

**The College of New Jersey  
Board of Trustees  
July 8, 2014  
200/212 Education Building  
3:00pm**

**Public Meeting Minutes**

**Present:** Robert Altman, Jorge Caballero, Chris Gibson, Eleanor Horne, Rosie Hymerling, Fred Keating, Susanne Svizeny, Treby Williams, R. Barbara Gitenstein, President, Ryan Boyne, Alternate Student Trustee, Matthew Wells, Student Trustee, Tim Grant, Staff Representative, Lynette Harris, Staff Representative

**Not Present:** Brad Brewster, Brian Markison, Miles Powell, Albert Stark, Josh Zeitz, David Blake, Faculty Representative, Mike Martinovic, Faculty Representative

I. Announcement of Compliance

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

II. Motion to go into closed session

It is moved by Mr. Caballero, seconded by Mrs. Hymerling, that the Board go into closed session to discuss personnel actions including Faculty— New Appointments – Tenure Track, New Appointments – Temporary, Reappointments – Temporary, Resignations, Retirements – Emeritus, Sabbatical Leave, Reappointments to a Fourth Year, Reappointments to a Fourth & Fifth Year, Reappointments to a Sixth Year & Tenure; Staff— New Appointments, New Appointments – Temporary, Extension of Appointment – Temporary, Change of Status, Resignation, Retirements, Retirements – Emeritus, One Year Reappointments – Non Unit, One Year Reappointments – AFT, Four Year Reappointments – AFT, Five Year Reappointments – AFT; controls used in protecting the safety and property of the College, all pending litigation including Susan Guerrini v. TCNJ, and anticipated litigation, items exempt under the Open Public Meetings Act

III. Closed Session

IV. Resumption of Public Session/Pledge of Allegiance

The public meeting was resumed at 4:00pm.

V. Approval of the Minutes of the February 25, 2014 Public Meeting

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

VI. Approval of the Minutes of the April 29, 2014 Public Meeting

It was moved by Mrs. Hymerling, seconded by Ms. Svizeny that the minutes be approved. The motion passed 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

Susanne Svizeny reported that the committee met and recommends the following slate of officers for the Board's consideration:

Chair: Jorge Caballero  
Vice Chair: Treby Williams  
Secretary: Robert Altman

The slate will be considered at the October Board meeting.

IX. Report of the Trustee member of the TSC Corporation

Mr. Gibson reported for Mr. Markison.

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

Dr. Altman made his report.

XI. Report of the Trustee member of the TCNJ Foundation

Ms. Horne made her report.

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

Mrs. Hymerling made her report.

XIII. New Business

Mr. Gibson reported for the committee.

A. Report of the Executive Committee

1. Faculty Actions – New Appointments – Tenure Track, New Appointments – Temporary, Reappointments – Temporary, Resignations, Retirements – Emeritus, Sabbatical Leave, Reappointments to a Fourth Year, Reappointments to a Fourth & Fifth Year, Reappointments to a Sixth Year & Tenure – Attachment A

It was moved by Dr. Altman, seconded by Ms. Svizeny that the faculty actions be approved. The motion passed unanimously.

2. Staff Actions – New Appointments, New Appointments – Temporary, Extension of Appointment – Temporary, Change of Status, Resignation, Retirements, Retirements – Emeritus, One Year Reappointments – Non Unit, One Year Reappointments – AFT, Four Year Reappointments – AFT, Five Year Reappointments - AFT - Attachment B

It was moved by Mrs. Hymerling, seconded by Ms. Horne that the staff actions be approved. The motion passed unanimously.

3. Resolution Establishing the Schedule of Public Meetings for The College of New Jersey Board of Trustees 2014 to 2015 – Attachment C

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

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

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

5. The College of New Jersey Board of Trustees Resolution Delegating Authority to the President and Other College Officers – Attachment E

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

6. Resolution Honoring Matthew Wells for Service to The College of New Jersey Board of Trustees – Attachment F

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

7. Resolution Honoring Miroslav Martinovic for Service to The College of New Jersey Board of Trustees – Attachment G

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

8. Resolution Honoring Tim Grant for Service to The College of New Jersey Board of Trustees – Attachment H

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

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

Mrs. Hymerling reported for the committee.

1. The College of New Jersey Board of Trustees Resolution Approving the Student Rights and Freedoms Policy – Attachment I

It was moved by Dr. Keating, seconded by Ms. Svizeny that the resolution be approved. The motion passed unanimously.

2. The College of New Jersey Board of Trustees Resolution Approving the Student Conduct Code – Attachment J

It was moved by Ms. Svizeny, seconded by Dr. Keating that the faculty actions be approved. The motion passed unanimously.

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

Dr. Altman reported for the committee.

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

Ms. Svizeny reported for the committee in Mr. Brewster's absence.

1. Resolution Approving Waivers of Advertising – Attachment K

It was moved by Mr. Caballero, seconded by Mrs. Hymerling, that the faculty actions be approved. The motion passed unanimously.

2. Resolution Authorizing The College of New Jersey To Partner with Ewing Township in Applying For, Sharing the Costs, Implementing and Maintaining the Federally Funded Transportation Alternative Program (TAP) Grant Improvements to Green Lane Entrance – Attachment L

It was moved by Dr. Keating, seconded by Ms. Horne that the faculty actions be approved. The motion passed unanimously.

E. Report of the Finance and Investments Committee

Mr. Caballero reported for the committee.

1. Resolution Approving the College Of New Jersey FY 2015 Unrestricted Current Fund Budget and Establishing Student Charges to the Level Sufficient To Balance the Approved Budget– Attachment M

It was moved by Mrs. Hymerling, seconded by Ms. Svizeny that the faculty actions be approved. The motion passed 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 Mr. Caballero, seconded by Mrs. Hymerling that the faculty actions be approved. The motion passed unanimously.

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

It was moved by Mr. Caballero, seconded by Ms. Horne that the faculty actions be approved. The motion passed unanimously.

F. Audit, Risk Management and Compliance

Ms. Svizeny reported for the committee.

1. Resolution Approving Waivers Of Advertising For College Business Purposes – Attachment P

It was moved by Dr. Altman, seconded by Mr. Caballero that the faculty actions be approved. The motion passed unanimously.

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

Ms. Horne reported for the committee.

**XIV. Adjournment**

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

Be It

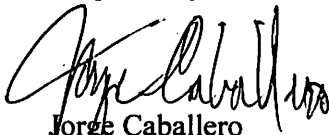
Resolved: That the next public meeting of The College of New Jersey Board of Trustees will be held on Tuesday, October 7, 2014 at a time and location to be announced.

Be It

Further

Resolved: That this meeting be adjourned.

Respectfully submitted,

  
Jorge Caballero  
Secretary

**New Appointments – Faculty – Tenure Track**

Tracy Perron	Nursing Assistant Professor Effective: August 26, 2014 – June 30, 2017
Jill Schwarz	Counselor Education Assistant Professor Effective: August 26, 2014 – June 30, 2017
Keli Steuber	Communication Studies Assistant Professor Effective: August 26, 2014 – June 30, 2017
Gregory Strimel	Technology Studies Assistant Professor Effective: August 26, 2014 – June 30, 2017
Elizabeth Teixeira	Nursing Assistant Professor Effective: August 26, 2014 – June 30, 2017
Marci Zane	Library Librarian 2/Assistant Professor in the Library Effective: July 21, 2014 – June 30, 2017

**New Appointments – Faculty - Temporary**

Evin Acan	Economics Visiting Assistant Professor Effective: August 26, 2014 End date: June 30, 2015
Rachel Goldman	History Assistant Professor Effective: August 26, 2014 End date: June 30, 2015
Daniel Kaplin	Psychology Assistant Professor Effective: August 26, 2014 End date: June 30, 2015
George Leader	Sociology & Anthropology Assistant Professor Effective: August 26, 2014 End date: June 30, 2015
Jeremy Russell	Mathematics & Statistics Assistant Professor Effective: August 26, 2014 End date: June 30, 2015

July 8, 2014

**New Appointments – Faculty – Temporary – (continued)**

Sherry Schweighardt	Health & Exercise Science Assistant Professor Effective: August 26, 2014 End date: June 30, 2015
Nelly Taha	World Languages & Cultures Instructor Effective: August 26, 2014 End date: June 30, 2015
Mark Thompson	Interactive Multi Media Assistant Professor Effective: August 26, 2014 End date: June 30, 2015

**Reappointments – Faculty – Temporary**

Joanne Billmers	Chemistry Assistant Professor Effective: August 26, 2014 End date: June 30, 2015
Linda Burroughs	Elementary Education & Early Childhood Education Instructor Effective: August 26, 2014 End date: June 30, 2015
Dolores Dzubyat	Nursing Clinical Instructor Effective: August 26, 2014 End date: June 30, 2015
Irene Ey	Library Librarian 2/Assistant Professor in the Library Effective: July 1, 2014 End date: June 30, 2015
John Farrell	Health & Exercise Science Assistant Professor Effective: August 26, 2014 End date: June 30, 2015
Daniel Fong	Mathematics & Statistics Assistant Professor Effective: August 26, 2014 End date: June 30, 2015

July 8, 2014



**Reappointment – Faculty – Temporary – (continued)**

Kathleen Freeman	Nursing Clinical Instructor Effective: August 26, 2014 End date: June 30, 2015
Diana Garzio	Nursing Clinical Instructor Effective: January 20, 2015 End date: June 30, 2015
Karen Gordon	Education Administration & Secondary Education Instructor Effective: August 26, 2014 End date: June 30, 2015
Shannon Grey	Education Administration & Secondary Education Instructor Effective: August 26, 2014 End date: June 30, 2015
Eileen Heddy	Elementary Education & Early Childhood Education Instructor Effective: August 26, 2014 End date: June 30, 2015
Joseph Jesson	Electrical & Computer Engineering Associate Professor Effective: August 26, 2014 End date: June 30, 2015
Dorothy Johnson	Special Education, Language & Literacy Instructor Effective: August 26, 2014 End date: June 30, 2015
Hetty Joyce	Art & Art History Assistant Professor Effective: August 26, 2014 End date: June 30, 2015
Isabel Kentengian	World Languages & Cultures Instructor Effective: August 26, 2014 End date: June 30, 2015
Mirela Manea Krichten	Chemistry Assistant Professor Effective: August 26, 2014 End date: June 30, 2015

July 8, 2014

**Reappointment – Faculty – Temporary – (continued)**

Christina Lee	Mathematics & Statistics Assistant Professor Effective: August 26, 2014 End date: June 30, 2015
Celia Liu	World Languages & Cultures Instructor Effective: August 26, 2014 End date: June 30, 2015
R. Shane McGary	Physics Assistant Professor Effective: August 26, 2014 End date: June 30, 2015
Carol Mendenko	Nursing Clinical Instructor Effective: January 20, 2015 End date: June 30, 2015
Amy Pacini	Nursing Clinical Instructor Effective: August 26, 2014 End date: June 30, 2015
Karen Prince	Elementary Education & Early Childhood Education Instructor Effective: August 26, 2014 End date: June 30, 2015
Kumiko Reichert	Library Librarian 3 – 10 Months Effective: August 26, 2014 End date: June 30, 2015
Robert Richard	Physics Assistant Professor Effective: August 26, 2014 End date: June 30, 2015
Lisa Roe	Library Librarian 3/Instructor in the Library Effective: August 26, 2014 End date: June 30, 2015
Wilbur Sowder, Jr.	English & Secondary Education Assistant Professor Effective: August 26, 2014 End date: June 30, 2015

July 8, 2014

**Reappointment – Faculty – Temporary – (continued)**

Diane Steinberg

English  
Assistant Professor  
Effective: August 26, 2014  
End date: June 30, 2015

Anthony Uzwiak

Biology  
Associate Professor  
Effective: August 26, 2014  
End date: June 30, 2015

Ann Warner Ault

World Languages & Cultures  
Assistant Professor  
Effective: August 26, 2014  
End date: June 30, 2015

Mauro Zamora

Art & Art History  
Assistant Professor  
Effective: August 26, 2014  
End date: June 30, 2015

