

**The College of New Jersey  
Board of Trustees  
July 9, 2013  
200/212 Education Building  
3:00pm**

**Minutes**

**Present:** Christopher Gibson, Chair; Brad Brewster, Vice Chair; Eleanor Horne, Secretary; Jorge Caballero; Rosie Hymerling; Fred Keating; Barbara Pelson; Albert Stark; Susanne Svizeny; Joshua Zeitz; Megan Coburn, Student Trustee; Matthew Wells, Alternate Student Trustee; Mike Martinovic, Faculty Representative; Lee Ann Riccardi, Faculty Representative; Lynette Harris, Staff Representative; Stephanie Shestakow, Staff Representative; R. Barbara Gitenstein, President

**Not Present:** Robert Altman; Brian Markison; Miles Powell

**I. Announcement of Compliance**

Mr. Gibson announced that the requirements of the Open Public Meetings Act concerning public notice of this meeting has been met

**II. Motion to go into closed session**

It is moved by Mr. Brewster, seconded by Ms. Horne, that the Board go into closed session to discuss personnel actions including Faculty – New Appointments, Reappointments - Temporary, Retirement, Retirement – Emeritus, Resignation, Sabbatical Leave, Reappointment to a Fourth Year, Reappointment to a Fifth Year, Reappointment to a Fourth and Fifth Year, Reappointment to a Sixth Year and Tenure, Staff - New Appointments, Change of Status, Change of Status – Temporary, Resignations, Retirement, One Year Reappointments, One Year Rolling Extension Reappointments, Four Year Reappointments, Five Year Reappointments, all pending litigation including William Rogers v. TCNJ, and William Rudeau, Marissa Hutton v. State of New Jersey, The College of New Jersey, M&M Construction Co., Inc., PJM Mechanical Services, Inc., Estate of Florian Smith v. TCNJ, et al, Ketsia Beaubrun v. The College of New Jersey, Michael D. Fisher, et al., Kenya Nesbitt v. The College of New Jersey, Michael D. Fisher, et al., Nadege Napoleon v. The College of New Jersey, Michael D. Fisher, et al., and anticipated litigation, items exempt under the Open Public Meetings Act

**III. Closed Session**

**IV. Resumption of Public Session/Pledge of Allegiance**

**V. Approval of the Minutes of the February 26, 2013 Public Meeting**

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

VI. Approval of the Minutes of the April 16, 2013 Public Meeting

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

VII. Report of the President

Dr. Gitenstein gave her report.

VIII. Report of the Board Officers

A. Report of the Board Officers Nominating Committee

Ms. Svizeny reported for the committee and offered the following slate of officers for 2013 to 2014:

Mr. Christopher Gibson, Chair  
Mr. Bradley Brewster, Vice Chair  
Mr. Jorge Caballero, Secretary

This slate will be acted on at the October Board meeting.

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

Ms. Horne gave her report.

XI. Report of the Trustee member of the TCNJ Alumni Association

Mrs. Hymerling gave her report.

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

Dr. Gitenstein gave the report for Dr. Altman.

XIII. New Business

Mr. Gibson reported for the Executive Committee.

A. Report of the Executive Committee  
1. Faculty Actions – Attachment A

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

2. Staff Actions – Attachment B

It was moved by Mrs. Hymerling, seconded by Mr. Caballero, that the resolution be approved. The motion carried unanimously.

3. The College of New Jersey Board of Trustees Resolution  
Approving Schedule of Meetings for 2013-2014 – Attachment C

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

4. Resolution Appointing Members to the Board of Directors of  
the Trenton State College Corporation – Attachment D

It was moved by Mrs. Hymerling, seconded by Mr. Brewster, that the resolution be approved. The motion carried unanimously.

5. The College of New Jersey Board of Trustees Resolution  
Approving an Amended Policy Framework – Attachment E

It was moved by Ms. Svizeny seconded by Mrs. Hymerling that the resolution be approved. The motion carried unanimously.

6. The College of New Jersey Board of Trustees Resolution  
Honoring Gayle Matthei-Meredith – Attachment F

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

7. The College of New Jersey Board of Trustees Resolution  
Thanking Susan Bakewell-Sachs – Attachment G

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

8. The College of New Jersey Board of Trustees Resolution  
Thanking Vicky Triponey – Attachment H

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

9. The College of New Jersey Board of Trustees Resolution  
Honoring Megan Coburn – Attachment I

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

10. The College of New Jersey Board of Trustees Resolution  
Honoring Lee Ann Riccardi – Attachment J

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

**B. Report of the Student Affairs Committee**

Mrs. Pelson reported for the committee

- 1. Resolution Approving Graduate Student Code of Conduct – Attachment K**

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

**C. Report of the Academic Affairs Committee**

Dr. Gitenstein gave the report for Dr. Altman.

**D. Report of the Building and Grounds Committee**

Mr. Brewster reported for the committee.

- 1. Resolution Approving Waivers of Advertising (Buildings and Grounds) – Attachment L**

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

**E. Report of the Finance and Investments Committee**

Mr. Caballero reported for the committee.

- 1. The College of New Jersey Board of Trustees Resolution Approving the College of New Jersey FY 2014 Unrestricted Current Fund Budget and Establishing Student Charges for FY 2014 – Attachment M**

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

- 2. Resolution Approving The College of New Jersey Fines, Penalties and Other Charges for Faculty, Staff, Students and Visitors – Attachment N**

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

- 3. Resolution Approving Waivers of Advertising for College Business Purposes – Attachment O**

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

- 4. Resolution Approving a Modification to the Investment Policy Statement – Attachment P**

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

**F. Report of the Audit, Risk Management and Compliance Committee**

Ms. Svizeny reported for the committee.

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

It was moved by Mr. Caballero, seconded by Mrs. Hymerling, that the resolution be approved. The motion carried unanimously.

**G. Report of the College Advancement Committee**

Ms. Horne reported for the committee.

**XIV. Adjournment**

The following resolution was moved by Mr. Caballero, seconded by Ms. Svizeny. 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, October 8, 2013 at a time and location to be announced.

Be It

Further

Resolved: That this meeting be adjourned.

Respectfully submitted,



Eleanor Home  
Secretary

**New Appointments – Tenure Track Faculty**

Thomas Brennan	Civil Engineering Assistant Professor Effective: August 27, 2013 – June 30, 2016
Sharon Bryne	Nursing Assistant Professor Effective: August 27, 2013 – June 30, 2016
Maureen Connolly	Education Administration & Secondary Education Assistant Professor Effective: August 27, 2013 – June 30, 2016
Maria Domingo	School of Business Assistant Professor Effective: August 27, 2013 – June 30, 2016
Manuel Figueroa	Technological Studies Assistant Professor Effective: August 27, 2013 – June 30, 2016
Sandra Gibson	Counselor Education Assistant Professor Effective: August 27, 2013 – June 30, 2016
Peggy Hughes	School of Business Assistant Professor Effective: August 27, 2013 – June 30, 2016
Connie Kartoz	Nursing Assistant Professor Effective: August 27, 2013 – June 30, 2016
Sueng – Yun Kim	Electrical & Computer Engineering Assistant Professor Effective: August 27, 2013 – June 30, 2016
Mindi McMann	English Assistant Professor Effective: August 27, 2013 – June 30, 2016
Michael Ochs	Mathematics & Statistics Assistant Professor Effective: August 27, 2013 – June 30, 2016
Dimitris Papamichail	Computer Science Assistant Professor Effective: August 27, 2013 – June 30, 2016

July 9, 2013

**New Appointments – Tenure Track Faculty - continued**

Colleen Sears	Music Assistant Professor Effective: August 27, 2013 – June 30, 2016
David Vickerman	Music Assistant Professor Effective: August 27, 2013 – June 30, 2016
Christopher Wagner	Biomedical Engineering Assistant Professor Effective: August 27, 2013 – June 30, 2016
Xuefeng Wei	Biomedical Engineering Assistant Professor Effective: August 27, 2013 – June 30, 2016

**Reappointment – Faculty – Temporary**

Joanne Billmers	Chemistry Associate Professor Effective: August 27, 2013 – June 30, 2014
Theodore Cascio	Psychology Assistant Professor Effective: August 27, 2013 – June 30, 2014
Lillian Farhat	World Languages & Cultures Instructor Effective: August 27, 2013 – June 30, 2014
Daniel Fong	Mathematics & Statistics Assistant Professor Effective: August 27, 2013 – June 30, 2014
Isabel Kentengian	World Languages & Cultures Instructor Effective: August 27, 2013 – June 30, 2014
Mirela Manea Krichten	Chemistry Assistant Professor Effective: August 27, 2013 – June 30, 2014
David Laviska	Chemistry Assistant Professor Effective: August 27, 2013 – June 30, 2014

July 9, 2013

**Reappointment – Faculty – Temporary - continued**

Christina Lee	Mathematics & Statistics Assistant Professor Effective: August 27, 2013 – June 30, 2014
Celia Liu	World Languages & Cultures Instructor Effective: August 27, 2013 – June 30, 2014
Robert Richard	Physics Assistant Professor Effective: August 27, 2013 – June 30, 2014
Diane Steinberg	English Assistant Professor Effective: August 27, 2013 – June 30, 2014
Anthony Uzwiak	Biology Associate Professor Effective: August 27, 2013 – June 30, 2014
Ann Warner Ault	World Languages & Cultures Assistant Professor Effective: August 27, 2013 – June 30, 2014

**Retirement - Faculty**

Daniel Chandler	Health & Exercise Science Assistant Professor Effective: July 1, 2013
-----------------	---

**Retirement Emeritus – Faculty**

Leslie Rice	Nursing Assistant Professor Effective: July 1, 2013
-------------	---

**Resignations – Faculty**

Jacqueline Norris	Education Administration & Secondary Education Assistant Professor Effective: July 1, 2013
-------------------	--

**Sabbatical Leave-Faculty**

Karen Becker-Olsen	Marketing, Management and Interdisciplinary Business Fall 2013
He Len Chung	Psychology FY 2014

July 9, 2013



**Sabbatical Leave-Faculty –continued**

Karen Clark	Mathematics and Statistics FY 2014
Chu Kim-Prieto	Psychology FY 2014
Roman Kovalev	History FY 2014
Pierre Le Morvan	Philosophy, Religion & Classical Studies FY 2014
Bozena Leven	Economics Spring 2014
Gerald Miller	Accounting Spring 2014
Howard Reinert	Biology FY 2014
Lee Ann Riccardi	Art & Art History FY 2014
John Ruscio	Psychology Fall 2013
Piper Williams	English & African-American Studies Departments FY 2014
Gary Woodward	Communications FY 2014

**Reappointments – Faculty**

**To a Fourth Year**

Tami Jakubowski	Nursing
-----------------	---------

**To a Fifth Year**

Claire Clemens	Library
Brian Girard	Education Administration/Secondary Education

July 9, 2013

**To a Fourth & Fifth Year**

Lauren Madden	Elementary/Early Childhood Education
John Oliver	Library

**Early Tenure – Reappointment to a Fourth Year with Tenure**

David McGee	Physics
-------------	---------

**To a Sixth & Tenure**

Louise Ammentorp	Elementary/Early Childhood Education
Cathryn Borders	Psychology
Luke Butler	Biology
Jana Gevertz	Mathematics & Statistics
Brenda Ghitulescu	Management, Marketing & Interdisciplinary Business
Lisa Grimm	Psychology
Constance Hall	Biomedical Engineering
Tracy Kress	Biology
Lisa LaJevic	Art & Art History
Emilie Lounsberry	English
Michael Marino	History
Robert McGreevey	History
Farshid Safi	Mathematics & Statistics
Shaun Wiley	Psychology
Matthew Wund	Biology

July 9, 2013

**New Appointments – Staff**

Mosen Auryan	Center for Institutional Effectiveness Assistant Provost Effective: August 7, 2013
Walter Boguslawski	Human Resources Assistant Director Effective: April 8, 2013
Mark Kirchner	Campus Planning Project Specialist Effective: February 23, 2013
Eugene McDonald	Campus Planning Project Specialist Effective: February 23, 2013
Loretta Maguire	General Counsel Director Effective: June 24, 2013
John Marshall	EOF Professional Services Specialist 3 Effective: July 1, 2013
Kimberly Quick	EOF Professional Services Specialist 3 Effective: July 1, 2013
Avani Rana	Office of the Dean of Students Assistant Dean Effective: April 1, 2013
Karen Samuels	Human Resources Assistant Director Effective: April 24, 2013
Carol Sadtler	College Advancement Director Effective: July 1, 2013

**Change of Status – Staff**

Mark Kiselica	School of Education From: Interim Dean To: Vice Provost Effective: July 1, 2013
---------------	--

July 9, 2013

**Change of Status – Staff- continued**

Mark Mehler

Treasurer's Office  
From: Director  
To: Executive Director  
Effective: June 1, 2013

**Change of Status – Staff - Temporary**

Susan Bakewell-Sachs

Academic Affairs  
From: Interim Provost  
To: Special Assistant to the President  
Effective: March 18, 2013  
End date: July 1, 2013

Lisa DeMarsico

Graduate Studies  
From: Assistant Director 3  
To: Interim Director  
Effective: March 1, 2013  
End date: June 1, 2013

Justin Lindsey

Athletics & Recreation  
From: Professional Services Specialist 3 (AFT)  
To: Interim Assistant Director (NU)  
Effective: July 1, 2013

Tiffani Warren

EOF Department  
From: Associate Director  
To: Interim Executive Director  
Effective: May 27, 2013

**Resignations – Staff**

Walter Boguslawski

Human Resources  
Assistant Director  
Effective: April 18, 2013

Matthew Golden

College Advancement  
Associate Vice President  
Effective: May 1, 2013

Mary Goldschmidt

The Liberal Learning Program  
Assistant Director-10 month  
Effective: May 8, 2013

July 9, 2013

**Resignations – Staff - continued**

Philip Jennings	Athletics & Recreation Assistant Director Effective: June 30, 2013
Colleen Maeder	Residential Education & Housing Professional Services Specialist 4 Effective: May 1, 2013
Rasheed Muse	Alumni Affairs Assistant Director Effective: May 18, 2013
James Slizewski	Records & Registration Professional Services Specialist 3 Effective: June 3, 2013

**Retirement – Staff - Emeritus**

Beverly Kalinowski	Center for Global Engagement Assistant Dean Effective: March 7, 2013
--------------------	--

**One Year Reappointments (Effective July 1, 2013 – June 30, 2014) – Non Unit Staff**

Elizabeth Alcaro	Assistant Director Records & Registration
Robert Alston	Associate Director Student Financial Assistance
Alan Amtzis	Director-10 mths. School of Education
Robert Anderson	Assistant Provost The Liberal Learning Program
William Behre	Vice Provost Academic Affairs
Shari Blumenthal	Assistant Director Facilities & Administrative Services
Matthew Bonomo	Project Specialist Campus Construction
Alan Bowen	Manager Network & Technical Services

