

**The College of New Jersey  
Board of Trustees  
December 13, 2005  
3:00 p.m.  
201 Loser Hall/106 Paul Loser Hall**

**Minutes**

Present: Stacy Holland, Chair; Susanne Svizeny, Vice Chair; Chris Gibson, Secretary; Darrell Armstrong; Brad Brewster; Hazel Gluck; Bruce Hasbrouck; Robert Kaye; Anne McHugh; Pat Rado; Barbara Gitenstein, President; Stefanie Nieves, Student Trustee; Daria Silvestro, Alternate Student Trustee; Georgia Arvanitis, Faculty Representative; Ruth Palmer, Faculty Representative; Donna Udoh, Staff Representative; Dawn Willan, Staff Representative

Not Present: Wayne Griffith; Jimmy McAndrew; Tricia Mueller; Barbara Pelson, Richard Schibell

I. Announcement of Compliance

Ms. Holland 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 Ms. Rado, seconded by Mr. Gibson, that the Board go into closed session to discuss personnel actions including faculty Faculty Retirements, Resignations, Termination, Staff Appointments, Change of Status, Resignations, Retirements, One Year Reappointments, Three Year Reappointments, Five Year Reappointments, all pending litigation including Caputo v. TCNJ, Campbell v. TCNJ, Mills v. TCNJ, Stony Brook v. TCNJ, TCNJ v. Paphian Enterprises and Selective Insurance, Travelers Insurance v. TCNJ, Syska & Hennessy v. TCNJ, Stainless Unlimited v. CDM et als., Abatetech v. AST et als., anticipated litigation and presidential evaluation and compensation, items exempt under the Open Public Meetings Act. The motion carried unanimously.

III. Closed Session

IV. Resumption of Public Session/Pledge of Allegiance

V. Approval of the Minutes of the October 5, 2005 Meeting

It is moved by Ms. Svizeny, seconded by Mr. Gibson, that the minutes be approved. The motion carried unanimously.

VI. Approval of the Minutes of the October 18, 2005 Meeting

It is moved by Ms. Svizeny, seconded by Ms. McHugh that the minutes be approved. The motion carried unanimously.

VII. Report of the President

President Gitenstein gave her report

VIII. Report of the Board Officers

Chairwoman Holland named Barbara Pelson Chair of the ad-hoc Board of Trustees By-laws committee.

IX. Report of the Trustee member of the TSC Corporation

Mr. Gibson gave his report.

X. Report of the Trustee member of the TCNJ Foundation

President Gitenstein reported for Ms. Gluck.

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

President Gitenstein gave her report.

XII. New Business

A. Report of the Executive Committee

Ms. Svizeny reported for the committee.

1. Personnel Actions

a. Retirements, Resignations, Termination – Faculty – Attachment A

It was moved by Ms. Rado, seconded by Ms. McHugh, that the minutes be approved. The motion carried unanimously.

b. Appointments, Change of Status, Resignations, Retirements, One Year Reappointments, Three Year Reappointments, Five Year Reappointments – Staff – Attachment B

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

2. Resolution Concerning Implementation of Increase In

Compensation For The President of The College of New Jersey –  
**Attachment C**

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

3. Resolution The College of New Jersey Board of Trustees  
Resolution Approving a Tuition Waiver Program for Children of  
Full and Part-time CWA Unit Members – **Attachment D**

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

B. Report of the Academic Affairs Committee

Mr. Hasbrouck reported for the Committee.

1. Resolution Approving Criteria, Guidelines, and Processes for the  
Closing of Academic Programs, Academic Centers, and Non-  
Academic Programs – **Attachment E**

It was moved by Mr. Hasbrouck, seconded by Ms. Svizeny, that the minutes be approved. The motion carried unanimously.

C. Report of the Student Life and Enrollment Management Committee

Ms. Silvestro reported for the Committee.

D. Report of the Audit, Risk Management and Compliance Committee

Ms. Rado reported for the Committee.

E. Report of the Finance and Investment Committee

Ms. Svizeny reported for the Committee.

1. Resolution Concerning the Submission of the Fiscal Year 2007  
State Budget Request – **Attachment F**

It was moved by Ms. Nieves, seconded by Ms. Rado, that the minutes be approved. The motion carried unanimously.

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

It was moved by Ms. Rado, seconded by Mr. Gibson, that the minutes be approved. The motion carried unanimously.