**Resignations - Faculty**

Edward Cascio

Psychology  
Assistant Professor  
Effective: July 1, 2014

Marc Meola

Library  
Librarian I – 12 Months  
Effective: August 22, 2014

**Retirements Emeritus – Faculty**

Susan Boughn

Nursing  
Professor  
Effective: July 1, 2014

Alan Cohen

Special Education, Language & Literacy  
Assistant Professor  
Effective: July 1, 2014

Ronald Gleeson

Physics  
Professor  
Effective: July 1, 2014

Lewis Hofmann

Management, Marketing & Interdisciplinary Business  
Assistant Professor  
Effective: August 1, 2014

July 8, 2014

**Retirements Emeritus – Faculty – (continued)**

Sarah Kern  
Elementary/Early Childhood Education  
Assistant Professor  
Effective: August 1, 2014

**Sabbatical Leave - Faculty**

Sarah Chartock  
Political Science  
Fall 2014

Celia Chazelle  
History  
FY2015

Jarret Crawford  
Psychology  
Spring 2015

Cynthia Curtis  
Mathematics & Statistics  
FY2015

Ellen Friedman  
Women's & Gender Studies  
FY2015

Colette Gosselin  
Education, Administration & Secondary Education  
Fall 2014

Holly Haynes  
Philosophy, Religion & Classical Studies  
FY2015

Donald Hirsh  
Chemistry  
Spring 2015

David Hunt  
Chemistry  
Spring 2015

Rebecca Li  
Sociology & Anthropology  
FY2015

Miriam Lowi  
Political Science  
FY2015

Richard Kamber  
Philosophy, Religion & Classical Studies  
Spring 2015

Lincoln Konkle  
English  
FY2015

Nathan Magee  
Physics  
FY2015

Qin Shao  
History  
FY2015

July 8, 2014

**Sabbatical Leave – Faculty – (continued)**

Michelle Tarter	English FY2015
Suriza VanderSandt	Mathematics & Statistics Spring 2015

**Reappointments – Faculty**

**To a Fourth Year**

Jill Bush-Wallace	Nursing
Gregory Thielker	Art & Art History
Kathleen Webber	English

**To a Fourth & Fifth Year**

Jessica Barnack-Tavlaris	Psychology
Andrew Bechtel	Civil Engineering
Jean Brechman	Marketing, Management & Interdisciplinary Business
William Carter	History
Wendy Clement	Biology
Gary Dickinson	Biology
Kathleen Elliott	Biology
Janet Gazley	Sociology & Anthropology
Matthew Hall	Special Education, Language & Literacy
Tuan Nguyen	Physics
Anne Peel	Special Education, Language & Literacy
Nina Peel	Biology
Stuart Roe	Counselor Education
Bethany Sewell	Library

July 8, 2014

**To a Fourth & Fifth Year – (continued)**

Miriam Shakow	History
Nicholas Toloudis	Political Science
David Vickerman	Music
Christopher Wagner	Biomedical Engineering

**To a Sixth Year & Tenure**

Daniel Bowen	Political Science
Anthony Deese	Electrical & Computer Science Engineering
Brian Girard	Education Administration & Secondary Education
Danielle Guarracino	Chemistry
Marla Jaksch	Women & Gender Studies
John Kuiphoff	Interactive Multi Media
Forrest Link	Library
John P. Leonard	Music
Lynette Mawhinney	Elementary/Early Childhood Education
Abby O'Connor	Chemistry

**New Appointments – Staff**

Joanne Bateup	Center for Global Engagement Professional Services Specialist 3 Effective: June 30, 2014
Courtney Berry	Residential Education & Housing Professional Services Specialist 4 Effective: April 7, 2014
Jared Carter	Student Accounts Associate Director Effective: June 16, 2014
Judi Cook	Academic Affairs Director of Instructional Design Effective: August 25, 2014
Audrey Cooper	Career Center Assistant Director 3 Effective: February 17, 2014
Catherine Coryat	Finance & Business Services Controller Effective: May 27, 2014
Kilpatry Cuesta	EOF Associate Director Effective: May 5, 2014
Nadine Dalrymple	School of Science Project Specialist Effective: April 7, 2014
Laji George	Campus Construction Project Specialist Effective: May 16, 2014
Lauren Kaplan	Communications, Marketing & Brand Management Professional Services Specialist 2 Effective: June 16, 2014
Matthew Mastrianni	Development Assistant Director Effective: April 7, 2014
Maura Moore	Records & Registration Professional Services Specialist 4 Effective: May 19, 2014
Khaja Naseeruddin	Enterprise Applications Assistant Director Effective: July 14, 2014

July 8, 2014

**New Appointments – Staff (continued)**

Wendy Neil	Grants & Sponsored Research Professional Services Specialist 4 Effective: June 16, 2014
Chandrasekaran Rajam	Academic Affairs Vice Provost Effective: July 7, 2014
Shaun Rust	User Support Services Professional Services Specialist 3 Effective: May 5, 2014
Dana Van Nostrand	Treasurer's Office Associate Director Effective: June 9, 2014
Angela Winterrowd	Development Assistant Director Effective: April 7, 2014
Charles Wright III	Development Associate Vice President Effective: March 31, 2014

**New Appointments – Staff – Temporary**

Rahmaan Simpkins	Human Resources Interim Associate Director Effective: June 16, 2014
Linda Strange	Campus Planning Project Specialist Effective: February 10, 2014

**Extension of Appointment – Temporary – Staff**

Robert Watts	TCNJ Clinic Assistant Director Effective: July 1, 2014 End date: June 30, 2015
--------------	---

**Change of Status – Staff**

Elizabeth Alcaro	Records & Registration From: Assistant Director To: Associate Director Effective: March 24, 2014
------------------	---

July 8, 2014



**Change of Status – Staff (continued)**

Matthew Bonomo	Campus Construction From: Project Specialist, Superintendent To: Project Specialist, Manager Effective: April 5, 2014
Heather Camp	Bonner Center From: Project Specialist (Grant) To: Project Specialist (Non-Unit) Effective: January 11, 2014
Angela Chong	From: Associate Dean, Office of the Dean of Students To: Assistant Vice President, Student Affairs Effective: April 1, 2014
Kathleen Dolly	Student Accounts From: Program Assistant To: Professional Services Specialist 4 Effective: May 5, 2014
Kimberly Fawkes	Records & Registration From: Professional Services Specialist 4 To: Professional Services Specialist 3 Effective: February 10, 2014
Elizabeth Gallus	Office of the Dean of Students From: Assistant Director 2 (AFT) To: Director (Non-Unit) Effective: June 28, 2014
Norma Garza	Academic Affairs From: Program Assistant (CWA) To: Director (Non-Unit) Effective: March 22, 2014
Monica Jacobe	Institute for ESL & American Studies From: Associate Director To: Director Effective: July 1, 2014
Erica Kalinowski	From: Professional Services Specialist 3, School of Business To: Assistant Director 2, Center for Student Success Effective: July 14, 2014
Mark Mehler	From: Executive Director, Treasurer's Office To: Executive Director, Finance & Business Services Effective: February 15, 2014

July 8, 2014

**Change of Status – Staff (continued)**

Ceceilia O’Callaghan	Student Affairs From: Assistant Vice President To: Director Effective: April 1, 2014
Susan O’Connor	TCNJ Center for the Arts From: Program Assistant To: Professional Services Specialist 4 Effective: June 14, 2014
James Ruffin	From: Professional Services Specialist 3A, Finance & Business Services (CWA) To: Assistant Director 2, Student Accounts (AFT) Effective: May 5, 2014
Paul Smisek	Enterprise Applications From: Professional Services Specialist 3 To: Professional Services Specialist 2 Effective: February 22, 2014
Sean Stallings	From: Executive Director, Residential Education & Housing To: Assistant Vice President, Student Affairs Effective: April 1, 2014
Lori Thompson	From: Director, Grants & Sponsored Research To: Director, Treasurer’s Office Effective: February 15, 2014
Marie Tuscano	Center for Institutional Effectiveness From: Professional Services Specialist 3 To: Professional Services Specialist 1 Effective: May 17, 2014

**Resignation – Staff**

Katherine DeSieno	Admissions Effective: July 25, 2014
Anthony Gattone	Campus Construction Effective: April 5, 2014
Janice Huang	Academic Affairs March 15, 2014
Alexandra Lefebvre	Alumni Affairs Effective: June 18, 2014
Amy Mercogliano	Finance & Business Services Effective: May 30, 2014

July 8, 2014

**Retirement – Staff**

Marc Celentana	Counseling & Psychological Services Effective: July 1, 2014
Carol Sadtler	Development Effective: June 7, 2014
Ida Woods	Human Resources Effective: May 19, 2014

**Retirement – Staff – Emeritus**

Roberta Conjura	School of Education Effective: July 1, 2014
Magda Manetas	Office of the Dean of Students Effective: September 1, 2014
Ashwani Mukheja	Student Accounts Effective: July 1, 2014
Mary Romsper	College Advancement Effective: August 1, 2014
Eileen Rose	Student Accounts Effective: May 1, 2014
Deborah Simpson	Athletics Effective: September 1, 2014

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

Elizabeth Alcaro	Associate Director Records & Registration
Scott Allen	Project Specialist Trenton State College Corporation
Alan Amtzis	Director – 10Mo. School of Education
Mosen Auryan	Assistant Provost Center for Institutional Effectiveness
Madeline Bell	Project Specialist Bonner Center, Civic & Community Engagement
Sharon Beverly	Assistant Vice President Athletics

July 8, 2014

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

Shari Blumenthal	Assistant Director Facilities & Administrative Services
Matthew Bonomo	Project Specialist, Manager Campus Construction
Alan Bowen	Manager Network & Technical Services
Deborah Bucca-Bedard	Project Specialist Trenton State College Corporation
Guy Calcerano	Assistant Director Development
Heather Camp	Project Specialist Bonner Center, Civic & Community Engagement
Wilbert Casaine	Executive Director Student Financial Assistance
John Castaldo	Executive Director Alumni Affairs
James Chambers	Assistant Director Career Center
Angela Chong	Assistant Vice President Student Affairs
John Collins	Director Campus Police Services
Francis Cooper	Executive Director Records & Registration
Emily Croll	Director Art Gallery
Ivonne Cruz	Director Center for Student Success
Kilpatry Cuesta	Associate Director EOF
Nadine Dalrymple	Project Specialist School of Science
Susan D'Angelo	Director Human Resources

July 8, 2014

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

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
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 Center, Civic & Community Engagement
Manisha Ford-Thomas	Assistant Director Residential Education & Housing
Marlena Frackowski	Assistant Dean Library
Cindy Friedman	Director College Advancement
Norma Garza	Director Academic Affairs
Mark Gola	Director Public Relations & Communications
Timothy Grant	Associate Director Campus Police Services
Donna Green	Director Development

July 8, 2014

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

Edward Gruber	Director Facilities & Administrative Services
Dionne Hallback	Associate Director Student Financial Assistance
Judith Hastie	Director Payroll
Kelly Hennessy	Director Residential Education & Housing
Julie Howe	Assistant Director Residential Education & Housing
Susan Hydro	Director Graduate Studies
Monica Jacobe	Director Institute for ESL & American Studies
Christen Jones	Assistant Director Development
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
Shawn Kochis	Project Specialist Trenton State College Corporation
Kathryn Leverton	Associate Vice President Facilities & Administrative Services
Anne MacMorris	Director Student Accounts
Loretta Maguire	Director General Counsel

July 8, 2014

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

Magda Manetas	Associate Vice President/Dean of Students Office of the Dean of Students
Matthew Mastrianni	Assistant Director Development
David Matlack	Manager Campus Planning
Vincent Matuza	Project Specialist Campus Construction
Lisa McCarthy	Director Alumni Affairs
Mark Mehler	Executive Director Finance & Business Services
Sushma Mendu	Assistant Director Information Technology
Matthew Middleton	Associate Director Admissions
Gregory Mueller	Assistant Director Human Resources
David Muha	Associate Vice President Public Relations & Communications
Christopher Murphy	Associate Provost The Liberal Learning Program
Candyce Newell	Executive Director College Advancement
Joseph O'Brien	Associate Director Network & Technical Services
Ceceilia O'Callaghan	Director Student Affairs
Jennifer Palmgren	Assistant Provost Academic Affairs
Audrey Perrotti	Assistant Director College Advancement
Ralph Pignatelli	Associate Director Network & Technical Services