July 9, 2013

**One Year Reappointments (Effective July 1, 2013 – June 30, 2014) – Non Unit Staff- continued**

Gregory Caiola	Director Development
Wilbert Casaine	Director Student Financial Assistance
John Castaldo	Executive Director Athletics & Recreation
Marc Celetana	Director Counseling & Psychological Services
James Chambers	Assistant Director Career Center
Angela Chong	Associate Dean Office of the Dean of Students
John Collins	Director Campus Police Services
Francis Cooper	Executive Director Records & Registration
Emily Croll	Director Art Gallery
Ivonne Cruz	Associate Director Center for Academic Success
Susan D'Angelo	Director Human Resources
Melanie Danna	Executive Assistant General Counsel
James Day	Assistant Dean School of Arts & Communication
Elizabeth DeMatto	Associate Director Enterprise Applications
Tammy Dieterich	Assistant Dean School of Business
Patrick Donohue	Assistant Provost Bonner Center Civic & Community Engagement

July 9, 2013

**One Year Reappointments (Effective July 1, 2013 – June 30, 2014) – Non Unit Staff- continued**

Bryan Dunphy-Culp	Assistant Director Residential Education & Housing
Ryan Farnkopf	Director Residential Education & Housing
Joan Fasulo-Harris	Project Specialist Campus Construction
Kevin Fay	Assistant Director Admissions
Paula Figueroa-Vega	Director Bonner Ctr Civic & Community Engagement
Manisha Ford-Thomas	Assistant Director Residential Educational & Housing
Marlena Frackowski	Assistant Dean Library
Cindy Friedman	Director College Advancement
Larry Gage	Associate Director Counseling & Psychological Services
Anthony Gattone	Project Specialist Campus Construction
Mark Gola	Director Public Relations & Communications
Timothy Grant	Associate Director Campus Police Services
Donna Green	Director Development
Edward Gruber	Director Facilities
Dionne Hallback	Associate Director Student Financial Assistance
Judith Hastie	Director Payroll Office
Kelly Hennessy	Director Residential Education & Housing

July 9, 2013

**One Year Reappointments (Effective July 1, 2013 – June 30, 2014) – Non Unit Staff- continued**

Julie Howe	Assistant Director Residential Education & Housing
Janice Huang	Director Academic Affairs
Susan Hydro	Director Graduate Studies
Monica Jacobe	Associate Director Humanities/Social Sciences
Philip Jennings	Assistant Director Athletics
Jamal Johnson	Assitant Director Admissions
David Jurkin	Project Specialist Campus Construction
Lynda Kane	Director Campus Planning
Jeffrey Kerswill	Director User Support Services
Mark Kirchner	Project Specialist Campus Planning
Patricia Knorr	Manager Network & Technical Services
Christine Kucha	Assistant Director Admissions
Kathryn Leverton	Associate Vice President Facilities & Administartive Services
Anne MacMorris	Director Student Accounts
Magdalen Manetas	Associate Vice President/Dean of Students Office of the Dean of Students
Peter Manetas	Associate Vice President Development
David Matlack	Manager Campus Planning

July 9, 2013



**One Year Reappointments (Effective July 1, 2013 – June 30, 2014) – Non Unit Staff- continued**

Vincent Matuza	Project Specialist Campus Construction
Lisa McCarthy	Director Alumni Affairs
Eugene McDonald	Project Specialist Campus Planning
Mark Mehler	Director Finance & Business Services
Sushma Mendu	Assistant Director Information Technology
Amy Mercogliano	Assistant Treasurer Finance & Business Services
Matthew Middleton	Associate Director Admissions
Gregory Mueller	HRIS Analyst Human Resources
Candyce Newell	Executive Director College Advancement
Joseph O'Brien	Associate Director Network & Technical Services
Ceceilia O'Callaghan	Assistant Vice President Student Affairs
Audrey Perrotti	Assistant Director College Advancement
Ralph Pignatelli	Associate Director Network & Technical Services
Thomas Rakszawski	Assistant Director Payroll Office
Avani Rana	Assistant Dean Office of the Dean of Students
Mary Romspert	Director Development

July 9, 2013

**One Year Reappointments (Effective July 1, 2013 – June 30, 2014) – Non Unit Staff- continued**

Laura Rossano	Project Specialist School of Education
Karen Roth	Director Auxiliary Services
William Rudeau	Director Campus Construction
Karen Samuels	Assistant Director Human Resources
Stacy Schuster	Associate Vice President College Advancement
Nancy Scott	Director TCNJ Clinic
Scott Sferra	Associate Director Student Accounts
Angela Sgroi	Director Grants & Sponsored Research
Shawn Sivy	Director Network & Technical Services
James Spencer	Director Development
Jon Stauff	Director Center for Global Engagement
Lori Thompson	Director Grants & Sponsored Research
Kerri Tillet	Director Human Resources
Christina Tormey	Assistant Director Residential Education & Housing
Patricia Van Hise	Assistant Dean School of Science
Janice Vermeychuk	Director Student Health Services
Jerome Waldron	Chief Information Officer Information Technology

July 9, 2013

**One Year Reappointments (Effective July 1, 2013 – June 30, 2014) – Non Unit Staff- continued**

Tiffani Warren	Associate Director EOF
Lisa Watson-Cotton	Assistant Director Records & Registration
Brian Webb	Director Facilities & Administrative Services
Jeanette Wolinski	Director Enterprise Application
Ida Woods	Director Human Resources
Erika Worthy	Director Human Resources
Seth Zolin	Manager Student Services

**One Year Rolling Extension Reappointments (Effective July 1, 2014 – June 30, 2015) – Non Unit Staff**

Timothy Asher	Director Student Activities & Leadership Development
Robert Bartoletti	Director STEP Office
Brain Bishop	Associate Director Athletics
Andrew Brunetto	Manager User Support Services
Robert Buonocore	Director Enrollment Management
John Coburn	Associate Director Telecommunications
Roberta Conjura	Assistant Director School of Education
Delsia Fleming	Assistant Dean School of Education
Nancy Freudenthal	Assistant Provost Academic Affairs

July 9, 2013

**One Year Rolling Extension Reappointments (Effective July 1, 2014 – June 30, 2015) – Non Unit Staff -  
continued**

Ryan Gladysiewicz	Assistant Director User Support Services
Dawn Henderson	Associate Director Athletics
Debra Kelly	Director Career Center
Richard Kroth	Director TCNJ Center for the Arts
Thomas Mankovich	Associate Director Records & Registration
Grecia Montero	Director Admissions
David Morales	Associate Director Records & Registration
Frank Nardoza	Manager Network & Technical Services
Jane O'Brien	Associate Director Student Financial Assistance
Sharon Pfluger	Assistant Director Athletics
Jeffrey Philburn	Associate Director User Support Services
Rhelda Richards	Executive Assistant Facilities, Management, Construction & Safety
Christina Rush	Assistant Director Human Resources
Sean Stallings	Executive Director Residential Education & Housing
Martha Stella	Assistant Dean School of Engineering
Xiao-Ming Sun	Associate Director Enterprise Applications

July 9, 2013

**One Year Rolling Extension Reappointments (Effective July 1, 2014 – June 30, 2015) – Non Unit Staff - continued**

Debra Watson	Director Finance & Business Services
Lori Winyard	Director Facilities & Administrative Services
Rosa Zagari-Marinzoli	Assistant Dean School of Humanities & Social .Sciences

**Four Year Reappointments (Effective July 1, 2014 to June 30, 2018) – AFT Staff**

Leon Duminiak	Professional Services Specialist 3 Chemistry Department
Dean Glus	Professional Services Specialist 2 Athletics & Recreation
Helen Kull	Program Assistant Biology Department
Wesley Labar	Assistant Director 3 Records & Registration

**Five Year Reappointments (Effective July 1, 2014 to June 30, 2019) – AFT Staff**

Ann Fallon	Project Specialist U22 Nursing
Joe Hadge	Professional Services Specialist 3 Counseling & Psychological Services
Erica Kalinowski	Professional Services Specialist 3 School of Business
Lisa Panella	Professional Services Specialist 4 Student Accounts
Deborah Simpson	Professional Services Specialist 2 Athletics & Recreation
Brad Stober	Professional Services Specialist 1 Network & Technical Services
David Williams	Assistant Director 3 Athletics & Recreation

July 9, 2013

**Resolution Establishing the Schedule of Public Meetings  
for The College of New Jersey Board of Trustees  
2013 to 2014**

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

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

Therefore,  
Be It

Resolved: That The College of New Jersey Board of Trustees establishes the following meeting dates in 2013-2014 and directs that this schedule be sent to the Secretary of State for posting and to the press for publication in conformance with the requirements of law.

**Meeting Dates 2013 - 2014**

Tuesday, October 8, 2013  
Tuesday, December 3, 2013  
Tuesday, February 25, 2014  
Tuesday, April 29, 2014 – Annual Tuition Hearing  
Tuesday, July 8, 2014

**Resolution Appointment Members to the  
Board of Directors of the Trenton State College Corporation**

**Whereas:** The College of New Jersey Board of Trustees approves and appoints the members of the Board of Directors of the Trenton State College Corporation, which shall be composed of one member of The College of New Jersey Board of Trustees, the President of The College of New Jersey, the President of the Corporation, one current member from The College of New Jersey faculty, and five citizens, two of whom shall be currently enrolled, full-time students of the College.

**Therefore,  
Be It  
Resolved:** That the following individuals be appointed by The College of New Jersey Board of Trustees to the Board of Directors of the Trenton State College Corporation:

Ms. Michelle Lin, student, to a director term for the Corporation effective 7/01/13 through 6/30/15.

**The College of New Jersey Board of Trustees Resolution  
Approving an Amended 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:** Recognizing 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, the Board of Trustees at its meeting on December 8, 2009 approved the Policy Framework (the "Original Policy Framework"), a copy of which is attached hereto; and
- Whereas:** The Steering Committee of the College Governance system has recommended certain changes in the Original Policy Framework, principally to emphasize the role of The TCNJ Governance Structure and Processes in policy development and to clarify the definition and use of Interim Policies, which changes are incorporated in the amended Policy Framework (the "Amended Policy Framework"), a copy of which is attached hereto; and
- Whereas:** The President recommends that the Amended Policy Framework be adopted to replace and supersede the Original Policy Framework; and
- Therefore,**  
**Be It Resolved:** That the Board of Trustees of The College of New Jersey hereby approves the attached Amended Policy Framework, which replaces and supersedes the Original Policy Framework, effective immediately.

July 9, 2013





# The College of New Jersey

Section:	VIII.1.1
Title:	Policy Framework
Effective Date:	July 9, 2013
Approved By:	Board of Trustees
Responsible Unit:	Office of General Counsel, <a href="mailto:ogc@tcnj.edu">ogc@tcnj.edu</a>
History:	December 8, 2009
<b>Related Documents:</b> <ol style="list-style-type: none"> <li>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."</li> <li>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."</li> <li>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."</li> <li>4. The College of New Jersey Board of Trustees Bylaws</li> <li>5. TCNJ Governance Structure and Processes (On-line Policy Manual Section II.1.5, 2011) - describes the internal shared governance process approved by the Board of Trustees.</li> </ol>	

## INTRODUCTION

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

The TCNJ Governance Structure and Processes (the "Governance Policy") has been approved by the Board of Trustees. The Governance Policy allows designated stakeholder groups to work cooperatively to assist the administration in identifying areas of operation that are in need of new or revised policy or procedures, to recommend to the administration appropriate policies and procedures and participate in the development of those policies and procedures, and to make recommendations to the administration on issues related to policy in support of the mission of the College.

## 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) only in extraordinary situations where a policy must be established in a short time period to meet legal or regulatory requirements, emergency deadlines or in other special circumstances. Generally, an Interim Policy is a policy concerning subject matter that would, prior to issuance, normally require the regular process of policy development and review pursuant to the Governance Policy (the "Governance Review Process") that is issued prior to the completion of the Governance Review Process. The General Counsel shall notify the Steering Committee of any proposed Board of Trustees Policy or College Operating Policy whose subject matter would not in the determination of the responsible unit require the Governance Review Process. In the event that the Steering Committee believes to the contrary that the subject matter of that proposed policy would require the Governance Review Process, the Steering Committee may recommend to the cognizant Cabinet Officer that such proposed policy be issued as an Interim Policy to allow for consideration of the policy through the Governance Review Process in a thoughtful and deliberate manner; provided, however, that the issuance as an Interim Policy sets no precedence with respect to the requirement for the Governance Review Process for that subject matter.
4. **Units** - Units are formally recognized portions of the College that may include: schools, departments, divisions, offices, centers, divisions, 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 units.

## **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 delegates the development of Unit Policies to College officers or administrators who oversee units of the College. 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 authorized administrators only in extraordinary 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. When an Interim Policy is issued the responsible unit shall provide a copy to the Office of the General Counsel, which shall include it in the On-line Policy Manual and deliver a copy to the Steering Committee. Upon receiving notice of any Interim Policy, the Steering Committee will notify campus stakeholders and initiate the Governance Review Process and endeavor to make any recommendations for modifying the terms of the Interim Policy within two academic years after the issuance of the Interim Policy. An Interim Policy may remain in force until the earlier of the end of the second academic year subsequent to the date of issuance (the "Interim Expiration Date"), or until it is replaced by an approved Policy or revoked as no longer necessary. If with due consideration to the respective Governance Review Process an approved policy that replaces the Interim Policy is not issued and the Interim Policy is not revoked or otherwise altered prior to the Interim Expiration Date, the Interim Policy shall take effect as a Board of Trustees Policy, College Operating Policy, or Unit Policy, as appropriate, with the term "Interim" no longer appearing in the title to the policy; provided, however, that to the extent that the Governance Review Process cannot be completed by the Interim Expiration Date because of an extraordinary, unanticipated delay, the Interim Expiration Date may be extended by mutual agreement of the Steering Committee and the cognizant Cabinet officer. For the sake of clarity, the conversion from interim status to a Board of Trustees Policy, College Operating Policy, or Unit Policy in no way forecloses the opportunity for members of the campus community to later bring an issue of concern about that policy to the Steering Committee or other appropriate representative body for possible review through the Governance Review Process.

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. Key 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 and to the Steering Committee as information items. Nonsubstantive 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(s) for the policies. The responsible unit(s) 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. For example, wherever possible, obligations of students should be treated as complementary and cumulative rather than alternative. 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 Honoring  
Ms. Gayle Matthei-Meredith  
for Service to  
The College of New Jersey  
Board of Trustees**

**Whereas:** Ms. Gayle Matthei-Meredith has served as a public member of The College of New Jersey Board of Trustees since her appointment in June 2009; and

**Whereas:** As a member of the Board of Trustees, Ms. Matthei-Meredith has been an valuable member of the Board, providing guidance and expertise to the Board and the College's administration; and

**Whereas:** During her time on the Board, Ms. Matthei-Meredith participated as a member of the Building and Grounds and the Academic Affairs Committee, as well as a liaison to the Trenton State College Corporation, providing insight and expertise to the deliberations and work of these groups; and

**Whereas:** During her tenure, Ms. Matthei-Meredith has been an enthusiastic supporter of the college, both on and off campus; and

**Whereas:** The College of New Jersey Board of Trustees expresses its gratitude to Ms. Matthei-Meredith for her many contributions.

**Therefore,  
Be It**

**Resolved:** That The College of New Jersey extends its thanks to Ms. Matthei-Meredith for her years of service to the college and to the citizens of New Jersey, and wishes her continued success in all her future endeavors.

