

TRENTON STATE COLLEGE BOARD OF TRUSTEES

Thursday, April 21, 1994
Brower Student Center, Room 202W

BOARD MEETING MINUTES

Present: Ms. Eleanor V. Horne, Chair; Dr. Carlos Enriquez; Mr. Marvin Greenberg, Vice-Chair; Mr. Bruce Hasbrouck; Mr. William Kane, Secretary; Dr. Lynden Kibler; Mrs. Jeanne Naglak; Dr. Haskell Rhett; Dr. Larry Marcus, DHE; Mr. Rob Barletta, Student Trustee; Mr. Jonathan Peck, Alternate Student Trustee; Dr. Alan Waterman and Dr. Susan Boughn, Faculty Representatives to the Board; Dr. Harold Eickhoff, President; Dr. Susan Karr, Secretary to the Board

The meeting was called to order at 4:40 p.m.

I. Announcement of Compliance

Ms. Horne read the following statement:

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

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

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

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

Ms. Horne announced that two members of the public (Chuck Hill and Ralph Edelbach) had registered to speak, and that the DHE representative had asked to speak.

II. Pledge of Allegiance

The Pledge of Allegiance was recited.

III. Approval of the Minutes of the February 17, 1994 Public Board Meeting

It was moved by Ms. Horne, seconded by Mrs. Naglak, that the minutes be approved. The motion passed unanimously.

IV. Report of the President

The President made his report.

V. Report of the Board Officers

Ms. Horne announced that Paula Weaver is resigning from the Board due to a job transfer out of state.

Ms. Horne announced that the following trustees would comprise the nominating committee: Jeanne Naglak, chair; Lynden Kibler; Bill Kane

Dr. Kibler reported in his role as GBA representative.

Mr. Greenberg reported that he testified, as an individual, before the panel on restructuring higher education.

VI. Report of the Trustee Member of the Trenton State College Development Corporation

Mr. Greenberg made his report.

VII. Unfinished Business

There was no unfinished business.

VIII. New Business

A. Report of the Executive Committee

Eleanor Horne reported for the committee.

1. Personnel Actions

It was moved by Ms. Horne, seconded by Dr. Enriquez, that the following personnel actions be approved. The motion carried unanimously.

- a. Appointments -- Faculty (ATTACHMENT A)
- b. Reappointments -- Faculty (ATTACHMENT B)
- c. Change of Status -- Faculty (ATTACHMENT B)

- d. Resignations -- Faculty (ATTACHMENT B)
 - e. Appointments -- Staff (ATTACHMENT C)
 - f. Retirements -- Faculty and Staff (ATTACHMENT C)
2. Consideration of a resolution approving the revised College Governance document (ATTACHMENT D)

It was moved by Ms. Horne, seconded by Mr. Greenberg, that the resolution be approved. After discussion, the title of the resolution was amended to read as follows: "Resolution Approving the Interim Report on College Governance." The motion passed, with one abstention.

3. Consideration of a resolution appointing a member to the Board of Directors of the Trenton State College Development Corporation (ATTACHMENT E)

It was moved Mr. Horne, seconded by Dr. Kibler, that the resolution be approved. The motion passed unanimously.

B. Report of the Academic Affairs Committee

Dr. Enriquez reported for the committee.

1. Consideration of a resolution approving an agreement for a joint Bachelor of Science/Master of Arts with the School of Criminal Justice at Rutgers University (ATTACHMENT F)

It was moved by Dr. Enriquez, seconded by Mr. Hasbrouck, that the resolution be approved. The motion passed unanimously.

C. Report of the Budget and Finance Committee

Dr. Rhett reported for the committee.

1. Consideration of a resolution approving a waiver of advertising for college business purposes: Institut Mediterranen de Langues de Specialites (ATTACHMENT G)

It was moved by Dr. Rhett, seconded by Mrs. Naglak, that the resolution be approved. The motion passed unanimously.

2. Consideration of a resolution approving a waiver of advertising for college business purposes: Nittany Valley Offset (ATTACHMENT H)

It was moved by Dr. Rhett, seconded by Mr. Barletta, that the resolution be approved. The motion passed unanimously.