July 8, 2014

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

Thomas Rakszawski	Assistant Director Payroll
Avani Rana	Assistant Dean Student Affairs
Mary Romspert	Director Development
Karen Roth	Director Auxiliary Services
William Rudeau	Director Campus Construction
Karen Samuels	Assistant Director Human Resources
Melissa Schaffer	Associate General Counsel General Counsel
Stacy Schuster	Associate Vice President College Advancement
Nancy Scott	Director TCNJ Clinic
Scott Sferra	Associate Director Student Accounts
Shawn Sivy	Director Network & Technical Services
James Spencer	Director Development
Jon Stauff	Director Center for Global Engagement
Lori Thompson	Director Treasurer's Office
Kerri Tillett	Associate Vice President Human Resources
Christina Tormey	Assistant Director Residential Education & Housing
Patricia Van Hise	Assistant Dean School of Science

July 8, 2014



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

Janice Vermeychuk	Director Student Health Services
Jerome Waldron	Chief Information Officer Information Technology
Tiffani Warren	Director EOF
Lisa Watson-Cotton	Assistant Director Records & Registration
Brian Webb	Director Facilities & Administrative Services
Angela Winterrowd	Assistant Director Development
Jeanette Wolinski	Director Enterprise Applications
Erika Worthy	Director Human Resources
Charles Wright III	Associate Vice President Development
Ieva Zake	Vice Provost Academic Affairs
Seth Zolin	Manager Student Center

**One Year Reappointments (Effective July 1, 2014 to June 30, 2015) – AFT Staff**

Ralph Hager	Assistant Director 3 Athletics
Susan O'Connor	Professional Services Specialist 4 TCNJ Center for the Arts

July 8, 2014

**Four Year Reappointments (Effective July 1, 2015 to June 30, 2019) – AFT Staff**

Matthew Cesari	Professional Services Specialist 2 Network & Technical Services
Cecilia Colbeth	Program Assistant English
David Conner	Assistant Director 3 Office of the Dean of Students
Mary Sanders	Professional Services Specialist 4 Public Relations & Communications

**Five Year Reappointments (Effective July 1, 2015 to June 30, 2020) – AFT Staff**

Carol Evangelisto	Professional Services Specialist 2-10 Counseling & Psychological Services
Christopher Larthey	Professional Services Specialist 3 User Support Services
Richard Rose	Professional Services Specialist 3 User Support Services

July 8, 2014

**Resolution Establishing the Schedule of Public Meetings  
for The College of New Jersey Board of Trustees  
2014 to 2015**

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 2014-2015 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 2014 - 2015**

Tuesday, October 7, 2014  
Tuesday, December 2, 2014  
Tuesday, February 24, 2015  
Tuesday, April 28, 2015 – Annual Tuition Hearing  
Tuesday, July 7, 2015

**Resolution Appointing a Member 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 individual be appointed by The College of New Jersey Board of Trustees to the Board of Directors of the Trenton State College Corporation:

Mr. Kevin Kim, student, to a director term for the Corporation effective 7/01/14 through 6/30/16.

**The College of New Jersey Board of Trustees Resolution Delegating Authority to the President and Other College Officers**

WHEREAS: Pursuant to Chapter 64 of Title 18A of the New Jersey Statutes, the Board of Trustees (“Board”) of The College of New Jersey (the “College”) has the power and duty to supervise and oversee the conduct of the College; and

WHEREAS: N.J.S.A. 18A:64-6 establishes the express powers and duties of the Board; and

WHEREAS: In accordance with N.J.S.A. 18A:64-6(m), the Board has adopted bylaws that serve to fulfill its mission and the statewide goals in cooperation with other institutions and the state coordinating structures; and

WHEREAS: Pursuant to N.J.S.A.18A:64-8 the President of the College “shall have such powers as shall be requisite, for the executive management and conduct of the college in all departments, branches and divisions, and for the execution and enforcement of the bylaws, rules, regulations and orders governing the management, conduct and administration of the college”; and

WHEREAS: By resolution dated February 12, 1987 (the “1987 Delegation”), the Board determined the administrative structure of The College of New Jersey shall be such as to endow the President of the College and the President’s designees with the authority to prepare public advertising for the solicitation of bids and bidding, to receive bids and bidding and to award purchases, contracts and/or agreements for the performance of any work or the furnishings of any materials or supplies or related thereto, on behalf of this Board; and

WHEREAS: Pursuant to the “1987 Delegation”, the Board delegated authority to the President of the College and the President’s designees to prepare public advertising for the solicitation of bids and bidding, to receive bids and bidding and to award purchases, contracts and/or agreements for the performance of any work or the furnishings of any materials or supplies related thereto; to make, negotiate, enter into and/or award any purchases, contract or agreement; and to prepare the appropriate resolution for approval by this Board to award such contracts or agreements; to prepare, develop and/or draw all plans and specifications for the erection, alteration, improvement or repair of college buildings; and to dispose of personal property not needed for College purposes all pursuant to N.J.S.A. 18A: 64-52 *et seq.* (the “State College Contracts Law”); and

WHEREAS: Since the time of the 1987 Delegation, the powers and duties of the Board have been expanded, notably by the Higher Education Restructuring Act of 1994, *P.L.1994, c.48*; and

WHEREAS: Since the time of the 1987 Delegation, the State College Contracts Law has been amended, notably with the amendment or addition of 18A:64-79, regarding contracts exceeding 36 consecutive months, and 18A:64-85, which authorizes the College to enter into a public-private partnership agreement for certain building and facilities projects; and

WHEREAS: The Board wishes to ratify, clarify and expand upon the 1987 Delegation, consistent with current applicable law.

NOW,  
THEREFORE,  
BE IT  
RESOLVED  
THAT: The Board of Trustees of The College of New Jersey hereby delegates its statutory authority to invest and reinvest funds of the institution, retain legal counsel of the institution's choosing, accept grants or contributions of money or property, and make, negotiate, enter into and/or award contracts or agreements, or do such other acts related to such contracts or agreements in the manner described in the document entitled "Board of Trustees Delegation of Authority" attached hereto as "Attachment 1" and incorporated herein by reference.

## BOARD OF TRUSTEES DELEGATION OF AUTHORITY

The Board of Trustees of The College of New Jersey hereby delegates its statutory authority to invest and reinvest funds of the institution, retain legal counsel of the institution's choosing, accept grants or contributions of money or property, and make, negotiate, enter into and/or award contracts or agreements, or do such other acts related to such contracts or agreements in the manner described below.

1. To the President: Requisite executive and administrative power is vested in the President by *N.J.S.A. 18A:64-8* for the management and conduct of the college in all departments, branches and divisions, and for the execution and enforcement of the bylaws, rules, regulations and orders governing the management, conduct and administration of the College. Inherent within this power is the authority to sign contracts binding the College, and to delegate and permit the further delegation of such authority not otherwise retained by the Board of Trustees or other State administrative agencies or officials.

Without limiting such powers of the President, the Board hereby expressly delegates the following powers to the President or his/her designee:

- a. The authority to accept from any government or governmental department, agency, or other public or private body or from any other source grants or contributions of money or property on behalf of the college;
- b. The authority to make, negotiate, enter into and/or award without public advertising for bids or bidding any and all contracts or agreements not relating to the performance of any work or the furnishing or hiring of materials or supplies;
- c. The authority to dispose of personal property not needed for College purposes pursuant to Subdivision I of the State College Contracts Law, *N.J.S.A. 18A:64-78*; and
- d. The authority to enter into a public-private partnership agreement for certain building and facilities projects approved by the Board in accordance with *N.J.S.A. 18A:64-85*.

The above powers may be further sub-delegated by the President, in his/her discretion, to appropriate officers of the College having responsibility for the respective areas to which the powers relate.

The Board also hereby ratifies and reaffirms its prior delegation of authority to the President set forth in current Board of Trustees Policies, including, without limitation, the *Governance Document, Promotion and Reappointment Document* and *Settlement of Litigation, Claims and Separation Agreement Policy*.

2. To the Contracting Agent: For purposes of the “State College Contracts Law,” *N.J.S.A.* 18A:64-52, *et seq.*, the Board hereby designates the Treasurer or, in the Treasurer’s absence, the Treasurer’s deputy in charge, as the College’s Contracting Agent.

The Contracting Agent is authorized to perform the following, consistent with applicable purchasing and contracting policies and procedures of the College:

- a. Make, negotiate, enter into and/or award without public advertising for bids or bidding any purchase, contract or agreement for the performance of any work or the furnishing or hiring of materials or supplies pursuant to Section 3 of Subdivision B of the State College Contracts Law, *N.J.S.A.* 18A:64-54; and
- b. Make, negotiate, enter into and/or award after public advertising for bids and bidding any purchase, contract or agreement for the performance of any work or the furnishing or hiring of materials or supplies pursuant to Section 4 of Subdivision B of the State College Contracts Law, *N.J.S.A.* 18A:64-55; and
- c. Make, negotiate, enter into and/or award without public advertising for bids or bidding any purchase, contract or agreement for the performance of any work or the furnishing or hiring of materials or supplies pursuant to Section 5 of Subdivision B of the State College Contracts Law, *N.J.S.A.* 18A:64-56 and to prepare the appropriate resolution for approval by this Board to award such contracts or agreements; and
- d. Make, negotiate, enter into and/or award, without public advertising for bids or bidding, any purchase, contract or agreement when an emergency affecting the health, safety or welfare of occupants of college property requires the immediate delivery of the materials or supplies or the performance of work in accordance with Section 6 of Subdivision B of the State College Contracts Law, *N.J.S.A.* 18A:64-57; provided that the Board is presented with a report of any such purchase, contract or agreement at the next regularly scheduled Board meeting; and
- e. Make, negotiate, enter into and/or award any purchase, contract or agreement for materials; supplies or equipment pursuant to a contract or contracts entered into on behalf of the State of New Jersey pursuant to Section 9 of Subdivision B of the State College Contracts Law, *N.J.S.A.* 18A:64-60; and



- f. Prepare public advertising for the solicitation of bids and bidding, to receive bids and bidding and to award purchases, contracts and/or agreements for the performance of any work or the furnishings of any materials or supplies related thereto; and
  - g. Evaluate and make a final determination regarding any protest of the award or denial of a contract, bid, or proposal.
3. To the Vice President for Administration: In accordance with Subdivision H of the State College Contracts Law, *N.J.S.A.* 18A:64-75, the Board hereby delegates to the Vice President of Administration, or any other officer having administrative responsibility for the management of College facilities, grounds, and campus safety, the authority to oversee, prepare, develop and/or draw all plans and specifications for the erection, alteration, improvement or repair of College buildings.
- a. The above powers may be further sub-delegated by the Vice President of Administration to the Director of Campus Planning or Director of Construction, or such other positions having administrative responsibility for the erection, alteration, improvement, or repair of College buildings; and
  - b. The Board hereby ratifies and reaffirms any prior delegations of authority to the Vice President for Administration set forth in Board of Trustees Policies, including without limitation, the *Change Order Protocol*.
4. To the Treasurer: The Board hereby delegates to the Treasurer, or any other officer having responsibility for the financial affairs and planning of the College:
- a. The authority to invest and reinvest funds of the College pursuant to *N.J.S.A.* 18A:3B-6(g); and
  - b. The authority to prepare and certify financial statements of the institution in accordance with *N.J.S.A.* 18A:3B-6(k);
  - c. The above powers are in addition to any powers that may have been delegated to the Treasurer acting within the capacity of the Contracting Agent; and
  - d. The Board hereby ratifies and reaffirms any prior delegations of authority to the Treasurer set forth in Board of Trustees Policies.