F. Report of the Building and Grounds Committee

Mr. Gibson reported for the Committee.

1. Resolution Approving Waivers of Advertising for College Business Purposes (Facilities) – Attachment H

It was moved by Ms. McHugh, seconded by Ms. Rado, that the minutes be approved. The motion carried unanimously.

2. Resolution Approving Waivers of Advertising for Construction Contracting Purposes – Attachment I

It was moved by Mr. Gibson, seconded by Ms. Svizeny, that the minutes be approved. The motion carried unanimously.

G. Report of the College Advancement Committee

Rev. Armstrong reported for the Committee.

1. Resolution Honoring Mr. Robert A. Gladstone for Service to The College of New Jersey – Attachment J

It was moved by Ms. Svizeny, seconded by Ms. McHugh, that the minutes be approved. The motion carried unanimously.

XIII. Adjournment

The following resolution was moved by Ms. Svizeny, seconded by Ms. McHugh. The motion carried unanimously.

Be It

Resolved: That the next public meeting of The College of New Jersey Board of Trustees will be held on Tuesday, February 21, 2006 at a time and location to be announced.

Be It

Further

Resolved: That this meeting be adjourned.

Respectfully submitted,



Chris Gibson  
Secretary

**Retirements - Faculty**

Anthony Evangelisto

Educational Administration  
Professor  
Effective: February 1, 2006

Keith Finkral

Technological Studies  
Professor  
Effective: February 1, 2006

**Resignations - Faculty**

Derek Peterson

History  
Assistant Professor  
Effective: February 1, 2006

**Termination-Librarian**

Deborah Sheesley

Library  
Librarian II  
Effective: December 14, 2005

December 13, 2005

**New Hires - Staff (Temporary)**

Nicole Parkman

Information Technology  
Project Specialist N26  
Effective: November 12, 2005

**Changes of Status – Staff**

Patrice Coleman-Boatwright

College and Community Relations  
From: Director 1  
To: Associate Vice President 3  
Effective: October 29, 2005

Gretchen Cseplo

Residential and Community Development  
From: Managing Assistant Director 2  
To: Professional Services Specialist 4  
Effective: November 12, 2005

Ruth Leono

Payroll Office  
From: Project Specialist N20 (Temporary)  
To: Managing Assistant Director 4  
Effective: November 12, 2005

Lisa McCarthy

Development and Alumni Affairs  
From: Acting Director 4  
To: Director 4  
Effective: October 1, 2005

Mark Mehler

From: Auxiliary Services  
Assistant Supervisor 3  
To: Office of Budget and Finance  
Assistant Director 2  
Effective: July 1, 2005

Elizabeth O'Hara

From: User Support Services  
Professional Services Specialist 4 (C)  
To: Records and Registration  
Professional Services Specialist 4  
Effective: October 29, 2005

Thomas Scheuren

Residential and Community Development  
From: Professional Services Specialist 4 -10 month  
To: Managing Assistant Director 3  
Effective: October 29, 2005

Ujwala Swaminathan

From: Records and Registration  
Professional Services Specialist 4  
To: Office of Student Financial Assistance  
Professional Services Specialist 3  
Effective: October 29, 2005

December 13, 2005

**Change of Status - Staff (Temporary)**

Christopher Chamberlin  
Administrative and Environmental Services  
From: Managing Assistant Director 2  
To: Acting Director 3  
Effective: October 1, 2005

**Resignations - Staff**

Brian Murray  
Campus Planning and Construction  
Director X  
Effective: October 15, 2005

Maura Moore  
Records and Registration  
Professional Services Specialist 3  
Effective: October 21, 2005

Kim Rafferzeder  
Conference and Meeting Services  
Professional Services Specialist 4  
Effective: November 9, 2005

**Retirements - Staff**

James Allen  
Building Services  
Director 3  
Effective: December 2, 2005

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

Hue-Sun Ahn  
Psychological Counseling Services  
Professional Services Specialist 2 -10 month

Kate Berry  
Residential and Community Development  
Professional Services Specialist 4 -10 month

Steven Bobo  
Residential and Community Development  
Professional Services Specialist 4 -10 month

Scott Briening  
Network and Technical Services  
Professional Services Specialist 3

Norma Brown  
School of Nursing  
Professional Services Specialist 1

John D'Amico  
Network and Technical Services  
Professional Services Specialist 3