3. Consideration of a resolution approving a waiver of advertising for college business purposes: Braceland Brothers (ATTACHMENT I)

It was moved by Dr. Rhett, seconded by Mr. Greenberg, that the resolution be approved. After discussion, the motion passed unanimously.

4. Consideration of a resolution approving a waiver of advertising for college business purposes: HARCO Industries, Inc. (ATTACHMENT J)

It moved by Dr. Rhett, seconded by Mr. Greenberg, that the resolution be approved. After discussion, the motion passed unanimously.

5. Consideration of a resolution approving a waiver of advertising for college business purposes: Barnes and Noble (ATTACHMENT K)

It was moved by Dr. Rhett, seconded by Mr. Greenberg, that the resolution be approved. After discussion, the motion passed unanimously.

6. Consideration of a resolution approving a waiver of advertising for college business purposes: Bellver International College (Mallorca, Spain) (ATTACHMENT L)

It is moved by Dr. Rhett, seconded by Mr. Greenberg, that the resolution be approved. The motion passed unanimously.

7. Consideration of a resolution approving a waiver of advertising for college business purposes: Oak Hall Cap and Gown Co., Inc. (ATTACHMENT M)

It was moved by Dr. Rhett, seconded by Mr. Barletta, that the resolution be approved. The motion passed unanimously.

8. Consideration of a resolution approving a waiver of advertising for construction contracting purposes: Kehrt Shatken Sharon Architects (ATTACHMENT N)

It was moved by Dr. Rhett, seconded by Dr. Enriquez, that the resolution be approved. After discussion, the motion passed unanimously.

9. Consideration of a resolution approving a waiver of advertising for construction contracting purposes: Design Interface (ATTACHMENT O)

It was moved by Dr. Rhett, seconded by Mr. Greenberg, that the resolution be approved. The motion passed unanimously.

10. Consideration of a resolution approving a waiver of advertising for construction contracting purposes: Colm Engineering (ATTACHMENT P)

It was moved by Dr. Rhett, seconded by Mr. Hasbrouck, that the resolution be approved. The motion passed unanimously.

11. Consideration of a resolution approving a waiver of advertising for construction contracting purposes: Hoisington, Azmy, Constant, Bell, Mailer, Inc. (ATTACHMENT Q)

It was moved by Dr. Rhett, seconded by Dr. Enriquez, that the resolution be approved. After discussion, the motion passed unanimously.

12. Consideration of a resolution approving a waiver of advertising for construction contracting purposes: Honeywell, Inc. (ATTACHMENT R)

It was moved by Dr. Rhett, seconded by Mr. Hasbrouck, that the resolution be approved. The motion passed unanimously.

13. Consideration of a resolution approving a waiver of advertising for construction contracting purposes: Hoisington, Azmy, Constant, Bell, Mailer, Inc. (ATTACHMENT S)

It was moved by Dr. Rhett, seconded by Dr. Kibler, that the resolution be approved. After discussion, the motion passed unanimously.

D. Report of the College Relations Committee

Mr. Kane reported for the committee.

1. Consideration of a resolution conferring Emeritus status (ATTACHMENT T)

It was moved by Mr. Kane, seconded by Dr. Enriquez, that the resolution be approved. The motion passed by acclamation.

IX. Speakers

Dr. Chuck Hill, President of the Faculty Senate and Dr. Ralph Edelbach, AFT president, addressed the Board. Dr. Larry Marcus read a statement from Mr. Steve Wiley, BHE Board Chair.

X. The following resolution was moved by Dr. Enriquez, seconded by Dr. Kibler:

RESOLVED: That the Board of Trustees will hold closed session on Thursday, June 9, 1994 and at any other time as necessary to consider personnel matters, labor relations, any pending litigation, and any other matters specifically exempted by the Open Public Meetings Act. It is anticipated that decisions made in closed session will be made public at future meetings.

