

**The College of New Jersey
Board of Trustees
December 8, 2009
Paul Loser Hall 201
2:00pm**

**Minutes
Meeting via Teleconference**

Present: Susanne Svizeny, Chair; Christopher Gibson, Vice Chair; Bradley Brewster, Secretary; Robert Altman; Eleanor Horne; Rosie Hymerling; Barbara Pelson; Miles Powell; Jumana Jaloudi, Student Trustee; Thomas Little, Alternate Student Trustee; Orlando Hernandez, Faculty Representative; Lisa McCarthy, Staff Representative; Richard Kroth, Staff Representative

Not Present: Poonam Alaigh; Jorge Caballero; Gayle Matthei-Meredith, Anne McHugh; James McAndrew; John Allison, Faculty Representative

I. Announcement of Compliance

Ms. Svizeny announced that the requirements of the Open Public Meetings Act concerning public notice of this meeting had been met.

II. Approval of the Minutes of the October 6, 2009 Public Meeting

It was moved by Ms. Hymerling, seconded by Mr. Altman, that the minutes be approved. The motion carried unanimously via roll call.

III. Approval of the Minutes of the November 11, 2009 Public Meeting

It was moved by Mr. Gibson, seconded by Mr. Powell, that the minutes be approved. The motion carried unanimously via roll call.

IV. Report of the President

Dr. Gitenstein gave her report.

V. Report of the Board Officers

Chair Svizeny gave her report.

VI. New Business

A. Executive Committee

1. Staff Actions – Attachment A

It was moved by Ms. Pelson, seconded by Ms. Hymerling, that the resolution be approved. The motion carried unanimously via roll call.

B. Finance and Investments

1. Resolution Approving the Fiscal Year 2011 State Budget Request – Attachment B

It was moved by Mr. Powell, seconded by Mr. Altman, that the resolution be approved. The motion carried unanimously via roll call.

2. Resolution Approving Waivers of Advertising for College Business Purposes – Attachment C

It was moved by Ms. Horne, seconded by Ms. Hymerling, that the resolution be approved. The motion carried unanimously via roll call.

C. Audit Risk Management and Compliance

1. Board of Trustees Resolution Approving The College of New Jersey Policy Framework – Attachment D

It was moved by Ms. Jumana, seconded by Ms. Hymerling, that the resolution be approved. The motion carried unanimously via roll call.

D. Building and Grounds

1. Resolution Approving Waivers of Advertising for College Business Purposes – Attachment E

It was moved by Mr. Gibson, seconded by Mr. Altman, that the resolution be approved. The motion carried unanimously via roll call.

VII. Adjournment

Be It


Resolved: That the next public meeting of The College of New Jersey Board of Trustees, will be held on Tuesday, February 23, 2010 at a time and location to be announced.

Be It

Further

Resolved: That this meeting be adjourned.

Respectfully submitted,


Brad Brewster
Secretary

New Appointments – Staff

Kimberly Ferguson	Records & Registration Professional Services Specialist 4 Effective: September 26, 2009
Juan Gordon	Student Financial Services Program Assistant Effective: November 21, 2009
Colleen Maeder	Residential Education & Housing Professional Services Specialist 4 – 10 months Effective: November 30, 2009
Tanya Williams	Student Financial Services Manager Effective: November 16, 2009

Change of Status – Staff

Alan Amtzis	School of Education Director – 10 months From: Temporary status To: Permanent status Effective: September 1, 2009
David Icenhower	Athletics & Recreation From: Interim Associate Director To: Associate Director Effective: November 7, 2009
Philip Jennings	Athletics & Recreation From: Interim Assistant Director To: Assistant Director Effective: September 26, 2009
Justin Lindsey	Athletics & Recreation Professional Services Specialist 3 From: Temporary status To: Permanent status Effective: September 26, 2009
Lisa Panella	Student Accounts From: Interim Associate Director To: Program Assistant Effective: October 1, 2009

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Change of Status – Staff – (continued)

Karen Paterson
Community Relations & Special Campus Events
From: Program Assistant
To: Professional Services Specialist 4
Effective: September 12, 2009

Resignations - Staff

Belinda Michael
Alumni Affairs & Development
Program Assistant
Effective: October 30, 2009