Lisa DeMarsico  
Graduate Studies  
Professional Services Specialist 4

Michael Dennis  
Student Accounts  
Program Assistant

December 13, 2005

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

Ann Fallon	School of Nursing Project Specialist U22
Christopher Farrell	Residential and Community Development Program Assistant
Kevin Fay	Admissions Professional Services Specialist 4
Erica Geiman	Records and Registration Professional Services Specialist 4
Ryan Gladysiewicz	User Support Services Professional Services Specialist 3
Cheryl Golia	Undergraduate Global Programs Program Assistant
Kelly Hands	Residential and Community Development Professional Services Specialist 4 -10 month
Barbara Harmon	EOF Professional Services Specialist 3
Rosalyn Harris-Brown	Graduate Global Programs Program Assistant
Mary Lynn Hopps	Women In Learning and Leadership Assistant Director 3
Phillip Jennings	Student Development and Campus Programs Professional Services Specialist 3
Mark Kalinowski	Music Professional Services Specialist 4
Megan Krause	Development and Alumni Affairs Program Assistant
John Kuiphoff	User Support Services Professional Services Specialist 3
Christopher Larthey	User Support Services Professional Services Specialist 3
Thomas Mankovich	Development and Alumni Affairs Professional Services Specialist 3
Michael Mensch	User Support Services Professional Services Specialist 3
Eric Mobley	Student Development and Campus Programs Professional Services Specialist 3
Lisa Monday	Conference and Meeting Services Professional Services Specialist 4

December 13, 2005



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

Jason Neely	Student Life Professional Services Specialist 4
Susan O'Connor	Music Program Assistant
Lisa Panella	Student Accounts Program Assistant
Michael Puccio	Residential and Community Development Professional Services Specialist 4 -10 month
Paula Rainey	Library Program Assistant
Elizabeth Spohr	Residential and Community Development Professional Services Specialist 4 -10 month
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
Michael Whitmore	Network and Technical Services Professional Services Specialist 3

**Three Year Reappointments - Staff (Effective July 1, 2006 to June 30, 2009)**

Andrew Brunetto	User Support Services Professional Services Specialist 3
Jennifer Harnett	Student Development and Campus Programs Professional Services Specialist 3
Kevin Little	User Support Services Professional Services Specialist 3
Todd McCrary	Auxiliary Services Professional Services Specialist 3
Nevolia Ogletree	Career Services Assistant Director 3
Robin Selbst	Student Development and Campus Programs Professional Services Specialist 3

December 13, 2005

**Three Year Reappointments - Staff (Effective July 1, 2006 to June 30, 2009)**

David Stillman

Modern Languages  
Assistant Director 3 -10 month

Ann Yamiolkowski

Campus Wellness  
Professional Services Specialist 3

**Five Year Reappointments – Staff (Effective July 1, 2006 to June 30, 2011)**

Kevin Potucek

Communication Studies  
Assistant Director 2

**Resolution Concerning Implementation of Increase In  
Compensation For The President of The College of New Jersey**

Whereas: The College of New Jersey Board of Trustees is authorized under the provisions of N.J.S.A. 18A:64-6 to “appoint and fix the compensation of a president of the college, who shall be the executive officer of the college”; and

Whereas: The President's salary has remained unchanged since her last increase effective October 7, 2004; and

Whereas: In Fall of 2005 The College of New Jersey Board of Trustees conducted a fully satisfactory annual performance evaluation of the President.

Therefore,  
Be It

Resolved: That The College of New Jersey Board of Trustees, authorizes a 7.00 percent merit increase for the president retroactive to October 1, 2005.

**The College of New Jersey Board of Trustees  
Resolution Approving a Tuition Waiver Program for  
Children of Full and Part-time CWA 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 Communication Workers of American, Local 1031 to negotiate terms under which a tuition waiver program for dependent children of CWA Unit members would be enacted, and
- Whereas: An agreement was reached which provides unit members with the tuition waiver program for dependent children and the College with: 1) “On Call” notification and reporting procedures, and 2) CWA support in establishing a non-competitive administrative support title.
- Whereas: The new “on call” procedure establishes response requirements for off duty urgent calls, improving service to students and the College community. The establishment of a non-competitive CWA administrative support title allows flexibility in the recruitment and hiring of administrative support staff, allowing job matches which are in line with departmental service and instructional needs.
- Whereas: Confidential employees are outside of the CWA negotiating unit solely based upon the confidential or labor relations functions which they support. Given that the career ladder for confidential employees is equally impacted by the establishment of a non-competitive administrative support title, the dependent child tuition waiver benefits are also extended to this group of employees.
- 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 CWA Unit Members effective Fall, 2005 as outlined in Memorandum of Agreement attached.