5. To the General Counsel: The Board hereby delegates to the General Counsel, or any other position with the responsibility for providing legal counsel and managing the legal affairs of the College:
  - a. The authority to retain legal counsel of the institution's choosing in accordance with *N.J.S.A. 18A:3B-6(h)*; and
  - b. The Board hereby ratifies and reaffirms any prior delegation of authority to the General Counsel set forth in set forth in Board of Trustees Policies, including, without limitation, the *Settlement of Litigation, Claims and Separation Agreement Policy* and *Policy Framework*.

The above delegations of authority are made subject to the required approval and signature authorizations as set forth in "Schedule A."

## REQUIRED APPROVAL AND SIGNATURE AUTHORIZATIONS

<u>Contract/Purchase Amount</u>	<u>Required Approval</u>	<u>Required Signatures</u>
Greater than the statutory amount determined by <i>N.J.S.A. 18A:64-54</i> , but not more than \$100,000	CA	CA
Greater than \$100,000, but not more than \$2,000,000	Both CA and RO	Both CA and RO
Contracts Greater than \$2,000,000, but not more than \$10,000,000	CA, RO and President	Both CA and RO
Non-construction contracts Greater than \$10,000,000	CA, RO, President and Chair of Finance & Investments Committee	Both CA and President
Construction contracts Greater than \$10,000,000,	CA, RO, President and Chair of Buildings & Grounds Committee	Both CA and President

CA = Contracting Agent

RO = "Responsible Officer" is the cognizant Vice President

**Resolution Honoring  
Mr. Matthew Wells  
For Service to  
The College of New Jersey**

**Whereas:** Mr. Matthew Wells has served the community of The College of New Jersey for the past three years through active involvement in college standing committees, academic and social organizations, and community service; and

**Whereas:** Mr. Wells has maintained high academic standing while exhibiting extraordinary dedication to improving the quality of life on campus through leadership roles in the Student Government, where he served on both the Committee of Community Relations and the Committee on Equity and Diversity, and served as a Student Manager of Residential Operations, while also fulfilling the role of a peer advisor and conflict coach; and

**Whereas:** Mr. Wells was elected by the student body in 2012 to serve on The College's Board of Trustees as the Alternate Student Trustee for 2012-13 and as the Student Trustee for 2013-14; and

**Whereas:** During his time on the Board, Mr. Wells served as a member of the College Advancement, Academic Affairs, Finance and Investments, Student Life and Enrollment Management and the Building and Grounds committees, consistently offering unique insight on issues brought before the Board for action; and

**Whereas:** As a member of the Board of Trustees, Mr. Wells participated in 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 Mr. Wells for his service to the Board and to the State of New Jersey and wishes him continued success as he serves as the Student Government President during the 2014 – 2015 academic year.

July 8, 2014

**Resolution Honoring  
Dr. Miroslav Martinovic  
for Service to  
The College of New Jersey Board of Trustees**

- Whereas: Dr. Miroslav (Mike) Martinovic has served as a member of the Department of Computer Science since 2000; and
- Whereas: The major themes of Dr. Martinovic's research include: computational linguistics, artificial intelligence, programming languages; and
- Whereas: Over his time at the College Dr. Martinovic has engaged with students through ongoing participation in student mentored research and academic advising and mentoring; and
- Whereas: Dr. Martinovic has served as a leader by serving as Chair of the Computer Science department and participation on key committees including the Transformation Implementation Committee for the School of Science, the ABET Accreditation committee and the faculty recruitment committee; and
- Whereas: Dr. Mike Martinovic was elected by the faculty of The College of New Jersey to the position of Faculty Representative to the Board of Trustees in 2011; and
- Whereas: In this capacity, Dr. Martinovic 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 his time on the Board, Dr. Martinovic participated with diligence and dedication in the discussions of the College Advancement, Student Life and Enrollment Management, Building and Grounds, Academic Affairs and the Finance and Investments Committees.
- Therefore,  
Be It  
Resolved: That The College of New Jersey Board of Trustees honors Dr. Miroslav Martinovic for his commitment and service to the Board of Trustees and faculty of The College of New Jersey.

July 8, 2014

**Resolution Honoring  
Captain Timothy Grant  
for Service to  
The College of New Jersey Board of Trustees**

- Whereas:** Captain Timothy Grant has served as a member of Campus Police Services since 2009; and
- Whereas:** Throughout his time at the College, Captain Grant has worked with his colleagues to enhance the campus' safety and security measures, bringing a heightened sophistication to our preparedness measures; and
- Whereas:** Through his engagement with the campus community on the Athletics Advisory Program Council and as a member of The College of New Jersey's Staff Senate, Captain Grant provides valuable service and serves as a role model for his department in providing true community policing; and
- Whereas:** Captain Grant was elected by the staff of The College of New Jersey to the position of Staff Representative to the Board of Trustees in 2013; and
- Whereas:** In this capacity, Captain Grant worked with the Board, providing unique perspectives on the issues under consideration; and
- Whereas:** Throughout his time on the Board, Captain Grant participated with diligence and dedication in the discussions of the College Advancement, Academic Affairs, and Building and Grounds Committees.
- Therefore,  
Be It  
Resolved:** That The College of New Jersey Board of Trustees honors Captain Timothy Grant for his commitment and service to the Board of Trustees and staff of The College of New Jersey.

July 8, 2014

**The College of New Jersey  
Resolution of the Board of Trustees Approving  
the Student Rights and Freedoms Policy**

- Whereas: The College of New Jersey's *Student Rights and Freedoms* policy was formulated in June 1967 by College administration, faculty and student groups. The document includes a "Statement of Human Rights, Principles, and Responsibilities" as well as other areas of critical importance including access to education, classroom standards, freedom of association, freedom of inquiry and expression, student publications, off campus freedoms and disciplinary standards and procedures; and
- Whereas: In its current iteration, multiple issues arise with the content of the document including the restatement of outdated policies or processes or policy statements that expressly conflict with current policy or practices; and
- Whereas: In its current iteration, the policy and practice outlined under the "freedom of inquiry and expression" section do not comport with the First Amendment protections guaranteed by the *United States Constitution*; and
- Whereas: The current Student Rights and Freedoms Policy has not undergone review or revision in recent years (since 1992) to reflect any cultural, legal, or policy evolution. The College of New Jersey's *Student Rights and Freedoms* document was formulated in June 1967 by College administration, faculty and student groups. The document includes a "Statement of Human Rights, Principles, and Responsibilities" as well as other areas of critical importance including access to education, classroom standards, freedom of association, freedom of inquiry and expression, student publications, off campus freedoms and disciplinary standards and procedures; and
- Whereas: The proposed updated *Student Rights and Freedom Policy* has been developed in collaboration with the Committee on Student and Campus Community (the appropriate governance committee), the Office of the General Counsel, assistance from Angela Lauer Chong, Assistant Vice President for Student Affairs, and is the result of review and campus-wide feedback; now
- Therefore,  
Be It Resolved: That the Board of Trustees of The College of New Jersey hereby approves the attached *Student Rights and Freedoms Policy* for immediate publication.

July 8, 2014



# The College of New Jersey

Section:	N/A
Title:	Student Rights and Freedoms Policy
Effective Date:	July 8, 2014
Approved By:	Board of Trustees
Responsible Unit:	Vice President for Student Affairs
History:	June 1967
Related Documents: Inter-Greek Council Expansion Policy Use of Campus Property Policy Undergraduate Student Conduct Code Graduate Student Conduct Code Graduate Student Conduct Code Student Complaint Appeal-Undergraduate Policy Student Complaint Appeal-Graduate Policy	

## I. INTRODUCTION

This Student Rights and Freedoms Policy enumerates the essential provisions for student freedom to learn at The College of New Jersey. This policy makes reference to policies when appropriate. It is not a restatement of any existing policies at The College of New Jersey and it is not intended to conflict with or revise or supersede those or other policies, but rather should be construed to be consistent with them. Further, this policy is not a restatement or summary of all rights enumerated in the *Constitution of the United States of America*.

## II. DEFINITIONS

N/A

## III. POLICY

### Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the personal development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop a capacity for critical judgment and to engage in sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the



classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn at The College of New Jersey.

## **I. Freedom of Access to Higher Education**

Under no circumstances is a student<sup>1</sup> barred on the basis of age, race, creed, color, national origin, nationality, ancestry, sex/gender (including pregnancy), marital status, civil union status, domestic partner 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.

## **II. Classroom Standards**

The professor in the classroom and in conference encourages free discussion, inquiry, and expression. Students are evaluated by faculty in academic courses on the basis of academic performance, not on opinion or conduct in matters unrelated to academic standards.

### **A. Protection of Freedom of Expression**

Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

### **B. Protection Against Improper Academic Evaluation**

Students are responsible for maintaining the standards of academic performance established for each course in which they are enrolled. However, students who wish to contest a grade may pursue an appeal in accordance with the Student Complaint Appeal-Undergraduate Policy or Student Complaint Appeal-Graduate Policy, as appropriate

## **III. Student Education Records**

In the regular business operations of the College, records of information pertaining to students are maintained in many offices and departments that qualify as education records as defined by the Family Educational Rights and Privacy Act "FERPA". The College is committed to upholding the privacy and inspection rights

---

<sup>1</sup> The term "student" should be construed to be consistent with the definition of student in the current Undergraduate Student Conduct Code and Graduate Student Conduct Code.

of students when it comes to these education records, in accordance with FERPA and its implementing regulations and as outlined by the Office of Records and Registration at <http://recreg.pages.tcnj.edu/student-privacy-rights>.

#### **IV. Student Affairs**

##### **A. Freedom of Association**

The College recognizes that students bring a variety of previously acquired interests to the campus and develop many new interests as members of the academic community that enhance learning and the student experience both inside and outside of the classroom. Students are free to organize and join associations to promote common interests. An association is recognized as a College student organization, incurring all privileges and responsibilities thereof, by approval through established procedures of the Student Government, or in the case of Fraternities and Sororities, the Inter-Greek Council *Expansion Policy*.

1. The membership, policies, and actions of a student organization are determined by the students who are current members of the College community and must be in compliance with all state, local, and federal law as well as applicable College, Student Government and Inter-Greek Council policies.

3. Each organization on campus is required to have a faculty or staff advisor, but recognition by the Student Government or Inter-Greek Council is not withheld solely because of the temporary inability of a student organization to secure an advisor. With the exception of organizations that have assigned advisors based on job descriptions of professional staff, each organization is free to choose its own faculty or staff advisor who is willing to so serve. Faculty or staff advisors who advise student organizations owe the College their customary duties as employees to act appropriately within the course and scope of their employment, but do not have responsibility to the organization that they advise or to third parties for the actions of such organizations or their members.

5. Except as otherwise provided in this section, student organizations are open and limited to all TCNJ students who meet the criteria of these organizations. No student who meets the other criteria of an organization can be denied membership on the basis of a protected class: age, race, creed, color, national origin, nationality, ancestry, sex/gender (including pregnancy), marital status, civil union status, domestic partner 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. Exceptions include:

- a. Religious qualifications may be required by organizations whose aims are primarily sectarian.
- b. Sororities or fraternities that have been traditionally single sex organizations may limit membership to a single sex or gender expression.
- c. Club Sports teams recognized and advised through the College recreation program may limit membership to a single sex or gender expression provided there

is a co-existing team of the same or substantially similar sport for the opposite sex or gender expression.

## B. Freedom of Inquiry and Expression

1. Students and student organizations are free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They are free to express support for causes on campus by orderly means as set forth in the Use of Campus Property Policy. Students and student organizations should make clear that their public expressions represent the viewpoint or expression of those individuals or organizations and not necessarily those of the College.

2. Students and student organizations are encouraged to invite and to hear guest speakers of their choosing, provided, however, that some guest speakers or programs may require College regulation of the time, place or manner of the event to ensure that the scheduling of facilities is orderly, that there is adequate preparation and security for the event, and that the event will not disrupt the normal operations of the College as outlined in the "Use of Campus Property Policy". Any requirements imposed by the College for the safe and appropriate execution of a program will be neutral in regards to content or viewpoint of the program.

