

TRENTON STATE COLLEGE BOARD OF TRUSTEES

Thursday, December 5, 1991
Brower Student Center, Room 202W

MINUTES

Present: Dr. William Alexander; Mrs. Dierdre Barz, Chair; Mr. Walter Chambers; Dr. Harold W. Eickhoff; Ms. Abby Fader; Dr. Erna Hoover; Dr. Michael Iannone; Dr. Susan Karr; Mr. Robert Kaye; Dr. Lynden Kibler; Dr. Lawrence Marcus; Mr. Arnold Mohel

The meeting was called to order at 4:50 p.m.

I. Announcement of Compliance:

Mrs. Barz read the following statement:

It is hereby announced and recorded that the requirements of the Open Public Meetings Act as to proper notification of time and place of meeting have been satisfied.

The Open Public Meetings Act, or Sunshine Law, requires that the Board notify the public of impending meetings, and that it conduct those meetings in public. It does not require participation in those meetings.

The Board has published procedures to offer members of the public and members of the campus community opportunities to address issues relevant to the Board's powers and duties. Requests to speak to the agenda items must be registered at least 24 hours in advance of the meeting. Request to speak to other items relevant to the Board's powers and duties must be submitted in writing one week prior to the Board meeting, and should specify in detail the nature of the topic and comments. Forms to register are available in the Office of the President. These procedures are designed to encourage the orderly conduct of the Board's business, to support duly established College relationships, and to ensure the thoughtful discourse characterizes the Board's deliberation.

Comments from persons registered to speak are limited to a reasonable length of time. Members of the public may not make motions. The Board may choose, after hearing a comment, to refer the issue to committee, to refrain from action entirely, or to defer discussion to a more appropriate time.

Mrs. Barz stated that a number of people had registered to speak at this meeting.

II. Pledge of Allegiance

The Pledge of Allegiance was recited.

III. Approval of the Minutes of the October 31, 1991 Public Board Meeting.

It was moved by Dr. Kibler, seconded by Dr. Hoover, that the minutes be approved. The motion carried unanimously.

IV. Report of the President

The President made his report to the Trustees. It included four points: "New Jersey Night" at the recent AASCU meeting; the upcoming visit by Dr. John Terry, University of Massachusetts/Lowell; upcoming briefings with newly elected legislators; and a reminder that the annual tree lighting ceremony was tonight.

V. Report of the Board Officers

There was no report of the Board Officers.

VI. Unfinished Business

There was no unfinished business.

VII. New Business

A. Report of the Executive Committee

1. Personnel Actions

It was moved by Mr. Kaye, seconded by Mr. Chambers, that the following personnel actions be approved. The motion carried unanimously.

a. Appointments - Faculty

Joan Kauffman	Assistant Professor Nursing 1/20/92 (one semester, temporary)
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Priscilla O'Connor	Assistant Professor Nursing 1/20/92
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It was moved by Mr. Kaye, seconded by Dr. Hoover, that the following personnel actions be approved. The motion carried unanimously.

b. Faculty Reappointments to a Third Year (ATTACHMENT A)

It was moved by Mr. Kaye, seconded by Dr. Hoover, that the following personnel actions be approved. The motion carried unanimously.

c. Appointments - Staff

Susan Karr	Executive Assistant 2 President's Office 11/18/91
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Peter Manetas	Director Career Services 12/16/91
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Dr. Eickhoff and Mrs. Barz welcomed Dr. Karr, who was at the meeting.

It was moved by Mr. Kaye, seconded by Mr. Mohel, that the following personnel actions be approved. The motion carried unanimously.

d. One Year Reappointments - Staff (ATTACHMENT B)

It was moved by Mr. Kaye, seconded by Mr. Mohel, that the following personnel actions be approved. The motion carried unanimously.

e. Multi-Year Reappointments - Staff (ATTACHMENT C)

It was moved by Mr. Kaye, seconded by Mr. Mohel, that the following personnel actions be approved. The motion carried unanimously.

f. Change of Status - Staff

Barbara Bock	From: Administrative Assistant 3 To: Assistant Director 3 7/1/91
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Joan McGowan	From: Professional Services Specialist 4 TO: Assistant Director 4 11/9/91
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It was moved by Mr. Kaye, seconded by Dr. Hoover, that the following personnel action be approved. The motion carried unanimously.

g. Medical Leave of Absence - Faculty

Bernard Schwartz

1/2/91 to 6/30/92

Mrs. Barz noted for the record that the Student Trustee is excluded by statute from voting on personnel actions.