June 30, 2005

## **DRAFT MEMORANDUM OF AGREEMENT FOR DISCUSSION**

In consideration of the extension of the Dependent Tuition Waiver Program to CWA unit members, CWA, Local 1031, agrees to support the establishment of a new, non-competitive clerical support title, and to the establishment of "On Call" notification and reporting procedures.

### **1. Establishment of Non-Competitive Clerical Support Title**

CWA, Local 1031 agrees to support a Request by The College of New Jersey to the New Jersey Department of Personnel to establish the new, non-competitive classified clerical support title of Project Specialist, at the P14 level. This title will provide support at a level above the Principal title series.

Upon successful creation and implementation of said title, the College agrees to follow established procedures to staff positions designated at the non-competitive Project Specialist level. This includes internal posting of job opportunities. The College reserves the right to admit qualified external candidates to the applicant pool. Employees assigned to this title will not be subject to the New Jersey Department of Personnel testing process but will have to successfully complete a four month working test period in the position in order to attain permanent status in the new title.

The College is requesting that CWA support the College's efforts on this issue, which if successful will be available to all other state colleges.

### **2. Establishment of "On Call" Notification and Reporting Procedures**

The College will implement the following process for performing work beyond normal work hours. On a rotational basis, qualified employees included in the CWA unit will be required to be available for work outside of normal work hours, to respond to service calls from college constituents. When the qualified employee is "on duty" for this work, said employee will be required to carry a communication device. This device will be used by designated college personnel to notify the employee that he/she must report to the campus to respond to the request for service.

Response requirements will be governed by Article 35, paragraph D of the current bargaining agreement between the State and CWA.

Compensation for the performance of these duties will be governed by provisions cited in Article 35 paragraph E and all hours worked will be paid at the employees' regular hourly rate and will be in compliance with provisions of the Fair Labor Standards Act.

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Susan Ciotti	Date
Local President	
CWA Local 1031	

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	Date
CWA President	

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Vivian Fernandez	Date
Associate Vice President Human Resources	
The College of New Jersey	

**Resolution Approving Criteria, Guidelines, and Processes for the Closing of Academic Programs, Academic Centers, and Non-Academic Programs**

- Whereas: Any closing of an academic program, academic center, or non-academic program warrants careful scrutiny to understand the impact upon employees and students at The College of New Jersey; and
- Whereas: Any decision to close an academic program, academic center, or non-academic program must be done in a deliberate manner and take into account all critical factors and informed perspectives; and
- Whereas: A clear process and an appropriate set of criteria are necessary elements for making a careful and informed decision; and
- Whereas: Academic programs and academic centers are somewhat different in nature from non-academic programs, and it is important to have processes and criteria that reflect those differences in nature while also maintaining as much consistency as is reasonable; and
- Whereas: The recommendations for closing academic programs and academic centers were made through the governance process by the Committee on Academic Programs, and the comparable recommendations for closing of non-academic programs through the Committee on Planning and Priorities;
- Therefore  
Be It  
Resolved: That the recommended criteria, guidelines, and processes for the closing of academic programs, academic centers, and non-academic programs be approved.

## **Recommendations for Modification of Program Closure Procedure**

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### **Criteria for the Closure of Academic Programs, Academic Centers and Non-Academic Programs**

Because of the potentially serious impact of closing an academic program, academic center or a nonacademic program on employees of The College of New Jersey (TCNJ) as well as on students, the decision to take any such actions must be done in a deliberate manner. This document is intended to insure that all critical factors are considered when the process of closing a program is initiated. Librarians are considered to be faculty in this document.

#### **I. Academic Programs**

For the purpose of this document, academic programs are defined as majors, minors, course sets, interdisciplinary or disciplinary concentrations, certificate programs or college services whose expressed primary function is to deliver instruction or directly enhance or mentor student academic growth. The latter would include library services aimed at student learning and specific academic enhancement programs such as EOF or the Honors program.