BE IT
FURTHER

RESOLVED: That the next public meeting of the Trenton State College Board of Trustees will be held at 4:30 p.m. on Thursday, June 9 at a location to be announced.

BE IT
FURTHER

RESOLVED: That this meeting be adjourned.

The meeting was adjourned at 6:50 p.m. A reception organized by the Student Government Association followed.

Submitted by,



William Kane,
Secretary

APPOINTMENTS -- FACULTY

Consuelo Arias	Assistant Professor Modern Languages Department Effective: September 1, 1994
Navjit Brar	Librarian II Library Effective: July 1, 1994
Jeffrey Draskoci-Johnson	Assistant Professor Mathematics and Statistics Effective: September 1, 1994
Eleanor Fogarty	Librarian II Library Effective: April 18, 1994
Mark Kiselica	Assistant Professor Counseling and Personnel Services Effective: September 1, 1994
Miriam Lowi	Assistant Professor Political Science Effective: September 1, 1994
Qin Shao	Assistant Professor History Department Effective: September 1, 1994
Kelly C. Smith	Assistant Professor Philosophy Department Effective: September 1, 1994
Simona Wright	Assistant Professor Modern Languages Effective: September 1, 1994 (half-time)

FACULTY REAPPOINTMENTS TO A 2ND YEAR 1994-1995

Karen Hogan	Assistant Professor Business
Brenda Leake	Associate Professor Elementary and Early Childhood Education
Donald Leake	Associate Professor Educational Administration and Secondary Education
Leslie Richeson	Associate Professor Business

FACULTY REAPPOINTMENT TO A 3RD YEAR 1994-1995

Laurence Thebault-Warthen	Assistant Professor Modern Languages
---------------------------	-----------------------------------------

CHANGE IN STATUS -- FACULTY

Lahna Diskin	Professor Office of the Dean of Arts and Sciences/English From: 10 month To: 12 month Effective: July 1, 1994
Siegfried Haenisch	Professor Office of the Dean of Arts and Sciences/Mathematics & Statistics From: 10 month To: 12 month Effective: July 1, 1994
David Rogosky	Assistant Professor Communication Studies From: 10 month To: 12 month Effective: July 1, 1994

RESIGNATIONS -- FACULTY

Irene Gamba	Assistant Professor Mathematics and Statistics Effective: June 30, 1994
-------------	-------------------------------------------------------------------------------

April 21, 1994

APPOINTMENTS -- STAFF

Sue Baldwin-Way	Director 2 College Relations Effective: April 25, 1994
Patricia Brown	Professional Services Specialist 4 Admissions (temporary) Effective: March 28, 1994 - June 30, 1994
Carole Doyle	Managing Assistant Director 3 Development and Alumni Affairs Effective: April 11, 1994
Kim Handl	Professional Services Specialist 4 (part time) Information Management Effective: March 28, 1994
Claire A. Hardgrove	Vice President for Academic Affairs Effective: April 25, 1994
Penny Lehman	Director 3 Institutional Research Effective: April 25, 1994
Lisa McCarthy	Assistant Director 3 Auxiliary Services Effective: June 1, 1994
Anne Martens	Director 2 Development and Alumni Affairs Effective: April 25, 1994
Lynn Patterson	Program Assistant College Relations Effective: February 21, 1994
James VanSaders	Program Assistant Development and Alumni Affairs (temporary) Effective: March 4, 1994 - April 29, 1994

RETIREMENTS -- FACULTY AND STAFF

Daniel R. Hall	Professor Economics Effective: June 30, 1994
Karl Gottesman	Assistant to the Vice President for Academic Affairs Effective: August 31, 1994

April 21, 1994

TSC Vision Statement

A College is a place of learning, a community guided by both beliefs and actions. TSC is a community of learners where beliefs are translated into action. We call this "Living our Ideals."

We believe that:

1. Service to the people of New Jersey and the nation is the College's highest priority. We serve by preparing our students to be tomorrow's leaders.
2. Our College is committed to excellence, embracing those programs and activities that we can deliver at an exemplary level.
3. Our College is enriched by the diversity of its people. Diversity gives meaning to our sense of community. It enhances creativity, teaches flexibility and forges strength from difference.
4. A community of learners is built around high expectations. We expect all members to use their unique talents to make the College a better place.