2. Consideration of Resolution Adopting the Recommendations contained in Section II of the Trenton State College Planning Report (ATTACHMENT D)

It was moved by Mr. Kaye, seconded by Dr. Hoover, that the Recommendations be considered.

Dr. Eickhoff introduced the Recommendations by describing the planning process and the report that resulted from it. He noted that the process was a complex one that had been demanding on the campus. Although planning was not new to the College, the process that resulted in the report began officially in May 1990. It was the result of recognition of difficult financial times, and it focused the College. The process included review of every institutional program according to three criteria: centrality to the present and future of the College; strengths and weaknesses; and demand. Periodic updates were issued to the campus community, and in September 1991 the recommended actions were referred to the Standing Committee structure for advice and comment. Comments were returned to the President in November, who took the Committees' advice into account as the final recommendations were developed.

The report comprises three sections: Budgetary Adjustments Implemented May 1990-September 1991 (Section I); Recommendations to the Board of Trustees (Section II); and Continuation of the Planning Process (Section III). At the end of Section II, there is a footnote dealing with students and staff affected by program changes or discontinuance.

Following Board action on Section II, the planning report will be referred to the Budget and Planning Committee for advice on how to move forward into Phase III. Phase III will extend over the next twelve to eighteen months.

Mrs. Barz indicated that the Recommendations would be handled individually. Mr. Kaye read the resolution (ATTACHMENT D) into the record.

- a 1. Department of Art -- undergraduate degree program in Art Therapy and undergraduate degree program in Art Education.

Mr. Kaye moved, seconded by Dr. Hoover, that the recommendation be approved. There was no discussion, and the motion passed unanimously.

- b 2. Department of Business Administration -- undergraduate specialization in Computer Information Systems.

Mr. Kaye moved, seconded by Mr. Mohel, that the recommendation be approved. During discussion, Dr. Eickhoff noted that he had received a communication from a member of CUPPS to the effect that the comments reflected in the planning report were not completely accurate. Dr. Eickhoff also noted that the new information did not affect the recommendation, and that copies of the correspondence are available in his office.

The motion on the recommendation passed unanimously.

- c 3. Department of Business Education/Administrative Management -- graduate and undergraduate degree and certification programs in Business Education.

Mr. Kaye moved, seconded by Dr. Hoover, that the recommendation be approved. During discussion, Dr. Iannone asked that the record show that the recommendation was in direct opposition to comments submitted by two standing committees. He stated there hadn't been sufficient time to study the issue. Dr. Eickhoff, Dr. Hardgrove, Dr. Hantjis and Dr. Kamber all responded, with Dr. Hardgrove noting that the issue had been under discussion for about a year and a half.

The motion on the recommendation passed unanimously.

- d 4. Department of Communication and Theatre -- undergraduate Theatre and undergraduate combined Communications and Theatre programs.

Mr. Kaye moved, seconded by Mr. Chambers, that the recommendation be approved. There was no discussion, and the motion passed unanimously.

- e 5. Department of Educational Administration and Secondary Education -- proposed M.Ed. in Educational Management.

Mr. Kaye moved, seconded by Mr. Mohel, that the recommendation be approved. There was no discussion, and the motion passed unanimously.

- f 8. Department of Engineering Technology -- all programs.

Mr. Kaye moved, seconded by Dr. Kibler, that the recommendation be approved.

During discussion, Dr. Robert Bittner, Dean, School of Technology, outlined the history of the issue. He was followed by eight speakers, as follows:

- Harold B. Kay, parent
- John P. Nienstedt, parent
- J. David Seitz, President, NWL Transformers
- Robert Cole, alumnus
- Marvin Kurland, TSC faculty member
- Barbara Holt, TSC student and President, Society of Women Engineers
- Michelle Scott, TSC student and NJ Zone Chairperson, Society of Black Engineers
- Michael McDermott, President, TSC Student Government Association

Comments included testimony on the quality and content of the program; on the difficulties graduates have finding jobs because of the word "technology" on the degree even though the curriculum is Engineering; on outmigration; on DHE's resistance to redesignation; and on differences between NJIT's program and facilities and TSC's. Michael McDermott reported on a meeting he and Chris Dawes had had with the Chancellor the week before.