- A. Closure Criteria: The following should be taken into consideration before initiating the process of closing an academic program:
  1. Level of conformity with the mission, goals and character of the college.
  2. Level of demand for services.
  3. Degree to which services are being provided as efficiently as possible.
  4. Level of ability to attract qualified personnel to staff the program.
  5. Changes in external accreditation or credentialing requirements.
  6. Impact of closure on tenured faculty and long-time employees.
  7. Ramifications for external constituents (alumni, state decision-makers, etc.) of program closure.
  8. Impact of closure on the stature of the college.
- B. Guidelines for Academic Program Discontinuation: The process for academic program discontinuation should roughly parallel that which was followed for approval. To this end:
  1. Those programs that were approved at the department or program level would be dissolved at that level. However, the closure should be communicated and justified to the campus community.



2. Those programs that needed initial dean's and/or school-wide approval should be discontinued with dean's or school-wide committee approval.
  3. Those programs that initially needed central administration approval at the outset should only be discontinued with central administration approval.
  4. For those programs that initially needed trustee approval at the outset, the procedure outlined in part I.C of this document should be followed.
  5. In the event of a program closure the College must ensure that those students already enrolled in the program are able to complete the program in a timely fashion.
  6. Before making an official recommendation to discontinue a board approved program, the dean or provost will meet with that department as a whole to discuss recommendation. Prior to such a meeting, the dean will identify all faculty and American Federation of Teachers (AFT) professional staff who would be affected if the academic program is closed. Only after such a meeting is held will the program closure process begin.
- C. Process for Discontinuing Board Approved Programs: In what follows, it is assumed that a dean initiates the process for closure. This process might also be initiated by the provost or president.
1. The dean makes a recommendation to the department to discontinue a program. Department responds to the dean.
  2. The department's response will include a detailed plan for the future role of all faculty or other employees currently considered to be part of that department. In addition, the department notifies these employees of the possibility that the program might be closed. The Administration recognizes the critical importance of this for all faculty/AFT professional staff and the significance of insuring that they will have the opportunity to continue contributing to the mission of TCNJ after any formal action takes place.
  3. Any faculty member or professional staff member in such a situation will have the opportunity, in accordance with relevant collective bargaining agreements, either to move to another department or academic unit with a similar function to the one being phased out or to another available position at TCNJ for which they are qualified at the same level as their current position.
  4. The dean's recommendation for discontinuation and the response of the department is sent to the Committee on Academic Programs (CAP) for review and concurrence or non-concurrence. The dean will provide CAP with a summary of the factors leading to the recommendation to discontinue the program. The

dean will be present at the CAP meeting when the final recommendation is discussed. The chair of the affected department and all members of the program being reviewed for discontinuation will be invited to CAP to provide information and answer questions about the recommendation.

5. Once CAP has responded to the recommendation, the dean will make a final recommendation. This will be sent to the provost along with the response from CAP and the departmental response.
6. The provost will review the dean's recommendation along with the departmental response and the response from CAP. The provost then makes a recommendation to the president.
7. Should the dean and provost recommend the discontinuation of any program, the president will review this recommendation. If the president concurs, s/he will inform the Board of Trustees of his/her intention to recommend that the program be discontinued.
8. The provost identifies those campus constituents, such as records and registration, admissions, etc., who need to be informed in the event of program closure.
9. Within a specified period of time, the president makes a recommendation to discontinue the program to the Board of Trustees for action. Since decisions to discontinue any program may involve personnel evaluations, the administration has a responsibility to maintain confidentiality of those aspects of its discussions.
10. The Board of Trustees acts on the recommendation to discontinue.
11. Subsequent to Board action, the NJ Commission on Higher Education is notified of the program discontinuation action.
12. The provost informs those campus constituents identified in step eight.

## **II. Academic Centers**

For the purpose of this document, centers are defined as academic entities that may enhance the quality of the TCNJ educational experience through research or service, but that are not central to the delivery of the graduate or undergraduate programs of study. Examples of this would be research centers, think tanks and clinic outreach centers.

- A. Closure Criteria: The following should be taken into consideration before initiating the process of closing an academic center:
  1. Degree to which the center conforms to the stated mission of the College.