July 9, 2013

**The College of New Jersey  
Board of Trustees  
Resolution Thanking  
Dr. Susan Bakewell-Sachs**

**Whereas:** Dr. Susan Bakewell-Sachs began her association with The College of New Jersey in 1996 as a faculty member to lead the Family Nurse Practitioner Program; and

**Whereas:** In 2000, Dr. Bakewell-Sachs was appointed Acting Dean of the School of Nursing, becoming Dean in 2001; and

**Whereas:** During Dr. Bakewell-Sachs' tenure as Dean, nursing enrollment doubled, first time pass rates on the national licensing examination rose and remained consistently above ninety-five percent, the school achieved academic transformation, and the department of Health and Exercise Science was integrated into the school; and

**Whereas:** As a result of a generous contribution by Tom and Carol Loser, Dr. Bakewell-Sachs was named the Carol Kuser Loser Dean of the School of Nursing; and

**Whereas:** In 2011, Dr. Bakewell-Sachs assumed the position of Interim Provost/Vice President for Academic Affairs and was an exceptional leader and advocate for the college; and

**Whereas:** Dr. Bakewell-Sachs announced that she will become the School of Nursing Dean and Vice President for Nursing Affairs at the Oregon Health and Science University effective July 1, 2013.

**Therefore, Be It Resolved:** That The College of New Jersey Board of Trustees hereby honors Dr. Bakewell-Sachs for her dedication to the college and for the long lasting impact her leadership has made on the future of the institution; and

**Be It Further Resolved:** That The College of New Jersey joins President Gitenstein in wishing Dr. Bakewell-Sach great success in her new position.

July 9, 2013

**The College of New Jersey  
Board of Trustees  
Resolution Thanking  
Dr. Vicky Triponey**

**Whereas:** Dr. Triponey joined The College of New Jersey as Interim Vice President for Student Affairs in January 2012; and

**Whereas:** Dr. Triponey brought her comprehensive student affairs experience to TCNJ, providing outstanding leadership to the Division of Student Affairs, and

**Whereas:** The College of New Jersey appreciates the leadership Dr. Triponey provided to advance the mission of Student Affairs by implementing a number of new programs, including the Cabinet of Student Advisors and the Student Engagement Interns and by providing critical insight to the Brower Student Center project, and

**Whereas:** Throughout her time at TCNJ, Dr. Triponey has touched the lives of many students and student leaders, providing them with guidance and encouragement to reach their full potential.

**Therefore,  
Be It  
Resolved:**

That The College of New Jersey Board of Trustees joins President Gitenstein in extending sincere appreciation to Dr. Triponey for her service, contributions and leadership, and wishes her continued success in all her future endeavors.

July 9, 2013

**Resolution Honoring  
Ms. Megan Coburn  
for Service to  
The College of New Jersey**

Whereas: Ms. Megan Coburn has served the community of The College of New Jersey for the past four years through active involvement in college standing committees, academic and social organizations, and community service; and

Whereas: Ms. Coburn has maintained high academic standing while exhibiting extraordinary dedication to improving the quality of life on campus through her participation and leadership in the Student Government and service on a variety of college-wide governance committees, and

Whereas: In addition to her commitment to academics and governance, Ms. Coburn was elected to the Kappa Delta Pi Education Honor Society, was a founding member of the Sigma Kappa Sorority and served the community through the Field of Dreams program and the Heritage Living Nursing Center, and

Whereas: Ms. Coburn was elected by the student body in 2011 to serve a year as Alternate Student Trustee followed by a year as a voting member of the Board as the Student Trustee on The College's Board of Trustees; and

Whereas: During her time on the Board, Ms. Coburn served the Board as a member of the Building and Grounds, Finance and Investments, College Advancement and Student Life and Enrollment Management Committees, consistently offering unique insight on issues brought before the Board for action; and

Whereas: As a member of the Board of Trustees, Ms. Coburn has participated in the deliberations of interest to the citizens of New Jersey and to the students of The College of New Jersey.

Therefore,  
Be It Resolved: That The College of New Jersey Board of Trustees honors Ms. Coburn for her service to the Board and to the State of New Jersey and wishes her continued success as she begins her teaching career.



**Resolution Honoring  
Dr. Lee Ann Riccardi  
for Service to  
The College of New Jersey Board of Trustees**

**Whereas:** Dr. Lee Ann Riccardi has served as a member of the Department of Art and Art History since 1997, and

**Whereas:** The major theme of Dr. Riccardi's research focuses on the portraits and propaganda of Roman emperors and their families, particularly as depicted in the Greek world, and

**Whereas:** Dr. Riccardi is a practicing archaeologist and has worked on several archaeological projects in Greece, including Isthmia, Nikopolis, and the Athenian Agora, and

**Whereas:** Dr. Riccardi regularly leads students on study abroad trips to provide students with a unique learning opportunity, enhanced by her knowledge of the subject matter and experience in a number of countries, and

**Whereas:** Dr. Lee Ann Riccardi was elected by the faculty of The College of New Jersey to the position of Faculty Representative to the Board of Trustees in 2012; and

**Whereas:** In this capacity, Dr. Riccardi worked with the Board to further the mission of the College and provide a valuable faculty perspective to the deliberations of the Trustees; and

**Whereas:** Throughout her time on the Board, Dr. Riccardi participated with diligence and dedication in the discussions of the College Advancement and Academic Affairs Committees; and

**Whereas:** Dr. Riccardi has been granted Sabbatical leave for Academic Year 2013-14.

**Therefore,  
Be It  
Resolved:**

That The College of New Jersey Board of Trustees honors Dr. Riccardi for her commitment and service to the Board of Trustees and faculty of The College of New Jersey, and wishes her well in her future endeavors.

July 9, 2013

**The College of New Jersey  
Resolution of the Board of Trustees  
Approving the Graduate Student  
Conduct Code**

**Whereas:** The College of New Jersey, in order to fulfill its mission, has the authority and responsibility to maintain order, protect the community and the rights of its members, and cultivate and sustain a positive living and learning environment; and

**Whereas:** The *Student Conduct Code*, approved by The College of New Jersey Board of Trustees on July 12, 2011, articulated the conduct code for application solely to undergraduate students thereby making necessary the creation of a conduct code for application to graduate students; and

**Whereas:** The *Interim Policy on Graduate Student Conduct* was developed to establish behavioral expectations and procedural standards for graduate students on an interim basis while the Graduate Programs Council fulfilled its charge to develop a graduate student conduct code; and

**Whereas:** The *Interim Policy on Graduate Student Conduct* was approved by The College of New Jersey Board of Trustees on July 12, 2011; and

**Whereas:** The Graduate Programs Council has fulfilled its charge to develop a graduate student conduct code and conduct a governance review of the same; and

**Therefore,  
Be It Resolved:** That, effective as of the beginning of the 2013-2014 academic year, the Board of Trustees hereby approves the attached *Graduate Student Conduct Code*, which supersedes and replaces the prior interim student conduct structures for graduate students; and

**Be It Further  
Resolved:** That the *Graduate Student Conduct Code* will be reviewed in its entirety on a biennial basis and any substantive changes will be reviewed in accordance with applicable governance policy and procedure.

July 9, 2013

# The College of New Jersey Graduate Student Conduct Code

## I. INTRODUCTION

As responsible members of the community, students at The College of New Jersey are expected to maintain the highest ideals of academic, social, and professional conduct and are expected to abide by the College's policies and standards. Students are also expected to know and abide by local, state, and federal law.

The College's graduate programs prepare students to assume positions of responsibility and leadership within their communities and professions. Many of the departments and programs require supervised off-campus clinical experience in which students are expected to conduct themselves as professionals-in-training. These programs represent professions that adhere to established standards of behavior and ethics which are set forth for each discipline through the accrediting bodies. Graduate students at the College are expected to adhere to those standards. Behavior in violation of ethical or professional standards of the field and/or the College's graduate programs constitutes grounds for disciplinary action, up to and including dismissal from the program.

## II. DEFINITIONS

- A. **"College"** means The College of New Jersey.
- B. **"Student,"** includes all persons who are enrolled at the College whose academic career designation is *graduate* as indicated by the college's current primary academic records and registration system- [Primary Academic Web Services (PAWS)]. The status of other individuals who participate in College-sponsored or recognized programs will be determined solely at the discretion of the Director of Student Conduct.
- C. **"College official"** includes any person employed by the College performing assigned administrative, academic, or professional responsibilities including campus police, campus health providers, and student employees.
- D. **"Policy"** means the written regulations, standards, and policies of the College as found in, but not limited to, this policy and an official TCNJ policy website.
- E. **"Effective consent"** is informed, freely and actively given mutually understandable words or actions which indicate a willingness to participate in mutually agreed upon sexual activity. A person may be unable to give effective consent when he or she is unable to consent due to his or her age, or because he or she is physically helpless, mentally incapacitated, or intoxicated from alcohol or other drugs.
- F. **"Sexual penetration"** includes vaginal intercourse, cunnilingus, fellatio, or anal intercourse between persons or insertion of the hand, finger, or object into the anus or vagina either by the actor or upon the actor's instruction.

- G. “Sexual contact”** is an intentional touching by a person, either directly or through clothing, of another’s intimate body parts for the purpose of degrading or humiliating another or sexually arousing or sexually gratifying the actor.
- H. “Intimate body parts”** includes the following: sexual organs, genital areas, anal area, inner thigh, groin, buttock, or breast of a person.
- I. “Communication”** includes, but is not limited to, contact through the use of the Internet, social networking sites, email, voicemail, text message, written message, and telephone, as well as in person.
- J. “Course of conduct”** means repeatedly maintaining a visual or physical proximity to a person; following, monitoring, observing, surveilling, threatening, or communicating to or about a person directly or through third parties, by any action, method, device, or means; interfering with a person’s property; repeatedly committing harassment against a person; or repeatedly conveying, or causing to be conveyed, verbal or written threats or threats conveyed by any other means of communication or threats implied by conduct or a combination thereof directed at or toward a person.
- K. “Protected category”** collectively refers to one or more of the following categories: age, race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability.
- L. “Advisor”** is a person chosen by either an accused student or a student presenting information in support of a complaint to accompany the student during conferences or hearing proceedings and/or assist him or her with any hearing or conference preparations. The advisor may not participate directly in any proceedings or represent any student involved. Any cost associated with the participation of an advisor is the responsibility of the student.
- M. “Controlled substance”** means a substance whose distribution is controlled by regulations or statute. Such substances include, but are not limited to, narcotics, depressants, stimulants, hallucinogens, and cannabis.
- N. “Drug”** refers to a chemical substance, especially one prescribed by a physician that is used in the diagnosis, treatment, or prevention of a condition or disease. A drug is also a chemical substance, such as a narcotic, that affects the central nervous system and is used recreationally for perceived desirable effects on personality, perception, or behavior. Drugs purchased without a prescription may include headache medicines, cough syrups, and similar mild medications, and can be purchased at virtually any pharmacy or retail store. For purposes of this policy, the term “drug” also includes any other chemical substance, compound or combination when used to induce an altered state, and any otherwise lawfully available product when used for any purpose other than its intended use when such use may cause harm to oneself or others.
- O. “Narcotic”** refers to an addictive drug, such as opium or morphine, which reduces pain, alters mood and behavior, and usually induces sleep or stupor.

- P. “Prescription drug”** refers to any substance prescribed by a licensed medical practitioner for individual consumption. It includes prescribed drugs and over-the-counter drugs which may have been legally obtained.
- Q. “Drug paraphernalia”** is defined as all equipment, products, and materials of any kind that are used or intended for use in planning, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, ingesting, inhaling, or otherwise introducing a controlled dangerous substance into the human body, including roach clips, bongs, pipes, etc.
- R. “Weapon”** includes any item that is designed in appearance or function to resemble a firearm, cause harm, or invoke fear or intimidation. Weapons include, but are not limited to, knives beyond an ordinary kitchen knife, brass knuckles, swords, slingshots, or any other item when used to harm or intimidate another.
- S. “Day”** is defined as the normal business day and does not include Saturdays, Sundays, designated breaks, legal holidays, or College-designated administrative holidays. With the mutual consent of the student, the Office of the Dean of Students, and the hearing administrator or board, a hearing may be held outside of normal business hours, on Saturdays or Sundays, during breaks, or on administrative holidays. Timelines set forth in this document may be extended in unusual circumstances as determined by the Dean of Students.
- T. “Hearing administrator”** includes any faculty or professional staff member at the College designated and trained by the Office of the Dean of Students to conduct conferences, administrative informal hearings, and/or administrative formal hearings.

### **III. POLICY**

#### **A. Authority**

Authority for student conduct ultimately rests with the President and the Board of Trustees. For purposes of this policy, the President delegates this authority to the Vice President for Student Affairs.

The Vice President for Student Affairs may delegate this authority to the Dean of Students and/or Director of Student Conduct, under whose direction other administrators may be responsible for implementing the student conduct process. The Vice President for Student Affairs has authority to appoint other administrators as hearing officers. Any reference in this interim policy to the role or responsibilities of a specific College official may be delegated by him or her to an appropriate designee.

The College *Graduate Student Conduct Code* shall apply to student conduct that occurs on College premises, at College-sponsored activities, and off campus. The Director of Student Conduct has discretion to determine what off-campus conduct will be addressed by the student conduct process. A non-exclusive list of factors that may be considered include whether the incident is documented by a verifiable source, adversely affects the College community, occurs at a College affiliated event, or endangers the health or safety of the student or others.

Each student shall be responsible for his or her conduct from the time of enrollment in courses or matriculation in a graduate degree or post baccalaureate or post master's certificate program, through the actual awarding of a degree or certificate or cessation of graduate academic coursework. The College has discretion to address conduct that occurs when classes are not in session if a student is registered for courses for a semester, but classes are not yet in session.

## **B. Interpretation and Amendments**

Any questions of interpretation or application of the *Graduate Student Conduct Code* shall be referred to the Director of Student Conduct for final determination.

The *Graduate Student Conduct Code* will be reviewed in its entirety every two years. Any time prior to the next biennial review of the *Graduate Student Conduct Code*, a recognized constituency or the Dean of Students may request a review of the *Graduate Student Conduct Code* by submitting a written request to the Vice President for Student Affairs.

Any substantive changes will be reviewed in accordance with applicable governance policy and procedures.

## **C. Graduate Students' Rights and Responsibilities**

Students at the College have the same rights and protections under the Constitutions of the United States and the State of New Jersey as other citizens. These rights include freedom of expression, press, religion, and assembly. The College has a tradition of student activism and values freedom of expression, which includes voicing unpopular views and dissent. As members of the College community, students have the right to express their own views, but must also take responsibility for respecting the same right of others.

Students have the right to be treated fairly and with dignity regardless of race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability, and as revised in the *Policy Prohibiting Discrimination in the Workplace/Educational Environment*[\[link\]](#). The College has a strong commitment to pluralistic education. Accordingly, the College will not unlawfully discriminate on the basis of protected group status.

Students have the right to have access to the College policies that affect them. The College is committed to providing students with a balanced and fair system of accountability and dispute resolution. Accordingly, students will be provided appropriate procedural standards that are administrative in nature and should not be equated with procedures used in civil or criminal court.

Students' rights also include those outlined in *Student Rights and Freedoms* [\[link\]](#) and other published College policies. Violation of College policy, including but not limited

to the *Graduate Student Conduct Code*, may result in forfeiture of such rights when necessary to preserve the safety of the College community or to achieve the orderly execution of the educational mission of the College.