Dr. Hoover commented that we serve the interests of the State by keeping students interested in Engineering Education here. Mrs. Barz noted that she couldn't believe that any objective individual would disagree that there is anything but merit to Trenton State's proposal to redesignate the program, adding "There just is no downside." She also noted that she interprets the statement to read, "It is recommended the College continue to take all appropriate and necessary actions until the redesignation of our Engineering Technology programs as Engineering is secured."

When asked when Trenton State would hear on the request to have the Board of Higher Education's Academic Affairs Committee rehear the request for redesignation, Dr. Marcus answered that he did not know, but expected it would be shortly.

The motion on the recommendation passed unanimously.

g 7. Department of Health and Physical Education - graduate programs.

Dr. Kibler moved, and Mr. Chambers seconded, that the recommendation be accepted. There was no discussion. The motion passed unanimously.

h 8. Department of Elementary Education -- proposed M.Ed. in English as Second Language.

Dr. Kibler moved, and Mr. Mohel seconded, that the recommendation be accepted. There was no discussion. The motion passed unanimously.

i 9. School of Nursing -- graduate and undergraduate and school nurse programs.

Dr. Kibler moved, and Mr. Mohel seconded, that the recommendation be accepted. During discussion, Dr. Kibler noted that the Board received many letters last year when the process started. The motion to accept the recommendation passed unanimously.

j 10. Department of Technology Education -- graduate and undergraduate programs.

Dr. Kibler moved, and Dr. Hoover seconded, that the recommendation be accepted. There was no discussion, and the motion passed unanimously.

k 11. Department of Vocational Education -- degree and certificate programs in Vocational Education.

Dr. Kibler moved, and Dr. Hoover seconded, that the recommendation be accepted. During discussion, Dr. Marcus noted that he had received a call from a person at the N.J. Department of Education, Division of Vocational Education, who indicated he did not support the recommendation to discontinue the programs. Dr. Marcus indicated that the enrollments did not support continuation.

The motion to accept the recommendation on vocational education passed unanimously.

~~L~~ ~~12~~. Men's Intercollegiate Golf.

Dr. Kibler moved, and Mr. Mohel seconded, that the recommendation be accepted. The motion passed unanimously.

~~m~~ ~~13~~. Pep Band.

Dr. Kibler moved, and Dr. Hoover seconded, that the recommendation be accepted. The motion passed unanimously.

Dr. Kibler also read the final two paragraphs accompanying the recommendations into the record. Mrs. Barz thanked all those who have been involved in the planning process.

Mrs. Barz called for a vote on the planning document. It passed unanimously.

Dr. Iannone recommended that items under discussion in Phase III be brought to the faculty for consideration, rather than as actions to react to. He stated that the faculty has felt reactive up until now, and wants to be pro-active from the start of Phase III. Dr. Eickhoff responded that the recommendations in Section II were not developed absent discussions with persons affected.

B. Report of the Academic Affairs Committee

Dr. Hoover reported for the Committee. There were no items for Board action. Dr. Hoover announced that there are a number of vacancies in senior positions, including the library. Dr. Blicharz is acting as Interim Dean of Nursing, and Dr. Ollio and Dr. Hantjis are retiring. She also noted that there are plans to bring a Phi Beta Kappa chapter onto campus.

C. Report of the Budget and Finance Committee.

1. Consideration of Resolution approving Planning Document Associated with the Ely, Allen and Brewster Hall Restoration (ATTACHMENT E)

Mr. Mohel moved, seconded by Dr. Kibler, that the resolution be approved. There was no discussion, and the motion passed unanimously.

2. Consideration of Resolution approving Waivers of Advertising
(ATTACHMENT F)

Mr. Mohel moved, seconded by Dr. Kibler, that the resolution be approved. There was no discussion, and the motion passed unanimously.

D. Report of the College Relations Committee

Mr. Chambers reported for the Committee. There were no items for Board actions. Mr. Chambers updated the Board on recent successes of various athletic teams, especially field hockey and men's and women's soccer.

VIII. Adjournment

The following resolution was moved by Mr. Chambers, seconded by Dr. Hoover.