One Year Reappointments (Effective July 1, 2010 – June 30, 2011) – AFT Staff

Bobby Acosta
Athletics & Recreation
Assistant Director 3

Jonathan Blair
Network & Technical Services
Professional Services Specialist 3

Dana Brown
Office of Development
Professional Services Specialist 3

Virginia Brown
Support for Teacher Education Programs
Program Assistant

Matthew Cesari
Network & Technical Services
Professional Services Specialist 3

Jessica Claar
Student Activities & Leadership Development
Professional Services Specialist 3

Cecilia Colbeth
English Department
Program Assistant

David Conner
Student Activities & Leadership Development
Professional Services Specialist 3

Sarah Cunningham
Art Gallery
Professional Services Specialist 3-10 months

Sonya Curtis
EOF
Professional Services Specialist 3

Jacqueline Deitch-Stackhouse
Student Affairs
Professional Services Specialist 3

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One Year Reappointments (Effective July 1, 2010 – June 30, 2011) – AFT Staff – (continued)

Leon Duminiak	Chemistry Department Professional Services Specialist 3
Debra Frank	Institutional Research Professional Services Specialist 2
Alexis Gettings	Office of Development Program Assistant
Juan Gordon	Student Financial Services Program Assistant
Dean Glus	Athletics & Recreation Professional Services Specialist 2
Kellie Hahn	Residential Education & Housing Professional Services Specialist 4-10 months
Lynette Harris	Career Center Assistant Director 3
Philip Hernandez	Residential Education & Housing Professional Services Specialist 4-10 months
David Ilaria	Intramurals & Recreation Professional Services Specialist 2
Jason Jacobs	Office of Admissions Professional Services Specialist 4
Tami Jakubowski	School of Nursing, Health, & Exercise Science Professional Services Specialist 2
Jamal Johnson	Office of Admissions Professional Services Specialist 4
Kris Kinney	User Support Services Professional Services Specialist 3
Christine Kucha	Office of Admissions Program Assistant
Helen Kull	Biology Department Program Assistant
Wesley LaBar December 8, 2009	Records & Registration

Assistant Director 3

One Year Reappointments (Effective July 1, 2010 – June 30, 2011) – AFT Staff – (continued)

Jeffrey Lail	Student Center Program Assistant – 10 months
Justin Lindsey	Athletics & Recreation Professional Services Specialist 3
Bryce Liskovec	Network & Technical Services Professional Services Specialist 3
Sabrina Magliulo	EOF Professional Services Specialist 3
Nicole Maldonado	School of Education Professional Services Specialist 4
Rebecca McGrath	Grants & Sponsored Research Program Assistant
Yakima Melton	Student Center Program Assistant
Katherine Miklosz	Office of Admissions Professional Services Specialist 4
Sergiusz Monasterski	Athletics & Recreation Professional Services Specialist 3
Allison Montgomery	Residential Education & Housing Professional Services Specialist 4 – 10 months
Ashwani Mukheja	Student Financial Services Professional Services Specialist 3
Rasheed Muse	Alumni Affairs Professional Services Specialist 4
Judith Obenhaus	Records & Registration Professional Services Specialist 4
Karen Paterson	Community Relations & Special Campus Events Professional Services Specialist 4
Eileen Rose	Student Financial Assistance Professional Services Specialist 3

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Tiffany Ross
Grants & Sponsored Research
Program Assistant

One Year Reappointments (Effective July 1, 2010 – June 30, 2011) – AFT Staff – (continued)

Mary Sanders	Public Relations & Communications Professional Services Specialist 4
Stephen Scaffa	User Support Services Professional Services Specialist 3
Jason Schweitzer	Institutional Research Professional Services Specialist 3
Jennifer Sizoo	Records & Registration Professional Services Specialist 4
James Slizewski	Records & Registration Professional Services Specialist 3
Paul Smisek	User Support Services Professional Services Specialist 3
Brunelle Tomsky	Psychology Department Professional Services Specialist 3
Jonathan Trabilcy	User Support Services Professional Services Specialist 3
Marie Tuscano	Institutional Research Professional Services Specialist 3
Kyle Williams	Residential Education & Housing Professional Services Specialist 4 – 10 months
Richard Wilson	Bonner Center Civic & Community Engagement Program Assistant
Amanda Winfield-Summiel	Records & Registration Professional Services Specialist 4
Seth Zolin	Residential Education & Housing Professional Services Specialist 4 – 10 months

Retroactive Three Year Reappointments (Effective July 1, 2009 – June 30, 2012) – AFT Staff

Hue-Sun Ahn December 8, 2009	Counseling & Psychological Services
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Professional Services Specialist 1-10 months