We live our ideals within boundaries that heighten our commitment to service, excellence, diversity and community. They define the College as primarily undergraduate, giving primacy to teaching, having an achievement oriented and diverse student body, and being medium sized, comprehensive, and residential.

RESOLUTION APPROVING THE INTERIM REPORT ON
COLLEGE GOVERNANCE

WHEREAS: On February 15, 1990, the Trenton State College Board of Trustees approved the document entitled "College Governance Structure and Processes: Standing Committees"; and

WHEREAS: That document indicates that "The Standing Committee structure will be reviewed every three years in a process recommended by the President of the College"; and

WHEREAS: The President of the College charged the committee on July 27, 1993, requesting a report containing the review and the resulting recommendations by December 19, 1993; and

WHEREAS: The 1990 document has been revised to reflect changes recommended in the interim report, including the creation of a Human Relations Advisory Council, minor editorial changes, committee and council membership adjustments, general recommendations relative to such things as the distribution of information, and specific recommendations on the elimination of some Area Advisory committees and the review of the charge and membership of others,

THEREFORE
BE IT

RESOLVED: That the Trenton State College Board of Trustees approves the attached document, and charges the president to institute a full review of governance in fall 1995.

April 21, 1994

**Trenton State College
College Governance Structure and Processes:
Standing Committees**

February 15, 1990

Revised April 21, 1994

I. INTRODUCTION

N.J.S.A. 18A:64-6 grants a wide variety of powers and duties to the Board of Trustees. Among these powers is the appointment of the President. The President, as Chief Executive Officer of the College, is directly responsible to the Board for the implementation of the College mission and vision, all College policies, all planning and budgets, facilities, and for representing the College to the public.

The College is administered consistent with the traditions of higher education. These traditions state that the faculty has primary responsibility for curricular issues, the administration has primary responsibility for the maintenance and support of the academic enterprise, and the students have the responsibility to voice their concerns over the quality of academic offerings, campus life, and the educational experiences provided for them at the College. The governance structure is intended to support the President by providing an organized forum through which faculty, students, and administrators may receive information regarding College processes, and through which they may participate in developing recommendations in their areas of primary responsibility. In this way, the campus community arrives at appropriate and timely decisions in a manner consistent with the principle of open and honest communication.

Through the governance structure, advice or recommendations are offered to the President of the College. The President is responsible for the effective function of governance. It is expected that recommendations made by the President to the Board will be consistent with and supportive of the mission of the institution.

The Standing Committee structure will be reviewed every three years, in a process recommended by the President of the College. All changes to campus governance structures are subject to the approval of the Board of Trustees, which has authority for the organization and administration of the College pursuant to N.J.S.A. 18A:64-6. Nothing in this document will limit the power of the Board of Trustees to develop and approve policy for the College as it may deem necessary.

II. BASIC PRINCIPLES

The basic principles at the foundation of campus governance are as follows:

- A. That although the Standing Committees are by definition responsible to the administration, the membership on such committees should constitute as broad a representation from various campus constituencies as possible;
- B. That charges to the Standing Committees should be as clear as possible in order that the committees may set about the business of the college in an orderly and efficient manner;
- C. That clear definitions should be established for policy, procedure, procedural implementation, consulting, information gathering, and information sharing, so that all members of the campus community understand the differences among those things, understand the processes necessary for the presentation of advice or recommendations, and know the locus of final approval;
- D. That those who will be affected by advice or a recommendation concerning policy or procedure will be consulted before the advice or recommendation is offered, after the advice or recommendation is developed, and after the advice or recommendation is received by the President or Executive Officer;
- E. That all members of the campus community should be informed about an issue under deliberation and have access to information concerning the status of the progress of the deliberations;
- F. That any issues concerning the implementation of policy and procedure should be handled at a level as close to the implementer or implementers as possible;
- G. That a cooperative effort be maintained among the constituent groups to facilitate appropriate resolution to various issues or concerns;
- H. That an effective system of governance must be responsive to the changing needs of the campus. Therefore, the structure should receive periodic review every three years.
- I. That effective governance has as its foundation principled and ethical behavior on the part of each member of the campus community.

