymond Barclay	Institutional Research Director 3
Robert Bartoletti	Support for Teacher Education Programs Managing Assistant Director 2
William Behre	School of Education Associate Dean 3
Brian Bishop	Student Development and Campus Programs Associate Director 2
Craig Blaha	Information Technology & Student Services Managing Assistant Director 1
Stephen Briggs	Academic Affairs Provost
Peter Camp	Human Resources Managing Assistant Director 1
James Cryan	Academic Grants and Sponsored Research Managing Assistant Director 2
Constance Danser	Child Care Center Project Specialist N18
Nadia Danyliw-Kobziar	Budget and Finance Managing Assistant Director 4
George Facas	School of Engineering Dean X
Matthew Farr	Budget and Finance Managing Assistant Director 2

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One Year Reappointments (Effective July 1, 2005 - June 30, 2006) Staff - continued

Vivian Fernandez	Human Resources Associate Vice President 3
Eleanor Fogarty	Academic Affairs Director 4
Marlena Frackowski	Library Assistant Dean 2
Matthew Golden	College and Community Relations Managing Assistant Director 1
Christine Halloran	Admissions Managing Assistant Director 3
Curtis Heuring	Facilities Mgmt., Construction & Campus Safety Vice President 1
Jamie Hightower	Student Financial Services Director 1
Jerusalem Howard	Equity and Diversity Director 3
Florence Johnson	Human Resources Managing Assistant Director 4
Lynda Kane	Campus Planning and Construction Project Specialist N29
Craig Kapp	User Support Services Managing Assistant Director 2
Richard Kroth	School of Art, Media and Music Director 4
James Lentini	School of Art, Media and Music Dean 2
Diana Lygas	Development and Alumni Affairs Director 4
Paula Maas	Institutional Research Assistant Dean 4
Michael Marchetti	Records and Registration Managing Assistant Director 3
Alexander Martinez	Facilities Director 3
Amy Mercogliano	Budget and Finance Director 3

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One Year Reappointments (Effective July 1, 2005 - June 30, 2006) Staff - continued

Matthew Middleton	Admissions Managing Assistant Director 4
Brian Murray	Campus Planning and Construction Director X
Barbara Nardone	Residential and Community Development Managing Assistant Director 3
Frank Nardoza	Access Technology Associate Director 1
Jane O'Brien	Student Financial Assistance Associate Director 2
Emmanuel Osagie	School of Business Dean X
Taras Pavlovsky	Library Dean 3
Wendy Pearman	Trenton State College Corporation Project Specialist N18
David Prensky	Academic Grants and Sponsored Research Director 2
Michael Robbins	Residential and Community Development Managing Assistant Director 3
William Rogers	Campus Planning and Construction Project Specialist N32
Christina Rush	Human Resources Managing Assistant Director 3
Sean Stallings	Residential and Community Development Managing Assistant Director 4
Martha Stella	School of Engineering Assistant Dean 4
Frank Valenti	Information Technology & Student Services Project Specialist N24 (Temporary)

One Year Extension Reappointments (Effective July 1, 2006 - June 30, 2007) Staff

Susan Berkowitz-Hydro	Graduate Global Programs Assistant Dean 4
Cristin Campbell	Admissions Managing Assistant Director 4

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One Year Extension Reappointments (Effective July 1, 2006 - June 30, 2007) Staff - continued

James Chambers	Collegebound Managing Assistant Director 2
John Coburn	Network and Technical Services Project Specialist N28
Roberta Conjura	Support for Teacher Education Programs Managing Assistant Director 2
Francis Cooper	Records and Registration Director 2
Joan Fasulo-Harris	Campus Planning and Construction Project Specialist N29
Cindy Friedman	College and Community Relations Managing Assistant Director 1
Larry Gage	Psychological Counseling Services Managing Assistant Director 1
Judith Hastie	Payroll Director 3
William Johnson	School of Business Assistant Dean 4
Christine Leichliter	School of Art, Media and Music Assistant Dean 6
Peter Manetas	Development and Alumni Affairs Director 4
Matthew Manfra	Human Resources Managing Assistant Director 2
Kevin McHugh	Student Development and Campus Programs Director X
Joseph O'Brien	Network and Technical Services Project Specialist N29
Patricia Pasinski	User Support Services Managing Assistant Director 1
Toni Pusak	Auxiliary Services Managing Assistant Director 3
Lloyd Ricketts	Budget and Finance Associate Treasurer 2
Mary Romspert	Development and Alumni Affairs Executive Assistant 2
Joseph Sullivan	Facilities Director X

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Multi Year Reappointments (Effective July 1, 2005 - June 30, 2007) Staff

Wanda Anderson
Academic Support Programs
Director 4

Multi Year Reappointments (Effective July 1, 2005 - June 30, 2007) Staff - continued

Robert Anderson
General Education Program
Director 2

Lisa Angeloni
Admissions
Dean 3

Shari Blumenthal
Conference and Meeting Services
Managing Assistant Director 3

Robert Buonocore
Admissions
Associate Director 3

Robert Cobb
Human Resources
Associate Director 2

Gretchen Cseplo
Residential and Community Development
Assistant Director 2

Shirley Daniels
Records and Registration
Managing Assistant Director 2

Elizabeth DeMatto
Enterprise Applications
Project Specialist N28

Dawn Henderson
Student Development and Campus Programs
Associate Director 1

Beverly Kalinowski
Summer Programs
Assistant Dean 4

Patricia Knorr
Network and Technical Services
Project Specialist N30

Walter Lankford
Network and Technical Services
Director 1

Kathryn Leverton
Administrative and Environmental Services
Associate Vice President 3

Anne MacMorris
Treasurer's Office
Director 3

Grecia Montero
Admissions
Managing Assistant Director 3

Ceceilia O'Callaghan
Career Services
Director 3

Pamela Singh
Enterprise Applications
Director 2

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Multi Year Reappointments (Effective July 1, 2005 - June 30, 2007) Staff - continued

Catherine Sokoloski	Legal Affairs Director 2
Janice Vermeychuk	Health Services Associate Director 2
Mary Jane Wall	Payroll Managing Assistant Director 4
Debra Watson	Budget and Finance Associate Director 3
Lori Winyard	Facilities Director 3
Rosa Zagari-Marinzoli	School of Culture and Society Assistant Dean 6

One Year Reappointments (Effective July 1, 2005 - June 30, 2006) AFT Staff

Hue-Sun Ahn	Psychological Counseling Services Professional Services Specialist 2 10 Month
Eric Mobley	Student Development and Campus Programs Professional Services Specialist 2
Lisa Monday	Conference and Meeting Services Professional Services Specialist 4
Maura Moore	Records and Registration Professional Services Specialist 3
Paula Rainey	Library Program Assistant
David Stillman	Modern Languages Professional Services Specialist 2
Alyza Szajna	Chemistry Professional Services Specialist 3
Donna Udoh	Student Financial Assistance Professional Services Specialist 3
Michael Wehrle	User Support Services Professional Services Specialist 3
Emily Weiss	College and Community Relations Assistant Director 3

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**Resolution Establishing The Schedule of Public Meetings
For The College of New Jersey Board of Trustees
For 2005-2006**

Whereas: The New Jersey Open Public Meetings Law, N.J.S.A. 10:4-6 requires that all public bodies publish the dates on which they will meet; and

Whereas: The College of New Jersey Board of Trustees is a public body within the definition of this law.

Therefore,
Be It

Resolved: That The College of New Jersey Board of Trustees establishes the following meeting dates in 2005-2006 and directs that this schedule be sent to the Secretary of State for posting and to the press for publication in conformance with the requirements of law.

Meeting Dates 2005-2006:

August 11-12, 2005 – Board Retreat
October 6, 2005
December 1, 2005
February 23, 2006
June 29, 2006

Tuition Hearing: Thursday, April 27, 2006

**Resolution Approving the Revised College of New Jersey
Internal Governance Structure and Processes**

- Whereas: On June 22, 2000, The College of New Jersey Board of Trustees approved the document entitled "College Governance Structure and Processes: Standing Committees;" and
- Whereas: As a part of that document the Board of Trustees indicated that the governance structure will be reviewed after the process has been in place for three years, and
- Whereas: The Steering Committee led a review beginning in 2004 which asked both current participants in governance as well as major stakeholder groups to consider: whether charges adequately covered the issues or concerns that should fall under the purview of a committee or council; if membership of individual committees and councils was adequate in terms of size and constituencies represented; and whether there were any other issues related to governance at The College of New Jersey that needed to be addressed, and
- Whereas: The governance review affirmed the overall efficacy of and satisfaction with the Governance Structure and Processes, and also recommended various adjustments and refinements process including major substantive changes recommended by the Middle States Self-Study committees, the Committee on Planning and Priorities, and the Faculty Senate; and
- Whereas: The Steering Committee has used the recommendations offered to revise the internal governance structure reflecting the current needs and direction of the institution, and in particular has facilitated the Strategic Planning Process by distinguishing two types of Councils: Planning Councils and Program Councils.
- Therefore
Be It
Resolved: That The College of New Jersey Board of Trustees approves the attached document, "The College of New Jersey Internal Campus Governance Structure and Process," and charges the President to institute the next review of governance in 2010.

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GOVERNANCE STRUCTURE AND PROCESSES (2005)

The College Wide Governance System is an internal process approved by the Board of Trustees of The College of New Jersey. It exists to give designated stakeholder groups opportunities to work cooperatively to make thoughtful, appropriate, and timely recommendations to the administration on issues related to policy, procedure, and program in support of the mission of the College.