RESOLVED: The Board of Trustees will hold closed session on Thursday, February 20, 1992 and at any other time as necessary to consider personnel matters, labor relations, any pending litigation, and any other matters specifically exempted by the Open Public Meetings Act. It is anticipated that decisions made in closed session will be made public at future meetings.

BE IT
FURTHER

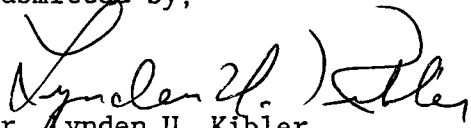
RESOLVED: The next public meeting of the Trenton State College Board of Trustees will be held at 4:30 p.m. on Thursday, February 20, 1992, in the Clayton Brower Student Center.

BE IT
FURTHER

RESOLVED: That this meeting be adjourned.

The meeting was adjourned at 7:15 p.m.

Submitted by,


Dr. Lynden U. Kibler,
Secretary

FACULTY REAPPOINTMENTS TO A 3RD YEAR 1992 - 1993

ATTACHMENT A

Chang, Shou Rei	Assistant Professor Engineering
Compte, Deborah	Assistant Professor Modern Languages
Cunningham, Robert	Assistant Professor Mathematics and Statistics
Hingston, Nancy	Assistant Professor Mathematics and Statistics
Jung, Won	Assistant Professor Engineering
Lovett, Donald	Assistant Professor Biology
Pearson, Kim	Instructor English
Prensky, David	Assistant Professor Management/Marketing
Rawicz, Harris	Assistant Professor Engineering
Rice, Leslie	Assistant Professor Nursing
Sepahpour, Bijan	Assistant Professor Engineering
Shahid, Abdus	Assistant Professor Accounting
Singh, Allan	Assistant Professor Psychology
Steinsaltz, Steven	Assistant Professor Mathematics and Statistics
Wolz, Ursula	Assistant Professor Computer Science

STAFF -- ONE YEAR REAPPOINTMENTS

*=10 month contract

7/92 - 9/93

Asher, Tim	Professional Services Specialist 3 Campus Life
Bacani, Paul	Professional Services Specialist 1 Campus Planning and Construction
Baynes, Michael	Professional Services Specialist 3 Residence Life
Barrett-Kobes, Violet	Professional Services Specialist 3 Education Opportunity Fund Program
Bock, Barbara	Assistant Director 3 Office System Management
Boras, Adele	Program Assistant College Relations
Brooks, ShaRon	Assistant Director 3 Student Center Administration
Butcher, Patricia	Assistant Director Library Services Library
Campbell, Brenda	Professional Services Specialist 2 Athletics
Czajka, William	Professional Services Specialist 2 Facilities
Daniels, Shirley	Professional Services Specialist 3 Records and Registration
Fleming, Delsia	Professional Services Specialist Education Opportunity Fund Program
* Gage, Larry	Professional Services Specialist 1 (10 month) Psychological Counseling Services
Gatley, Michael	Professional Services Specialist 3 Records and Registration
Graber, Maura	Assistant Director 4 Media and Technology
Ireland, Marcia	Program Assistant Vehicle Registration

Kerswill, Jeff	Professional Services Specialist 3 Information Management
Margraff, Rita	Professional Services Specialist 3 Records and Registration
Marsh, Donald	Assistant Director 3 Athletics
Milavsky, Robert	Program Assistant Bursar
* North, Bonnie	Professional Services Specialist 2 (10 month) Psychological Counseling Services
* Poock, Michael	Professional Services Specialist 3 (10 month) Community Development Services
Potucek, Kevin	Professional Services Specialist 4 Communication and Theatre
Radonsky, Arlene	Professional Services Specialist 4 Budget and Finance
* Raub, Kimberly	Professional Services Specialist 4 (10 month) Residence Life
Ripans, Steven	Assistant Director 3 Admissions
* Rottenberg, Andrea	Professional Services Specialist 4 (10 month) Residence Life
* Santos, Leslie Ann	Professional Services Specialist 4 (10 month) Residence
Smith, Crystal	Professional Services Specialist 4 Collegebound
Vytlacil, David	Assistant Director 3 Auxiliary Services
Williams, Charlie	Professional Services Specialist 3 Educational Opportunity Fund Program