III. THE RECOMMENDED STANDING COMMITTEES, ACADEMIC ADVISORY COUNCILS, AND AREA ADVISORY COMMITTEES

A. College Standing Committees

Standing Committee: Standing committees advise and/or recommend policy regarding the ongoing business of the College. They are informed regarding the relevant rules, regulations and issues pertinent to their committee charge. They participate in the policy development process of the College, and may be asked to deliberate regarding questions of procedure or procedural implementation.

1. Membership of the Standing Committees

Membership of each Standing Committee is indicated in item III, A, 2, "Committee Charges and Membership." All recommendations for membership on committees should be consistent with the College's commitment to diversity. On most committees, the ratio of administration and staff, faculty, and students is relatively consistent. The following guidelines were used in recommending committee members:

- a. Except where special conditions require, Ex-Officio members vote.
- b. Unless otherwise specified, faculty members are recommended by the Faculty Senate and appointed by the President. Most Committees have ten faculty members. These will be roughly proportional to faculty membership if they are apportioned:

4 - Arts and Sciences

2 - Education

1 each - Business, Nursing, Technology, and Library

Faculty members will serve staggered 3-year terms. No faculty member may serve on more than one standing committee or advisory council at any given time (unless they hold multiple memberships on an ex-officio basis).

Given the difficulty in staffing all standing committees with representatives from the smaller schools, the distribution should be applied with flexibility in recommending faculty membership from the smaller schools. The Faculty Senate should consult with the schools to solicit input on their preferences as to which committee membership is most important.

- c. Student members are recommended by the Student Government Association and appointed by the President.
- d. [Until such time as a graduate student organization can choose its own committee members, the Graduate Office will recommend graduate student appointments to the President.] *The appointments of graduate students to serve on committees and councils should be coordinated through the Office of Graduate Studies.*
- e. Appointments of professional staff members will be made by the President.

2. Standing Committee Charges and Membership

Recommendations for the appointment of faculty and undergraduates to Standing Committees are prepared by the Faculty Senate and the Student Government Association, respectively. All recommendations will be reviewed by the President to ensure that they meet the criteria for committee membership, and that they are balanced with respect to protected classes, in reasonable proportion to their numbers in the faculty, student body, and staff. All appointments are made by the President. Each standing committee of the college will elect a Chair and Vice Chair. It will be understood that the person elected Vice Chair will become Chair in the succeeding academic year.

a. Committee on Undergraduate Programs, Practices, and Standards

Reviews and recommends new undergraduate academic programs and significant changes in existing programs. Reviews, evaluates, and recommends: the nature of degree structures; the structure and content of general education; guidelines and standards for majors, minors, and other college-wide academic programs.

Membership (23 total)

Ex-Officio (with vote):

- Vice President for Academic Affairs or permanent designee
- Registrar or permanent designee
- Coordinator, Honors Program
- 3 Academic Deans
- 10 Faculty
- 5 Undergraduate students
- 2 professional staff

b. **Committee on Admissions, Advisement, and Retention**

Advises regarding policies and/or standards related to admission of freshmen and transfer students, and admission of non-matriculated students to degree programs. Reviews and recommends college-wide undergraduate standards and structure for the advisement of students and the training of faculty and staff advisors; reviews and approves advisement handbooks and the advisement information system; reviews and recommends the curriculum of the College Seminar. Reviews and recommends college-wide standards for retention and dismissal. Serves as the appeal committee for academic dismissal, re-entry, and readmittance.