BACKGROUND

In 2000, The College of New Jersey (TCNJ) inaugurated a new governance system. It was developed with broad campus input to address the criticisms that the previous system (dating to 1994) was complex, overly formal, and marginalized some campus stake holder groups. The Board of Trustees' approval of that new system included a requirement for a review after the system had been in effect for three years. Consequently, in 2004, the Steering Committee conducted a review which asked both current participants in governance as well as major stakeholder groups to consider: whether charges adequately covered the issues or concerns that should fall under the purview of a committee or council; if membership on individual committees and councils was adequate in terms of size and constituencies represented; and whether there were any other issues related to governance at The College of New Jersey that needed to be addressed

The review affirmed the overall efficacy of and satisfaction with the Governance Structure and Processes. At the same time, as a result of recommendations received, numerous adjustments and refinements of detail were made in the processes. This revision incorporates major substantive changes recommended by the Middle States Self-Study committees, the Committee on Planning and Priorities, and the Faculty Senate, which pointed out the need for improved coordination and communication regarding the College's planning process. Consequently, the Advisory Councils that had been a part of governance are being replaced by two types of councils: Planning Councils and Program Councils. The former, each of which will work with a Planning Officer and will be linked to the Committee on Planning and Priorities, are being specifically created to address this need. Many of the latter (i.e., Program Councils) were developed from previous Advisory Councils.

1. OVERVIEW

Collegial governance is an internal process authorized by the Board of Trustees. It is designed to promote efficiency and facilitate the work of the College in achieving institutional mission and goals. The Association of Governing Boards of Universities and Colleges noted in its statement on institutional governance (1998) that for practical reasons and given the unique nature of teaching and scholarship, boards delegate some kinds of authority to appropriate stakeholders. This document is intended to clarify the rights and responsibilities of the campus community in collegial governance.

The governance structure is made up of three components: 1) the Steering Committee; 2) Standing Committees; and 3) Councils. In each of these areas, the three campus constituencies -- faculty, students, and staff/administration--are represented, except in the case of the Committee

on Faculty Affairs and its two associated committees, the College Promotions Committee and the Committee for the Support of Scholarly Activities.

Any member of the campus community can bring an issue of concern over policy, procedure, or program to the Steering Committee. Individuals are encouraged to first bring their concern to the appropriate representative body (Student Government Association, Staff Senate, or Faculty Senate).

All issues should be sent directly to the Steering Committee (steering@tcnj.edu) rather than to individual committees or councils in order to: 1) assure that they are sent to the appropriate committee or council; and 2) facilitate and monitor the flow of issues as they are considered through the governance process.

The Steering Committee coordinates the governance process by assigning issues to Standing Committees and Councils and keeps the campus informed about issues under consideration. Once an issue has been assigned to a Standing Committee or Council, an explicit three-step process is followed: (1) identifying and reporting the problem, (2) preparing a preliminary recommendation, and (3) making a final recommendation. This process insures that Standing Committees and Councils will seek information through committee membership, formal testimony, and open comment from affected individuals and all stakeholder groups.

Four (4) Standing Committees -- Academic Programs (CAP), Planning and Priorities (CPP), Student and Campus Community (CSCC), and Faculty Affairs (CFA) -- recommend new or revised policy, procedure, and program to the Office of the President. Councils have focused responsibilities either in the area of programs or planning. Program Councils are directly linked to appropriate Standing Committee(s); and Planning Councils work in conjunction with a planning officer (typically a Cabinet member) and are linked to the Committee on Planning and Priorities.

The Steering Committee can return a recommendation to a Committee or Council if the three-step process has not been followed conscientiously. If a recommendation is rejected at any stage in the process, reason for the rejection is to be given. If disagreement persists, the President can call a meeting of affected stakeholder groups to resolve the problem. A repository of official documents is maintained in the Office of the Provost.

All stakeholder groups will have an opportunity to provide input into governance issues through direct membership and through required testimony including that from representative bodies (Student Government Association, Staff Senate, and Faculty Senate). Committees are balanced based on organizational structure and include underrepresented groups. The open and participatory system depends on early and ongoing consultation with the campus community, which must be informed of pending issues. Committees are expected to present timely and thoughtful recommendations to the administration concerning policy, procedure, and program. The structure is intended to support the President and other Cabinet members by providing an organized forum for all stakeholder groups to become informed about issues and to influence the decision-making process.

2. BASIC PRINCIPLES

The governance system reflects shared governance principles (AAUP 1990, AGB 1998), and is based on a structure consisting of a Steering Committee and four Standing Committees. All committee and council work results in recommendations generated through an open three-step process.

- The structure will promote efficiency and facilitate the work of the College in achieving mission goals.
- All stakeholder groups will have a direct voice in the system through committee membership and direct testimony on issues.
- All stakeholder groups must give appropriate consideration to balanced representation across academic disciplines, schools, campus offices, and programs, including underrepresented groups, in making committee appointments.
- All committee members have equal rights and responsibilities concerning input, elected service and voting privileges.
- Primary responsibilities on various issues are expressed in the composition of committees; however, all stakeholders have voice on all issues in the shared right to bring a concern to the Steering Committee.
- The faculty is primarily responsible for the academic enterprise.
- The administration is primarily responsible for support of the academic enterprise, the institutional infrastructure and the campus community, through strategic planning and development of institutional priorities.
- The student body is responsible to make recommendations regarding the nature and quality of academic offerings, campus life and community.
- The staff is responsible to make recommendations regarding institutional operations and procedures.
- The structure will support the President and other Cabinet members by providing an organized forum for all stakeholder groups to become informed about issues and to influence the decision-making process.
- When a recommendation is received from any source, it must be acknowledged and a formal response must be provided in a timely manner. If the recommendation is rejected, reasons for the rejection must be given.

3. STEERING COMMITTEE AND STANDING COMMITTEES—CHARGES AND MEMBERSHIP

Each Standing Committee is assigned members consistent with its stated charge. Standing Committees have representational balance based on which stakeholder group has responsibility for the primary "voice", as determined by the charge. Unless otherwise specified, stakeholder groups responsible for appointing committee members will be permitted to choose both nomination and election procedures to determine membership. Appointing procedures followed by stakeholder groups should be well documented within each stakeholder group, and those procedures must be fair and equitable to all qualified members. The elected Faculty Senate appoints faculty representatives. The elected Student Government Association appoints

undergraduate student members; the Dean of Graduate Studies, in consultation with graduate coordinators and the Office of Graduate study, appoints the graduate student members. The elected Staff Senate appoints staff members, and the President or appropriate Cabinet member appoints administrative representatives and some designated staff. There are no term limits for "named" members of a committee or for their designees ("named" members are those who sit on committees by virtue of their positions). However, there is a limit of two consecutive three-year terms for a committee member who serves as an elected or appointed representative of a constituent group. Service for named or elected members of committees should be staggered so that all terms do not end at the same time. Standing Committee chairs are to be elected in May to allow for orientation and training before the commencement of fall semester meetings.

At the end of every academic year, each Standing Committee will transmit a summary of its actions and activities to the Steering Committee. This summary should indicate the recommendations it has made that have strategic planning implications. The Steering Committee will review those strategic planning items and, as appropriate, transmit them to the Committee on Planning and Priorities for consideration.

Steering Committee (SC): The SC is responsible for the coordination of the College Governance system. SC membership is drawn equally from each designated stakeholder group. Members are responsible for maintaining a collegial working environment so that all members of the community are informed about issues critical to their role in the community. The SC coordinates the work of all committees and councils, decides where policy issues are to be addressed, returns a recommendation to a Committee if the three-step process has not been followed conscientiously, ensures that issues are addressed in a timely manner, may create and retire ad hoc governance task forces, forwards all final recommendations to the Office of President, monitors the repository for official governance documents which exists in the Office of the Provost, and recommends to the President changes in the *College Governance Structure and Processes* document.

Vice Chairs of the Standing Committees must attend the initial portion of the first SC meeting of each month to provide reports and receive charges for their committee. Vice Chairs are not members of the SC.

(10 members) Voting members include 3 Faculty, 3 Students and 3 Staff; the Provost (or designee) serves ex officio without vote. The committee is co-chaired by Provost (or designee) and an elected member.

Committee on Academic Programs (CAP): The CAP works with the Provost to address all issues related to improving the quality of the overall academic mission of the College. In meeting this responsibility, CAP is responsible for making recommendations concerning the nature of degrees, program structure, content for Liberal Learning, standards and guidelines for majors and minors, teaching, learning, academic integrity, evaluation of course, program, and teaching, grading, student scholarship, collaborative research, academic advisement, training of academic advisors, tutoring, academic support, issues related to academic standing, admissions, and resources for instructional and research support. The following Program Councils will make recommendations directly to CAP: Graduate Programs, Liberal Learning, Teacher Education, Honors and Scholars, and International Education. CAP also serves as the Planning Council in the strategic area of Educational Programs.

(15 members) 8 Faculty (including one with graduate teaching responsibilities, a representative for Liberal Learning, and a representation for Teacher Education.), Provost or designee, Academic Dean, 3 Students (one graduate level), 2 Staff (representing academic support areas).

Committee on Planning and Priorities (CPP): The CPP is responsible for making recommendations concerning strategic policies and programs in light of the College's mission, values, and aspirations. In particular, CPP should focus on sustaining an open, inclusive, and accountable planning process that promotes a learning-centered residential campus, the teacher-scholar model, interdisciplinarity, diversity, international perspectives, the integration of technology and information management, a sense of shared community, and significant connections to and support from our external publics.

In addition to its governance functions, CPP also is responsible for ensuring that the College maintains an integrated and comprehensive strategic planning document that is reviewed and updated annually through reports and recommendations from the Planning Officers and Planning Councils (or designated standing committees). CPP is responsible for raising questions about the various planning documents, exploring connections between them, and making recommendations concerning them to the President. CPP may ask specific Planning Councils to study particular issues as part of the comprehensive planning process. CPP serves as the Planning Council in the strategic area of Leadership, Planning, and Decision-Making.

(15 members) 6 Faculty, Provost, three additional Cabinet members, 2 Staff including the President of the Staff Senate, and 3 Students including the President and Executive Vice President of SGA and a graduate student. If no graduate student is able to serve, the third student will be an additional elected representative from the Student Government Association.

Committee on Student and Campus Community (CSCC): The CSCC is responsible for making recommendations concerning major student program initiatives, college events and cultural programs, student services, health and wellness programs, environmental issues, orientation programs, standards for student conduct, student awards, honorary degrees, and nominations for other distinctions. The Athletics Program Council makes recommendations directly to CSCC. CSCC also serves as the Planning Council for the strategic area of Student and Campus Life.

(15 members) Vice President of Student Life, Associate Vice President of Human Resources, 5 Faculty, 5 Students (one graduate level), 3 Staff.