Along with rights come certain responsibilities. Students at the College are expected to act consistently with the values of the College community to preserve a safe and vibrant environment that encourages scholarship and personal growth.

The College values the individual contribution of every member of the community and expects students to:

- Engage in responsible social conduct that reflects credit upon the College community both on and off campus, and is consistent with a safe and healthy environment;
- Respect the rights of others to pursue an exceptional education free from harassment, bullying, defamation, and discrimination;
- Conduct oneself with personal integrity and in an honest manner that makes him or her worthy of the trust of others;
- Model good citizenship in any community by committing to actions that benefit the community and others, and do not impede the educational mission of the College or individual pursuits of knowledge;
- Recognize that respect for the ideas and contributions of all persons allow for diverse and creative intellectual inquiry;
- Do no harm and do not present a threat of harm to self, others, or personal or institutional property;
- Seek assistance, resources, or aid for self or others in a timely manner when health, safety, or wellness is at risk;
- Respect the right of fellow students to participate in College or outside organizations, associations, or relationships with other students without fear, threat, or act of hazing;
- Conduct oneself professionally and with civility in all pursuits of knowledge in and outside the classroom;
- Be responsible and held accountable for one's decisions and actions, and the impact on self and others; and
- Be fully acquainted and comply with the College's published policies and procedures and local, state, and federal law.

#### **D. Violations of Expectations for Student Conduct**

*The following is a non-exhaustive list of conduct that does not meet The College's expectations for student conduct. Such misconduct is a violation of the Graduate Student Conduct Code and may result in disciplinary sanctions. Other conduct not found in this code may still be deemed unacceptable and may be addressed by the College.*

**1. Law and Policy Compliance**

- a. Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website.
- b. Violation of any federal, state or local law. (*See Appendix A and B for non-exhaustive lists of selected state statutes and township ordinances and Appendix C for an excerpt of the State of New Jersey "Anti-Bullying Bill of Rights Act."*)
- c. Failure to meet financial obligations with respect to College funds, or conducting any financial transaction unlawfully or unethically.
- d. Violation of College policies and regulations governing the possession or use of automobiles or other motor vehicles on campus, or violation of parking regulations published by the College.

**2. Personal Integrity**

- a. Falsifying, or being party to the falsification, of any official College identification card, record, or document.
- b. Possession, use, manufacture, or sale of a falsified identification card, document, or record.

**3. Personal Abuse**

- a. Sexual Harassment
  - i. Conduct of a sexual nature or based on gender or sexuality that is severe or pervasive enough to create an intimidating, abusive, or hostile campus, educational, or working environment as defined by a reasonable person under similar circumstances. This may include unwanted, unwelcome, or inappropriate sexual or gender-based activities, or comments.
  - ii. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made a condition of the conferral of any benefit, or rejection of such advance, request, or conduct implies that a person will suffer adverse consequences from a student in an express or implied position of authority.
  - iii. Sexual harassment is a violation of Title IX of the Education Amendments of 1972, and Title VII of the Civil Rights Act of 1964 (as amended in 1991), as well as *The Policy Prohibiting Discrimination in the Workplace/Educational Environment* [[link](#)] (which applies to all employees including student employees with respect to conduct that arises out of their employment status).
- b. Obscene or Indecent Behavior
  - i. Exposure of one's sexual organs or the display of sexual behavior or contact that would reasonably be offensive to others or be observed by any other non-consenting persons who would be affronted or alarmed.
  - ii. Trespassing, spying, or eavesdropping for sexual arousal.
- c. Physical Sexual Misconduct
  - i. Any sexual penetration, however slight, that occurs without the effective consent of a person, or that occurs when a person is unable to give consent. Sexual penetration that occurs without the consent of the person can/may include the use of threats, coercion, or physical force. Sexual penetration that occurs when a person is unable to give consent can/may include those instances where the person is unable to consent due to his or her age, or



- because he or she is physically helpless, mentally incapacitated, or intoxicated from alcohol or other drugs.
- ii. Any intentional, non-consensual sexual contact with an intimate body part of another, or forcing another to have sexual contact with an intimate body part of oneself or another, with any object or body part, or any disrobing of another without effective consent.
  - iii. The College's highest priority is the physical and mental health, safety, and well-being of individual students and the campus community. An element of promoting safety is providing clear, responsible methods of reporting and addressing incidents of sexual misconduct. Therefore, in order to remove potential barriers to reporting sexual misconduct, the Office of the Dean of Students will not charge a student with violating any expectations of student conduct regarding alcohol or other drugs if that student reports such conduct within a complaint of possible sexual misconduct.
  - iv. Sexual misconduct is a violation of Title IX of the Education Amendments of 1972, and Title VII of the Civil Rights Act of 1964 (as amended), as well as *The Policy Prohibiting Discrimination in the Workplace/Educational Environment [link]* (which applies to all employees including student employees with respect to conduct that arises out of their employment status).
- d. Bullying, Intimidation, and Harassment
- i. Engaging in conduct, including any gesture, written, verbal or physical act, or any electronic communication (which includes e-mails, text messages, and Internet postings on web-sites or other social media), whether it be a single incident or series of incidents; that is so severe or pervasive and objectively offensive that it substantially disrupts or interferes with the orderly operation of the College or the rights of any student or other member of the College community; and that:
    - a. involves intimidation or threats to another person's safety, rights of personal privacy and property, academic pursuits, College employment, or participation in activities sponsored by the College or organizations or groups related to the College; or
    - b. a reasonable person should know, under the circumstances, will have the effect of insulting or demeaning any person or group; or
    - c. creates an intimidating or hostile environment by substantially interfering with another student's education, or by materially impairing the academic pursuits, employment or participation of any person or group in the College community, or by severely or pervasively causing physical or emotional harm to the student or other member of the College community; or
    - d. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or other person or damaging the person's property or placing him or her in reasonable fear of physical or emotional harm to his or her person, or to any member of that person's family or household, or of damage to his or her property.
  - ii. Any attempt to intimidate, threaten, or unduly influence another person with the purpose to discourage cooperation or truthful participation in a student conduct matter, investigation, or proceeding.
  - iii. Abusive or harassing conduct directed at a person or group *because of* membership in a protected category may result in an enhanced sanction.
- e. Invasion of Privacy

- i. Unauthorized making of an explicit or objectively offensive recording (including but not limited to photographs, video, and/or audio) of another person.
    - ii. Unauthorized display, publication, transmission, or other dissemination (including via the Internet) of explicit or objectively offensive recordings (including but not limited to photographs, video and/or audio) of another person. Consent to be recorded does not imply consent for such records to be displayed, published, transmitted, or otherwise disseminated.
    - iii. Unauthorized intrusion upon a person's private property or communications.
    - iv. Unauthorized appropriation and/or use of someone's identifying or personal data or documents.
  - f. Stalking
    - i. Purposefully or knowingly engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of a third person, or suffer other emotional distress. Such courses of conduct include but are not limited to alarming conduct, following a specific person or otherwise communicating with a person repeatedly in a manner likely to cause fear for safety, or seriously annoy a reasonable person under similar circumstances.
  - g. Defamation
    - i. Oral or written publication of a false statement of fact that exposes the person about whom it is made to hatred, contempt, or ridicule; subjects that person to loss of the good will and confidence of others; or so harms that person's reputation as to deter others from associating with him or her. This does not include the good faith documentation of a possible policy violation.
  - h. Physical Abuse
    - i. Use of unwelcome force against the person or property of any person or group.
    - ii. Any action or statement that imminently threatens significant harm to the health or safety of any person or group.
    - iii. Any action, statement, or use of force against a person where a personal, intimate, or special relationship exists (defined by marriage, civil union, dating, family membership, or co-habitation), and would reasonably threaten or intimidate that person.
    - iv. Interference with the freedom of another person to move about in a lawful manner by force, threat, intimidation, or other means without effective consent.
    - v. Abusive or harassing conduct directed at a person or group *because of* membership in a protected category may result in an enhanced sanction.
  - i. Hazing
    - i. Any action taken, or situation created that negligently, intentionally, or recklessly subjects any person to the risk of bodily harm, physical discomfort, harassment, emotional or mental degradation, abuse, or interferes with academic activities; or causes or encourages any person to commit an act that would be a violation of law or College regulations for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a student group or organization. This provision applies to all students regardless of College or Student Government recognition of the student group or organization.

- ii. Observation by a member of a student group or organization of any hazing activity as described above without reporting the incident to College authorities.
- iii. Aiding or assisting another to engage in any hazing activity as described above.
- iv. The expressed or implied consent of a person is not a defense to any hazing activity described above.

**4. Property**

- a. Unauthorized use or possession, attempted or actual theft, and/or misappropriation of property belonging to others, the College, or the New Jersey Educational Facilities Authority.
- b. Damage, malicious or negligent defacement, or destruction of property belonging to others, the College, or the New Jersey Educational Facilities Authority.
- c. Unauthorized possession, duplication, or use of keys to any College premises; or unauthorized entry into any office, residence hall room, mailbox, or other College facility.
- d. Defacement, damage or destruction of property directed at a person or group *because of* membership in a protected category may result in an enhanced sanction.

**5. Compliance with Directives**

- a. Failure to comply with directives issued by an identified College official. A directive may be considered any written or verbal mandate.
- b. Failure to correctly identify oneself at all times and present this information courteously upon request by a College official or law enforcement officer.
- c. Aiding or assisting another to violate College policy, or acting in any way to further a violation of College policy.

**6. Drugs, Narcotics, Controlled Substances, and/or Paraphernalia**

- a. Unlawful possession, use, purchase, or attempted purchase of drugs, narcotics, or controlled substance and/or paraphernalia.
- b. Unlawful manufacture, distribution, or intended distribution of drugs, narcotics, or controlled substance and/or paraphernalia.
- c. Misuse or misappropriation of any prescription or over-the-counter medication.
- d. Knowingly being in the presence of the *illegal* use of a drug, prescription drug, narcotic, or controlled substance.
- e. Disrupting the campus or off-campus community or engaging in any policy violation while under the influence of a drug, controlled substance, or narcotic.
- f. The College's highest priority is the physical and mental health, safety, and well-being of individual students and the campus community. Therefore, no student seeking medical attention by contacting either College or local authorities for a drug overdose (nor a student who seeks medical attention on behalf of the affected student) will be formally charged under the *Student Conduct Code* for the unlawful use or possession of a drug. Although this does not relieve any student or organization from responsibility for other policy violations that may have occurred prior to seeking medical attention, the effort to seek help for the affected student may be a mitigating factor in sanctioning. Affected students may be required to complete an evaluation or other education programs, but will not face disciplinary charges or sanctions as prescribed through the student conduct process.
- g. Although New Jersey state law permits the use of medical marijuana within narrowly tailored circumstances, federal laws prohibit marijuana use,

possession, and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The use, possession, or cultivation of marijuana for medical purposes is therefore not allowed on any College property, nor is it allowed at any College-sponsored event or activity off campus.

**7. Alcoholic Beverages**

- a. Being in possession of, attempting to purchase, purchasing, or consuming alcoholic beverages on or off campus while under the age of 21.
- b. Selling, distributing, or serving alcoholic beverages to a person under the age of 21.
- c. Possession and/or utilization on campus of devices for the rapid, high-risk consumption of alcohol including, but not limited to funnels, beer pong accessories, beer bong, luges, etc., regardless of age.
- d. Consuming alcoholic beverages or carrying alcohol in open containers in any public area without the receipt of an alcohol permit, regardless of age.
- e. Hosting the underage consumption of alcohol in a social space, residence hall room, common area, or off-campus space that is occupied by, under the control of, or reserved for the use of a student or organization.
- f. Possession of common source containers of alcohol on campus whether empty or full, including but not limited to kegs, punch bowls, etc., regardless of age.
- g. Excessive use of alcohol resulting in a state of intoxication which endangers oneself or others.
- h. Disrupting the campus or off-campus community or engaging in any policy violation while a student is intoxicated.
- i. The College's highest priority is the physical and mental health, safety, and well-being of individual students and the campus community. Therefore, no student seeking medical attention by contacting either College or local authorities for intoxication (nor a student who seeks medical attention on behalf of the affected student) will be formally charged for the unlawful use or possession of alcohol. Although this does not relieve any student or organization from responsibility for other policy violations that may have occurred prior to seeking medical attention, the effort to seek help for the affected student may be a mitigating factor in sanctioning. Affected students may be required to complete an evaluation or other education programs, but will not face disciplinary charges or sanctions as prescribed through the student conduct process.

**8. Weapons and Dangerous Substances**

- a. Possession, storage, or carrying of a firearm or other weapon in a residence hall room, on a person, or in a motor vehicle on College premises or at any College-affiliated activity or event.
- b. Possession or use of fireworks, gun powder, explosives or other incendiary devices, or dangerous chemicals, except as authorized for use in class, in connection with College-sponsored research, or for another approved activity and used in the way authorized and approved on College premises or at any College-affiliated activity or event.

**9. Fire and Safety**

- a. Setting or attempting to set fire to, or creating a fire on property owned or operated by the College without a permit.
- b. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency.

- c. Unauthorized or improper handling of or tampering with any fire, safety, or emergency equipment or fixtures.
  - d. Lighting a candle, incense, or any other open flame inside a College facility or wooded area without express permission from the Department of Occupational Safety and Environmental Services.
  - e. Smoking inside any College building and/or within 10 feet of a doorway to any College building.
  - f. Removing screens, entering or exiting a building through a window, and/or throwing objects out windows.
  - g. Leaving exit, fire, and/or smoke doors propped open or unlocked, or entering or exiting the buildings through emergency exit doors.
  - h. Presence on the roofs of College buildings, fire escapes, ledges, service elevators, balconies, and other areas that are designated closed or prohibited.
  - i. Riding of bicycles or skateboards, the throwing, kicking, or bouncing of objects, the use of roller skates or blades, the use of water guns, and any other activity that causes risk to property or personal safety inside a College facility.
  - j. Presence of any motorized vehicle or machine in buildings with the exception of motorized vehicles used by, or in aid to, persons with disabilities.
- 10. Computer Misuse**
- a. See the *Client Computing Usage Policy* [[link](#)]
- 11. Disruption/Obstruction**
- a. Disruption to, or obstruction of teaching, research, administrative, disciplinary proceedings, or other College activities or normal operations including its public service functions on or off campus.
  - b. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised events or activities.
  - c. Behavior that disturbs the peace, academic study, or sleep of others on or off campus.
- 12. Repeated Behavior**
- a. Repeated behavior that materially and/or substantially interferes with the operation of the College or individuals, and that previously has been brought to the attention of the student through participation in a separate behavior review process or by a College official.

#### IV. PROCEDURAL STANDARDS FOR GRADUATE STUDENTS

- A. **Complaint.** See also *Appendix A* for a flow chart of the student conduct process.
- 1. **Filing a complaint.** Any member of the College community may file a complaint against a student for possible violations of the *Graduate Student Conduct Code*, including a representative from the Office of the Dean of Students on behalf of a person outside the College community if the incident has an adverse effect on the College and there is documentation from a verifiable source. A complaint must be prepared in writing and submitted to the Director of Student Conduct. Any complaint should be submitted as soon as possible after the event takes place, preferably within 30 days. However, the Director of Student Conduct has discretion to accept or issue a complaint and issue charges against a graduate student regardless of when the report is submitted if the conduct poses a possible threat to the College community or to individual

members of the College community.