Membership (25 total)

Ex Officio (with vote):

Director of Advisement
[Dean of Admissions] *Vice President for College Advancement* or
permanent designee
Dean of Academic Support or permanent designee
[Dean of Student Life] *Vice President for Student Life* or
permanent designee
Director of Institutional Research

Ex Officio (without vote):

Director of College Relations or permanent designee
Director of Admissions or permanent designee
Director of EOF Program or permanent designee
[Institutional Research Officer]

10 Faculty
5 Undergraduate students
2 professional staff

c. Committee on Budget and Planning

Advises regarding College goals and objectives; budget planning to implement the College goals and objectives; revision of the Master Plan, Mission Statement, and other college-wide planning documents; needs for new physical facilities and other major renovations of existing facilities; all physical aspects of the campus environment; academic calendar; and scheduling policies.

Membership (23 total)

Ex Officio (with vote):

Vice President for Academic Affairs or permanent designee

Vice President for Administration and Finance or permanent designee

Associate Vice President for Facilities Management and Planning or permanent designee

[Dean of Student Life] *Vice President for Student Life* or permanent designee

[Dean of Admissions and Records] *Vice President for College Advancement* or permanent designee

One Academic Dean

10 Faculty

5 Students (4 undergraduate, 1 graduate)

2 professional staff

d. Committee on College and Community Relations

Advises regarding the interpretation of the College to its internal and external publics in such areas as public information, publications, college events, alumni, community relations, fund raising, student recruitment and marketing. Makes specific recommendations for the establishment of criteria for the naming of College facilities and the awarding of honorary degrees; nominates candidates for citations, emeritus status, and other institutional honors. Coordinates the conferral of all institutional awards.

Membership (23 total)

Ex Officio (with vote):

Director of College Relations or permanent designee
Alumni Association Representative or permanent designee
[Dean of Student Life] *Vice President for Student Life* or permanent designee
[Dean of Admissions and Records] *Vice President for College Advancement* or permanent designee
Vice President for Academic Affairs or permanent designee
Director of EOF or permanent designee

10 Faculty

5 Students (4 undergraduate, 1 graduate)

2 professional staff

e. Committee on Faculty Promotions

[The Committee on Faculty Promotions is a standing committee unlike other standing committees of the College. Its charge is being considered separately, as are methods of determining membership.]

It is the goal of the promotion process to identify those faculty members and librarians who have demonstrated superior competency and to recognize their accomplishments by promotion to a higher rank. The procedures shall be fairly and equitably applied to all candidates. The process rests first upon peer evaluations. Within this context the promotion system recognizes the individuality of the different disciplines at the College. Therefore, the departments have the major responsibility for establishing and administering guidelines whereby the process is realized (subject to wider approval) and for making initial promotion recommendations. The application and departmental recommendations are then further considered by the School and College committees for the purpose of submitting recommendations to the President of the College.

Membership by school/disciplinary category:

- a. One member from Humanities (English, History, Modern Foreign Languages, Philosophy, Religion)
- b. One member from Fine and Performing Arts (Art, Communication and Theatre, Music)
- c. One member from Social Sciences (African-American Studies, Law and Justice, Political Science, Psychology, Sociology)

- and Anthropology)*
- d. *One member from Natural Sciences and Mathematics (Biology, Chemistry, Computer Science, Mathematics, Physics)*
- e. *One member from the School of Business*
- f. *One member from the School of Nursing*
- g. *One member from the School of Technology*
- h. *Two members from the School of Education/Library (each from a different department)*

f. Committee on Graduate Programs, Practices, and Standards

Reviews and recommends new graduate programs and significant changes in existing programs. Reviews, evaluates, and recommends the nature of, and guidelines and standards for, degree programs. Also addresses these issues for special-admissions graduate students, and students in graduate certification programs. Handles graduate admissions, advisement, and retention.

Membership ([17] 18 total)

Ex Officio (with vote):

Vice President for Academic Affairs or permanent designee
 Two Academic Deans
 Registrar or permanent designee
One representative from the Library

5 Faculty (one from each school *that has a graduate program, and from departments that have graduate programs within those schools*)

5 Graduate Coordinators (no more than [2] 3 from any one school)

3 Graduate Students

g. Committee on Quality of Campus Life

Studies and makes policy recommendations concerning the general health and safety needs of the campus. Advises and recommends policy on matters related to human relations within the College, and all relations with contractors and governmental agencies in order to assure all concerned that an atmosphere of nondiscrimination and equal opportunity is guaranteed to all. Serves in an advisory capacity concerning problems and methods of implementing and evaluating the Affirmative Action Program, and as an informational and technical resource for the College community. Advises and serves as a general

resource on issues related to the quality of life, the emotional environment, and human relations on campus.