Committee on Faculty Affairs (CFA): The CFA is responsible for making recommendations concerning standards and guidelines for faculty hiring, tenure and promotion, faculty work assignments, judicial procedures, research grants and sabbatical leave, academic behavior, adjunct faculty, faculty elections, and awarding of Emeritus status. CFA receives recommendations from Faculty Promotions and SOSA (Support of Scholarly Activities) regarding changes in policy, procedure, and program. CFA also serves as the Planning Council for the strategic area of Faculty Development.

(13 members) Provost or designee, 7 Faculty (one Librarian), Chair of Promotions, Chair of SOSA, Academic Dean, and 2 students (one graduate level).

4. COUNCILS--CHARGES AND MEMBERSHIP

Councils have focused responsibilities either in the area of programs or planning. Planning Councils work in conjunction with a planning officer (typically a Cabinet member) and are linked to the Committee on Planning and Priorities. Program Councils are directly linked to appropriate Standing Committee(s). At the end of every academic year, each Council will transmit a summary of its actions and activities to the appropriate Standing Committee with a copy to the Steering Committee. This summary should indicate any recommendations that have policy or strategic planning implications. The Steering Committee will review recommendations from the Program Committees and, as appropriate, transmit them to the Committee on Planning and Priorities for consideration.

Planning Councils

Planning Councils provide the structure for a consultative process by which the College's comprehensive strategic plan is analyzed and updated on a regular basis in accord with the institutional mission, values, and commitments. Planning Councils work with the appropriate planning officer (typically a Cabinet member) by analyzing, critiquing, and improving strategic planning documents, and considering the budgetary implications of any recommendations. Each Council submits a report to Committee on Planning and Priorities on an annual basis (normally by April).

Each Planning Council has approximately seven members appointed by the President (or designee) following consultation between the planning officer and representative campus bodies (Faculty Senate, Staff Senate, and Student Government Association). Not every strategic advisory council is expected to have equal representation from these bodies, but each body is to be represented. Normally, professional staff are not appointed as members of a Planning Council in their own direct area of responsibility, although they may be asked to participate ex-officio by the planning officer. Planning councils are co-chaired by the planning officer and a member of the council elected by the others; the co-chair must not be a staff member reporting to the planning officer. Typically, membership is: three faculty, two staff, and two students in addition to the Planning Officer.

Advising and Student Support Planning Council (APC): membership and charge to be determined

Diversity and Human Relations Planning Council (DHRPC): membership and charge to be determined

Enrollment Planning Council (EPC): membership and charge to be determined

External Affairs Planning Council (EAPC): membership and charge to be determined

Facilities and Construction Planning Council (FCPC): membership and charge to be determined

Finance and Budget Planning Council (FBPC): membership and charge to be determined

Information Technology Planning Council (ITPC): membership and charge to be determined

The following faculty committees not only make recommendations concerning individual faculty applications, but also make recommendations to the Committee on Faculty Affairs concerning changes in promotions and scholarship policy, procedures, and programs.

Faculty Promotions (FP): FP is responsible for evaluating each applicant on the basis of the criteria, standards, and qualifications contained in the Board of Trustees approved "Promotions Document" and makes recommendations to the Provost concerning those candidates who clearly warrant such promotion. The committee issues a single evaluative report for each candidate, recommended and non-recommended, which will be forwarded by the Provost to The College of New Jersey President.

FP also makes recommendations to the Committee on Faculty Affairs concerning changes in promotion policy and procedures.

(13 members) Provost (ex officio without vote); Faculty: 3 Culture and Society; 2 Science; 2 Education; 1 Art, Media, and Music; 1 Business; 1 Engineering; 1 Nursing; 1 Library

(See the Promotions Document, February 1997, for nomination and election of committee membership, operating procedures, and other information).

- No candidate for promotion shall be a member of The College of New Jersey Promotions Committee.
- Members shall be tenured senior faculty and Librarians I and II.
- A faculty member serving on The College of New Jersey Promotions Committee may not serve on a Departmental Promotions Committee.
- No single individual may serve on the committee more often than four years in a nine-year period.
- Term of service (except for the completion of another faculty member's uncompleted term) is three years.
- No two members from schools with multiple representation can be from the same department.

Support of Scholarly Activities (SOSA): SOSA makes recommendations to the Committee on Faculty Affairs concerning institutional support for faculty scholarship, research, and sabbatical leave. SOSA is also responsible for evaluating research proposals, requests for advanced study, and sabbatical leave on the basis of established criteria and standards, and issues an evaluative report for each proposal, recommended and non-recommended, to the Provost for action.

(11 members: The Provost or designee convenes and serves on this committee ex officio without a vote; 10 faculty members:

- 2 faculty from Mathematics/ Computer Science and Natural Science (one faculty member from each)
- 2 faculty from Arts and Humanities (one faculty member from each)
- 2 faculty from Social Science (defined to include Communications and History)

- 2 faculty from the School of Education
- 1 faculty member from Business
- 1 faculty member from Engineering, Nursing, or the Library

Program Councils

Program Councils promote efficiency by taking responsibility for specified tasks, which are established in policy. Program Councils typically send recommendations regarding policy, procedure, or programs to specified Standing Committee(s) with concurrent notification to the Steering Committee. Program Councils should report on their activities to the specified Standing Committee(s) at least once a semester.

Unless otherwise specified, stakeholder groups responsible for appointing committee members will be permitted to choose both nomination and election procedures to determine membership. Appointing procedures followed by stakeholder groups should be well documented within each stakeholder group, and those procedures must be fair and equitable to all qualified members. The elected Faculty Senate appoints faculty representatives. The elected Student Government Association appoints undergraduate student members. The elected Staff Senate appoints staff members, and the President or appropriate Cabinet member appoints administrative representatives and some designated staff. All stakeholder groups must give appropriate consideration to balanced representation across academic disciplines, schools, campus offices, and programs, including underrepresented groups, in making committee appointments. Program Council chairs are to be elected in May to allow for orientation and training before the commencement of fall semester meetings.

The following Program Councils typically make recommendations to the Committee on Academic Programs:

Graduate Programs Council (GPC): GPC makes recommendations to the Committee on Academic Programs (CAP) concerning the nature, structure, and standards of graduate programs and partnerships, student scholarship and collaborative research, policies and/or standards related to admission of graduate students; reviews and recommends standards and structure for the advisement of graduate students, orientation of graduate students, and the training of faculty and staff graduate advisors; reviews graduate advisement handbooks and the advisement information system; reviews and recommends graduate standards for retention and dismissal; serves as the appeals committee for graduate dismissal and readmittance.

(12 members) Dean of Graduate Studies, 3 Faculty and 3 Graduate Coordinators (all of whom must be from departments that have graduate programs, and 3 of whom must be from the School of Education), Library Representative, 1 Staff (Records and Registration) 3 Graduate Students

Honors and Scholars Program Council (HSPC): The HSPC makes recommendations to the Committee on Academic Programs (CAP) concerning standards and practices of the Honors Program.

(13 members) Coordinator of Honors Program, 8 Faculty, 4 Students.

International Education Program Council (IEPC): The IEPC makes recommendations to the Committee on Academic Programs (CAP) concerning standards and practices for foreign study.

(14 members) Program Coordinator(s), Office of Global Programs, 8 Faculty, 4 Students.

Liberal Learning Program Council (LLPC): LLPC makes recommendations to the Committee on Academic Programs (CAP) concerning the nature, structure, standards, requirements, and practices in liberal learning; it also certifies courses for inclusion in liberal learning.

(15 members) Academic Dean, Director of Liberal Learning, 10 Faculty (Art, Media, Music-1; Business-1; Culture and Society-3; Education-1; Engineering-1; Nursing-1; Science-2) , 3 Students

Teacher Education Program Council (TEPC): Chaired by the Dean of the School of Education, TEPC makes recommendations to the Committee on Academic Programs (CAP) concerning nature, structure, standards, requirements, and practices in Teacher Education.

Dean of the School of Education, 1 Faculty member from each teacher education program, 5 Students (3 Undergraduate, 2 Graduate)

The following Program Council typically makes recommendations to the Committee on Students and Campus Community:

Athletics Advisory Program Council (AAPC): AAPC makes recommendations to the Committee on Student and Campus Community concerning issues related to intramural and varsity athletics.

(11 members) Director of Athletics, 3 Faculty, 4 Students, 3 Staff.

5. MEETING SCHEDULE

All committees and councils are expected to adhere to the regular Wednesday meeting schedule and to meet at their regularly designated times. It is understood that there may be periods of concerted work that may require additional meetings beyond the schedule. However, final decisions and votes on major issues should be held only at regularly scheduled meetings, or meetings when all members, including students, can attend.

6. ATTENDANCE

It is an expectation that all Committee and Council members attend every meeting. Permission for "absence for cause" should be sought from the Chair. The Chair of the Committee or Council must notify the stakeholder group when a member has missed three regular meetings without cause. Upon the fourth absence, the Chair of the Committee or Council shall notify the Steering Committee that the member has forfeited the position and request a replacement. The Steering Committee will notify the appropriate appointing body for a replacement. A person who is on sabbatical or other authorized leave for an extended period of time shall notify the Chair of the Committee or Council of his/her anticipated absence. The Chair shall request from the Steering Committee a temporary replacement to represent the appropriate stakeholder group.

7. POLICY FLOW

This section clarifies important distinctions between policy, procedure, and program. It is understood that no policy that is under the purview of campus governance should be taken to the TCNJ Board of Trustees until formal governance review procedures have been completed.

Recommendations concerning issues of policy must be submitted by the President of The College of New Jersey to the Board of Trustees for approval. Recommendations concerning matters of procedure and program must be approved by the President upon review and recommendation by the appropriate Cabinet member. According to state regulations, new degree programs must also be approved by the Board of Trustees.

Policy: A guide based upon the mission and guiding statements of the institution, which influences the making of individual and collective decisions, and is put into practice by the necessary procedures.

Procedure: A listing of steps, rules, or regulations intended to implement a policy in a manner consistent with the spirit of that policy.

Program: Academic programs (e.g., majors, minors, degree programs) and other major initiatives involving any organization on campus.