STAFF -- THREE YEAR REAPPOINTMENTS

*10 month contract

7/92 - 6/95

Bravo, Cathy	Assistant Director 1 Campus Planning and Construction
* Brinkley, G. Pomeroy	Professional Services Specialist 3 (10 month) Campus Life
Brooks, Leon	Professional Services Specialist 3 Library
Jas, Margaret	Administrative Assistant 3 Campus Planning
Pereira, Janice	Administrative Assistant 3 Graduate Studies
Moyer, Margaret H.	Professional Services Specialist 2 Records and Registration
* Simpson, Deborah	Administrative Assistant 3 (10 month) Intramurals & Recreation
Woods-Russo, Cate	Program Assistant College Relations

**Resolution Adopting the Recommendations Contained in Section II of the
Trenton State College Planning Report**

WHEREAS: The College has been engaged in a comprehensive planning process to develop short and long term strategies to strengthen the institution and to respond to current fiscal realities;

WHEREAS: The College's comprehensive planning process, which began in May 1990, has resulted in a Planning Report that has three sections: Budgetary Adjustments Implemented May 1990-September 1991 (Section I); Recommendations to the Trenton State College Board of Trustees (Section II); and Continuation of the Planning Process (Section III);

WHEREAS: The planning process has included discussions with departments and units affected by the proposed recommendations;

WHEREAS: The President, on September 18, 1991, sent all proposed recommended actions to the Steering Committee and the Budget and Planning Committee for advice;

WHEREAS: The Standing Committees have forwarded their advice and recommendations to the President;

WHEREAS: The President has considered these recommendations and advice and has prepared the attached series of recommendations for Board of Trustee action;

WHEREAS: The Trenton State College Board of Trustees has reviewed these recommendations;

THEREFORE,
BE IT

RESOLVED: That the Board of Trustees commends the faculty, staff, administration and students of the College for their respective roles in preparing the Planning Report;

BE IT
FURTHER

RESOLVED: That the Board of Trustees approves the following recommendations, and directs the President to proceed with the next phase of the planning process.

December 5, 1991

Recommendations

1. Department of Art -- undergraduate degree program in Art Therapy and undergraduate degree program in Art Education.

It is recommended that these two programs be combined, with the Art Education degree program including within its curriculum a concentration upon Art Therapy.

2. Department of Business Administration -- undergraduate specialization in Computer Information Systems.

It is recommended that this specialization be changed to a service function.

3. Department of Business Education/Administrative Management -- graduate and undergraduate degree and certification programs in Business Education.

Based on the committee processes and campus wide information sharing, it is recommended that:

1. The Business Education undergraduate certification program be continued;
2. The Business Education and the Administrative Management undergraduate programs be discontinued;
3. The Business Education/Administrative Management graduate programs be discontinued.

Note: In a memo dated November 22, 1991 to the Campus Community, the President sent recommendations he had prepared for Board action. Recommendation #3 recognized that a question had been raised with regard to the validity of the data used as a basis for discontinuing the graduate programs. The President asked Dr. Claire Hardgrove, Acting Vice President for Academic Affairs, to review the data. She concluded that the previous data submitted were correct. Therefore, the President recommends the graduate programs be discontinued.

4. **Department of Communication and Theatre -- undergraduate Theatre and undergraduate combined Communications and Theatre programs.**

It is recommended that the Communications and Theatre program be discontinued. It is also recommended that the Theatre program be discontinued. The department has proposed a new track in Video and Theatre. It is recommended that this proposal be reviewed by consultants, amended if appropriate, and then submitted through the established college processes.

5. **Department of Educational Administration and Secondary Education -- proposed M.Ed. in Educational Management.**

It is recommended that the Program Approval Documents in Educational Management be held for further review, amended if appropriate, and then submitted through the established college processes.

6. **Department of Engineering Technology -- all programs.**

It is recommended the College continue to take all appropriate and necessary actions to secure the redesignation of our Engineering Technology programs as Engineering.

7. **Department of Health and Physical Education -- graduate programs.**

Based on the committee processes and campus wide information sharing, it is recommended that 1) the department's proposed programs for an undergraduate major in Health Promotion be moved forward through the college's program approval process; 2) any decision regarding graduate programs in this department be deferred to Section III of this report.

8. **Department of Elementary Education -- proposed M.Ed. in English as a Second Language.**

It is recommended that any action on this proposal be deferred until study of all matters related to the proposal is completed.