## C. Student Participation in Institutional Governance

As constituents of this academic community, students are free, individually, and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body has the right to participate in the development of institutional policy affecting academic and student affairs through student representatives in accordance with the shared governance process.

## D. Student Media at The College of New Jersey

The College acknowledges that students have editorial responsibility for student media and commits to respecting the editorial freedom and financial autonomy of that student media necessary to maintain their integrity of purpose as vehicles of free inquiry and free expression in our academic community.

1. Student media is free of censorship and advanced approval of copy by faculty and administration. Student editors, managers, and journalists are responsible for developing their own editorial policies and news coverage, regardless of any College support or advisory assistance.

2. The editorial freedom of student editors, managers, and journalists is constrained by their obligation to maintain compliance with applicable law and the canons of responsible journalism such as the avoidance of copyright and trademark infringement; false light, invasion of privacy, misappropriation or violation of publicity rights, or improper publication of private facts; defamation; indecency and obscenity; fraud; trespass; improper surreptitious recording; false, misleading or coercive advertising; undocumented allegations; unwarranted attacks on personal

integrity; and the techniques of harassment and innuendo. In the absence of any such non-compliance editors and managers are protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial content.

3. A statement explicitly indicating that the opinions expressed are not necessarily those of The College of New Jersey or student body should appear on the editorial pages of all of the College's student media and should precede television, radio and internet editorials.

## **VI. Disciplinary Standards and Procedures**

The philosophy of student involvement at The College of New Jersey places emphasis upon responsible student conduct. Disciplinary proceedings, therefore, play a role that can, as appropriate, be complemented by or adjusted in accordance with interactive exploration of alternatives, counseling, guidance, example, and admonition. At the same time, The College of New Jersey has the authority and responsibility to maintain order and to exclude those who are disruptive of the educational process. Proper procedural standards outlined in the *Undergraduate Student Conduct Code* and *Graduate Student Conduct Code* will be observed to ensure due process.

### **A. Standards of Conduct Expected of Students**

The general behavioral expectations of the student at The College of New Jersey are those stated in the *Undergraduate Student Conduct Code and Graduate Student Conduct Code*, as applicable. Violations will be dealt with according to the procedures stated in the Procedural Standards outlined in the *Undergraduate Student Conduct Code and Graduate Student Conduct Code*.

B. Although the College neither substitutes for nor interferes with regular legal processes, 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 Director of Student Conduct. 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.

## **IV. RELATED DOCUMENTS**

Inter-Greek Council Expansion Policy  
Use of Campus Property Policy  
Undergraduate Student Conduct Code  
Graduate Student Conduct Code  
Student Complaint Appeal-Undergraduate Policy  
Student Complaint Appeal-Graduate Policy

**V. HISTORY**

The following document was formulated in June 1967, and was adopted by The College administration in conjunction with faculty and student groups in August 1968. The statement was revised for its twenty-fifth anniversary in 1992 and again in 2014 to reflect the evolution of the College and law and policy implications.

**The College of New Jersey Board of Trustees  
Resolution Approving  
the 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* passed by the Board in 2011, dictates that the code in its entirety, including expectations for student conduct and procedural standards be reviewed every two years and that any substantive changes will be reviewed in accordance with applicable governance policy and procedures; and

Whereas: The *Student Conduct Code* has not undergone substantive changes since 2011; and

Whereas: The federal government has since issued guidance and interpretations of federal statute that require specific provisions be included in procedural standards; and

Whereas: The proposed changes to the *Student Conduct Code* have been developed under direction of the Assistant Vice President for Student Affairs, in collaboration with the Committee on Student and Campus Community (the appropriate governance committee) and the Office of General Counsel, and is the result of a comprehensive review and campus-wide consultation; now

Therefore,

Be It Resolved: That the Board of Trustees of The College of New Jersey hereby approves the attached *Undergraduate Student Conduct Code* for implementation during the 2014-15 academic year.

July 8, 2014

*The College of New Jersey*  
**UNDERGRADUATE STUDENT CONDUCT CODE**

**I. INTRODUCTION**

The College of New Jersey, as a community dedicated to learning and the advancement of knowledge, expects and requires the behavior of students to be compatible with its high standards of scholarship and conduct. Acceptance of admission to the College carries with it an obligation to uphold the College's standards and promote the welfare of the community. Students are responsible for upholding non-academic standards of behavior set forth in this policy as well as the expectations for academic conduct outlined in the *Academic Integrity Policy*.

Academic communities differ from other communities in several ways. For the purpose of this code, two differences are particularly worthy of emphasis. First, the primary mission of colleges and universities is the pursuit of knowledge and the development of the whole person. The environment must be conducive to teaching, learning, research, and personal growth. Second, campus living and learning environments are unique. On a residential campus such as The College of New Jersey, undergraduate students live in close proximity to one another and interact continuously in their day-to-day living. Freedom to learn can be preserved only through respect for the rights of others, for the free expression of ideas, and for the law.

In order to fulfill its mission and function, the College has the authority and responsibility to maintain order and to exclude those who are disruptive of the educational process. The *Undergraduate Student Conduct Code* aims to protect the community and the rights of its members, to cultivate and sustain a positive living and learning environment, to educate students regarding responsibility and accountability for their actions, to encourage and foster self-insight and self-initiated change of behavior, to uphold the procedural rights of students accused of violating the College's rules and regulations, and to encourage the application of ethical decision-making in the daily life of undergraduates.

**II. DEFINITIONS**

- A. **"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.
- B. **"College"** means The College of New Jersey.
- 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. **“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.
- E. **“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.
- F. **“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.
- G. **“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 Student Conduct, 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 Director of Student Conduct.
- H. **“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.
- I. **“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.
- J. **“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.



- K. **“Hearing administrator”** includes any faculty or professional staff member at the College designated and trained by the Office of Student Conduct to conduct conferences, administrative informal hearings, and/or administrative formal hearings.
- L. **“Intimate body parts”** includes the following: sexual organs, genital areas, anal area, inner thigh, groin, buttock, or breast of a person.
- M. **“Narcotic”** refers to an addictive drug, such as opium or morphine, which reduces pain, alters mood and behavior, and usually induces sleep or stupor.
- N. **“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.
- O. **“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.
- P. **“Protected category”** collectively refers to one or more of the following categories: age, race, creed, color, national origin, nationality, ancestry, 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.
- Q. **“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.
- R. **“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.
- S. **“Student” or “students”** includes all persons who accept an offer of admission to the College, registered for undergraduate courses or maintaining matriculation in an undergraduate degree program at the College, either full time or part time, degree seeking or non-degree seeking, and have an academic record with Primary Academic Web Services (PAWS), the College’s records and registration system. 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.
- T. **“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.

### III. POLICY

#### A. Authority

The *Undergraduate Student Conduct Code* describes the non-academic behavior expected of all undergraduate students as well as the procedures for addressing and

adjudicating complaints of student misconduct. Academic integrity standards are not covered by this code, but rather fall within the authority of the faculty, academic integrity officer in each school, the All College Academic Integrity Board, and Office of the Provost and Vice President for Academic Affairs as outlined in the *Academic Integrity Policy*.

Authority for student conduct ultimately rests with the President of the College and the Board of Trustees, who delegate authority for non-academic conduct of undergraduates to the Vice President for Student Affairs.

The Vice President for Student Affairs may delegate this authority to the appropriate Assistant Vice President and to the Director of Student Conduct. Under their direction, the Director of Residential Education, the Assistant Director of Student Conduct, and appropriate student conduct and residential education staff are responsible for implementing the student conduct process. The Vice President for Student Affairs has authority to appoint hearing boards and hearing or appellate administrators. Any reference in the *Undergraduate Student Conduct Code* to the role or responsibilities of a specific College official may be delegated by him or her to an appropriate designee.

The College *Undergraduate Student Conduct Code* shall apply to student conduct that occurs on College premises, at College-sponsored activities, and off campus including, without limitation, time periods during which classes are not in session or the student is not yet registered for classes and while enrolled or participating in a program of another institution. The Director of Student Conduct has discretion to determine what off-campus conduct will be addressed by the student conduct process. Factors that will 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 undergraduate courses or matriculation in an undergraduate degree program, through the actual awarding of a degree or cessation of undergraduate 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 *Undergraduate Student Conduct Code* shall be referred to the Director of Student Conduct for final determination.

The *Undergraduate Student Conduct Code* will be reviewed in its entirety every two years. Any time prior to the next biennial review of the *Undergraduate Student Conduct Code*, a recognized constituency or the Assistant Vice President may request a review of the *Undergraduate 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. 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* and other published College policies. Violation of College policy, including but not limited to the *Undergraduate 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 **Undergraduate 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.
- e. Students have an ongoing obligation to notify the College of any arrest or criminal conviction (the "criminal charge") within 30 days of the occurrence of the criminal charge by submitting detailed documentation describing the criminal charge and the circumstances and event or underlying conduct that gave rise to the Criminal Charge to the Office of Student Conduct. The Director of Student Conduct will review all such notices and determine the appropriate course of action through established student conduct procedural standards and practices. Failure to report a criminal charge within 30 days of occurrence will be considered a violation of expectations for student conduct.

- f. The College recognizes that an arrest, in and of itself, is not a finding of guilt. However, the College may investigate the event or conduct giving rise to or the circumstances surrounding the arrest to determine whether a Complaint for a possible violation of the *Undergraduate Student Conduct Code* is warranted and, if so, whether a violation of expectations for student conduct has occurred.

**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 Student Conduct 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 or good faith journalistic reporting in the absence of negligence or recklessness.
- 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. Students may be held accountable for the actions of his or her guest.

## **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) and cooperates with and/or assists any medical, College, or law enforcement officials will be formally charged under the *Undergraduate 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 bongs, 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) and cooperates with and/or assists any medical, College, or law enforcement officials 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*
- 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

- A. Complaint.** *See also Appendix D 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 *Undergraduate Student Conduct Code*, including a representative from the Office of Student Conduct 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 incident 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 student regardless of when the complaint 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 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, and a conference with a hearing administrator shall be scheduled within a timely period. Maximum time limits may be extended at the discretion of the hearing administrator for unforeseen circumstances.
- C. Conference.** The accused student will meet with an assigned hearing administrator 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; however, in cases including charges of any violations under the *Personal Abuse* section of this code, the hearing administrator will determine what type of hearing is appropriate after the investigation is completed and will consider the expressed preferences of both the accused and complaining student and the totality of the circumstances. If the hearing administrator finds that an informal hearing is appropriate, then a different hearing administrator will be assigned. 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 hearing administrator may postpone the conference, or review the information available and make a decision on responsibility including assigning any sanctions to the student if deemed appropriate.

- D. Informal hearing.** If the accused student selects an informal hearing the hearing administrator conducting the conference may immediately conduct the informal hearing or schedule the informal hearing to take place within a practical period. However, in the case of a personal abuse charge, if the hearing administrator selects an informal hearing to address any charges, the hearing administrator conducting the conference will assign a different hearing administrator to conduct the informal hearing within a practical period. 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 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, the administrator or board 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 *Undergraduate 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 any sanctions issued by the hearing administrator in writing to the Director of Student Conduct. (Please see Section *F. Appeals* for more information).
- E. Formal hearing.** If a formal hearing is selected the accused student has the opportunity to select an administrative hearing, a Community Standards Board hearing, or an All College Standards Board hearing. However, in the case of a personal abuse charge, the hearing administrator will select either an administrative hearing, a Community Standards Board hearing, or an All College Standards Board hearing. An All College Standards Board hearing can only be selected if a student's case may result in suspension or expulsion in the event he or she is found responsible for any charges. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in student conduct proceedings.
- 1. Administrative hearing.** An administrative hearing is conducted by a trained faculty or staff member of the College who is selected by the Director of Student Conduct and who has not previously served as a hearing administrator in the accused student's conduct process whenever possible. 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 Director of Student Conduct.
  - 2. Community Standards Board.** The Community Standards Board is a student board chaired by a student representative and advised by the Assistant Director of Student

Conduct. The Community Standards Board is comprised of four voting members; the student chair votes only in the case of a tie. The advisor to the board does not vote nor participate in deliberations, but may answer questions regarding procedural standards, policy, or sanctioning practices. A student may appeal the board's decision to the Director of Student Conduct. The Community Standards Board will not hear cases that may result in suspension or expulsion should the accused student be found responsible for any charges.