An explicit three-step process is to be followed which will insure that Standing Committees seek information from and report actions back to all affected stakeholder groups. While all affected stakeholder groups must be consulted, those most affected by and responsible for implementing the recommendation must have a primary voice in the final recommendation. All actions are to conform to shared governance principles as outlined in this document. Committees must conduct official business according to the provisions of *Robert's Rules of Order*, unless a different provision is specified in the Bylaws (1990). Any member of the community may request of the Committee or Council Chair permission to attend a specific committee meeting. The Chair of the Committee shall make the final decision on the request. Action minutes, reflecting only official action taken, must be kept and sent to the Steering Committee monthly. The following procedures in preparing recommendations must be met:

Step #1 -- Identifying and reporting the problem: When a Standing Committee receives an issue from the Steering Committee, the first responsibility is to clearly articulate and report the problem to the campus community through regular updates to the campus community and the Governance Web Page (www.tcnj.edu/~steering). The problem may have been set out clearly in the charge received from the Steering Committee, or it may be necessary for the Standing Committee to frame a problem statement. The problem statement should indicate the difficulties or uncertainties that need to be addressed through new or revised policy, procedure, or program. The problem statement should be broadly stated and should include a context such as existing policy or practice. Problem statements may include solution parameters but should not suggest any actual solutions. Clearly stated problems will lead to better recommendations.

Step #2 -- Preparing a preliminary recommendation: Once the campus community has received the problem statement, committees can begin to collect data needed to make a recommendation. Committees typically receive input through committee membership, formal testimony, and open comment from affected individuals and all stakeholder groups. Committees must be proactive in inviting stakeholder groups (including Student

Government Association, Staff Senate and Faculty Senate) to provide formal testimony prior to developing a preliminary recommendation. When, in the best judgment of the committee, adequate clarity of the principles contributing to the problem are known, a preliminary recommendation should be drafted and disseminated to the campus community through regular updates and the Governance Web Page.

Step #3 -- Making a Final Recommendation: Committees must use sound judgment to give the campus adequate time to review the preliminary recommendation before making their final recommendation. Again, committees are expected to be proactive in receiving feedback on the preliminary recommendation. If a full calendar year has passed since the formal announcement of the preliminary recommendation, the committee must resubmit a preliminary recommendation to the campus community. When, in the best judgment of the committee, the campus community has responded to the proposed resolution of the issue, the committee shall send their final recommendation (complete documentation) to the Steering Committee.

Testimony

The presenting of testimony is central to the concept of shared governance. All stakeholder groups will have an opportunity to provide input into governance issues through direct membership as well as invited testimony. Individuals appointed or elected to the governance system are expected to take a broad institutional perspective relative to issues being considered. In contrast, invited testimony will reflect the stakeholder perspective on the issue being considered. Committees are expected to be proactive in inviting stakeholder groups to provide testimony at both step # 2 and #3 of the process. Committees need to identify stakeholder groups that are interested in each particular issue and invite their testimony at scheduled Committee meetings or hearings. Committees should report in their minutes which groups were targeted as stakeholders, how testimony was invited, the form of the testimony (written, oral, etc.), and the substantive content of the testimony.

If the Steering Committee determines that the three-step process was not followed conscientiously, the recommendation can be returned to the Committee; otherwise the recommendation will be forwarded to the Office of the President for discussion at the Cabinet and review by the appropriate Cabinet officer. If a Cabinet officer rejects a recommendation, reason for the rejection is to be given to the recommending committee. The committee and the Cabinet officer should endeavor to resolve the disagreement. If disagreement persists, the President can call a meeting of affected stakeholder groups to resolve the problem.

The Office of the President must notify the Steering Committee when a recommendation is accepted. A repository of official documents is maintained in the Office of the Provost and made available on the TCNJ website.

8. CONFLICT RESOLUTION:

As stated in the Introduction Section, Standing Committees are expected to present timely and thoughtful recommendations to the administration. Committee members, while representing an identified stakeholder group, are expected to place the greater good of the institution over the interests of the individual group. Under this governance structure and these processes, Standing Committees are responsible for providing ample opportunity for input from those affected by a decision. The Standing Committees send final recommendations to the Steering Committee.

which forwards the recommendation to the Office of the President for discussion at the Cabinet. Prior to the Steering Committee's forwarding the recommendation, all stakeholder groups have an opportunity, through their Steering Committee representatives, to express concerns about the three-step process not being followed during the development of the recommendation. If the three-step process was not followed conscientiously, the SC can return the recommendation to the Standing Committee for further consideration. In the instance where a member of the Cabinet rejects a recommendation, a reason for the rejection must be provided and the matter must be discussed with the appropriate Standing Committee.

Where disagreements persist, the President can call for an informal meeting of affected stakeholder groups for the purpose of resolving the disagreements. If a resolution can not be achieved, the President shall make a final recommendation to the Board of Trustees with a statement of the dissenting objections.

9. REVIEW

Because governance is an ongoing process, it is important that the College's governance processes be regularly reviewed and adjusted. Therefore the governance structures and processes should be reviewed again in five years (i.e., 2010).

**Resolution To Implement FY2006 Salary Adjustments
For Non-Unit Employees**

Whereas: N.J.S. 18A:64-6, as amended by the Higher Education Restructuring Act of 1994, invests the college's Board of Trustees with the responsibility and authority to administer the compensation of non-unit employees; and

Whereas: The College of New Jersey has developed and implemented appropriate performance evaluation and merit-based salary adjustment procedures for non-unit employees.

Therefore

Be It

Resolved: That the maximum of each non-unit salary range be increased by 4.0% for FY2006; and

Be It

Further

Resolved: That the Board of Trustees hereby authorizes the President to implement FY2006 salary adjustments for non-unit employees in compliance with the revised salary tables, and corresponding to each employee's performance rating; and,

Be It

Further

Resolved: That the pool of dollars available for non-unit increases is 5.9% of the current salary base, and

Be It

Further

Resolved: That all increases for non-unit employees are based on merit, and

Be It

Further

Resolved: That the FY2006 salary adjustments for non-unit employees shall be implemented effective June 27, 2005.

**The College of New Jersey Board of Trustees
Resolution Approving a Tuition Waiver Program for
Children of Full and Part-time AFT Unit Members**

- Whereas: The College of New Jersey is committed to realizing its mission and adhering to the Core Beliefs, and
- Whereas: Two of these Core Beliefs include, “The College comprises a caring, friendly, and respectful community where the contributions of students, faculty, staff and alumni are valued and recognized,” and “The College regards education in the service of human welfare as its chief end,” and
- Whereas: The College recently entered into local discussions with the American Federation of Teachers, Local 2364 to negotiate terms under which a tuition waiver program for children of AFT Unit members would be enacted, and
- Whereas: An agreement was reached which provides unit members with the tuition waiver program for children and the College with a new process for evaluating the quality of instruction by department or program chairs on an annual basis, including the use of student feedback of faculty, and
- Whereas: The new departmental review process will greatly enhance the College’s ability to improve the quality of instruction.
- Therefore,
Be It
Resolved: That The College of New Jersey Board of Trustees hereby approves the Tuition Waiver Program for children of Full and Part-time AFT Unit Members as outlined in Memorandum of Agreements #64 and #65, attached.

June 30, 2005

Draft Memorandum of Agreement # 64 - Version 1.14
The College of New Jersey Procedures for Collecting Student Feedback on Teaching

This agreement is being entered into by The College of New Jersey (*the College*) and the TCNJ Federation of Teachers, Local 2364, AFT, (*the Union*) in order to promote more amiable relations and to foster a more collegial working relationship.

Both the College and Union affirm that teaching is an essential priority at the College and that the College has an ongoing obligation to evaluate and improve the quality of its instruction. The College and the Union recognize the importance of utilizing information from a variety of sources when assessing the quality of the teaching/learning process at the College. Student feedback on instruction is one aspect of this process and this agreement describes how such information is to be collected, analyzed, and discussed.

Because of the potentially sensitive nature of this information, both parties acknowledge the need to collect and analyze this information in a way that protects the integrity of the process and respects the rights of the individual faculty member while acknowledging the importance of this information to the collective effort of the faculty as well as the academic program(s) to which the particular course contributes. To this end, the following responsibilities and procedures have been established:

I. Responsibilities

- A. The Dean of Academic Services is responsible for overseeing the timely distribution of the SFF to departments and for ensuring that the forms delivered for scoring are processed carefully, promptly, and securely.
- B. The department chairperson (or appropriate program coordinator) is responsible for maintaining the integrity of the process for distributing, administering, and collecting student feedback forms (SFF). After the forms have been tabulated and the original forms returned to the department, the chairperson is responsible for distributing the materials in a manner that is respectful and constructive and that leads to appropriate analysis and discussion within the department or program. It is understood by the College and the Union that such discussions should certainly include modes of information other than the SFF (e.g., peer observations, review of syllabi, course assignments, and so on).
- C. Chairpersons shall prepare a concise review (analysis and discussion) of the quality of instruction in their department or program for their Dean on an annual basis. This review is meant to be formative, not summative, in nature and serve as the basis for the allocation of the support and resources necessary for the improvement of instruction. The overview should consider courses taught by adjunct faculty as well as full-time faculty.