2. Inability to staff a high-quality center with appropriate and interested faculty.
  3. The degree to which the reputation of the work done by the center affects (either positively or negatively) the stature of the College among its various constituencies.
  4. The degree to which an appropriate level of external funding is maintained.
  5. The college's responsibility to external funding sources.
- B. Guidelines for Academic Center Discontinuation: As for academic programs, the process for academic center discontinuation should roughly parallel that which was followed for approval. For those centers that needed trustee or central administration approval at the outset, the following procedure should be followed.
- C. Process for Discontinuing Board Approved Academic Centers: In what follows, it is assumed that initiation of the closure process begins at the dean's level. This process might also be initiated by the provost or president.
1. The dean meets with the faculty/staff involved in the center to discuss the intention of initiating the closure process. (In multi-school centers, all deans involved will meet with the faculty.) Prior to such a meeting, the dean will identify all employees who will be affected if the center is closed. The dean notifies those employees of that possibility.
  2. The dean(s) recommends to the faculty/staff to close the center.
  3. The faculty/staff respond to the dean.
  4. The dean's recommendation for discontinuation is sent to the provost for review and concurrence or non-concurrence. The dean will provide the provost with a summary of the factors leading to the recommendation to close the center.
  5. Any faculty member or professional staff assigned to an academic center being closed will have the opportunity, in accordance with relevant collective bargaining agreements, to either move to another department or academic unit with a similar function to the one being phased out or to another position at TCNJ for which they are qualified at the same level as their current position.
  6. Should the dean and provost recommend the discontinuation of any center, the president will review this recommendation. If the president concurs, s/he will inform the Board of Trustees of her/his intention to recommend that the center be discontinued.
  7. In the event of closure, the provost will assure that all parties involved work to assure an orderly and equitable dissolution of activities and center assets.

8. The provost will assure that the appropriate campus constituents are informed of the closure.

### **III. Non-Academic Programs**

For the purpose of this document, non-academic programs are defined as those which support the functions of the college but that are not involved directly in the delivery of instruction. They might include, but are not limited to, programs involved in student services such as financial services, card and parking services, safety, health and security, campus wellness, campus and community relations, campus planning and construction, etc.

- A. Closure Criteria: The following should be taken into consideration before initiating the process of closing a non-academic program:
  1. Level of conformity with the mission, goals and character of the college.
  2. Level of demand for services.
  3. Degree to which services are being provided as efficiently as possible.
  4. Level of ability to attract qualified personnel to staff the program.
  5. Changes in external accreditation or credentialing requirements.
  6. Impact of closure on tenured faculty and long-time employees.
  7. Ramifications for external constituents (alumni, state decision-makers, etc.) of program closure.
  8. Impact of closure on the stature of the college.
  
- B. Guidelines for Non-Academic Program Discontinuation: As for academic programs, the process for non-academic program closure should roughly parallel that which was followed for approval. For those programs that needed trustee or central administration approval at the outset, the following procedure should be followed.
  
- C. Policy for Nonacademic Program Closure
  1. After preliminary discussion between individual(s) advocating the recommendation and the supervisor, an agreement is reached to move toward program closure. The supervisor of a specific administrative area, prior to making an official recommendation to the appropriate executive staff member or cabinet member to discontinue a program will meet with those members of the department responsible for promoting/providing the services found within that program to discuss the supervisor's impending recommendation.

2. The department will be given the opportunity to respond to the supervisor and may meet with the supervisor to discuss alternatives to program closure.
3. The supervisor's recommendation for program closure is sent to the appropriate executive staff member or cabinet member, providing a summary of factors leading to the recommendation. An executive staff member or cabinet member could make the recommendation directly to the president.
4. Upon review, the executive staff member or cabinet member will make a final recommendation to the president.
5. Should the executive staff member/cabinet member recommend the discontinuation of any program, the president will review this recommendation, and if she/he concurs, will inform the Board of Trustees of her/his intention to recommend the program be discontinued. At the next scheduled Board meeting, the president makes a recommendation to discontinue the program. Since decisions to discontinue any program may involve personnel evaluations, the administration has a responsibility to maintain confidentiality of those aspects of its discussions.
6. The Board of Trustees acts on the recommendation to discontinue as appropriate.
7. Upon Board action, the executive staff member/cabinet member will submit formal notification of the reversal of funds for the budget under which the program falls to the Office of Budget and Finance.
8. After a program has been closed or discontinued, any budget requests submitted as an appeal for an eliminated program must be submitted through supplement reallocations with a description and justification for the request submitted to Budget and Finance by the supervisor or executive staff member/cabinet member for that budget.

**The College of New Jersey  
Resolution Concerning Submission of the  
FY 2007 Budget Request  
Totaling \$180,860,000**

- 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 Investment Committee of The College of New Jersey Board of Trustees the FY 2007 operating budget request prepared in accordance with the FY 2007 Office of Management and Budget planning guidelines; and
- Whereas: The Finance and Investment Committee of the Board has recommended its approval;
- Therefore, Be  
It Resolved: That the Board of Trustees approved the FY 2007 operating budget request of \$180,860,000 of which \$51,134,000 would be state appropriations.