3. **All College Standards Board.** The All College Standards Board is comprised of five members and is chaired by the Director of Student Conduct or designee of the Vice President for Student Affairs. The membership of the All College Standards Board includes two student representatives, one faculty member, one student affairs staff member, and an additional representative that can be either faculty or staff member. The Director of Student Conduct neither votes nor participates in deliberations, but may answer questions regarding procedural standards, policy, or sanctioning practices. The All College Standards Board will hear cases that may result in suspension or expulsion should the accused student be found responsible for any charges. A student may appeal the board's decision to the Vice President for Student Affairs.
4. **Formal hearing guidelines.** Formal 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 board 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 board or administrator hearing the case.
  - b. **Joint hearing.** In cases involving more than one accused student, the administrator or board advisor 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. Students must notify the Director of Student Conduct of whom 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. 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 hearing board 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 chairperson of the board or the administrator rather than to the other party or witness directly. The chairperson of the board or the administrator will determine whether questions or potential information are appropriate at his or her discretion.
  - e. **Additional information.** Relevant records, exhibits and written statements (including student impact statements during the sanction phase) may be accepted as information for consideration by a board or administrator at the discretion of the chairperson or administrator.
  - f. **Decline to provide information.** The accused student has the right to decline to provide any written or oral statements, 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 absence of information or refusal to answer questions.

- g. Procedural questions.** All procedural questions are subject to the final decision of the chairperson of the board or administrator.
- h. Majority vote and quorum.** A board will determine by majority vote whether the accused student has violated the policy as charged. For any board hearing, a quorum of three voting members is necessary. Quorum is not required for an administrative hearing as the decision is made by the administrator alone.
- i. Basis for decision.** The board or administrator's determination shall be made on the basis of whether it is *more likely than not* that the accused student violated the *Undergraduate 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 student conduct proceedings.
- j. Hearing recorded.** There will be a single verbatim record, such as a tape or digital recording of all formal hearings. 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 formal hearing, the hearing administrator or board 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 board 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. Differing abilities accommodation.** The board or administrator will provide any reasonable accommodation for hearing participants who have a disability and are registered with, or notify the Office of Disability Services and the Office of Student Conduct in a timely manner.

#### **F. Appeal Procedures.**

- 1. Accused student appeal.** An accused student is afforded one single opportunity to appeal decisions and/or any sanctions issued by a hearing administrator or board within five business days of the date of the written decision. The decision of the administrator reviewing the submitted appeal is final and conclusive.
- 2. 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 board 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 board'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 hearing administrator or any board 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 board or administrator, was sufficient to establish that a violation of the *Undergraduate Student Conduct Code* occurred.
- c. **Sanction review.** To determine whether any sanctions imposed were appropriate for the violation of the *Undergraduate 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 prescribed 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 of the original hearing administrator or board.
- b. **Alter sanction.** The administrator may alter the sanctions issued by the original hearing administrator or board. 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 board is warranted to correct procedural irregularity or to consider new information. A student may appeal a decision of the new hearing administrator or board.
- d. **Remand.** The administrator may direct the original hearing administrator or board 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 board if there are any changes after the review.

G. **Summer, End of Academic Year, and Geographically Remote Cases.** The following process will apply for incidents that occur over the summer and/or incidents that are reported regarding a student who does not participate in 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 conduct process.

1. **Minor incident.** For a minor incident (where a finding of responsibility would result in a warning and/or educational sanctions), 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 hearing administrator or board, in conjunction with the incident report form, will consider this statement. The accused student will be notified of the administrator or board's decision via electronic communication. This process will also be utilized to handle such incidents that occur during summer sessions conducted at the College or minor incidents that occur in a geographically remote location. If the accused student wishes to appeal the decision of the administrator or board, he or she must do so within five business days of notification of the decision.
2. **Major incident.** For a more serious incident (where a finding of responsibility may result in a status of pending termination of residency; termination of residency; pending

suspension; suspension; or expulsion), the student may choose to respond to the charges in writing (as described above), or to participate in a hearing process in person through existing procedures. The Director of Student Conduct will determine whether this process should take place during the summer or term of geographically remote course or after classes have reconvened in the following semester. For incidents that occur in a geographically remote location, 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, or video may also occur with mutual consent of the accused and complaining students and the Director of Student Conduct.

- H. Sanctioning Practices.** The following sanctions, alone or in any combination, may be imposed upon any student found to have violated the *Undergraduate Student Conduct Code*. See also Appendix E for specific sanctioning procedures for selected violations.
- 1. Loss of privilege.** Denial of any specified privilege for a designated period of time. Examples include but are not limited to: guest privileges, restriction from a College event or program, and/or area or building.
  - 2. Restitution.** Compensation for loss, damage, or injury to College property. This may take the form of appropriate service and/or monetary or material replacement.
  - 3. Discretionary sanctions.** Work assignments, essays, presentations, research projects, conduct contracts, service to the College, or other discretionary assignments.
  - 4. Restorative justice.** Participation in a mediated discussion with any persons or departments harmed and development of a shared agreement of how to correct the harm. Unlike other sanctions, all participants must voluntarily agree to participate in the restorative justice process. Restorative justice and mediation programs will not be available to students accused or found responsible for any sexual misconduct.
  - 5. Master education plan.** Develop a master education plan with the aid of the Director of Student Conduct and mentor committee, agree to the terms of the plan, and to continuous evaluation.
  - 6. Parental notification.** Notification may be sent to parents or guardians of a student who is under 18 years of age, or financially dependent on his or her parents or guardians, depending on the circumstances surrounding the incident. Parents or guardians may also be notified of alcohol and other drug incidents for students under 21 years of age, regardless of financial dependency or resulting sanction.
  - 7. 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.
  - 8. Pending termination of housing.** This status serves as a housing probationary status assigned to a student for a specified period of time before his or her housing privileges are terminated. While on this status, any further violations of College policy may result in termination of housing. In addition, this status constitutes a disciplinary record that will remain on file with the Office of Student Conduct for five years after a student separates from the College.
  - 9. Termination of housing.** Removal of a student from College housing after a specific date and for a specified period of time. Through the duration of the termination, the student will be restricted from entering all residential floors in College buildings. Students who are removed from College housing for disciplinary reasons will receive the refund available based on the time of the semester according to the Department of Residential Education and Housing policies and the housing contract. In addition, this

status constitutes a disciplinary record that will remain on file with the Office of Student Conduct for five years after a student separates from the College.

10. **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 Student Conduct for five years after a student separates from the College.
11. **Suspension.** Termination of course registration and residency (if applicable) 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 Director of Student Conduct 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 Student Conduct 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.
12. **Interim suspension.** Immediate separation of a student from the College and/or housing by the Assistant Vice President 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 conduct hearing within a practical period of the interim suspension.
13. **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 Student Conduct 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.
14. **Degree Revocation.** Permanent revocation of an earned degree 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 Student Conduct indefinitely. Degree revocation is reserved for only those case of behavioral misconduct that occur while an individual is a student, but is not made known to the College until after a degree is earned, and in which all the relevant facts and aggravating circumstances support a conclusion that the only reasonable sanction is permanent revocation of an earned degree from the College.

#### **I. Disciplinary Record Keeping Practice.**

1. **File maintenance.** A student who is charged with a violation of the *Undergraduate Student Conduct Code* has a file created and maintained by the Office of Student Conduct. Files are maintained for five years after the date the student separates from the College; however 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 complaining party.
- 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 Director of Student Conduct. Records are not immediately available to students because they must first be reviewed for confidential information regarding other students, and thus may need to be redacted. Upon request, the Office of Student Conduct will provide students with copies of redacted incident reports, letters, and any forms or receipts in the student's file. Students may make arrangements to review the recording as an element of his or her education record by making arrangements with the Office of Student Conduct. However, copies or transcripts of any recording will not be provided.
- 4. Reporting.** If a student has given 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 pending termination of housing or pending suspension 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 affects only information maintained by the Office of Student Conduct. 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 Student Conduct 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 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 *Undergraduate 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 Director of Student Conduct. 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 any 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 Office of Student Conduct after an individual separates from the College, but includes conduct that allegedly occurred while an individual was a student, or conduct that occurred after separation from the College but has an adverse impact on the campus community, the College retains discretion to assign any charges, ban the individual from campus, and/or place a registration hold on the individual'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 the Office of the Dean of Student 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 \$32,100, and

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

Whereas: Waiver requests have been reviewed and are recommended by the Buildings 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>	
DLB Associates \$64,980	Commissioning Services related to Chilled Water Analysis and Improvements for STEM Building	2013 Bond	
HDR Architects & Engineers, PC \$14,036	Design services related to Armstrong Lab Renovation	E&G Operating	
Clark Caton Hintz \$13,700	Design services related to Sidewalk project	E&G Asset Renewal	
Cloud Gehshan Associates \$45,000	Design services related to Campus Signage Project	Institutional Reserves	
Langan Engineering & Environmental Services, Inc. \$48,950	Design services related to TW Flood Remediation Project	Housing Asset Renewal	
French & Parrello Associates, PA \$72,750	Design services related to Flower Hill Dam Project	E&G Asset Renewal	
New Jersey Department of Community Affairs \$40,090	Plan review and permit fees	E&G Asset Renewal BSC Reserves (Sodexo contribution)	- 46% - 54%
Enviro Trac, Ltd. \$43,296	Professional services associated with Remediation of #6 fuel oil	College Operating	
Ewing Township \$75,000	Shared design costs for the Transportation Alternative Program grant application	Institutional Reserves	
Windels Marx Lane & Mittendorf \$32,250	Legal fees associated with the Project Labor Agreement	Institutional Reserves	

July 8, 2014

**Resolution Authorizing The College of New Jersey To Partner with Ewing Township in Applying For, Sharing the Costs, Implementing and Maintaining the Federally Funded Transportation Alternative Program (TAP) Grant Improvements to Green Lane Entrance**

- Whereas:** The US Department of Transportation has created the TAP Grant program which is designed to provide funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; recreational trail program projects; safe routes to school projects; and other miscellaneous transportation improvements; and
- Whereas:** The College completed a Multi-modal Transportation Study funded by the NJ Department of Transportation in 2006 that recommended pedestrian, bicycle and vehicular improvements to the Green Lane entrance to improve safety and access to the College from the local Brae Burn neighborhood; and
- Whereas:** The improvements recommended by the NJ DOT Multi-modal Transportation Study are in the best interests of students, faculty, staff and visitors to the College; and
- Whereas:** The TAP Grant guidelines require that the local municipality be the lead applicant for TAP Grant funds; and
- Whereas:** The College approached Ewing Township representatives about participating jointly in applying for approximately one million dollars (\$1,000,000) of TAP Grant funding to construct pedestrian and bicycle improvements to the Green Lane entrance to the College; and
- Whereas:** Ewing Township agreed to partner with the College and passed Resolution #14R-93 on May 13, 2014 authorizing the Township to work with the College to apply for the TAP Grant;
- Whereas:** Ewing Township has requested that the College agree to share in funding specific “soft costs” of the project as required by the TAP grant to a maximum of \$75,000 each, and in order to obtain the TAP grant it is in the best interest of the College to do so; and
- Whereas:** Ewing Township has requested that the College agree to share in the routine maintenance of any TAP grant funded improvements to Green Lane that exist on their respective properties for the normal life of those improvements, and in order to obtain the TAP grant it is in the best interest of the College to do so; and
- Therefore, Be It Resolved:** That The College of New Jersey Board of Trustees authorizes the College to partner with Ewing Township in the application for the TAP grant, commit to funds up to seventy-five thousand dollars (\$75,000) in “soft costs” and commit to the maintenance of TAP grant improvement on the property of the College; and
- Therefore Be it Resolved:** That The College of New Jersey Board of Trustees authorizes the President and other officers of the College to take such actions and prepare such documents as may, in their judgment, be necessary or desirable to implement the Federally Funded Transportation Alternative Program (TAP) Grant Improvements to Green Lane Entrance

July 8, 2014

**Resolution Approving the College Of New Jersey FY 2015  
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 2015 totaling \$251,637,000 of which \$29,316,000 is the anticipated base state appropriation and \$31,569,000 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 2015 college unrestricted current fund budget totaling \$251,637,000; and

**Be It  
Further  
Resolved:**

That the Board of Trustees approves the student charges for FY 2015 to implement this budget.