Norma Brown

Nursing Department
Professional Services Specialist 1

Retroactive Three Year Reappointments (Effective July 1, 2009 – June 30, 2012) – AFT Staff (continued)

John D'Amico

Network & Technical Services
Professional Services Specialist 2

Lisa DeMarsico

Graduate Studies
Professional Services Specialist 4

Michael Dennis

Student Financial Assistance
Professional Services Specialist 2

Michael Mensch

User Support Services
Professional Services Specialist 3

Paula Rainey

Library
Program Assistant

Michael Wehrle

User Support Services
Professional Services Specialist 3

Emily Weiss Dodd

Public Relations & Communications
Assistant Director 3

Three Year Reappointments (Effective July 1, 2010 – June 30, 2013) – AFT Staff

Rebecca Breese

Office of Admissions
Professional Services Specialist 4

Lyle Fulton

Public Relations & Communications
Program Assistant

Mary Goldschmidt

English Department
Assistant Director 1–10 months

Mary Lynn Hopps

Women in Learning & Leadership
Assistant Director 3

Patricia Karlowitsch

School of Business
Professional Services Specialist 4

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**The College of New Jersey
Resolution Concerning Submission of the
FY 2011 Budget Request
Totaling \$213,163,000**

- Whereas: Under P.L. 1994, C.48, The College of New Jersey Board of Trustees has the power and duty to “Submit a request for state support to the Office of Management and Budget in the Department of Treasury and to the Commission on Higher Education in accordance with the provisions of the law;” and
- Whereas: This budget request must be submitted in accordance with planning guidelines promulgated by the Office of Management and Budget; and
- Whereas: The Treasurer has reviewed with the Finance and Investments Committee of The College of New Jersey Board of Trustees the FY 2011 operating budget request prepared in accordance with the FY 2011 Office of Management and Budget planning guidelines; and
- Whereas: The Finance and Investments Committee of the Board has recommended its approval;
- Therefore, Be
It Resolved: That the Board of Trustees approved the FY 2011 operating budget request of \$213,163,000 of which \$44,622,000 would be state appropriations.

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THE COLLEGE OF NEW JERSEY

FY 2011 BUDGET REQUEST

PROJECTED INCOME

TUITION AND FEES	67,547,000
APPROPRIATION	44,622,000
FRINGE	23,701,000
CAPITAL FEE	16,078,000
RESIDENCE LIFE	38,486,000
STUDENT CENTER	4,853,000
SUMMER SCHOOL	4,751,000
COLLEGE SELF SUPPORTING ACCOUNTS	7,222,000
SPECIAL FUNDS REVENUE (Federal & Private Grants)	4,853,000
MISCELLANEOUS INCOME	<u>1,050,000</u>
TOTAL BUDGET	\$213,163,000

APPROPRIATION

2011 BASE APPROPRIATION	34,516,000
ADDITIONAL BUDGET INITIATIVES:	
SALARY PROGRAM	5,281,000
BASE ADJUSTMENT	1,035,000
CAMPUS SECURITY & PSYCHOLOGICAL COUNSELING SRVCS ENHANCEMENTS	950,000
MERIT SCHOLARSHIP FUNDING	2,560,000
CENTER FOR INSTITUTIONAL EFFECTIVENESS & COMPLIANCE OFFICE	<u>280,000</u>
TOTAL APPROPRIATION REQUEST	\$44,622,000

**Resolution Approving Waivers
Of Advertising
For College Business Purposes
(Finance and Investments Committee)**

Whereas: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$28,300, 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 Investments Committee, a subcommittee of The College of New Jersey Board of Trustees,

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
Silk Road Treasure Tours \$43,200.00	Summer study tour in Central Asia	Self Funded Revenue
Star of Egypt Travel \$48,950.00	Summer study tour in Egypt	Self Funded Revenue
B.J. Novak Productions \$40,000.00	Performance sponsored by the College Union Board: B.J. Novak	Self Funded Revenue
Groveland Beach Productions, Inc. \$45,000.00	Performance sponsored by the College Union Board: Joel McHale	Self Funded Revenue
MGMT Touring, Inc. \$55,000.00	Performance sponsored by the College Union Board: MGMT & Jacks Mannequin	Self Funded Revenue
Mannequin Touring Inc. \$45,000.00	Performance sponsored by the College Union Board: Jacks Mannequin & MGMT	Self Funded Revenue
CedarCrestone- Consulting Services \$180,000.00	Consulting Services	College Reserves

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**The College of New Jersey Board of Trustees
Resolution Approving The College of New Jersey Policy Framework**