II. Procedures

- A. SFF shall be distributed to each faculty member no later than the fourth week before the end of each semester. The SFF for each class shall be contained in an “official” envelope that includes the following required information on a tracking sheet:
 - 1. the course name and number,
 - 2. the instructor’s name,
 - 3. the official number of students enrolled in the course,
 - 4. the date when the envelope was delivered to the instructor,
 - 5. the location where the envelope is to be taken after SFF are completed,

- 45 6. the number of students in class and the date when the SFF is administered
46 7. the number of SFF completed and enclosed in the sealed envelope,
47 8. the name of the person who administered and collected the forms and returned them to
48 the designated location,
49 9. the name of the person who received the sealed envelope containing the completed
50 forms.
51 10. the date of the envelope's arrival in the computer center,
52 11. the date of processing of the SFF by the computer center along with the name of the
53 person who processed the forms, and
54 12. the date the envelope was received back in the department or office and the name of
55 the person who received it.
- 56 D. Student feedback shall be collected from all sections of regularly scheduled courses each
57 semester using the approved SFF.
- 58 E. The SFF shall be completed anonymously and independently during the last two weeks of
59 classes and prior to final exam week.
- 60 F. Every officially enrolled student in a class present on the day the SFF is administered shall
61 be given the opportunity of completing the form. Students must be allowed at least 15
62 minutes to complete the SFF.
- 63 G. The instructor shall not be in the room while students are completing the SFF.
- 64 H. The faculty member has the option of having the SFF administered either by a student
65 volunteer in that class or by a faculty member designated by the appropriate personnel
66 committee. This person will collect and return all SFF to the department chairperson or
67 designee (as specified on the tracking sheet) in a sealed envelope. The person who
68 administers the SFF must both print and sign her/his name over the envelope seal .
- 69 I. All the SFF envelopes will be held by each department until the final examination period
70 ends and then delivered to the computer center for scanning.
- 71 J. SFF are to be tabulated in the TCNJ computer center under the oversight of the Dean of
72 Academic Services. Only designated personnel are to handle the materials.
- 73 K. After an envelope is opened, the SFF are scored and then returned along with the tabulated
74 data sheet to the original envelope and resealed as soon as possible.
- 75 L. While in the computer center, the SFF are to be processed confidentially.
- 76 M. After grades have been posted for the semester, the SFF and the tabulated data sheets are
77 returned in their original envelopes to the department chairperson who is responsible for
78 distributing them to the faculty. Because current reappointment and promotion guidelines
79 require faculty to submit at least three years of SFF data as part of the application
80 materials, faculty members should retain in a secure place at least the last three years of
81 forms and tabulated data sheets.
- 82 N. Copies of the tabulated data sheets for each department are sent directly by the Dean of
83 Academic Services to the chairperson (or program director) with a copy to the appropriate
84 school dean. These summary forms should normally be retained for a period of five years.

85 **III. Implementation and Review -**

86 A. This new Student Feedback process will be implemented beginning fall 2005.

87 B. The College and the Union agree that the particular SFF being used should be reviewed
88 periodically and can be modified in accord with the College's changing needs following
89 appropriate consultation by the College and the Union. Both parties agree that review of the
90 current SFF should commence as soon as possible.

91 C. The College and Union also agree to review and, revise, as appropriate, the responsibilities and
92 procedures specified in this Memorandum of Agreement at a time when either party requests
93 such a review.

94 *This memorandum supercedes and wholly supplants MOA #38 which was agreed to on Nov 27, 1996.*

Draft Memorandum of Agreement - # 65- Version 3.25

The College of New Jersey Tuition Waiver Program
for Children of Full and Part-time AFT Unit Members
April 11, 2005

I. Purpose

This Tuition Waiver Program (TWP) for Children of Full-time and Part-time AFT (the Union) unit members of The College of New Jersey (the College) is intended to support the college's mission by providing an additional incentive and means of recruiting and retaining qualified employees.

II. Program Description

- A. The TWP provides full or partial tuition remission to eligible children of Union employees during their matriculated undergraduate enrollment at The College of New Jersey.
- B. Tuition waivers shall be available to eligible applicants for up to thirty-four (34) course units across nine (9) semesters toward the dependent children's' first baccalaureate degree.
(Note: All course units taken during a given summer will count as a half-semester; exceptions shall be granted to dependents enrolled in undergraduate programs requiring more than thirty-four (34) course units for graduation)
- C. Transfer students shall be eligible for tuition waivers for the balance of course units required to complete their first baccalaureate degree.

III. Eligibility Criteria**A. Criteria for Employees**

1. Full-time and part-time (FT/PT) employees in all job categories who have worked at The College of New Jersey for a minimum of three (3) years shall be eligible for tuition waivers for dependent children matriculated at The College of New Jersey. The percentage of tuition waiver for eligible dependent children of full-time and part-time employees shall be proportionate to the parent's or guardian's full-time equivalency (FTE) based on current year contract.
2. Faculty who obtained tenure at other colleges or universities prior to being employed at The College of New Jersey shall be eligible for tuition waivers for dependent children upon their effective dates of hire.
3. To maintain eligibility in the TWP, the employee must maintain her/his employment-during the period of the dependent child's undergraduate enrollment. In the event an employee with a dependent participating in this TWP is no longer employed at TCNJ, the following practices shall be followed:
 - a) **Voluntary separation** – Employees who have been employed at TCNJ for twenty-five (25) or more years shall maintain eligibility for this program. In instances where an employee resigns from the college prior to being employed for twenty-five (25) or more years, her/his child's eligibility for tuition waiver shall discontinue at the end of the then current semester. If the parent or guardian becomes an employee of TCNJ again, a dependent previously in the TWP program shall immediately be re-enrolled in the program

42 **b) Involuntary Separation** – In instances where an employee is dismissed from the
43 college for disciplinary reasons, her/his child’s eligibility for tuition waiver shall
44 discontinue at the end of the then current semester.

45 **c) Death or Disability** – In the event of a death or long-term disability of an employee with
46 a dependent child in the TWP, the student shall remain in the program.
47

48 B. Criteria for Dependent Children

49 Biological or legally adopted children, stepchildren and legal wards of regular employees who
50 meet the criteria specified above shall be eligible for tuition waivers under this program
51 provided the child:

- 52 1. Does not exceed twenty-three (23) years of age prior to the beginning of the semester for
53 which the waiver is requested, and either resides with or normally, on average, receives at
54 least fifty percent (50 %) of her/his financial support from the employee, during the time
55 she/he is enrolled as a student at the College or provides the amount of financial support as
56 mandated by a divorce decree or other legal document.

57 *The college reserves the right to grant exceptions to the dependency criteria stipulated in*
58 *this item in instances where extraordinary circumstances exist and will notify the Union*
59 *of any exceptions granted.*

- 60 2. Meets the College’s academic general admission standards. Any student who is placed on
61 the “wait list” through the College’s normal admission review process shall be admitted to
62 the College and be included in this program if they otherwise qualify.
- 63 3. Matriculates as an undergraduate student at The College of New Jersey.
- 64 4. Remains in good academic standing (not on academic probation) during the time she/he
65 participates in the TWP. If she/he is not in good academic standing and no longer eligible
66 for the TWP, she/he will be readmitted to the TWP program immediately upon regaining
67 acceptable academic standing.
- 68 5. Continues to make good progress toward graduation. Normally, students are expected to
69 complete eight (8) course units a year to graduate in four (4) years. To remain eligible for
70 TWP, students must complete at least six (6) course units before the beginning of year two
71 (2) , thirteen (13) credits before the beginning of year three (3) , and twenty-one (21)
72 course units before the beginning of year four (4). Transfer students must complete at least
73 seven (7) course units by the end of their first two (2) semesters at TCNJ, and four (4)
74 course units per semester thereafter.
- 75 6. Otherwise eligible dependent children who are enrolled at TCNJ at the time this program is
76 implemented shall be covered by it.
77

78 IV. Application Procedures

79 A. Application Procedures for Dependent Children

- 80 1. Eligible dependent children must complete and submit a standard admissions application
81 by the deadlines specified on the application form. Applicants are to follow the instructions
82 detailed on the application form for General Freshmen Admissions, Early Decision,
83 Educational Opportunity Fund or Transfer candidates.

- 84 2. Each applicant must submit a written request to her/his guidance counselor to have an
85 official high school transcript, SAT scores and supportive documentation issued to the
86 Office of Admissions by the posted deadlines.
- 87 3. All application materials are to be sent to:
88 Office of Admissions
89 Application Processing
90 The College of New Jersey
91 P.O. Box 7718
92 Ewing, NJ 08628-0718
- 93 4. The student must complete and submit a Free Application for Federal Student Aide
94 (FAFSA) by the specified deadlines and include the TCNJ code #002642. (Copies of the
95 FAFSA may be obtained from the child's guidance counselor, the college's Office of
96 Student Financial Assistance, or via internet at www.fafsa.ed.gov)
97
- 98 B. Application Procedures for Eligible Employees
- 99 1. Concurrent with the dependent child's application to TCNJ , the employee must complete
100 and submit a Tuition Waiver for Dependent Child Application Form to the Office of
101 Human Resources.
- 102 *Falsification of information contained in any of the documents referenced above shall*
103 *constitute grounds for disciplinary action.*
- 104 2. The employee must provide acceptable documentation verifying that the child is her/his
105 biological or adopted child, stepchild or legal ward as specified below:
- 106 a. Biological Child: Acceptable documentation for a biological child shall include a
107 certified copy of the child's birth certificate indicating that the employee is the
108 mother or father of the child. A certified copy is one which displays the raised seal
109 of an official agency. Photocopies of certified birth certificates shall not be
110 accepted. Birth certificates written in a foreign language must be accompanied by a
111 certified translation in English. If a certified copy of the child's birth certificate
112 cannot be obtained, the employee must provide a written explanation as to the
113 reason, and must submit other documentary evidence of the parent-child
114 relationship acceptable to the college.
- 115 b. Adopted Child: Acceptable documentation for an adopted child shall include a
116 certified copy of the child's court-modified birth certificate indicating that the
117 employee is the child's adoptive parent. A certified copy is one which displays the
118 raised seal of an official agency. Photocopies of certified birth certificates shall not
119 be accepted. Birth certificates written in a foreign language must be accompanied
120 by a certified translation in English.
- 121 c. Stepchild: Acceptable documentation for a stepchild shall include a certified copy
122 of a marriage certificate documenting the employee's marriage to the child's parent,
123 and a certified copy of the child's birth certificate indicating that the employee's
124 spouse is the child's parent.
125

126 d. Legal Ward: Acceptable documentation of a guardian relationship shall include a
127 certified copy of a court order indicating that the employee is the child's court-
128 appointed legal guardian. Execution of papers granting Power of Attorney and
129 awards of temporary custody to a non-parent shall not constitute acceptable
130 verification.