December 13, 2005

**Resolution Approving Waivers  
Of Advertising  
For College Business Purposes**

WHEREAS: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$20,800, 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:

<b>VENDOR</b>	<b>PURPOSE</b>	<b>FUNDING SOURCE</b>
Lane Press \$83,905.73	Printing of The College of New Jersey Magazine	College Operating
International Creative Management \$85,000.00	Celebration of the Arts: George Carlin	College Operating Ticket Sales Student Funds through SFB
Uto Palace Hotel \$23,000.00	Rental of housing facilities for faculty in Mallorca, Spain	Self Funded Revenue Account
Harlaxton College \$54,978.00	Summer study tour in England	Self Funded Revenue Account
Casa de Brasil \$26,565.00	Summer study tour in Madrid, Spain	Self Funded Revenue Account
Corporate Technologies \$120,000.00	Consulting services and software for the implementation of the student system reporting datamart	Operating Reserves E & G
Beckman Coulter \$57,000	Lab Equipment for the School of Science	Federal Grant

December 13, 2005

**Resolution Approving Waivers  
Of Advertising  
For College Business Purposes  
(Buildings and Grounds)**

WHEREAS: State College contracts Law permits waivers of advertising for specified purchases in excess of \$20,800, 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 Buildings and Grounds 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:

<b>VENDOR</b>	<b>PURPOSE</b>	<b>FUNDING SOURCE</b>
Honeywell International \$85,447.80	Installation of carbon monoxide detectors in residential facilities	Housing Operating

December 13, 2005



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

WHEREAS: State College contracts Law permits waivers of advertising for specified purchases in excess of \$20,800, 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 Buildings and Grounds 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:

<b>VENDOR</b>	<b>PURPOSE</b>	<b>FUNDING SOURCE</b>
Farewell Mills Gatsch Architects \$54,000	Professional architectural services related to the stabilization of the William Green Farm House	Capital Reserves
Schenk, Price, Smith and King \$50,000	Legal services for the Student Apartments project	Housing Reserves
Tompkins, McGuire, Wachenfeld and Barry \$40,000	Legal services related to the Science, School of Business and other projects	Capital Reserves
Kitchen & Associates \$38,832	Professional architectural services related to the New Library Project	2002D Bond
Turner Construction \$108,000	Professional construction management services related to the Athletic Fields Project	2002D Bond
Thornton-Tomasetti Group \$50,588	Professional engineering services related to the Student Apartments Project	2002D Bond
CS Technology \$10,020	Professional telephone/data design services related to the New Library Project	2002D Bond
Kinsey Associates \$28,000	Professional landscape architectural services related to the Athletic Fields Project	2002D bond

December 13, 2005

**The College of New Jersey Board of Trustees  
Resolution Honoring  
Mr. Robert A. Gladstone  
For Service to The College of New Jersey**

- Whereas: Mr. Robert A. Gladstone served as a Trustee of The College of New Jersey from 1997 through 2004; and
- Whereas: During his time on the Board Mr. Gladstone served the institution in invaluable ways, including a two and a half year tenure as Chair of the Board; and
- Whereas: In 2001 the Board called on Mr. Gladstone to serve as Chair of the College's Sesquicentennial Committee, thereby representing the Board of Trustees throughout all of the celebratory events in honor of the College's 150<sup>th</sup> birthday; and
- Whereas: Under Mr. Gladstone's outstanding leadership the committee organized numerous activities showcasing the College, engaging all members of the campus community, internal and external, in the celebration; and
- Whereas: Some of the events and activities scheduled during this time included an opening ceremony and torch run, a college wide scavenger hunt and a Walt Whitman Symposium; and
- Whereas: Several activities were reinitiated during the Sesquicentennial including a Founder's Day celebration and a Thanks for Giving program; and
- Whereas: Throughout this celebration Mr. Gladstone represented the Board and kept the Trustees informed of the committee's activities, fully engaging the Board in the celebration.
- Therefore,  
Be It  
Resolved: That The College of New Jersey Board of Trustees honors Mr. Robert A. Gladstone for his service as Chair of the Sesquicentennial Committee and thanks him for his continued support of the College.

December 13, 2005