2. **Investigation.** The Director of Student Conduct or designee will conduct an investigation to determine if the information in the complaint merits charges against a student or students, a formal admonishment, no charges or if the incident can be addressed through an alternate dispute resolution process including mediation.
- B. **Charge(s).** Any charges will be presented to the accused student in writing through the student's College email address, as the official means of communication at the College. A time shall be set for a conference with the Director of Student Conduct or designee. Maximum time limits may be extended at the discretion of the Director of Student Conduct for unforeseen circumstances.
- C. **Conference.** The accused student will meet with the Director of Student Conduct or designee for a conference to discuss the grounds for any charges, process, and sanctioning practices. The accused student will select whether he or she will participate in a formal or informal conduct hearing. An advisor of the accused student's choice may be present during the conference. If after notice an accused student does not attend a scheduled conference, the Director of Student Conduct or designee may postpone the conference, or review the information available and make a decision on responsibility including assigning any sanctions to the student if appropriate.
- D. **Informal hearing.** If the accused student selects an informal hearing to address any charges, the hearing administrator conducting the conference will immediately conduct the informal hearing. The accused student's advisor may remain present for the informal hearing, but may not represent the student or address the hearing administrator. The advisor's role is limited to providing support to the student by observing or advising the student outside of the proceeding. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in graduate student conduct proceedings. The hearing administrator may temporarily adjourn the informal hearing if he or she determines that further review or clarification is necessary including, but not limited to interviewing the complaining party and/or other witnesses.
1. **Joint hearing.** In cases involving more than one accused student (graduate or undergraduate), the administrator or Graduate Hearing Panel may permit the hearing concerning each student to be conducted either separately or jointly.
  2. **Information.** The informal hearing provides an opportunity for the accused student to be heard and to provide information such as written witness statements. The student may accept or deny responsibility for any charges.
  3. **Decision.** The hearing administrator will determine whether the student is responsible for any charges. The hearing administrator's determination shall be made on the basis of whether it is *more likely than not* that the accused student violated the *Graduate Student Conduct Code*. If the student is found not responsible for any charges, the process is concluded. If the student is found responsible for any charges, the hearing administrator will then assign any appropriate sanctions.
  4. **Appeal.** The accused student may appeal the decision and/or sanctions issued by the hearing administrator in writing to the Director of Student Conduct or designated administrator who has not been previously involved in the accused student's conduct process. (Please see Section F.

*Appeals* for more information.)

- E. **Formal hearing.** If the accused student selects a formal hearing, then he or she may choose either an administrative or a Graduate Hearing Panel hearing. Formal rules of process, procedure and/or technical rules of evidence such as are applied in criminal or civil court, are not used in graduate student conduct proceedings.
1. **Administrative hearing.** An administrative hearing is conducted by the Director of Student Conduct or a designee who has not been previously involved in the accused graduate student's conduct process. The administrator will hear information presented by any parties and render a decision and sanctions if appropriate. A student may appeal the decision of the administrator to the Vice President for Student Affairs.
  2. **Graduate Hearing Panel hearing.** The Graduate Hearing Panel is comprised of five members, including a graduate faculty member serving as chair. The Graduate Hearing Panel members include the faculty chair, two faculty or staff voting members, and two graduate student voting members. Faculty members must have either taught a graduate course or served as a coordinator of a graduate program in the last academic year. Staff members must work in an office or department that serves graduate students. The Graduate Hearing Panel will determine by majority vote whether the accused student has violated any charges issued. The faculty chair will only vote in the case of a tie. There must be an equal number of faculty/staff and student voting members. The Director of Student Conduct administers and attends the hearing but neither votes nor participates in deliberations. The Director of Student Conduct may answer questions regarding procedural standards, policy, or sanctioning practices. The Graduate Hearing Panel will hear information presented by all parties and render a decision and any sanctions. A student may appeal the Graduate Hearing Panel's decision to the Vice President for Student Affairs.
  3. **Formal hearing guidelines.** Administrative and Graduate Hearing Panel hearings shall be conducted according to the following guidelines.
    - a. **Private hearing.** A hearing is conducted in private. The person bringing the complaint, the accused student and advisor(s) are allowed to attend the entire portion of the Graduate Hearing Panel or administrative hearing at which information is received (this excludes deliberations). Admission of any other person to the hearing shall be at the discretion of the faculty chair of the Graduate Hearing Panel or administrator hearing the case.
    - b. **Joint hearing.** In cases involving more than one accused student, the administrator or faculty chair of the Graduate Hearing Panel may permit the hearing concerning each student to be conducted either separately or jointly.
    - c. **Advisors.** The person bringing the complaint and the accused student may be assisted by an advisor of their choice, at their expense. Graduate students must notify the Director of Student Conduct who they have designated as their advisor five business days prior to the scheduled hearing. A representative from the College's Office of the General Counsel may also be present at the hearing. Graduate students are responsible for presenting their own information, and therefore advisors are not permitted to speak or to participate directly in any hearings. A student should select as an advisor a person whose schedule allows

attendance at the scheduled date and time for the hearing as delays will not normally be allowed due to the scheduling conflicts of an advisor.

- d. **Questions.** The person bringing the complaint, the accused student and the Graduate Hearing Panel or administrator may arrange for witnesses to present pertinent information. The parties may suggest questions to be answered by one another and/or one another's witnesses, but the questions must be directed to the faculty chair or the administrator rather than to the other party or witness directly. The faculty chair or the administrator will determine whether questions or potential information is appropriate at his or her discretion.
- e. **Additional information.** Relevant records, exhibits, and written statements (including student impact statements) may be accepted as information for consideration by the Graduate Hearing Panel or administrator at the discretion of the faculty chair or administrator.
- f. **Decline to provide information.** The accused student has the right to decline to provide information, answer questions posed in a hearing, or provide any information on his or her behalf. However, the hearing board or administrator may draw an adverse inference from the student's refusal to answer questions.
- g. **Procedural questions.** All procedural questions are subject to the final decision of the faculty chair or administrator.
- h. **Majority vote and quorum.** The Graduate Hearing Panel will determine by majority vote whether the accused student has violated the policy as charged. For any Graduate Hearing Panel hearing, a quorum of one graduate student and one faculty or staff member in addition to the faculty chair is required. The faculty chair will only vote in the case of a tie. Quorum is not required for an administrative hearing as the decision is made by the administrator alone.
- i. **Basis for decision.** The Graduate Hearing Panel or administrator's determination shall be made on the basis of whether it is *more likely than not* that the accused student violated the *Graduate Student Conduct Code*. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in graduate student conduct proceedings.
- j. **Hearing recorded.** There will be a single verbatim record, such as a tape or digital recording of all hearings with the exception of administrative sanction hearings and conferences. Deliberations will not be recorded. The record will be the property of the College.
- k. **Decision in absentia.** If an accused student, with notice, does not appear for a hearing, the Graduate Hearing Panel or administrator may postpone the hearing or hear the information in support of the charges in the accused student's absence and will make a decision on the available information.
- l. **Special accommodation.** The Graduate Hearing Panel or administrator may accommodate persons with concerns for the personal safety, well-being, and/or fears of confrontation during the hearing by providing separate facilities or physical dividers, and/or by permitting participation by telephone, videophone/conferencing, videotape, audio tape, written statement, or other viable means as determined by the Director of Student Conduct to be appropriate.



- m. **Disability support accommodation.** The Graduate Hearing Panel or administrator will provide any reasonable accommodation for hearing participants who have a disability and are registered with, or notify Disability Support Services and the Office of the Dean of Students in a timely manner.

**F. Appeal Procedures.**

1. **Accused graduate student appeal.** An accused student is afforded one single opportunity to appeal decisions and/or any sanctions issued by a hearing administrator or Graduate Hearing Panel within five business days of the date of written notification of the decision and/or relevant sanctions. The decision of the administrator reviewing the submitted appeal is final and conclusive.
2. **Graduate student complainant appeal.** A student who filed a complaint resulting in a student being charged with a violation under *Personal Abuse* (see Section D.3. under *Violations of Expectations for Student Conduct*) is afforded one single opportunity to appeal decisions and/or any sanctions issued by a hearing administrator or Graduate Hearing Panel within five business days of the date of written notification of the decision and/or relevant sanctions. The decision of the administrator reviewing the submitted appeal is final and conclusive.
3. **Required format.** All appeals must be in writing, and include any supporting documentation that the student wishes to be considered. Deference is given to the original hearing administrator or Graduate Hearing Panel's findings of fact and decision of responsibility and/or any sanctions, therefore the burden of proof is on the student filing an appeal to sufficiently demonstrate cause to alter procedures, the original decision or any sanctions. An appeal will generally be limited to a review of the verbatim record of the hearing and supporting documents for one or more of the purposes below, provided however the administrator may request additional information or clarification from the accused student, complaining party, and/or witnesses for purposes of this review.
  - a. **Process review.** To determine whether the hearing was conducted in accordance with published procedures, and without bias on the part of the administrator or any Graduate Hearing Panel member. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - b. **Information review.** To determine whether there was information presented in the hearing that, if believed by the Graduate Hearing Panel or administrator, was sufficient to establish that a violation of the *Graduate Student Conduct Code* occurred.
  - c. **Sanction review.** To determine whether any sanctions imposed were appropriate for the violation of the *Graduate Student Conduct Code* which the student was found to have committed.
  - d. **New information.** To consider new information submitted by the appealing student within the five day period, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information was not known to the student appealing at the time of the original hearing.
4. **Appeal decision.** An administrator reviewing an appeal may make one of the following decisions.

- a. **Affirm.** The administrator may decide to affirm the decision and/or sanction of the original administrator or Graduate Hearing Panel.
- b. **Alter sanction.** The administrator may alter the sanctions issued by the administrator or Graduate Hearing Panel. Alteration in the sanction may include reducing or increasing the sanction or requirements.
- c. **New hearing.** The administrator may determine that a new hearing by a different hearing administrator or Graduate Hearing Panel is warranted to correct procedural irregularity or to consider new information. A student may appeal a decision of the new hearing body.
- d. **Remand.** The administrator may direct the original hearing administrator or Graduate Hearing Panel to review their original decision subject to any instructions from the administrator; and may affirm that decision or render a new decision consistent with those instructions. A student may appeal a decision made by the original hearing administrator or Graduate Hearing Panel if there are any changes after the review.

**G. End of Academic Year and Geographically Remote Cases.** The following process will apply when incidents occur over the summer and/or incidents that are reported against a student who does not participate in graduate courses on the property of the College or incidents that are reported near the end of the spring semester and are unable to be heard before the last week of classes in accordance with the graduate student conduct process.

- 1. **Administrative Action.** If a student accepts responsibility for any charges, the administrator or Graduate Hearing Panel may consider any aggravating or mitigating factors, prior conduct record, past decisions made in similar conduct incidents, written character witness statements, and/or written personal statements from the accused student and issue appropriate sanctions. The sanctions may be appealed in writing to the Vice President for Student Affairs. (Please see Section *F. Appeals* for more information.)
- 2. **Administrative or Graduate Hearing Panel review.** If a student denies responsibility for any charges, the accused student will be asked to submit a statement in writing regarding the incident that may include statements by any witnesses by a prescribed date. The Graduate Hearing Panel or administrator will consider this statement in conjunction with the complaint. For incidents where a finding of responsibility may result in suspension or expulsion, the Graduate Hearing Panel will review the information. The accused student will be notified of the decision via electronic communication. If the accused student wishes to appeal the decision of this panel, they must do so within five business days of notification of the decision to the Vice President for Student Affairs.
- 3. **Administrative or Graduate Hearing Panel hearing.** Upon mutual consent by the accused student and the Office of the Dean of Students, a hearing with the accused student or witness(es) present may occur. All such hearings will take place on the property of the College, and the accused student is financially responsible for any travel costs incurred to attend the hearing. In addition, participation in a hearing by means of technology such as video, telephone, Internet chat may also occur with mutual consent of the accused student and the Office of the Dean of Students.

**H. Sanctioning Practices.** The following sanctions, alone or in any combination, may be imposed upon any student found to have violated the *Graduate Student Conduct Code*.

*See also Appendix E of the Graduate Student Conduct Code for specific sanctioning procedures for selected violations.*

1. **Warning.** A notice in writing to the student that the student is violating or has violated institutional regulations and that further violations may result in more severe disciplinary action.
2. **Loss of privilege.** Denial of any specified privilege for a designated period of time.
3. **Restitution.** Compensation for loss, damage, or injury to College property. This may take the form of appropriate service and/or monetary or material replacement.
4. **Discretionary sanctions.** Work assignments, essays, presentations, research projects, conduct contracts, service to the College, or other discretionary assignments.
5. **Pending suspension.** This status serves as the disciplinary probation status assigned to a student for a specified period of time before he or she is suspended from the College. While on this status, any further violations of College policy may result in suspension from the College. In addition, this status constitutes a disciplinary record that will remain on file with the Office of the Dean of Students for five years after a student separates from the College.
6. **Suspension.** Termination of registration as a student from the College after a specific date and for a specified time. Through the duration of the suspension, the student may be restricted from College property and may be required to provide prior notice and receive approval from the Dean of Students for the purpose of conducting College business. Before a student may be readmitted to the College after the designated period of time, he or she must meet with the Dean of Students to show satisfactory completion of any assigned directives or to discuss stipulated conditions for his or her return. In addition, this status constitutes a disciplinary record that will remain on file with the Office of the Dean of Students indefinitely. Should a student wish to return to the College after the suspension period, he or she must comply with any academic standards and procedures then in effect.
7. **Interim suspension.** Immediate separation of a student from the College by the Dean of Students pending a hearing. Through the duration of the interim suspension, the student may be restricted from College property and may be required to provide prior notice and receive approval from the Director of Student Conduct for the purpose of conducting College business. Interim suspension will be imposed only in exceptional circumstances to ensure the health, safety or welfare of members of the College or College property or to ensure the student's own physical or emotional safety and welfare. Students who have been suspended on an interim basis must have a hearing within a practical period of the interim suspension.
8. **Expulsion.** Permanent dismissal from the College and restriction from College property. In addition, this status constitutes a disciplinary record that will remain on file with the Office of the Dean of Students indefinitely. Expulsion is the most serious disciplinary action taken by the College and is generally reserved for only those cases of behavioral misconduct in which all the relevant facts and aggravating circumstances support a conclusion that the only reasonable sanction is permanent removal from the College.