131 *The college reserves the right to accept alternate proof of dependency in instances where*
132 *extraordinary circumstances exist. The Union will be notified in any such instances.*

133 3. The employee must submit a copy of her/his three (3) most recent federal income tax forms
134 verifying that the child was claimed as a dependent, or, in instances where the child does
135 not reside with the employee due to divorce or separation, the employee must annually
136 submit certified court documentation or other appropriate legal documentation verifying
137 that the child normally receives, on average, at least fifty percent (50%) of her/his financial
138 support from the employee.

139 4. After all the required materials are submitted and certified by the Office of Human
140 Resources, the applicants name will be forwarded to the Dean of Admissions. The Dean is
141 responsible for reviewing the application of any TRP applicant prior to final action being
142 taken.

143 5. The employee must annually submit the completed FAFSA form and copies of her/his
144 federal income tax forms showing that the child is being claimed as a dependent during
145 her/his enrollment at the College.
146

147 **V. Calculation of Tuition Waiver Award**

148 A. The amount of tuition waiver awarded each eligible applicant shall equal the amount of tuition
149 which is not covered by federal, state or county grant and/or public and private scholarship
150 sources. The amount of tuition covered by other funding sources shall be determined by
151 applying all such grants and scholarships first to the child's expenses for room and board
152 (where applicable) and student fees.

153 B. Educational loans shall not be included in the above referenced calculations.
154

155 **VI. Implementation Date**

156 This program will be implemented retroactive to the fall 2004 semester.
157

158 **VII. MOA #64**

159 The College and Union agree that this MOA and MOA # 64 will be signed and enacted
160 concurrently.

**The College of New Jersey Board of Trustees
Resolution Approving a Tuition Waiver Program for
Children of Full and Part-time Non-Unit Employees**

- Whereas: The College of New Jersey is committed to realizing its mission and adhering to the Core Beliefs, and
- Whereas: Two of these Core Beliefs include, “The College comprises a caring, friendly, and respectful community where the contributions of students, faculty, staff and alumni are valued and recognized,” and “The College regards education in the service of human welfare as its chief end,” and
- Whereas: The leadership and commitment to the institution exhibited by the non-unit staff is valued and essential to the success of the College, and
- Whereas: These employees have exhibited strong institutional commitment in their thoughtful participation in discussions modifying contracts to provide institutional flexibility while recognizing employee loyalty, and
- Whereas: The College wishes to recognize the work of these employees by providing the benefit of a tuition waiver program for children.
- Therefore,
Be It
Resolved: That The College of New Jersey Board of Trustees hereby approves the Tuition Waiver Program for children of Full and Part-time Non-Unit employees as outlined in the document attached.

The College of New Jersey Tuition Waiver Program
for Children of Full and Part-time Non-Unit Members

1
2 **I. Purpose**

3 This Tuition Waiver Program (TWP) for children of full-time and part-time non-unit employees
4 of The College of New Jersey (the College) is intended to support the college's mission by
5 providing an additional incentive and means of recruiting and retaining qualified professional
6 employees.

7
8 **II. Program Description**

- 9 A. The TWP provides full or partial tuition remission to eligible children of non-unit employees
10 (excluding external grant employees) during their matriculated undergraduate enrollment at
11 The College of New Jersey.
- 12 B. Tuition waivers shall be available to eligible applicants for up to thirty-four (34) course units
13 across nine (9) semesters toward the dependent children's first baccalaureate degree.
14 *(Note: All course units taken during a given summer will count as a half-semester; exceptions*
15 *shall be granted to dependents enrolled in undergraduate programs requiring more than*
16 *thirty-four (34) course units for graduation)*
- 17 C. Transfer students shall be eligible for tuition waivers for the balance of course units required to
18 complete their first baccalaureate degree.

19
20 **III. Eligibility Criteria**

21 **A. Criteria for Employees**

- 22 1. Full-time and part-time (FT/PT) non-unit employees in all job categories (excluding
23 external grant employees) who have worked at The College of New Jersey for a minimum
24 of three (3) years shall be eligible for tuition waivers for dependent children matriculated at
25 The College of New Jersey. The percentage of tuition waiver for eligible dependent
26 children of full-time and part-time employees shall be proportionate to the parent's or
27 guardian's full-time equivalency (FTE) based on current year contract.
28 *The college reserves the right to grant exceptions to the eligibility criteria stipulated in this*
29 *item in instances where extraordinary circumstances exist.*
- 30 2. To maintain eligibility in the TWP, the employee must maintain her/his employment during
31 the period of the dependent child's undergraduate enrollment. In the event an employee
32 with a dependent participating in this TWP is no longer employed at TCNJ, the following
33 practices shall be followed:
- 34 a) **Voluntary separation** – Employees who have been employed at TCNJ for twenty-five
35 (25) or more years shall maintain eligibility for this program. In instances where an
36 employee resigns from the college prior to being employed for twenty-five (25) or more
37 years, her/his child's eligibility for tuition waiver shall discontinue at the end of the
38 then current semester. If the parent or guardian becomes an employee of TCNJ again, a
39 dependent previously in the TWP program shall immediately be re-enrolled in the
40 program.

The College of New Jersey Tuition Waiver Program
for Children of Full and Part-time Non-Unit Members

42 **b) Involuntary Separation** – In instances where an employee is dismissed from the
43 college for disciplinary reasons, her/his child’s eligibility for tuition waiver shall
44 discontinue at the end of the then current semester.

45 **c) Death or Disability** – In the event of a death or long-term disability of an employee with
46 a dependent child in the TWP, the student shall remain in the program.
47

48 **B. Criteria for Dependent Children**

49 Biological or legally adopted children, stepchildren and legal wards of regular employees who
50 meet the criteria specified above shall be eligible for tuition waivers under this program
51 provided the child:

- 52 1. Does not exceed twenty-three (23) years of age prior to the beginning of the semester for
53 which the waiver is requested, and either resides with or normally, on average, receives at
54 least fifty percent (50 %) of her/his financial support from the employee, during the time
55 she/he is enrolled as a student at the College or provides the amount of financial support as
56 mandated by a divorce decree or other legal document.

57 *The college reserves the right to grant exceptions to the dependency criteria stipulated in*
58 *this item in instances where extraordinary circumstances exist.*

- 59 2. Meets the College’s academic general admission standards. Any student who is placed on
60 the “wait list” through the College’s normal admission review process shall be admitted to
61 the College and be included in this program if they otherwise qualify.
- 62 3. Matriculates as an undergraduate student at The College of New Jersey.
- 63 4. Remains in good academic standing (not on academic probation) during the time she/he
64 participates in the TWP. If she/he is not in good academic standing and no longer eligible
65 for the TWP, she/he will be readmitted to the TWP program immediately upon regaining
66 acceptable academic standing.
- 67 5. Continues to make good progress toward graduation. Normally, students are expected to
68 complete eight (8) course units a year to graduate in four (4) years. To remain eligible for
69 TWP, students must complete at least six (6) course units before the beginning of year two
70 (2), thirteen (13) credits before the beginning of year three (3), and twenty-one (21) course
71 units before the beginning of year four (4). Transfer students must complete at least seven
72 (7) course units by the end of their first two (2) semesters at TCNJ, and four (4) course
73 units per semester thereafter.
- 74 6. Otherwise eligible dependent children who are enrolled at TCNJ at the time this program is
75 implemented shall be covered by it.
76
77

78 **IV. Application Procedures**

79 **A. Application Procedures for Dependent Children**

- 80 1. Eligible dependent children must complete and submit a standard admissions application
81 by the deadlines specified on the application form. Applicants are to follow the instructions
82 detailed on the application form for General Freshmen Admissions, Early Decision,
83 Educational Opportunity Fund or Transfer candidates.

The College of New Jersey Tuition Waiver Program
for Children of Full and Part-time Non-Unit Members

- 84 2. Each applicant must submit a written request to her/his guidance counselor to have an
85 official high school transcript, SAT scores and supportive documentation issued to the
86 Office of Admissions by the posted deadlines.
- 87 3. All application materials are to be sent to:
88 Office of Admissions
89 Application Processing
90 The College of New Jersey
91 P.O. Box 7718
92 Ewing, NJ 08628-0718
- 93 4. The student must complete and submit a Free Application for Federal Student Aide
94 (FAFSA) by the specified deadlines and include the TCNJ code #002642. (Copies of the
95 FAFSA may be obtained from the child's guidance counselor, the college's Office of
96 Student Financial Assistance, or via internet at www.fafsa.ed.gov)
97

98 B. Application Procedures for Eligible Employees

- 99 1. Concurrent with the dependent child's application to TCNJ, the employee must complete
100 and submit a Tuition Waiver for Dependent Child Application Form to the Office of
101 Human Resources.
- 102 *Falsification of information contained in any of the documents referenced above shall*
103 *constitute grounds for disciplinary action.*
- 104 2. The employee must provide acceptable documentation verifying that the child is her/his
105 biological or adopted child, stepchild or legal ward as specified below:
- 106 a. Biological Child: Acceptable documentation for a biological child shall include a
107 certified copy of the child's birth certificate indicating that the employee is the
108 mother or father of the child. A certified copy is one which displays the raised seal
109 of an official agency. Photocopies of certified birth certificates shall not be
110 accepted. Birth certificates written in a foreign language must be accompanied by a
111 certified translation in English. If a certified copy of the child's birth certificate
112 cannot be obtained, the employee must provide a written explanation as to the
113 reason, and must submit other documentary evidence of the parent-child
114 relationship acceptable to the college.
- 115 b. Adopted Child: Acceptable documentation for an adopted child shall include a
116 certified copy of the child's court-modified birth certificate indicating that the
117 employee is the child's adoptive parent. A certified copy is one which displays the
118 raised seal of an official agency. Photocopies of certified birth certificates shall not
119 be accepted. Birth certificates written in a foreign language must be accompanied
120 by a certified translation in English.
- 121 c. Stepchild: Acceptable documentation for a stepchild shall include a certified copy
122 of a marriage certificate documenting the employee's marriage to the child's parent,
123 and a certified copy of the child's birth certificate indicating that the employee's
124 spouse is the child's parent.
- 125 d. Legal Ward: Acceptable documentation of a guardian relationship shall include a
126 certified copy of a court order indicating that the employee is the child's court-

The College of New Jersey Tuition Waiver Program
for Children of Full and Part-time Non-Unit Members

127 appointed legal guardian. Execution of papers granting Power of Attorney and
128 awards of temporary custody to a non-parent shall not constitute acceptable
129 verification.