9. **School of Nursing -- graduate and undergraduate and school nurse programs.**

It is recommended that the programs in Nursing be continued. The College recognizes the important role of its nursing programs in educating health care professionals who serve the citizenry of New Jersey. The program has been found to be of high quality, but costly. Certain actions should be taken to preserve the quality of the program while containing costs. The measures should include adjunct associates to supervise a percentage of clinical experiences, and close management of enrollments. The goal of these steps will be to produce a small number of high quality graduates.

10. **Department of Technology Education -- graduate and undergraduate programs.**

It is recommended that the graduate program in Technology Education be discontinued. It is recommended that the undergraduate program continue.

11. **Department of Vocational Education -- degree and certificate programs in Vocational Education.**

It is recommended that the degree and certificate programs in Vocational Education be discontinued.

12. **Men's Intercollegiate Golf.**

It is recommended that this program be continued.

13. **Pep Band.**

It is recommended that this program be continued.

Following the decision of the Trenton State College Board of Trustees regarding these recommendations, new admissions to any discontinued academic program will be immediately suspended. Plans will be made for faculty from discontinued programs to be reassigned or retrained to assume other responsibilities.

A priority for fall, 1991, is to develop a protocol to phase out any discontinued programs, while permitting current students to graduate in their chosen major. This protocol will be tailored to meet the conditions specific to any discontinued program. By February 1, 1992, students enrolled in any discontinued program will have received individual counseling to assist them in developing their future plans.

CONSIDERATION OF A RESOLUTION OF APPROVAL FOR THE PLANNING DOCUMENT
ASSOCIATED WITH THE
ELY, ALLEN AND BREWSTER HALL RESTORATION AND RENOVATION PROJECT

WHEREAS: The College retained the architectural firm of Jordan and Pease Architects of Raritan, New Jersey to complete a preliminary program planning/investigative study to determine the programming code analysis and schematic drawings for the renovation and restoration of Ely, Allen and Brewster Halls within the scope of code mandated improvements by the State of New Jersey Fire Safety Code; and,

WHEREAS: The Trenton State College Board of Trustees approved on June 6, 1991 a waiver of advertising for the firm of Jordan and Pease Architects of Raritan, New Jersey to continue with the design development; construction documents, including plans and specifications; bidding; award of construction contracts; and, administration of construction contracts; and,

WHEREAS: The College administration has determined that the renovation and restoration of Ely, Allen and Brewster Halls is necessary to maintain a continued provision of student residence and student development programs, including summer conferences and camps; and,

WHEREAS: The College administration has determined that the total estimated project cost of \$1,989,650.00 will be funded through accumulated auxiliary services funds specifically reserved for the capital renewal of this facility; now therefore be it

RESOLVED: That the Trenton State College Board of Trustees hereby approves the major construction project planning document, entitled the Ely, Allen and Brewster Hall Restoration and Renovation Project and dated November 21, 1991, at a total project cost of \$1,989,650.00 and as such authorizes the President to advance this project; and be it further

RESOLVED: That the President of the College is authorized to forward this project to the Chancellor for his recommendation to the Board of Higher Education for its consideration of approval at their January, 1992 meeting.

DECEMBER 5, 1991

RESO516T

RESOLUTION APPROVING WAIVERS
OF ADVERTISING
FOR CONSTRUCTION CONTRACTING PURPOSES

WHEREAS: State College Contract Law permits waivers of advertising for specified purchases in excess of \$10,300, and

WHEREAS: The Law provides that such waivers shall be approved by the Trenton State College Board of Trustees, and

WHEREAS: Waiver requests have been reviewed and are recommended by the Finance Committee, a subcommittee of the Trenton State College Board of Trustees,

NOW, THEREFORE,
BE IT RESOLVED: The Trenton State College Board of Trustees approved waivers to the following vendors for purposes as designated herein:

VENDOR	PURPOSE
DeLuca Everett & Co. (\$28,000.00)	Voice and Data Communications Cabling Consultant
Colm Engineering, PA (\$36,000.00)	Environmental Engineering Facility Consultant Services associated with the Phase I Underground Storage Tank Improvements project
Amy S. Greene Environmental Consultants, Inc. (\$11,600.00)	Environmental Facility Consultant Services associated with the Cogeneration project

December 5, 1991