- Whereas: The College of New Jersey recognizes the importance of an effective compliance program in promoting the oversight, accountability and transparency necessary for ensuring the proper conduct of the College's operations and governance in realizing the mission of the College and maintaining the trust of the College community and the people of New Jersey; and
- Whereas: The College of New Jersey Board of Trustees approved a Compliance Policy and ratified Best Practices for the College's compliance program on February 26, 2008; and
- Whereas: One element of the College's compliance program includes implementing written policies and procedures to ensure compliance with applicable laws and regulations and recognized best practices in the governance and operation of an institution of higher education; and
- Whereas: Pursuant to N.J.S.A. 18A:64-6c, the Board of Trustees has the power and duty to "determine policies for the organization, administration and development of the college"; and
- Whereas: The Board of Trustees recognizes the need for a policy framework that defines various types of policies; delegates authority to issue policies; and generally provides for the implementation and oversight of and compliance with policies at the College.
- Therefore,
Be it
Resolved: That the Board of Trustees of The College of New Jersey hereby approves the attached Policy Framework, which is effective immediately.

December 8, 2009



The College of New Jersey

Section:	1.01
Title:	Policy Framework
Effective Date:	[date]
Approved By:	Board of Trustees
Responsible Unit:	Office of General Counsel, ogc@tcnj.edu
History:	
Related Documents: <ol style="list-style-type: none"> 1. N.J.S.A. 18A:64-6c – describes the powers and duties of the Board of Trustees to “determine policies for the organization, administration and development of the college.” 2. N.J.S.A. 18A:64-6m – describes the powers and duties of the Board of Trustees to “adopt, after consultation with the president and faculty, bylaws and make and promulgate such rules, regulations and orders...that are necessary and proper for the administration and operation of the college and the carrying out of its purposes.” 3. N.J.S.A. 18A:64-8 – describes the powers and duties of the President “for the execution and enforcement of the bylaws, rules, regulations and orders governing the management, conduct and administration of the college.” 4. The College of New Jersey Board of Trustees Bylaws 5. TCNJ Governance Structure and Processes (2005) – describes the internal shared governance process approved by the Board of Trustees. 	

INTRODUCTION

The purpose of this policy is to establish a policy framework for The College of New Jersey.

DEFINITIONS

1. **Board of Trustees Policies** – Board of Trustees Policies are issued by the Board in accordance with applicable New Jersey law and the Bylaws of the Board. They include policies that relate to the organization, administration, and development of the College as a whole and overarching rules, regulations and orders issued by the Board that are necessary and proper for the administration and operation of the College. They establish fundamental principles as a basis and guide for mandating or constraining action by College administrators, employees, students, and other members of the College community.
2. **College Operating Policies** – College Operating Policies are issued by the President for the executive management and conduct of the College in all Units and for the execution and enforcement of the Bylaws, rules, regulations and orders governing the management, conduct and administration of the College in accordance with applicable law and consistent with Board of Trustees Policies and delegations of authority.
3. **Interim Policies** – Interim Policies may be issued by the Board of Trustees (Interim Board of Trustees Policies), the President (Interim College Operating Policies), or other College

officers or administrators (Interim Unit Policies) in situations where a policy must be established in a short time period to meet emergency deadlines or in other special circumstances.

4. Units – Units are formally recognized portions of the College that may include: schools, departments, divisions, offices, centers, programs, or other administrative units at the College.
5. Unit Policies – Unit Policies generally do not have the broad scope or significant impact of College Operating Policies, but instead may apply to only a single or several units and are established by or for that or those unit(s).

POLICY

I. Policy Development and Issuance

A. The College of New Jersey Board of Trustees issues Board of Trustees Policies in accordance with the Bylaws and applicable law.

B. The Board delegates to the President the authority to issue College Operating Policies. College Operating Policies are needed to manage the College and its various units in accordance with applicable state and federal law and reasonable administrative practice, and consistent with Board of Trustees Policies and delegations of authority from the Board of Trustees. Occasionally, because of Board of Trustees expressed interest or because the administration notes the implications of a particular policy, a College Operating Policy will be brought to the Board of Trustees as an information item.

C. The President may delegate to College officers or administrators who oversee units of the College the authority to issue Unit Policies. Unit Policies generally do not have the broad scope or significant impact of College Operating Policies, but instead apply to only a single or several units and are established by that or those units.