130 *The college reserves the right to accept alternate proof of dependency in instances where*
131 *extraordinary circumstances exist.*

- 132 3. The employee must submit a copy of her/his three (3) most recent federal income tax forms
133 verifying that the child was claimed as a dependent, or, in instances where the child does
134 not reside with the employee due to divorce or separation, the employee must annually
135 submit certified court documentation or other appropriate legal documentation verifying
136 that the child normally receives, on average, at least fifty percent (50%) of her/his financial
137 support from the employee.
- 138 4. After all the required materials are submitted and certified by the Office of Human
139 Resources, the applicants name will be forwarded to the Dean of Admissions. The Dean is
140 responsible for reviewing the application of any TRP applicant prior to final action being
141 taken.
- 142 5. The employee must annually submit the completed FAFSA form and copies of her/his
143 federal income tax forms showing that the child is being claimed as a dependent during
144 her/his enrollment at the College.
145

146 **V. Calculation of Tuition Waiver Award**

- 147 A. The amount of tuition waiver awarded each eligible applicant shall equal the amount of tuition
148 which is not covered by federal, state or county grant and/or public and private scholarship
149 sources. The amount of tuition covered by other funding sources shall be determined by
150 applying all such grants and scholarships first to the child's expenses for room and board
151 (where applicable) and student fees.
- 152 B. Educational loans shall not be included in the above referenced calculations.
153

154 **VI. Implementation Date**

155 This program will be implemented retroactive to the fall 2004 semester.
156
157

**Resolution of The College of New Jersey Board of Trustees Approving
the Acquisition and Financing of Higher
Education Equipment Through
the Higher Education Equipment Leasing Fund Act and
Authorizing the Execution and Delivery of the Necessary Legal
Documents In Connection Therewith**

- Whereas: The Higher Education Leasing Fund Act, N.J.S.A. 18A:72A-40-48, (the “Act”) establishes the Higher Education Equipment Leasing Fund (the “Fund”) in the New Jersey Educational Facilities Authority (the “Authority”) to provide a regular financing mechanism for the public and private institutions (the “Institution”) of higher education within the state for the acquisition of scientific, engineering, technical, computer, communication, and instructional equipment and related costs (the “higher education equipment”); and
- Whereas: The Act requires that the New Jersey Commission on Higher Education (the “Commission”) adopt regulations to implement the Act, allocate monies deposited into the fund resulting from the issuance by the Authority of new bonds, and approve by resolution the purchase of higher education equipment by an Institution of higher education prior to the Institution’s entering into a lease agreement with the Authority; and
- Whereas: The Commission has previously determined that \$3,108,000.00 from the Fund will be allocated to The College of New Jersey (the “College”) for the purchase of higher education equipment; and
- Whereas: The Act further requires the Governing Board of each participating Institution of higher education (the “Board”) to adopt a resolution authorizing and approving the purchase of higher education equipment to be made through the Fund and authorizing and approving the application for funds to be submitted to the Commission for approval; and
- Whereas: The College has evaluated its equipment needs and has determined that this additional higher education equipment to be purchased through the Fund conforms to The College of New Jersey current mission and strategic direction by supporting and enhancing science education and collaborative student/faculty research; and
- Whereas: The Board authorized earlier applications for \$869,377.00 (on October 4, 2001) and \$2,238,623.00 (on December 6, 2001) to fully expend the \$3,108,000.00 total allocation; and
- Whereas: The College has a balance of \$375,000 in remaining funds due to price reductions and changes in need; and

June 30, 2005

Whereas: The Act provides that the Authority and the Board of any participating Institution of higher education enter into a Lease Agreement to furnish funds for higher education equipment at the Institution, provided that the Board authorizes and commits to fund twenty-five percent of the amount necessary to pay the principal and interest on the bonds issued to finance the purchase of higher education at the Institution;

Now, Therefore Be
It Resolved By the
Board of Trustees of The
College of New Jersey
As Follows:

- Section 1: The Board hereby authorizes and approves the purchase of higher education equipment through the Fund and authorizes and approves the application for funds to be submitted to the Commission for approval for the remaining \$375,000, as submitted in the addendum to its application to the Commission, and agrees to fund 25 percent of The College of New Jersey's share of the principal and interest on the bonds.
- Section 2: The Chair, Vice Chair, Secretary of the Board, and the President of The College of New Jersey, in the name of The College of New Jersey, are hereby authorized and directed to undertake any and all actions necessary for participation in the Higher Education Equipment Leasing Fund Program and to execute and deliver the Lease Agreement and all such other documents, instruments, and agreements as may be necessary, advisable, or appropriate to consummate the transaction approved by this resolution, and the taking of any such action and the execution and delivery of each document, instrument, or agreement shall be conclusive evidence of its necessity, advisability, or appropriateness.
- Section 3: All resolutions, orders and other actions of The College of New Jersey Board of Trustees in conflict with the provisions of this resolution, to the extent of such conflict, are hereby superseded, repealed, or revoked.
- Section 4: This resolution shall take effect immediately.

**Resolution Approving Waivers
Of Advertising
For College Business Purposes
(Annual Maintenance Contracts)**

WHEREAS: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$19,500, and

WHEREAS: The Law provides that such waivers shall be approved by The College of New Jersey Board of Trustees, and

WHEREAS: Waiver requests have been reviewed and are recommended by the Finance and Construction Committee, a subcommittee of The College of New Jersey Board of Trustees,

NOW, THEREFORE,
BE IT RESOLVED: The College of New Jersey Board of Trustees approves waivers to the following vendors for purposes as designated herein:

VENDOR	PURPOSE	FUNDING SOURCE
<u>Computing and Technical</u>		
Dell \$60,000.00	Maintenance, service and support for network equipment	College Operating
Computer Associates, Inc. \$43,664.00	Software maintenance for the security and accounting systems on the mainframe	College Operating
Endeavor/Voyager \$59,172.00	Maintenance for automated card catalog system at the Library	College Operating
IBM \$123,224.00	Maintenance for hardware and software licenses costs	College Operating
NCS/Persons, Inc. \$24,250.00	Maintenance and forms for Op-Scan devices	College Operating
Novell, Inc. \$100,000.00	Master license agreement and software upgrade	College Operating
Oracle Corporation \$120,120.00	Administrative site license for relational database platform	College Operating
Oracle Corporation \$187,798.00	Maintenance, service and support for the administrative information systems	College Operating
Oracle Corp./PeopleSoft \$2,000,000.00	Consulting services for the implementation of the Peoplesoft's Student Administration System	College Operating
Oracle Corporation	Consulting services and upgrades for Peoplesoft's	College Operating

June 30, 2005

\$250,000.00	Human Resources system	
Sungard \$131,132.00	Maintenance, service and consulting services for the administrative information systems	College Operating
Siemens Information & Communication Networks \$144,768.00	Maintenance for voice communications systems	College Operating - 30% Student Fee - 70%
Sun Microsystems \$223,000.00	Hardware, software and maintenance for the internet and e-mail systems	College Operating
Sungard \$43,934.00	Disaster recovery service for IBM mainframe and administrative systems	College Operating
Blackboard Inc. \$103,786.00	Access control services & equipment with an annual maintenance agreement, operating expenses and program expansion	College Operating - 45% Housing - 55%
<u>Facilities</u>		
Honeywell International \$310,800.00	Service contract & upgrades for energy management, fire alarm and security system	College Operating - 61% Housing - 35% Student Center - 4%
Solar Turbines, Inc. \$220,675.00	Service agreement for the integrated combustion turbine generator system and controls	College Operating - 61% Housing - 35% Student Center - 4%
Siemens Fire Safety \$24,536.00	Fire alarm maintenance contract	College Operating - 18% Housing - 82%
Simplex Grinnell \$31,205.00	Fire alarm maintenance contract	College Operating - 21% Housing - 79%
York International \$32,000.00	Service contract for the chiller plant and tracer controls for two York turbine driven centrifugal chillers	College Operating
Enerwise Global Technologies \$32,317.00	Campus metering system and energy manager	College Operating

**Resolution Approving Waivers
Of Advertising
For College Business Purposes
(Annual Leases, Purchases & Utilities)**

WHEREAS: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$19,500, and

WHEREAS: The Law provides that such waivers shall be approved by The College of New Jersey Board of Trustees, and

WHEREAS: Waiver requests have been reviewed and are recommended by the Finance and Construction Committee, a subcommittee of The College of New Jersey Board of Trustees,

NOW, THEREFORE,
BE IT RESOLVED: The College of New Jersey Board of Trustees approves waivers to the following vendors for purposes as designated herein:

VENDOR	PURPOSE	FUNDING SOURCE
<u>Library Acquisitions</u>		
Elsevier Science \$30,500.00	Electronic information	College Operating
Heckman Bindery \$30,000.00	Binding services for library materials	College Operating
Insight Media Services \$25,000.00	Audiovisual materials	College Operating
JSTOR \$30,000.00	Electronic journal archive	College Operating
Mergent, Inc. \$25,000.00	Business and financial information in print and electronic format	College Operating
Midwest Library Services \$55,000.00	Books and library materials	College Operating
Palinet \$240,000.00	On-line bibliographic services and library services	College Operating
ProQuest \$40,000.00	Electronic information, books and periodical materials	College Operating
Vale \$60,400.00	Electronic information	College Operating
WALDO	Electronic Information	College Operating

June 30, 2005

\$23,000.00

West Group \$23,000.00	Legal services in print and electronic format	College Operating
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Yankee Book Peddler \$22,000.00	Books and library materials	College Operating
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Utilities

Comcast Cable Television \$150,000.00	Cable television to the campus	Housing 84%
		TSC Corp 9%
		Student Center 1%
		College Operating 6%

Verizon \$316,480.00	Local and long distance telephone services	Student Revenue 16%
		College Operating 84% with charge back to functional areas

Ewing Township \$313,178.00	Sewage disposal services	College Operating - 61%
		Housing - 35%
		Student Center - 4%

Public Service Electric and Gas \$4,917,828.00	Natural gas and electric	College Operating - 61%
		Housing - 35%
		Student Center - 4%