- I. **Disciplinary Record Keeping Practice.** The Office of the Dean of Students will maintain the disciplinary records of students.
1. **File maintenance.** A student who is charged with a violation of the *Graduate Student Conduct Code* has a file created and maintained by the Office of the Dean of Students. Files are maintained for five years after the date the student separates from the College. Files of students who have been suspended or expelled are maintained indefinitely.
  2. **Confidentiality.** The federal Family Educational Rights and Privacy Act of 1974 (FERPA) protects a student's education records, including student conduct files, from unauthorized disclosure to third parties. A student must sign a waiver to grant access to his or her disciplinary record before the College will disclose information protected by FERPA contained in the student's records. These confidentiality requirements apply to students' parents or guardians with the exception of a health or safety emergency, an alcohol or drug violation, or if the student is financially dependent on the parents or guardians. Federal law makes exceptions in these cases and does allow the College to share disciplinary information with specific persons. In addition, FERPA allows the College to disclose a student's education record without prior written consent when the disclosure is to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may include only the final results of the disciplinary proceeding conducted by the institution of postsecondary education with respect to that alleged crime or offense. Furthermore, FERPA permits the College to disclose sanction information to a student or party who has filed a complaint of conduct that is a violation under *Personal Abuse* (See Section D.3. under *Violations of Expectations for Student Conduct*) when any sanction directly relates to the harassed student.
  3. **Inspection.** Students may request to inspect or view their disciplinary records in accordance with FERPA. To do so, a student should make an appointment with the Office of the Dean of Students. Records are not immediately available because they must first be reviewed for confidential information regarding other students, and thus may need to be redacted. Upon request, the Office of the Dean of Students will provide students with copies of redacted incident reports, letters, and any forms or receipts in the student's file.
  4. **Reporting.** If a student has given the proper permission for the College to share disciplinary information to a third party, it is the practice of the College to only disclose a disciplinary file if a student has ever been placed on a probationary status, has been removed from housing, or has been suspended or expelled from the College. The College retains discretion to release additional information contained in a student's disciplinary file if a third party requires disclosure of further information, or if a student separates from the College with any pending student conduct matters.
  5. **Petition for administrative deletion.** Disciplinary records may be administratively deleted upon approval by the Dean of Students. When a record is administratively deleted, the information it contains is no longer part of an official disciplinary record. The College is required by law and College policy to retain for statistical purposes information regarding certain types of disciplinary violations. Statistical information from deleted files may be retained with the student's name and student identification number removed. Administrative deletion only affects information maintained by the

Office of the Dean of Students. Copies of letters distributed to other College departments, incident reports, police reports, and the results of previous background checks reported outside of the Office of the Dean of Students are not affected by an administrative deletion. Petitions for an administrative deletion may be made no sooner than one year after the date of the student's last finding of responsibility from the graduate student conduct process and must be submitted in writing to the Dean of Students. Administrative deletion may not be granted for conduct that resulted in suspension or expulsion from the College and may also be denied for conduct that posed a threat to a member of the College community or serious damage to College property.

- J. Violation of Law and *Graduate Student Conduct Code*.** College student conduct proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and College policy without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under these procedural standards may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Students. Prior determinations made or sanctions imposed under these procedural standards will not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules are later dismissed, reduced, or resolved in favor of or against the criminal law defendant.
- K. Leave of Absence or Withdrawal.**
1. Individuals who withdraw or take a leave of absence from the College while a conduct matter or sanction is pending will have a registration hold placed on their student account(s) and will be notified of the pending matter and registration hold.
  2. If documentation of a complaint or incident is brought to the attention of the Dean of Students after an individual separates from the College, but includes conduct that allegedly occurred while an individual was a student, the College retains discretion to assign charges, ban the former student from campus, and/or place a registration hold on the former student's account pending adjudication.
  3. The College retains discretion to determine when there is enough information available or it is necessary to adjudicate charges for formerly enrolled students. An individual may contact his or her graduate school to request arrangements to adjudicate or dispose of the matter before the registration hold will be released.

**Resolution Approving Waivers  
Of Advertising  
(Buildings and Grounds Committee)**

**Whereas:** State College Contracts Law permits waivers of advertising for specified purchases in excess of \$30,700, 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:

<b>VENDOR</b>	<b>PURPOSE</b>	<b>FUNDING SOURCE</b>
Design Resources Group, Architects, AIA \$328,900	Professional Design Services Related to Norsworthy Hall Renovations & Exterior Building Remediation Project	Housing Asset Renewal Reserves
Einhorn Yaffee Prescott \$450,000	Professional Design Services for the new STEM Building	E&G Capital Reserves
Affiliated Engineers, Inc. \$43,175	Professional Services for Central Utility Plant Condition Assessment	Asset Renewal Reserves
Entech Engineering \$7,405	Additional design services related to the Steam Piping Project	2010 Bond
Xcelerated Concepts \$7,100	Design services related to the Library Café project	Housing Reserves (Sodexo contribution)
DLB Associates \$19,470	Additional design services related to the Campus Utilities Steam Piping Project	2010 Bond

July 9, 2013

**Resolution Approving the College Of New Jersey FY 2014  
Unrestricted Current Fund Budget and Establishing  
Student Charges to the Level Sufficient To  
Balance the Approved Budget**

- Whereas: The State College Autonomy Law vests the responsibility with the Board of Trustees to approve the college's unrestricted current fund budget and adjust student charges as necessary; and
- Whereas: The College's Treasurer has prepared an unrestricted current fund budget for FY 2014 totaling \$226,364,000 of which \$29,316,000 is the anticipated base state appropriation and \$29,266,000 is the anticipated state funded fringe benefits; and
- Whereas: The President has reviewed the proposed unrestricted current fund budget and the student charges required to implement this budget and recommends their approval; and
- Whereas: The Finance and Investments Committee of the Board of Trustees has reviewed the proposed unrestricted current fund budget and the student charges required to implement this budget and has recommended their approval; and
- Therefore  
Be It  
Resolved: That the Board of Trustees approves the FY 2014 college unrestricted current fund budget totaling \$226,364,000; and
- Be It  
Further  
Resolved: That the Board of Trustees approves the student charges for FY 2014 to implement this budget.

July 9, 2013

**THE COLLEGE OF NEW JERSEY**

**FY 2014 TOTAL UNRESTRICTED CURRENT FUND BUDGET**

<b>CURRENT OPERATING FUND (including fringe benefits)</b>	<b>\$ 145,794,000</b>
<b>GSF/CAPITAL FEE</b>	<b>18,503,000</b>
<b>RESIDENCE LIFE</b>	<b>46,548,000</b>
<b>STUDENT CENTER</b>	<b>2,216,000</b>
<b>SUMMER SCHOOL</b>	<b>4,302,000</b>
<b>MISCELLANEOUS REVENUE ACCOUNTS</b>	<b>9,001,000</b>
	<b><u>\$ 226,364,000</u></b>

College Self-Funded	\$ 2,337,000
Parking	586,000
Conference Center & Summer Camps	1,719,000
Global Programs	4,359,000
	<b><u>\$ 9,001,000</u></b>



**THE COLLEGE OF NEW JERSEY  
FY 2014  
TUITION & FEE INCREASE**

**FULL TIME UNDERGRADUATE IN-STATE STUDENT**

**FY 2013 ACTUAL CHARGES**

<b>TUITION</b>	<b>\$10,102</b>
<b>FEES, ROOM &amp; BOARD</b>	<b>\$15,255</b>
<b>TOTAL</b>	<b><u>\$25,357</u></b>

---

	<b><u>FY 2014 PROPOSED CHARGES</u></b>	<b><u>COMPARISON TO FY 2013 ACTUAL DOLLAR INCREASE</u></b>	<b><u>PERCENT INCREASE</u></b>
<b>TUITION</b>	<b>\$10,355</b>	<b>\$253</b>	<b>2.5%</b>
<b>FEES, ROOM &amp; BOARD</b>	<b>\$15,704</b>	<b>\$449</b>	<b>2.9%</b>
<b>TOTAL</b>	<b><u>\$26,059</u></b>	<b><u>\$702</u></b>	<b><u>2.8%</u></b>

**THE COLLEGE OF NEW JERSEY  
ANNUAL TUITION AND MANDATORY FEES**

**FISCAL YEAR 2014**

<u>FULL TIME STUDENTS (Flat Rate Over 12 Credits) / 3 Units</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>CHANGE</u>	
			<u>AMOUNT</u>	<u>PERCENT</u>
<b>UNDERGRADUATE - NEW JERSEY RESIDENT</b>				
TUITION	10,102	10,355	253	2.5%
STUDENT SERVICE FEE	692	709	17	2.5%
GSF/CAPITAL	2,637	2,703	66	2.5%
COMPUTING ACCESS FEE	425	436	11	2.5%
STUDENT CENTER FEE	231	237	6	2.5%
STUDENT ACTIVITY FEE*	270	270	-	0.0%
<b>SUBTOTAL</b>	<b>\$14,357</b>	<b>\$14,709</b>	<b>\$352</b>	<b>2.5%</b>
<b>ROOM AND BOARD (BASE PLAN)</b>	<b>10,998</b>	<b>11,350</b>	<b>352</b>	<b>3.2%</b>
<b>TOTAL COST</b>	<b>\$25,355</b>	<b>\$26,059</b>	<b>\$704</b>	<b>2.8%</b>
<b>UNDERGRADUATE - OUT OF STATE RESIDENT</b>				
TUITION	20,254	20,760	506	2.5%
STUDENT SERVICE FEE	692	709	17	2.5%
GSF/CAPITAL	2,637	2,703	66	2.5%
COMPUTING ACCESS FEE	425	436	11	2.5%
STUDENT CENTER FEE	231	237	6	2.5%
STUDENT ACTIVITY FEE*	270	270	-	0.0%
<b>SUBTOTAL</b>	<b>\$24,509</b>	<b>\$25,114</b>	<b>\$605</b>	<b>2.5%</b>
<b>ROOM AND BOARD (BASE PLAN)</b>	<b>10,998</b>	<b>11,350</b>	<b>352</b>	<b>3.2%</b>
<b>TOTAL COST</b>	<b>\$35,507</b>	<b>\$36,464</b>	<b>\$957</b>	<b>2.7%</b>
CARD SERVICE FEE	20	20		
Pass through mandatory charge for all students without personal insurance				
UNDERGRADUATE STUDENT HEALTH INSURANCE	324	1,050		
GRADUATE STUDENT HEALTH INSURANCE	324	1,505		

*\* Student Activity Fee increase recommended by the Student Finance Board and Student Government Association.*

**THE COLLEGE OF NEW JERSEY  
ANNUAL TUITION AND MANDATORY FEES**

**FISCAL YEAR 2014**

<u>PART-TIME STUDENTS Per Credit/.25 Units</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>CHANGE</u>	
			<u>AMOUNT</u>	<u>PERCENT</u>
<b>UNDERGRADUATE - NEW JERSEY RESIDENT</b>				
TUITION	358.00	366.95	8.95	2.5%
STUDENT SERVICE FEE	24.92	25.54	0.62	2.5%
GSF/CAPITAL	109.20	111.93	2.73	2.5%
COMPUTING ACCESS FEE	15.01	15.39	0.38	2.5%
STUDENT CENTER FEE	9.84	10.09	0.25	2.5%
STUDENT ACTIVITY FEE	11.32	11.32	0.00	0.0%
<b>TOTAL COST</b>	<b>528.29</b>	<b>541.21</b>	<b>12.92</b>	<b>2.4%</b>
<b>UNDERGRADUATE - OUT OF STATE RESIDENT</b>				
TUITION	716.87	734.79	17.92	2.5%
STUDENT SERVICE FEE	24.92	25.54	0.62	2.5%
GSF/CAPITAL	109.20	111.93	2.73	2.5%
COMPUTING ACCESS FEE	15.01	15.39	0.38	2.5%
STUDENT CENTER FEE	9.84	10.09	0.25	2.5%
STUDENT ACTIVITY FEE	11.32	11.32	0.00	0.0%
<b>TOTAL COST</b>	<b>887.16</b>	<b>909.06</b>	<b>21.90</b>	<b>2.5%</b>
<b>GRADUATE - NEW JERSEY RESIDENT</b>				
TUITION	645.32	661.45	16.13	2.5%
STUDENT SERVICE FEE	24.92	25.54	0.62	2.5%
GSF/CAPITAL	109.20	111.93	2.73	2.5%
COMPUTING ACCESS FEE	15.01	15.39	0.38	2.5%
STUDENT CENTER FEE	9.84	10.09	0.25	2.5%
<b>TOTAL COST</b>	<b>804.29</b>	<b>824.40</b>	<b>20.11</b>	<b>2.5%</b>
<b>GRADUATE - OUT OF STATE RESIDENT</b>				
TUITION	1,017.82	1,043.27	25.45	2.5%
STUDENT SERVICE FEE	24.92	25.54	0.62	2.5%
GSF/CAPITAL	109.20	111.93	2.73	2.5%
COMPUTING ACCESS FEE	15.01	15.39	0.38	2.5%
STUDENT CENTER FEE	9.84	10.09	0.25	2.5%
<b>TOTAL COST</b>	<b>1,176.79</b>	<b>1,206.21</b>	<b>29.42</b>	<b>2.5%</b>
<b><u>ANNUAL FLAT RATE</u></b>				
CARD SERVICE FEE	20.00	20.00		

**THE COLLEGE OF NEW JERSEY  
BOARD CHARGES  
FISCAL YEAR 2014**

<b>Room and Board Plans (Annual Charges)</b>	<b>2014 BOARD ONLY (per year)</b>	<b>2014 BOARD ONLY (per semester)</b>	<b>Increase from FY13 (Amount)</b>	<b>Increase from FY13 (Percent)</b>
MEAL RATES				
<b>ALA CARTE 1</b>	\$3,686.00	\$1,843.00	\$124.00	3.50%
ALA CARTE 2	\$3,096.00	\$1,548.00	\$104.00	3.50%
ALA CARTE 3	\$2,502.00	\$1,251.00	\$84.00	3.50%
The Apartment Plan ( PHELPS AND HAUSDOERFFER APARTMENT RESIDENTS)	\$1,502.00	\$751.00	\$50.00	3.50%
College Houses Plan (Off Campus Apt. Plan)	\$546.00	\$273.00	\$18.00	3.50%
*Carte Blanche Plus (includes \$600 Flex Points per semester) - FALL	\$4,261.00	\$2,226.00	\$144.00	3.50%
*Carte Blanche Plus (includes \$600 Flex Points per semester) - SPRING		\$2,035.00		
*Carte Blanche A (includes \$400 Flex Points per semester) - FALL	\$3,826.00	\$1,999.00	\$130.00	3.50%
*Carte Blanche A (includes \$400 Flex Points per semester) - SPRING		\$1,827.00		
*Carte Blanche B (includes \$250 Flex Points per semester) - FALL	\$3,552.00	\$1,856.00	\$120.00	3.50%
*Carte Blanche B (includes \$250 Flex Points per semester) - SPRING		\$1,696.00		
*Carte Blanche C (includes \$150 Flex Points per semester) - FALL	\$3,097.00	\$1,618.00	\$105.00	3.50%
*Carte Blanche C (includes \$150 Flex Points per semester) - SPRING		\$1,479.00		
*Carte Blanche Costs are allocated between fall (110.5) and spring (101) consistent with feeding days (211.50 total)				
Meal Equivalency LUNCH or DINNER (for all Carte Blanche Plans)	\$6.93	n/a	\$0.23	3.50%
Carte Blanche Door Rates (Eickhoff Dining):	Breakfast: \$5.06		\$0.17	3.50%
	Lunch: \$7.57		\$0.26	3.50%
	Dinner \$8.80		\$0.30	3.50%
Optional Additional Block Meal Plan (Students/Staff)	25 Meals: \$165.51		\$5.60	3.50%
	50 Meals: \$328.56		\$11.11	3.50%
ROOM RATES				
<b>Room Rate (Per Year)</b>	<b>\$8,246</b>	<b>\$4,123</b>	<b>\$240</b>	<b>3.00%</b>