D. Interim Policies may be issued by the Board of Trustees, the President, or other College officers or administrators in situations where a policy must be established in a short time period to meet emergency deadlines or in other special circumstances. Special situations where this is likely may include a change in federal or state law, or a major institutional risk. An Interim Policy will remain in force for up to six months from the date of issuance. If the respective review process does not result in recommended changes to an Interim Policy during that time, the Interim Policy shall take effect as a Board of Trustees Policy, College Operating Policy, or Unit Policy, as appropriate.

E. Procedures are occasionally incorporated in policies when the procedures help define the nature of the policy. More often, procedures, rules, protocols, directives and guidelines regarding policies need to be part of the implementation process and are developed and refined by College officers and administrators.

II. Areas of Responsibility

A. The President may designate an appropriate College officer or administrator to implement and to be responsible for overseeing compliance with a particular approved

policy. Designated administrators are responsible for identifying areas of operation within their units that are in need of new or revised policy or procedures; for recommending appropriate policies and procedures; for participating in the development of those policies and procedures; and for assuring adherence to approved policies and procedures within their areas of organizational responsibility. In addition, each is responsible for the proper dissemination of all pertinent policy information to those affected in his or her area.

B. Employees and students are responsible for knowing, understanding, and complying with policies that relate to their employment or enrollment at the College.

C. Unless otherwise specified by law, regulation, or best practice, each approved policy should generally be reviewed not less than every five (5) years, provided, however, that noncompletion of such review within that period shall not invalidate an existing policy.

D. Overall responsibility for the maintenance and organization of policies is assigned to the Office of General Counsel. The Office of General Counsel serves as a resource for policy developers and issuers during policy development and review, and then assists in the monitoring of policies for compliance and effectiveness. The General Counsel is authorized to make non-substantive edits and substantive updates to Board of Trustees Policies that are non-discretionary mandatory changes to comply with state or federal law. All such updates shall be reported to the Board as information items. Non-substantive edits include but are not limited to updating titles or names that may have changed; correcting grammar, punctuation and typographical errors; editing for language consistency and format; and changing monetary rates that are the result of federal or state regulatory changes (e.g., mileage rate reimbursement).

E. Members of the College community should report immediately any discrepancies, inconsistencies or conflicts between policies to the responsible unit for the policies. The responsible unit should then confer with the Office of General Counsel. Approved policies of a later date shall take precedence over policies of a similar category bearing an earlier date. Policies are meant to be read as consistent with each other and any apparent conflict or inconsistencies should be considered and removed to the extent that is reasonable and practical by the appropriate administrator. In the event any such conflicts cannot be so removed, the provisions of the policies will be controlling in accordance with the below listed order of precedence:

1. Board of Trustees Policies, including the exhibits thereto
2. College Operating Policies
3. Unit Policies

III. Nothing in this policy limits or circumscribes in any way the power and authority of the Board of Trustees or the President to issue, amend, or revoke policies on any matter, with or without notice, as circumstances or the good of the College may require.

IV. Nothing in this policy modifies in any way the TCNJ shared governance process which allows designated stakeholder groups to work cooperatively to make recommendations to the administration on issues related to policy in support of the mission of the College.

**Resolution Approving Waivers
Of Advertising
(Building and Grounds)**

Whereas: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$30,100, 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 Building and Grounds Committee, a subcommittee of The College of New Jersey Board of Trustees,

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
Cloud Gehshan Associates \$114,700	Design services related to campus wide signage project	College Operating – 55% Housing Operating – 36% BSC Operating – 9%
SSP Architectural Group \$68,530	Design services related to various ADA projects and office alterations	BSC Asset Renewal Reserves – 27% E&G Asset Renewal Reserves – 47% Housing Asset Renewal Reserves – 6% E&G Operating – 20%
Entech Engineering, Inc. \$158,290	Professional services related to the Engineering/Energy Master Plan	E&G Asset Renewal Reserves – 50% Housing Asset Renewal Reserves – 50%
Underwood Engineering Testing Company, Inc. \$42,900	Testing and inspection services for the new Education Building	E&G Capital Reserves to be reimbursed from future bond
French & Parrello Associates \$32,000	Design services related to the Flower Hill dam project	E&G Operating
Blackboard, Inc. \$35,020	Access control services and equipment for the Art and Interactive Multimedia Building	2008 Bond
Tompkins, McGuire, Wachenfeld and Barry \$25,000	Additional legal services associated with construction projects	E&G Capital Reserves
Farewell Mills Gatsch \$19,500	Additional design services related to space for the Sarnoff Collection	E&G Capital Reserves

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