**THE COLLEGE OF NEW JERSEY**

**FY 2015 TOTAL UNRESTRICTED CURRENT FUND BUDGET**

<b>CURRENT OPERATING FUND (including fringe benefits)</b>	<b>\$ 161,018,000</b>
<b>GSF/CAPITAL FEE</b>	<b>18,873,000</b>
<b>RESIDENCE LIFE</b>	<b>47,295,000</b>
<b>STUDENT CENTER</b>	<b>3,088,000</b>
<b>SUMMER SCHOOL</b>	<b>3,931,000</b>
<b>MISCELLANEOUS REVENUE ACCOUNTS</b>	<b>17,432,000</b>
	<b><u>\$ 251,637,000</u></b>

College Self-Funded	\$ 1,745,000
Parking	672,000
Capital Contributions	12,206,000
Graduate Global Programs	2,809,000
	<b><u>\$ 17,432,000</u></b>

**THE COLLEGE OF NEW JERSEY  
FY 2015  
TUITION & FEE INCREASE**

**FULL TIME UNDERGRADUATE IN-STATE STUDENT**

**FY 2014 ACTUAL CHARGES**

<b>TUITION</b>	<b>\$ 10,355</b>
<b>FEES, ROOM &amp; BOARD*</b>	<b>\$ 16,287</b>
<b>TOTAL</b>	<b>\$ 26,642</b>

	<b><u>FY 2015 PROPOSED CHARGES</u></b>	<b><u>COMPARISON TO FY 2014 ACTUAL DOLLAR INCREASE</u></b>	<b><u>PERCENT INCREASE</u></b>
<b>TUITION</b>	<b>\$ 10,562</b>	<b>\$ 207</b>	<b>2.0%</b>
<b>FEES, ROOM &amp; BOARD*</b>	<b>\$ 16,669</b>	<b>\$ 382</b>	<b>2.3%</b>
<b>TOTAL</b>	<b>\$ 27,231</b>	<b>\$ 589</b>	<b>2.2%</b>

\*Include: Room Charge, Ala Carte 1 Board Plan, Student Service Fee, GSF/Capital Fee, Computing Access Fee, Student Center Fee and Student Activity Fee.

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

**FISCAL YEAR 2015**

**FULL TIME STUDENTS (Flat Rate Over 12 Credits) / 3 Units**

	<b>FISCAL YEAR 2015</b>		<b>CHANGE</b>	
	<b>FY 2014</b>	<b>FY 2015</b>	<b>AMOUNT</b>	<b>PERCENT</b>
<b>UNDERGRADUATE - NEW JERSEY RESIDENT</b>				
TUITION	10,355.00	10,562.10	207.10	2.00%
STUDENT SERVICE FEE	709.00	723.18	14.18	2.00%
GSF/CAPITAL	2,703.00	2,757.06	54.06	2.00%
COMPUTING ACCESS FEE	436.00	444.72	8.72	2.00%
STUDENT CENTER FEE	237.00	241.74	4.74	2.00%
STUDENT ACTIVITY FEE*	270.00	275.40	5.40	2.00%
<b>SUBTOTAL</b>	<b>\$ 14,710.00</b>	<b>15,004.20</b>	<b>\$ 294.20</b>	<b>2.00%</b>
ROOM AND BOARD (BASE PLAN: ALA CARTE 1)	11,932.00	12,226.63	294.63	2.47%
<b>TOTAL COST</b>	<b>\$ 26,642.00</b>	<b>27,230.83</b>	<b>\$ 588.83</b>	<b>2.21%</b>
<b>UNDERGRADUATE - OUT OF STATE RESIDENT</b>				
TUITION	20,760.00	21,175.20	415.20	2.00%
STUDENT SERVICE FEE	709.00	723.18	14.18	2.00%
GSF/CAPITAL	2,703.00	2,757.06	54.06	2.00%
COMPUTING ACCESS FEE	436.00	444.72	8.72	2.00%
STUDENT CENTER FEE	237.00	241.74	4.74	2.00%
STUDENT ACTIVITY FEE*	270.00	275.40	5.40	2.00%
<b>SUBTOTAL</b>	<b>25,115.00</b>	<b>25,617.30</b>	<b>502.30</b>	<b>2.00%</b>
ROOM AND BOARD (BASE PLAN: ALA CARTE 1)	11,932.00	12,226.63	294.63	2.47%
<b>TOTAL COST</b>	<b>37,047.00</b>	<b>37,843.93</b>	<b>796.93</b>	<b>2.15%</b>
CARD SERVICE FEE	\$ 20.00	\$ 20.00		
<b>Pass through annual charge for all students without personal insurance</b>				
UNDERGRADUATE STUDENT HEALTH INSURANCE	\$ 1,050.00	\$ 1,502.00		
GRADUATE STUDENT HEALTH INSURANCE	\$ 1,505.00	\$ 2,152.00		

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



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

**FISCAL YEAR 2015**

<u>PART-TIME UG STUDENTS Per Credit/.25 Units</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>CHANGE</u>	
			<u>AMOUNT</u>	<u>PERCENT</u>
<b>UNDERGRADUATE - NEW JERSEY RESIDENT</b>				
TUITION	366.95	374.29	7.34	2.0%
STUDENT SERVICE FEE	25.54	26.05	0.51	2.0%
GSF/CAPITAL	111.93	114.17	2.24	2.0%
COMPUTING ACCESS FEE	15.39	15.70	0.31	2.0%
STUDENT CENTER FEE	10.09	10.29	0.20	2.0%
STUDENT ACTIVITY FEE	11.32	11.55	0.23	2.0%
<b>TOTAL COST</b>	<b>541.22</b>	<b>552.04</b>	<b>10.82</b>	<b>2.0%</b>
<b>UNDERGRADUATE - OUT OF STATE RESIDENT</b>				
TUITION	734.79	749.49	14.70	2.0%
STUDENT SERVICE FEE	25.54	26.05	0.51	2.0%
GSF/CAPITAL	111.93	114.17	2.24	2.0%
COMPUTING ACCESS FEE	15.39	15.70	0.31	2.0%
STUDENT CENTER FEE	10.09	10.29	0.20	2.0%
STUDENT ACTIVITY FEE	11.32	11.55	0.23	2.0%
<b>TOTAL COST</b>	<b>909.06</b>	<b>927.24</b>	<b>18.18</b>	<b>2.0%</b>
<b><u>PART-TIME GRAD STUDENTS Per Credit Hour</u></b>				
<b>GRADUATE - NEW JERSEY RESIDENT</b>				
TUITION	661.45	674.68	13.23	2.0%
STUDENT SERVICE FEE	25.54	26.05	0.51	2.0%
GSF/CAPITAL	111.93	114.17	2.24	2.0%
COMPUTING ACCESS FEE	15.39	15.70	0.31	2.0%
STUDENT CENTER FEE	10.09	10.29	0.20	2.0%
<b>TOTAL COST</b>	<b>824.40</b>	<b>840.89</b>	<b>16.49</b>	<b>2.0%</b>
<b>GRADUATE - OUT OF STATE RESIDENT</b>				
TUITION	1,043.27	1,064.14	20.87	2.0%
STUDENT SERVICE FEE	25.54	26.05	0.51	2.0%
GSF/CAPITAL	111.93	114.17	2.24	2.0%
COMPUTING ACCESS FEE	15.39	15.70	0.31	2.0%
STUDENT CENTER FEE	10.09	10.29	0.20	2.0%
<b>TOTAL COST</b>	<b>1,206.22</b>	<b>1,230.34</b>	<b>24.12</b>	<b>2.0%</b>
<b><u>ANNUAL FLAT RATE</u></b>				
CARD SERVICE FEE	20.00	20.00		

**THE COLLEGE OF NEW JERSEY  
BOARD CHARGES  
FISCAL YEAR 2015**

<b>Room and Board Plans (Annual Charges)</b>	<b>2015 BOARD ONLY (per year)</b>	<b>2015 BOARD ONLY (per semester)</b>	<b>Increase from FY14 (Amount)</b>	<b>Increase from FY14 (Percent)</b>
<b>MEAL RATES</b>				
Ala Carte 1	\$3,815.71	\$1,907.86	\$129.03	3.5%
Ala Carte 2	\$3,205.11	\$1,602.55	\$108.39	3.5%
Ala Carte 3	\$2,589.57	\$1,294.79	\$87.57	3.5%
The Apartment Plan ( Phelps and Hausdoerffer Apartment Residents)	\$1,555.42	\$777.71	\$52.60	3.5%
College Houses Plan (Off Campus Apt. Plan)	\$565.61	\$282.80	\$19.13	3.5%
*Carte Blanche Plus (includes \$600 Flex Points per semester) - FALL	\$4,492.96	\$2,303.91	\$231.96	3.5%
*Carte Blanche Plus (includes \$600 Flex Points per semester) - SPRING		\$2,189.05		
*Carte Blanche A (includes \$400 Flex Points per semester) - FALL	\$4,034.27	\$2,068.97	\$208.27	3.5%
*Carte Blanche A (includes \$400 Flex Points per semester) - SPRING		\$1,965.30		
*Carte Blanche B (includes \$250 Flex Points per semester) - FALL	\$3,745.35	\$1,920.96	\$193.35	3.5%
*Carte Blanche B (includes \$250 Flex Points per semester) - SPRING		\$1,824.39		
*Carte Blanche C (includes \$150 Flex Points per semester) - FALL	\$3,265.59	\$1,674.63	\$168.59	3.5%
*Carte Blanche C (includes \$150 Flex Points per semester) - SPRING		\$1,590.96		
*Carte Blanche Costs are allocated between fall (110.5) and spring (105) feeding days for a total of 215.5 days. Effective F'Y2015, there will be an additional 4 feeding days in the spring semester (an increase from 101 days to 105 days). As a result, there will be an increase to the base cost for all Carte Blanche plans for the spring semester; however, the per diem cost rate increase will remain at 3.5%.				
Meal Equivalency LUNCH or DINNER (for all Carte Blanche Plans)	\$7.25	n/a	\$0.24	3.5%
Carte Blanche Door Rates (Eickhoff Dining):				
Breakfast	\$5.24		\$0.18	3.5%
Lunch	\$7.83		\$0.26	3.5%
Dinner	\$9.11		\$0.31	3.5%
Optional Additional Block Meal Plan (Students/Staff)				
25 Meals	\$171.30		\$5.79	3.5%
50 Meals	\$340.06		\$11.50	3.5%
<b>ROOM RATES</b>				
	<b>2015 ROOM ONLY (per year)</b>	<b>2015 ROOM ONLY (per semester)</b>	<b>Increase from FY14 (Amount)</b>	<b>Increase from FY14 (Percent)</b>
Room Rate (Per Year)	\$ 8,410.92	\$ 4,205.46	\$ 82.46	2.0%