**The College of New Jersey  
Student Revenues  
Fiscal Year 2014**

	FY 2013	FY 2014
<b>One Time Mandatory Fees</b>		
• Admissions Application Fee (1)	\$ 75	75
• Transfer Orientation Fee	55	55
• Welcome Week/First Year Student Activities Fee	192	192
• Graduation Services Fee	100	100
<b>Requested Services Fees</b>		
• All Parking Decal Fees - Commuter	\$ 95	95
- Residence	280	280
- Weekly Parking	15	15
<b>Specialized Programs Fees</b>		
Sponsored program undergraduate tuition (per semester) ie American Council	na	7779
Tier 1 off-site programs (per credit)	\$ 625	\$ 630
Tier 2 off-site programs (per credit)	530	540
Tier 3 off-site programs (per credit)	na	450
Tier 4 off-site programs (per credit)	na	390
International Internships (per credit)	750	755
Short-term program deposit fee	-	500
Career and Community Studies Program (per term)	\$ 10,350	\$ 10,350.00
Career and Community Studies Program (per half term)	5,175	5175
Career and Community Studies Program Alumni Services	\$100/day (prorate as needed)	\$100/day (prorate as needed)
• Career and Community Studies - Student Services fee (per semester -.5 units)	\$0.00	51.09
• Career and Community Studies - General Services fee (per semester -.5 units)	\$0.00	223.86
• Career and Community Studies - Computing Access fee (per semester -.5 units)	\$0.00	30.77
• Career and Community Studies - Student Center fee (per semester -.5 units)	\$0.00	20.17
• Career and Community Studies - Student Activity fee (per semester -.5 units)	\$0.00	22.64
Princeton Center for Teacher Education	\$125 per credit	\$125 per credit
• International Student Teaching Fee	\$ 450	\$ 450
• Undergraduate International & Off-Campus Programs (out going)	400	400
• Undergraduate Global Course Travel Fee	150	150
• Study Abroad Late Application Fee	na	50
• International Student Fee (in coming)	na	400
• Music Fee	100	100
• Ewing High School Partnership Tuition - Per Course	150	150
• Independent Study Registration Fee For 7 Year BS/MID Students	50	50
• National Study Exchange	400	400
• Summer Visiting Fee	75	75
• Regional Training Center 1 Credit Fee	124	124
• Regional Training Center 3 Credit Fee	370	370
• Government Program Fee	6,000	6000
• Provisional Cohort - Freshman	5,908	6056
London Semester	na	8500
London Summer	na	6440
Transcription fee for short term programs	na	470
Transcription fee for non-TCNJ students in Int'l programs (semester long)	na	1000
Transcribing fee-per credit	na	125
Pre-College Programs		
General	3,500	3500
TCNJ Faculty/Staff	3,000	3000
ESLAS Program Fee - summer (tuition, fees, room and board)	7,000	7200
ESLAS Program Fee - Fall and Spring (tuition and fees)	na	7200

<b>Pass Through Fees</b>		
• Payment plan enrollment fee (annual)	45	45
• Payment plan enrollment fee (semester)	25	25
• Nursing Testing Package - (Sophomore)	195	140
- (Junior)	165	196
- (Senior)	130	182
• Credit Card Payment Fee	2.35% of amount charged	2.35% of amount charged
• Study Abroad Travel Insurance- Monthly (FTH)	\$38	\$38
• Study Abroad Travel Insurance- Weekly (FTH)		10.85
• Study Abroad Travel Insurance- Annual (First Risk)		75
• Study Abroad Travel Insurance- Semi-Annual (First Risk)		38
• Study Abroad Travel Insurance- Quarterly (First Risk)		19
• Undergraduate Health Insurance- Spring/Summer (First Risk)		460
• Graduate Health Insurance- Spring/Summer (First Risk)		660
• Undergraduate Health Insurance- Summer (First Risk)		141
• Graduate Health Insurance- Summer (First Risk)		202
• International Exchange and ESLAS Program Health Insurance (First Risk)		
- Fall Undergraduate (8/15/13 - 12/31/13)		400
- Fall Graduate (8/15/13 - 12/31/13)		573
- Spring/Summer Undergraduate (1/1/14 -6/29/14)		518
- Spring/Summer Graduate (1/1/14 -6/29/14)		742
- Annual Undergraduate (6/30/13 - 6/29/14)		918
- Annual Graduate (6/30/13 - 6/29/14)		1,315
- Summer Undergraduate (5/12/14 - 6/29/14)		141
- Summer Graduate (5/12/14 - 6/29/14)		202
• Tuition Refund Insurance (1% of applicable tuition, fees, room and board charges)		

(1) Admissions application fee may be waived for students from new, targeted, out of state districts for one year to support institutional recruitment strategies.

**Resolution Approving The College of New Jersey  
Fines, Penalties and Other Charges  
for Faculty, Staff, Students, and Visitors**

**Whereas:** Title 18A of the New Jersey statutes vests the government, control, conduct, management and administration of the College in the Board of Trustees of the College; and

**Whereas:** Title 18A of the New Jersey statutes provides that the Board of Trustees has general supervision over and is vested with the conduct of the College, including the power and duty to manage and maintain the College's properties and with the power and duty to regulate parking on the College's property; and

**Whereas:** In order to ensure that the College provides efficient and effective services to members of the campus community and our visitors, other charges and fines are necessary and appropriate.

**Whereas:** Campus parking penalties and other Fines and Charges, which are applicable to faculty, staff, students and visitors, have been reviewed for Academic Year 2013-2014.

**Therefore  
Be It**

**Resolved:** That the Board of Trustees approves the imposition of parking penalties, charges for requested services and fines on faculty, staff, student, and visitors for specified services and violations of the College's parking and other regulations; and

**Be It Further  
Resolved:**

Violations of the College's parking or other regulations shall be issued by the College's Campus Police or other appropriate department and fines shall be collected by College employees designated by the College's administration; and

**Be It Further  
Resolved:**

Charges related to requested services shall be issued by the appropriate department and shall be collected by College employees designated by the College's administration; and

**Be It Further  
Resolved:**

That the Board of Trustees approves the following fines and charges for Academic Year 2013-2014:

July 9, 2013

**Charges, Fines and Parking Penalties  
Academic Year 2013-2014**

**Campus Parking Penalties**

<b>Parking Violation</b>	<b>Fine/Penalty</b>
Parking in an unpaved area	\$25.00
Parking in a "Caution Area"	\$25.00
Altered decal/pass	\$25.00
Improperly mounted decal	\$25.00
Posted No parking space	\$25.00
Exceeding time limit in 15 minute parking space	\$25.00
In a resident student lot	\$25.00
Visitor parking/Service vehicle only	\$25.00
Parked in two parking spaces	\$25.00
Lack of valid decal or permit displayed	\$50.00
Obstructing traffic	\$50.00
Obstructing dumpster	\$50.00
Illegal entry into lots	\$50.00
Parking in a loading area	\$50.00
Parking on a walkway/sidewalk	\$50.00
Parking at a bus stop	\$50.00
Parking in the roadway	\$50.00
Parking in a faculty/staff lot	\$50.00
In a fire zone	\$100.00 + Tow
Parked in a handicapped space	\$250.00 + Tow
Fraudulent use of decal or reproduction of decal	<b>Cost of the highest decal + boot + revocation of parking privileges for the balance of the semester, as well as for the following academic semester</b>
Parking in a designated winter restriction lot during the designated winter restriction period (12/1 through 3/30)	<b>\$50.00 – 1<sup>st</sup> Offense \$50.00 + Boot – 2<sup>nd</sup> Offense \$50.00 + Boot + Revocation of parking privileges for the balance of the semester, as well as for the following academic semester – 3<sup>rd</sup> Offense</b>
Vehicle operators who have three or more outstanding unpaid parking violations (not including tickets issued, for a period of 24 hours)	<b>Boot + Cost of all tickets</b>
Vehicle operators who receive six violations or more in one academic semester will lose parking privileges on campus for the balance of the semester, as well as for the following academic semester.	<b>On receipt of the <i>sixth</i> violation: Boot + Cost of all tickets + Revocation of parking privileges for the balance of the semester, as well as for the following academic semester. If vehicle operator is a student, his/her name will be submitted to Student Affairs for student conduct.</b>
<b>Additional Fees:</b>	
Boot Removal Fee	\$50.00 + cost of all tickets
Towing/Storage Fee	Established by towing company
Municipal Summons Fines/Penalties	Established by Ewing Township



**Service Charges**

Diploma Replacement Charge	<b>\$20.00</b>
Credential Services Charge	<b>\$3.00</b>
Res. Net Software & Hardware	<b>\$25.00</b>
Res. Net Data Migration Services	<b>\$40.00</b>
Credit by Exam Fee – One Course Unit	<b>\$66.84</b>
Print Sense	<b>5¢ per page for printing</b>

**Other Fines/Charges**

Late Registration Fine	<b>UG- \$150.00 Grad \$125.00</b>
Late Bill Payment Monthly Fine for Balances over \$,1000	<b>Fine equal to the greater of \$25 or a flat amount calculated by multiplying 1.5% by the outstanding balance</b>
Bad Check Fine/Insufficient funds	<b>\$25</b>
Return ACH PMT (A/C not found)	<b>\$10</b>
Lost ID Card Fine	<b>\$10</b>
Late Graduation Filing Fine	<b>\$35</b>
Emergency HELP Loan Late Fine	<b>1% of balance or \$5.00</b>

**Library Fines/Charges**

Overdue Fines	<b>\$0.50/day</b>
Overdue Reserves Fines	<b>\$1.00/hour</b>
Lost Book Charges	<b>current cost of item or \$50.00</b>
Membership Charge – individual	<b>\$25.00/year</b>
Membership Charge - institution	<b>\$75.00/year</b>

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

Whereas: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$30,700, 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, and

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>
Foundation of International Education, London \$260,000	Fall, Spring and Summer study tour	Self Funded Revenue
Instituto Franklin, University of Alcala de Henares, Spain \$200,000	Fall, Spring and Summer study tour	Self Funded Revenue
UIW European Study Center \$659,400	Fall and Spring study tour	Self Funded Revenue
UPCES Study Abroad Program, CERGE-EI Prague, Czech Republic \$100,000	Fall, Spring and Summer study tour	Self Funded Revenue
Concert Ideas \$69,000	Event Sponsored by the College Union Board: Fall 2013 Concert	Student Activity Fee
DiRoma Events T/A Impact Entertainment LLC \$51,000	Event Sponsored by the College Union Board: Fall 2013 Comedy Show	Student Activity Fee
NJ Edge \$64,831	Internet Connection	College Operating
Software House International \$202,767	Adobe Education Enterprise Agreement	College Operating

July 9, 2013

**The College of New Jersey  
Board of Trustees  
Resolution Approving  
Revised Investment Policy and Guidelines**

- Whereas:** The Higher Education Restructuring Act of 1994 grants The College of New Jersey Board of Trustees with oversight authority for the investment and reinvestment of college funds, and;
- Whereas:** On December 2, 2004, the Board of Trustees approved an Investment Policy limiting investments to: US Treasury Bills and Notes, the Commonfund Short Term and Intermediate Funds, and the NJ Cash Management Fund, and;
- Whereas:** On January 28, 2008, the Board of Trustees approved the exceptions to the TCNJ Investment Policy and Guidelines to include money market funds, certificate of deposits, commercial paper and fixed income funds;
- Whereas:** On December 6, 2011, the Board of Trustees approved the exceptions to the TCNJ Investment Policy and Guidelines to include equities, real estate investment trusts (“REITs”) and treasury inflation protected securities;
- Whereas:** Current market conditions have seriously affected the rate of return on the working capital and contingency cash segments of TCNJ’s investment portfolio, and;
- Whereas:** Current and proposed investments are all within the guidelines employed of the New Jersey Division of Investments, and;
- Whereas:** The College of New Jersey Board of Trustees charged the Finance and Investment Committee with reviewing the policy and recommending any modifications to the full Board for consideration, and;
- Whereas:** The Finance and Investment Committee have recommended approval of the proposed revised investment policy and guidelines and have charged the Treasurer to implement the investment strategies as outlined in the attached Investment Policy and Guidelines dated July 9, 2013;

**Therefore,  
Be It**

**Resolved:** That The College of New Jersey Board of Trustees hereby approves the above modification to the TCNJ Investment Policy and Guidelines, and charges the Finance and Investment Committee with approving the asset allocation strategy, reviewing the full policy and recommending any modifications to the full Board for consideration.

July 9, 2013



The College of New Jersey  
Investment Policy Statement, as of December 6, 2011  
UPDATED 7/09/13

## I. GOVERNING AUTHORITY

This Investment Policy Statement (the “Policy”) for the College of New Jersey (the “College”) governs the investment of the College’s funds. This Policy shall be subject to review and/or modification by the Board of Trustees (the “Board”) on an annual basis.

The Higher Education Restructuring Act of 1994 grants the Board with oversight authority for the investment and reinvestment of the College’s funds. The Board has authorized the Finance and Investment Committee to formalize investment guidelines and provide oversight of investment and approve investment managers.

The Finance and Investment Committee designates the Treasurer of the College, and other independent investment advisors which the Finance and Investment Committee has delegated such authority, to invest the College’s funds within the guidelines set forth in this Policy.

## II. SCOPE

This Policy applies to all financial assets of the College for which the College retains direct or indirect daily control. Funds for which the College has retained outside investment management services shall also be governed by this Policy. Currently, this Policy applies to the following funds:

### 1) Working Capital

- This segment is utilized for working capital expenditures with requirements of preservation of principal and liquidity on demand. These funds are needed on a day-to-day basis, and shall be invested to provide daily liquidity.
  - This segment shall make up approximately 10-30% of the College’s funds with a target of 20%.

### 2) Contingency Cash

- The contingency cash segment requires preservation of principal, and withdrawals are forecasted over a longer period of six months to a year. This segment serves as a supplement to working capital, and is highly liquid in case it is necessary to utilize the funds for operating activities.
  - This segment shall make up approximately 25-45% of the College’s funds with a target of 35%.

### 3) Core Cash

- The core cash segment also requires preservation of principal, but these assets are not likely to be needed within the next one to ten (1-10) years. This segment serves as a base to invest in funds with higher returns over a longer period of time.

- This segment shall make up approximately 30-65% of the College’s funds with a target of 45%.

### III. GENERAL OBJECTIVES

The College’s three primary investment objectives, in order of priority and importance, are:

- 1) Safety: preservation of principal is the foremost objective;
- 2) Liquidity: investments shall be made for such periods, and in such investments, as to meet all liquidity needs of the College; and
- 3) Return on investment: within the constraints listed above, the Treasurer or its investment advisor(s) should invest funds in a manner that maximizes investment return, on a time weighted basis.

### IV. STANDARDS OF CARE

- 1) Prudence: the standard of prudence to be used shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officials acting in accordance with written procedures and this Policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this Policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

- 2) Ethics and Conflicts of Interest: officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial or investment positions that could be related to the performance of the College’s funds. Officers and employees shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the College.

### V. AUTHORIZED FINANCIAL INSTITUTIONS

All broker/dealers that desire to become qualified for investment transactions with the College shall meet the following:

- 1) Primary dealers and regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule);
- 2) Capital of at least \$25,000,000 or capital of \$5,000,000 for firms incorporated in the State of New Jersey;
- 3) Registered as a dealer under the Securities Exchange Act of 1934;
- 4) Member of the Financial Industry Regulatory Authority (FINRA);
- 5) Registered to sell securities in the State of New Jersey; and

- 6) Engaged in the business of effecting transactions in authorized investments of the Policy for at least five (5) consecutive years.