Trenton Water Works \$199,194.00	Water services	College Operating - 61%
		Housing - 35%
		Student Center - 4%

**Resolution Approving Waivers
Of Advertising
For College Business Purposes
(Annual Service Contracts)**

WHEREAS: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$19,500, and

WHEREAS: The Law provides that such waivers shall be approved by The College of New Jersey Board of Trustees, and

WHEREAS: Waiver requests have been reviewed and are recommended by the Finance and Construction Committee, a subcommittee of The College of New Jersey Board of Trustees,

NOW, THEREFORE,
BE IT RESOLVED: The College of New Jersey Board of Trustees approves waivers to the following vendors for purposes as designated herein:

VENDOR	PURPOSE	FUNDING SOURCE
<u>Insurance</u>		
Dewar \$40,000.00	Tuition refund insurance policy	Student Charges
NJ Educational Facilities Authority \$32,500.00	General liability insurance for buildings bonded through NJEFA	College Operating - 37% Student Center - 5% Housing - 52%
Rowan University \$366,200.00	TCNJ's share of insurance costs	College Operating - 62% Student Center - 2% Housing - 36%
Bollinger Insurance \$750,000.00	Student accident and health insurance	Student Charges
Borden Perlman \$29,332.00	Athletic accident insurance	College Operating
<u>Other Services</u>		
ECSI \$28,000.00	Student loan collection company	College Operating
Academic Management Services (AMS) \$86,255.00	Deferred tuition payment plan	Student Charges
Sallie Mae \$69,000.00	Credit card processing fees	Student Charges
Wachovia Bank \$64,991.00	On-campus banking services	College Operating

June 30, 2005

J & J Staffing \$175,000.00	Short term support staff	College Operating with Charge-Back to Functional Units
Linett & Harrison \$94,000.00	Classified advertising for personnel recruitment	College Operating
Sodexo \$10,678,264.00	Campus dining, catering services and meals for summer camps and conferences	Student Center - 7% Housing - 81% Camps/Conferenced - 12%
Assessment Technologies Institute \$20,000.00	Nursing testing package	Student Charges
DataCore Systems \$25,000.00	Processing of undergraduate applications and prospect	College Operating
Princeton Review \$53,700.00	National recruitment and on-line application manager	College Operating
Ewing Township \$60,000.00	Contribution to support the township's equipment replacement fund & for recognition of volunteer services	Housing
Pepsi Bottling Group No Cost to College	Beverage Contract	Revenue to: Housing Student Center, Athletics
Culinary Ventures No Cost to College	Vending Contract	Revenue to: Housing Student Center, Athletics
<u>Inter-Agency</u>		
NJEdge \$138,092.00	Annual dues and network link	College Operating
Office of the Attorney General \$110,000.00	Legal services provided by the Deputy Attorney General	College Operating
NJ Association of State Colleges & Universities \$144,408.00	Association dues	College Operating
U.S. Postal Service \$350,000.00	Postage expenses and fees	College Operating with Charge-Back to Functional Units
<u>Facilities Services & Equipment</u>		
Air Engineering \$32,000.00	Environmental services for the campus wide air pollution permit required by the U.S. Environmental Protection Agency	College Operating
Tri-State Compressors \$54,800.00	Rebuild gas compressor	College Operating

Energy Projects Equity \$23,621.00	Monitor the savings and coordinates the incentive payment with PSE&G	College Operating
Sadat Associates \$88,506.00	Monitoring of Power House oil recovery and soil remediation	College Operating
Architectural Tile Restoration \$29,758.00	Sani-glaze restoration and maintenance fees in ABE, Centennial, Cromwell, Decker and Norsworthy Halls	Housing Operating
GE Water Technologies \$55,575.00	Water treatment and testing services	College Operating

**Resolution Approving Waivers
Of Advertising
For College Business Purposes
(New)**

WHEREAS: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$19,500, and

WHEREAS: The Law provides that such waivers shall be approved by The College of New Jersey Board of Trustees, and

WHEREAS: Waiver requests have been reviewed and are recommended by the Finance and Construction Committee, a subcommittee of The College of New Jersey Board of Trustees,

NOW, THEREFORE,
BE IT RESOLVED: The College of New Jersey Board of Trustees approves waivers to the following vendors for purposes as designated herein:

VENDOR	PURPOSE	FUNDING SOURCE
Russell Campbell Assoc. \$20,433.00	Professional engineering services for the Disaster Recovery Room project	College Operating
Satyam Computers Service \$35,000.00	Data processing application consulting services for the Student Administration System implementation	College Operating

**Resolution Approving Waivers
Of Advertising
For Construction Contracting Purposes**

WHEREAS: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$19,500, and

WHEREAS: The Law provides that such waivers shall be approved by The College of New Jersey Board of Trustees, and

WHEREAS: Waiver requests have been reviewed and are recommended by the Finance and Construction Committee, a subcommittee of The College of New Jersey Board of Trustees,

NOW, THEREFORE,
BE IT RESOLVED: The College of New Jersey Board of Trustees approves waivers to the following vendors for purposes as designated herein:

VENDOR	PURPOSE	FUNDING SOURCE
Schenck, Price, Smith and King \$165,000.00	Legal services for the Student Apartments	Housing Reserves
Tompkins, McGuire, Wachenfeld & Barry \$10,000.00	Legal services for various construction projects	Capital Reserves
Einhorn Yaffee Prescott \$194,755.00	Academic and administrative master plan consultant	2002 Bond Issue
Kitchen Associates \$210,292.00	Additional professional architectural services for the Student Apartments project	2002 Bond Issue
RAP/Mosher & Doran \$123,920.00	Additional professional engineering services for the Student Apartment project	2002 Bond Issue

**Resolution Honoring
Ms. Annelise Catanzaro
for Service to
The College of New Jersey Board of Trustees**

- Whereas: Ms. Annelise Catanzaro has served the community of The College of New Jersey for the past three years through active involvement in college standing committees, academic and social organizations, and community service; and
- Whereas: Ms. Catanzaro has maintained high academic standing while exhibiting extraordinary dedication to improving the quality of life on campus through leadership roles in the Student Government Association, and as a College Ambassador, member of Lambda Pi Eta and the Golden Key Honors Society, as well as implementing a statewide SGA Summit Conference in order to develop more effective student governments and expedient approaches to state and federal advocacy for higher education; and
- Whereas: As a member of the Board of Trustees, Ms. Catanzaro has participated in deliberations of interest to the citizens of New Jersey and to the students of The College of New Jersey; and
- Whereas: Ms. Catanzaro has served the Board as a member of the Development & Community Relations, Finance & Construction and the Student Life Committees, and consistently offered unique insight on issues brought before the Board for action; and
- Therefore,
Be It Resolved: That The College of New Jersey Board of Trustees honors Ms. Annelise Catanzaro for her service to the Board and to the State of New Jersey and wishes her continued success as she serves as the Student Government Association President during the 2005-2006 academic year, and in the achievement of her educational objectives.

June 30, 2005

**Resolution Thanking
Ms. Dee Maziarz
For Service to
The College of New Jersey Board of Trustees**

- Whereas: Ms. Dee Maziarz was elected to the position of Staff Representative to the Board of Trustees in 2003; and
- Whereas: In this capacity Ms. Maziarz has enhanced the work of the Board of Trustees by providing a staff perspective to discussions of issues under consideration; and
- Whereas: During her tenure on the Board Ms. Maziarz has served as a member of the Finance and Construction Committee and of the Development and College Relations Committee, contributing valuable insight to the work of these committees.
- Therefore,
Be It
Resolved: That The College of New Jersey Board of Trustees thanks Ms. Dee Maziarz for her commitment and service to the Board and staff of the College, and wishes her well in her future endeavors.

**Resolution Thanking
Dr. Michael Robertson
For Service to
The College of New Jersey Board of Trustees**

Whereas: Dr. Michael Robertson has served with diligence and dedication as a Faculty Representative to the Board of Trustees for the past two years; and

Whereas: In his capacity as Faculty Representative, Dr. Robertson has been consistent in providing a faculty perspective to the Board of Trustees; and

Whereas: His enthusiastic participation in meetings of the Development & College Relations and Academic Affairs Committees has provided valuable information to assist the work of the Trustees.

Therefore,
Be It
Resolved:

That The College of New Jersey Board of Trustees honors Dr. Michael Robertson for his commitment and service to the Board and faculty of The College, and wishes him well during his term as Faculty Senate President.

**Resolution Thanking
Dr. William Behre
For Service to
The College of New Jersey Board of Trustees**

- Whereas: Dr. William Behre was elected to the position of Faculty Representative to the Board of Trustees in 2002; and
- Whereas: In this capacity Dr. Behre has supported the mission of the institution providing a valuable faculty perspective to the Board of Trustees; and
- Whereas: His participation in meetings of the Development and College Relations Committee and the Academic Affairs Committee has truly enhanced the discussions of the Trustees; and
- Whereas: Dr. Behre has left his position as Faculty Representative to the Board of Trustees in order to serve the College's School of Education as the Interim Dean of Education.
- Therefore,
Be It
Resolved: That The College of New Jersey Board of Trustees thanks Dr. William Behre for his commitment and service to the Board and faculty of The College, and wishes him well in his future endeavors.

June 30, 2005

**Resolution Thanking
Dr. Deborah Knox
For Service to
The College of New Jersey Board of Trustees**

- Whereas: Dr. Deborah Knox was elected to the position of Faculty Representative to the Board of Trustees in 2004; and
- Whereas: In this capacity Dr. Knox worked with the Board to further the mission of the College and provided a valuable faculty perspective to the deliberations of the Trustees; and
- Whereas: Throughout her time with the Board Dr. Knox participated in the discussions of the Finance and Construction Committee offering insight and enhancing the work of the Committee; and
- Whereas: Dr. Knox leaves her position as Faculty Representative to the Board of Trustees in order to serve the College's School of Science as the Interim Dean of Science.
- Therefore,
Be It
Resolved: That The College of New Jersey Board of Trustees thanks Dr. Deborah Knox for her commitment and service to the Board and faculty of The College, and wishes her well in her new capacity.