The College of New Jersey  
Student Revenues  
Fiscal Year 2015

	FY 2014	FY 2015
<b>One-Time Mandatory Fees</b>		
Admissions Application Fee (1)	75	75
Graduation Services Fee	100	100
NEW - LiveText Learning Assessment Fee	-	115
Transfer Orientation Fee	55	55
Welcome Week/First Year Student Activities Fee	192	192
<b>Requested Services Fees</b>		
All Parking Decal Fees:		
• Commuter	95	95
• Residence	280	280
• Weekly Parking	15	15
<b>Specialized Programs Fees</b>		
NEW - ESLAS Off-campus Hotel and Transportation Fee	-	4,674
ESLAS Program Fee - summer 2014 (tuition, fees, room and board)	7,200	7,200
ESLAS Program Fee - Fall 2014 and Spring 2015 (tuition and fees)	7,200	7,200
NEW - ESLAS Program Fee - summer 2015 for Pathway Program students only (tuition, fees, room and board)	-	6,250
Government Program Fee	6,000	6,000
Independent Study Registration Fee For 7-Year BS/MD Students	50	-
Performance Learning Systems Course Fee	300	300
Principal's Training Center Course Fee	300	300
Provisional Cohort - Freshman	6,056	6,177
Pre-College Programs – Credit:		
• General	3,500	3500
• TCNJ Faculty/Staff	3,000	3000
Pre-College Programs – Non-Credit:		
• Basic Fee (includes tuition, room, board, activities)	1,400	1,400
• Reduced Fee for Faculty/Staff Dependents	1,100	1,100
RN-to-BSN Off-Site Programs	1,248	1,280
Regional Training Center 1 Credit Fee	124	125
Regional Training Center 3 Credit Fee	370	375
NEW - Regional Training Center 3 Credit Online Course Fee	-	127
NEW - Regional Training Center 3 Cred Middle East North Africa (MENA) Region Course Fee	-	80
Summer Visiting Fee	75	75
NEW - TCNJ 2-Year Pathway Program at SISU- Program Fee	-	2,000
<b>Pass Through Fees</b>		
Credit Card Payment Fee	2.35% of amount charged	2.35% of amount charged
Nursing Testing Package		
• Sophomore	140	150
• Junior	196	230
• Senior	182	230
Payment plan enrollment fee (annual)	45	45
Payment plan enrollment fee (semester)	25	25
<b>Other Fees</b>		
Ewing High School Partnership Tuition - Per Course	150	150
International Student Teaching Fee	450	450
Music Fee	100	100
Princeton Center for Teacher Education	125 per credit	-
<b>Career and Community Studies</b>		
Career and Community Studies Program (per term)	10,350	10,557
Career and Community Studies Program (per half term)	5,175	5,279
Career and Community Studies Program Alumni Services	100/day (prorated as needed)	100/day (prorated as needed)
Career and Community Studies - Computing Access fee (per semester -.5 units)	31	31
Career and Community Studies - General Services fee (per semester -.5 units)	224	228
Career and Community Studies - Student Center fee (per semester -.5 units)	20	21
Career and Community Studies - Student Services fee (per semester -.5 units)	51	52
NEW - Career and Community Studies - Student Life fee (per semester -.5 units)	-	18

**The College of New Jersey  
Student Revenues  
Fiscal Year 2015**

<b>Graduate Global Programs</b>		
Tier 1 off-site programs (per credit)	630	630
Tier 2 off-site programs (per credit)	540	550
Tier 3 off-site programs (per credit)	450	460
Tier 4 off-site programs (per credit)	390	400
International Internships (per credit)	755	755
<b>Undergraduate Study Abroad Programs</b>		
National Student Exchange	400	425
Sponsored program undergraduate tuition (per semester)	7,779	7,950
Short-term program deposit fee	500	500
Study Abroad Late Application Fee	50	50
International Student Fee (in-coming) – for Matriculating Students	400	425
TCNJ London Fee – Semester (tuition and mandatory fees only)	8500	8,650
TCNJ London Fee – Summer (tuition and mandatory fees only)	6440	6,650
<i>NEW</i> - TCNJ Prague Fee – Semester (tuition and mandatory fees only)	-	9,650
<i>NEW</i> - TCNJ Spain Fee – Semester (TCNJ's tuition, fees, room and board)	-	Standard
<i>NEW</i> - TCNJ Heidelberg Fee – Semester (TCNJ's tuition, fees, room and board)	-	Standard
<i>NEW</i> - TCNJ Heidelberg Fee – Summer (TCNJ's tuition, fees, room and board)	-	5,000
<i>NEW</i> - TCNJ Italy Fee – Semester (TCNJ's tuition, fees, room and board)	-	13,650
<i>NEW</i> - TCNJ Washington Center Fee (TCNJ's tuition and fees only)	-	Standard
<i>NEW</i> - TCNJ Argentina Fee (TCNJ's tuition and fees only)	-	Standard
<i>NEW</i> - TCNJ Australia Fee (TCNJ's tuition and fees only)	-	Standard
Transcripting fee for short term programs	470	500
Transcripting fee for non-TCNJ students in Int'l programs (semester long)	1000	1000
Transcripting fee-per credit	125	125
Undergraduate International & Off-Campus Programs (out-going) – Study abroad application fee	400	425
Undergraduate Global Course Travel Fee – Application Fee for Short-Term, Faculty-Led Programs	150	150
<b>Insurance Fees</b>		
Study Abroad Travel Insurance - Monthly (I'llI)	38	38
Study Abroad Travel Insurance - Weekly (I'llI)	10.85	10.85
Study Abroad Travel Insurance- Annual 8/2/14-8/1/15 (First Risk)	75	75
Study Abroad Travel Insurance- Semi-Annual (First Risk)	38	38
Study Abroad Travel Insurance- Quarterly (First Risk)	19	19
Undergraduate Health Insurance- Annual 6/30/14-6/29/15 (First Risk)	1,050	1,502
Graduate Health Insurance- Annual 6/30/14-6/29/15 (First Risk)	1,505	2152
Undergraduate Health Insurance- Spring/Summer 1/19/15-6/29/15 (First Risk)	460	667
Graduate Health Insurance- Spring/Summer 1/19/15-6/29/15 (First Risk)	660	955
Undergraduate Health Insurance- Summer 5/11/15-6/29/15 (First Risk)	141	206
Graduate Health Insurance- Summer 5/11/15-6/29/15 (First Risk)	202	295
International Exchange and ESLAS Program Health Insurance (First Risk):		
• Fall Undergraduate (8/15/14 - 12/31/14)	400	572
• Fall Graduate (8/15/14 - 12/31/14)	573	820
• Spring/Summer Undergraduate (1/1/15 -6/29/15)	518	741
• Spring/Summer Graduate (1/1/15 -6/29/15)	742	1061
• Annual Undergraduate (8/15/14 - 6/29/15)	918	1,313
• Annual Graduate (8/15/14 - 6/29/15)	1,315	1,881
• <i>NEW</i> - Weekly Rate Undergraduate	-	29
• <i>NEW</i> - Weekly Rate Graduate	-	41
Tuition Refund Insurance	1% of applicable tuition, fees, room, and board charges	% varies based on coverage selected (2)

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

(2) For example: An annual cost of College of \$15,000 at a suggested tuition refund insurance coverage of \$7,500 per semester, would cost \$214.50/year or 1.43%.

**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 2014-2015.
- 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 2014-2015:

July 8, 2014

**Charges, Fines and Parking Penalties  
Academic Year 2014-2015**

**Campus Parking Penalties**

<b>Parking Violation</b>	<b>Fine/Penalty</b>
Improper parking	\$25.00
Parking in an unpaved area	\$25.00
Parking in a "Caution Area"	\$25.00
Improperly mounted decal	\$25.00
Other	\$25.00
Parking in a No Parking zone	\$25.00
Exceeding 15 Minute Time Limit	\$25.00
Altered decal/pass	\$50.00
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 in the roadway	\$50.00
Parking in an unauthorized spot without proper decal or permit displayed	\$50.00
Parking in a fire zone	\$100.00 + Tow
Parked in a handicapped space	\$250.00 + Tow
Fraudulent use of decal or reproduction of decal	Cost of the highest decal + Boot + Revocation of parking privileges for the balance of the semester, as well as for the following academic semester
Parking in a designated winter restriction lot during the designated winter restriction period (12/1 through 3/30)	<i>1<sup>st</sup> Offense:</i> \$50.00 <i>2<sup>nd</sup> Offense:</i> \$50.00 + Boot <i>3<sup>rd</sup> Offense:</i> \$50.00 + Boot + Revocation of parking privileges for the balance of the semester, as well as for the following academic semester
Vehicle operators who have three or more outstanding unpaid parking violations (not including tickets issued, for a period of 24 hours)	Boot + Cost of all tickets
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.	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>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

The Citations Appeals Board will have the authority to reduce a fine, rather than just uphold or dismiss an appeal, based upon the written appeal provided to this group.

July 8, 2014

**Service Charges**

Diploma Replacement Charge	<b>\$20.00</b>
Credential Services Charge	<b>\$3.00</b>
Res. Net Software Services including: Operating System, New Application, and Virus Software Installation, Virus and Spyware Removal and General Trouble Shooting Res. Net Hardware Services including: PCI Card, Memory and Hard Drive Installation	<b>\$15.00</b>
Res. Net Data Migration Services Res. Net Data Recovery	<b>\$30.00</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 Per Month Late Fine	<b>\$50</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**

**Whereas:** State College Contracts Law permits waivers of advertising for specified purchases in excess of \$32,100, and

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

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

**Therefore,  
Be It  
Resolved:** The College of New Jersey Board of Trustees approves waivers to the following vendors for purposes as designated herein:

<b>VENDOR</b>	<b>FY 2015 <u>International Programs for Academic Year 2014-15</u> PURPOSE</b>	<b>FUNDING SOURCE</b>
Casa do Brasil \$100,000	Summer study tour Madrid, Spain	Self Funded Revenue
CEPA-Europe Gmbh \$296,500	Winter session, Maymester, and Summer study tours in Europe	Self Funded Revenue
CERGE-EI Institute \$200,000	Fall and Spring study abroad program in Prague, Czech Republic	Self Funded Revenue
Council on International Educational Exchange(CIEE) \$104,000	Maymester study tours in Ireland, Spain, and Cuba	Self Funded Revenue
Foundation of International Exchange (FIE) \$153,000	Fall, Spring and Summer study abroad programs in London	Self Funded Revenue
Harlaxton College \$50,000	Summer study tour in England	Self Funded Revenue
Instituto Franklin University of Alcala de Henares \$270,000	Study abroad program in Spain	Self Funded Revenue
Israel Experience \$60,000	Winter study abroad program in Israel	Self Funded Revenue
Spring Hill College, Italy Center \$109,000	Fall and Spring study abroad program in Bologna, Italy	Self Funded Revenue

July 8, 2014



The Washington Center \$120,000	Fall, Spring and Summer study program in Washington, DC	Self Funded Revenue
UIW European Study Center (ESC) \$597,170	Fall, Spring and Summer study abroad Programs in Germany	Self Funded Revenue
<b><u>College Union Board Waivers</u></b>		
Concert Ideas \$70,000	Event sponsored by the College Union Board: Fall 2014 Concert	Student Activity Fee
DiRoma Events T/A Impact Entertainment LLC \$52,000	Event Sponsored by the College Union Board: Fall 2014 Comedy Show	Student Activity Fee
<b><u>Professional Services</u></b>		
American Chemical Society \$7,000	Additional Electronic Databases	College Operating
BIODEX \$49,570	Specialized Laboratory Equipment	College Operating
BRE NE Hospitality LLC (Sage Hospitality) dba Element-Princeton & Courtyard Princeton \$308,484	Hotel Accommodations for International Students	Self Funded Revenue
Culinary Ventures Vending \$40,000	Snack Vending Services	Sales Revenue
Elsevier \$58,000	Electronic information database services – Scientific, Medical & Technical information	College Operating
Highstreet IT Solutions \$390,740	PeopleSoft Consulting Services	College Operating
Hogan Lovells \$70,000	Legal Services for China Program	College Operating
Lyneer Staffing Solutions \$150,000	Temporary Staffing Services	College Operating

**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 \$32,100, and

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

Whereas: Waiver requests have been reviewed and are recommended by the 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>
FirstRisk Advisors, Inc. \$1,416,360	Student Health Insurance	Student Charges
Borden-Perlman Insurance Agency \$99,043	Athletic Accident Insurance	College Operating

July 8, 2014