To the extent the College utilizes the services of an outside investment advisor, it shall be the responsibility of said investment advisor to maintain an approved list of brokers.

## VI. SAFEKEEPING AND CUSTODY

To ensure that securities are deposited in an eligible financial institution prior to the release of funds, all trades of marketable securities will be executed by delivery vs. payment (“DVP”).

Further, all securities will be held by an independent third-party custodian, in the name of the College, and evidenced by safekeeping receipts in the College’s name. The custodian shall provide the Treasurer of the College along with its independent investment advisor(s) daily confirmation of held securities as well as a monthly transactions and holdings report.

## VII. AUTHORIZED INVESTMENTS

The College’s funds shall only be invested in the types of securities listed below. Unless stated below, the maximum stated maturity of any fixed income security shall be limited to 10 years from time of purchase. For federal agency and U.S. Government mortgage backed securities, the maximum maturity shall be defined as the weighted average life (“WAL”). WAL is a convention that estimates the expected weighted amount of time, in years, for the principal amount of an issue to be fully paid. For this sector, WAL shall be limited to 10 years from time of purchase, measured at the original purchase date, provided by Bloomberg Financial Markets. All sector and issuer limits in this Policy shall be based on book value (amortized cost) at time of purchase. All ratings requirements shall be based on ratings at time of purchase.

Every effort shall be made, to the extent practical, prudent and appropriate, to select commingled funds and/or mutual funds that have investment objectives and policies that are consistent with the Policy. However, given the nature of commingled funds and mutual funds, it is recognized that there may be deviations between the Policy and the objectives of these pooled vehicles. A commingled fund or mutual fund will not be included in the College’s portfolio unless it complies with the Investment Company Act of 1940’s diversification requirement.

### 1) Equities (Permitted for use only in Core Cash Portfolio)

- Pooled equity vehicles shall comply with the diversification rules outlined in the Investment Company Act of 1940. No more than 5% of the total stock portfolio valued at market may be invested in the common stock of any one corporation. Ownership of the shares of one company shall not exceed 2% of those outstanding. Not more than 25% of stock valued at market may be held in any one industry category. Other than these constraints, there are no quantitative guidelines suggested as to issues, industry or individual security diversification. However, prudent diversification standards should be developed and maintained by the investment manager(s).
- The overall non-U.S. equity allocation should include a diverse global mix that is comprised of the stocks of companies from multiple regions and sectors. The

emerging markets exposure as defined by Morgan Stanley Capital International Inc. (“MSCI”) should be limited to 35% of the non-U.S. portion of the portfolio.

- To maintain an effective money management structure that is diversified, the target allocation to growth stocks and value stocks should be closely even with a one-to-one ratio target. In no case should the allocation to growth stocks be twice as much as the allocation to value stocks and vice versa.”
- 2) Real Estate Assets (Permitted for use only in Core Cash Portfolio)
    - Real estate assets will be held in pooled vehicles, primarily holding Real Estate Investment Trusts (“REITs”) and servicing companies
  - 3) Inflation Hedge (Permitted for use only in Core Cash Portfolio)
    - Inflation hedging assets will include pooled vehicles holding among other assets: Treasury Inflation Protected Securities (“TIPS”), and the equity of companies in businesses thought to hedge inflation.
  - 4) Fixed Income Securities, in the form of mutual funds and individual securities of the following sectors
    - United States Government Securities
      - Marketable securities issued by the U.S. Government and supported by the full faith and credit of the U. S. Treasury either by statute or an opinion of the attorney general of the United States.
        - Sector limit: up to 100% of the College’s aggregate portfolio may be invested in this sector.
    - Government Agency Securities
      - Debt securities issued by government sponsored enterprises (“GSE”) of the United States, federal agencies, and federal financing banks.
        - Sector limit: up to 100% of the College’s aggregate portfolio may be invested in this sector.
    - Corporate Debt Instruments
      - Debt instruments include only the following:
        - Corporate Notes and Bonds
          - Non-convertible senior debt securities (bonds and debentures) issued in U.S. dollar denominations.
            - i. This sector shall include corporate obligations issued by corporations that participate in the Federal Deposit Insurance Corporation’s (the “FDIC”) Temporary Liquidity Guarantee Program and that are fully insured by the FDIC and guaranteed by the full faith and credit of the United States Government
          - Ratings: issuers must have a long-term rating of at least A- by Standard & Poor’s or A3 by Moody’s Investor’s Services.
          - Maturity limit: the maximum maturity of any investment in this sector shall be limited to five (5) years from time of purchase.
    - Certificates of Deposit

- Certificates of Deposit must be issued or endorsed by a domestic bank or a savings and loan association organized and supervised under the laws of the United States and denominated in U.S. dollars.
  - Ratings: issuers must have a minimum short-term rating of A-1 by Standard & Poor's or P1 by Moody's Investor's Services or a minimum long-term rating of A- by Standard & Poor's or A3 by Moody's Investor's Services, depending on whether the security in question is issued with short-term or long-term ratings.
  - Maturity limit: the maximum maturity of any investment in this sector shall be limited to five (5) years from time of purchase.
- Commercial Paper
  - Issued in U.S. dollar denominations.
  - Ratings: issuers must have a short-term rating of at least A-1 by Standard & Poor's or P1 by Moody's Investor's Services.
  - Maturity limit: the maximum maturity of any investment in this sector shall be limited to 270 days from time of purchase.
- Bankers' Acceptances
  - Any such instrument must be issued by a domestic bank, including a branch office of a foreign bank which branch office is located in the United States, provided legal options are received to the effect that full and timely payment of such deposit or similar obligation is enforceable against the principal office or any branch of such bank.
  - Ratings: issuers must have a short-term rating of at least A-1 by Standard & Poor's and P1 by Moody's Investor's Services.
  - Maturity limit: the maximum maturity of any investment in this sector shall be limited to 180 days from time of purchase.
- Sector limit: in aggregate, up to 50% of the College's aggregate portfolio may be invested in corporate debt instruments.
- Issuer limit: no single corporate issuer shall exceed 5% of the College's portfolio.
- Municipal Debt Obligations
  - Taxable and tax-exempt securities issued by state and local governments and public authorities in the United States.
    - Ratings: issuers must have a long-term rating of at least A-- by Standard & Poor's or A3 by Moody's Investor's Services
    - Sector limit: up to 50% of the College's aggregate portfolio may be invested in this sector.



- Issuer limit: no single issuer shall exceed 5% of the College’s portfolio.
- Maturity limit: the maximum maturity of any investment in this sector shall be limited to five (5) years from time of purchase.
- Repurchase Agreements
  - Collateralized only by direct obligations of the U.S. government, GNMA’s, or GSE’s
  - Shall only be entered into with U.S. government securities dealers, as posted by the Federal Reserve Bank of New York.
  - A master repurchase agreement or specific written repurchase agreement must govern the transaction.
  - Collateral will always be held by an independent third party. Such third party must be either (i) a Federal Reserve Bank, (ii) a bank which is a member of the Federal Deposit Insurance Corporation and which has capital of not less than \$500 Million, or (iii) a bank approval in writing for such purpose by Bond Insurer, and the Trustee shall have received written confirmation from such third party that it holds such securities, free and clear of any lien, as agent for the Trustee.
  - A perfected first security interest under the Uniform Commercial Code, or book entry procedures prescribed at 31 C.F.R. 306.1 et seq. or 31 C.F.R. 350.0 et seq. in such securities must have been created for the benefit of the Trustee
  - Trustee or an independent third party acting solely as agent for the Trustee will value the collateral securities no less frequently than weekly and will liquidate the collateral securities if any deficiency in the required collateral percentage is not restored within two Business Days of such valuation
  - The fair market value of the securities in relation to the amount of the repurchase obligation, including principal and interest, is equal to at least 102%.
    - Sector limit: up to 25% of the College’s aggregate portfolio may be invested in this sector.
    - Issuer limit: no single repurchase agreement counterparty shall exceed 15% of the College’s portfolio.
    - Maturity limit: the maximum maturity of any investment in this sector shall be limited to 90 days at time of purchase.
- State of New Jersey Cash Management Fund
  - Sector limit: up to 100% of the College’s aggregate portfolio may be invested in the State of New Jersey Cash Management Fund.
- Registered Investment Companies (Money Market Funds)
  - Before investing in any registered investment company, the most recently updated Prospectus must be obtained and reviewed by the

Treasurer or its investment advisor(s). Additionally, the College must be presented with holdings reports of said funds on at least a monthly basis.

- Ratings: funds must be rated AAm by Standard & Poor's or Aa-mf by Moody's Investor's Services.
- Sector limit: up to 25% of the College's aggregate portfolio may be invested in registered money market funds.
- Issuer limit: no single fund in this category shall exceed 15% of the College's portfolio.

VIII. PROHIBITED INVESTMENTS

The following securities and transactions are not authorized and shall not be purchased: Letter stock and other unregistered securities; private placements; futures; derivatives; commodities or other commodity contracts; puts; calls; straddles; hedging; short sales or margin transactions; uncovered and covered options; investments for the purpose of exercising control of management; investments in companies that have filed a petition for or who have declared bankruptcy; and issues of or by instrumentalities deemed to be in violation of the prohibited transactions standards of the prudent man rule. Natural resource properties such as oil, gas or timber may not be held except by purchase of publicly traded securities. The purchase of collectibles is also prohibited.

IX. ASSET ALLOCATION GUIDELINES

The College believes that it has the greatest likelihood of achieving its investment objectives by balancing risk and return for optimal diversification. The College's assets will be invested in accordance with the targets for each asset class as follows:

Asset Classes	Portfolio Asset Allocation Ranges		
	Working Capital	Contingency Cash	Core Cash
Domestic Equity	0%	0%	10-50%
International Equity	0%	0%	0-30%
REITs	0%	0%	0-5%
Inflation Hedge	0%	0%	0-5%
Fixed Income	0%	0-100%	50-80%
Cash Equivalent	100-100%	0-100%	0-100%

**Long-term Investment Objectives**

The primary investment objectives of the portfolio represent a long-term goal of maximizing the returns without exposure to undue risk, as defined herein. It is understood that fluctuating rates of return are characteristic of the securities markets. The primary concern should be long-term appreciation of the assets and consistency of total return on the portfolio. Recognizing that short-term market fluctuations may cause variations in the account performance, the portfolio is expected to achieve the following objectives over a full market cycle:

- Over a rolling five year period, the performance objective for the Core Cash fund will be to achieve an average total annual rate of return that is commensurate with the then prevailing investment environment. Measurement of this return expectation will be judged by reviewing returns in the context of industry

standard benchmarks, peer universe comparisons for similar portfolios, and blended benchmark comparisons for the College in its entirety.

### **Rebalancing Philosophy**

Asset allocations established by the Policy represents a long-term perspective. Rapid and unanticipated market shifts or changes in economic conditions may cause the asset mix to fall outside of the Policy allocation ranges. When these divergences occur, the Treasurer or its investment advisor(s) shall rebalance the asset mix to its appropriate ranges and targets. Similarly, if the cash requirement to handle liquidity needs falls to a level where near-term distributions cannot be met and no contributions are anticipated, the Treasurer or its investment advisor(s) will rebalance the fund to its appropriate ranges and targets.

When new proceeds are added, the Treasurer or its investment advisor(s) will review the current allocation and fill the liquidity allocation first and the remaining investment allocations thereafter. Portfolio allocations shall be rebalanced and reviewed on at least an annual basis.

## **X. INTERNAL CONTROLS**

The Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the College are protected from loss, theft, or misuse. The Treasurer shall also establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures and the accuracy of the investment valuation. The internal controls shall address the following:

- Control of collusion
- Separation of transaction authority from accounting and recordkeeping
- Custodial safekeeping
- Prohibition of physical delivery securities
- Clear, written delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers

## **XI. PERFORMANCE STANDARDS**

On a quarterly basis, the Treasurer shall compare the College's portfolio results with selected publicly available performance indices, in terms of time-weighted total return and average duration for the period under review.

The Finance and Investment Committee will meet at least annually with the Investment Advisor to review compliance with established guidelines and performance results.

Benchmarks for manager performance review are as follows:

<b><u>Manager Style</u></b>	<b><u>Benchmark</u></b>
Large Cap Growth & Value Equities	S&P 500
Mid Cap Index Funds	Russell Mid-Cap Index
Small Cap Growth Equities	Russell 2000 Growth Index
Small Cap Value Equities	Russell 2000 Value Index
Developed Markets-International	EAFE
Emerging Markets-International	MSCI Emerging Markets
Intermediate Bond	Barclays Aggregate Bond
High Yield Bond	BoA/ML US High Yield Index
REIT Index Funds	FTSE NAREIT Equity REIT Index

Short-term Bond  
Cash

BoA/ML 1-3 Year Gov't/Corp. A or Better Index  
BoA/ML 90 Day Treasury Bill Index

(Note: Benchmarks may change depending on circumstances of the market and appropriateness of investment class to objectives of TCNJ. Any change in benchmarks should be discussed with the Finance and Investment Committee of the Board of Trustees.)

## XII. MANAGEMENT REPORTING

The Treasurer will provide reports on the performance of the investment portfolio to the Finance and Investment Committee at their regularly scheduled meetings. The Finance and Investment Committee will report investment performance to the board of Trustees annually.

## XIII. POLICY CONSIDERATIONS

If securities owned by the College are downgraded by either Standard & Poor's or Moody's to a level below the quality required by this Policy, it shall be the policy of the College to review the credit situation in consultation with the investment advisor and make a determination as to whether to sell or retain such securities in the portfolio.

If a security is downgraded two grades below the level required by the Policy, the security shall be sold immediately.

If a security is downgraded one grade below the level required by this Policy and matures within 6 months, the security may be held to maturity. The Treasurer may order the security to be sold if it is determined that there is a probability of default prior to maturity.

If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported monthly to the Finance and Investment Committee by Treasurer.

## XIV. PROXY VOTING

Investment manager(s) are expected to be aware of corporate provisions that may adversely affect stockholdings, including but not limited to "golden parachutes," "super majorities," "poison pills," "fair price" provisions, staggered boards of directors, and other tactics. Proxies should be voted with the interest of preserving or enhancing the security's value.

The investment manager(s) of a commingled fund or mutual fund that holds the assets of the College along with assets of other funds with conflicting proxy voting policies must reconcile the conflicting policies to the extent possible, and, if necessary, to the extent legally permissible, vote the proxies to reflect the policies in proportion to each fund's interest in the pooled fund.

## XV. EXCEPTIONS TO THE POLICY

Exceptions to this Investment Policy are prohibited without the prior approval of the Board of Trustees.

**Resolution Approving Waivers  
Of Advertising  
For College Business Purposes  
(Audit, Risk Management and Compliance Committee)**

Whereas: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$30,700, 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 Audit, Risk Management and Compliance Committee, a subcommittee of The College of New Jersey Board of Trustees, and

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>
Borden-Perlman Insurance Agency \$110,948	Athletic Accident Insurance	College Operating
FirstRisk \$3,090,500	Student Health Insurance	Student Charges

June 24, 2013