Membership (28 total)

Ex Officio (with vote):

Affirmative Action Officer
[Dean of Student Life] *Vice President for Student Life* or permanent designee
Chair of the Minority Executive Council
Vice President for Administration and Finance or permanent designee
Vice President for Academic Affairs or permanent designee

Ex Officio (without vote):

Director of College Relations or permanent designee
Director of Health Services
Director of Counseling Center
Campus Safety Officer
Director of Campus Police
Director of Facilities

10 Faculty
5 Students (1 graduate, 4 undergraduate)
2 professional staff

h. Committee on Faculty Institutional Research and Sabbatical Leave

Reviews, evaluates, and makes recommendations concerning faculty requests for research grants, sabbatical leaves, and advanced study.

Membership (12 total)

Ex Officio (with vote):

Vice President for Academic Affairs or permanent designee
Executive Assistant for Grants and Sponsored Research

10 Faculty

B. Academic Advisory Councils

Academic Advisory

Council: The Academic Advisory Councils are charged with deliberations regarding specific areas under the purview of the Committee on Graduate or Undergraduate Programs, Practices, and Standards. The Councils report to the Committee on Graduate or Undergraduate Programs, Practices and Standards with recommendations regarding these policy and curricular areas.

1. **General Education Advisory Council**

Chaired by the Dean of Arts and Sciences, the GEAC makes recommendations to the Committee on Undergraduate Programs, Standards, and Practices relevant to the General Education Program and requirements.

Membership (all [24] 15 members with vote):

Faculty (elected under procedures established by each School):

[3] 2 Humanities
[2] 1 Math/Science
[2] 1 Social Science
[2] 1 [School of] Education
1 Nursing
1 Business
1 Technology

[Faculty Senate Representative]

Three students selected by the Student Government Association, with no more than one student from any one School.

The Chairperson of the Undergraduate Programs, Practices, and Standards Committee

[The Academic Deans]
The Dean of Arts and Sciences, plus one other Dean

The Vice President for Academic Affairs (or permanent designee)

2. **Teacher Education Advisory Council**

Chaired by the Dean of the School of Education, the TEAC makes recommendations to the Committee on Undergraduate Programs, Standards, and Practices and to *the Committee on Graduate Programs, Practices and Standards* relevant to programs, standards, and practices in Teacher Education.

Membership: Faculty (selected by departments):

- 1 Business
- 1 Technology
- 1 Nursing
- 4 Arts and Sciences
- 1 From each department in the School of Education

Ex-Officio (with vote):

- [The Academic Deans]
The Dean of the School of Education, plus one other Dean from Arts and Sciences, Nursing or Technology
- The Vice President for Academic Affairs (or permanent designee)
- Three *undergraduate and two graduate* students

3. **Honors Advisory Council**

The HAC makes recommendations to the Committee on Undergraduate Programs, Standards, and Practices relevant to programs, standards and practices of the Honors Program. The chair shall be elected by the council members.

Membership:

- Vice President for Academic Affairs or permanent designee
- Coordinator of Honors Program
- 4 faculty elected from Arts and Sciences
- 4 faculty, 1 each elected from Business, Education, Nursing, and Technology
- 4 students

C. Human Relations Advisory Council

The HRAC has responsibility to give life to the college's belief that all members of the campus community are enriched by the diversity of the community. This council will be chaired by the Affirmative Action Officer. The HRAC advises the Committee on the Quality of Campus Life.

Membership (all 28 with vote):

Faculty (elected under procedures established by each School):

- 4 School of Arts and Sciences*
- 2 School of Education*
- 1 School of Nursing*
- 1 School of Business*
- 1 School of Technology*
- 1 Library*
- 1 Faculty Senate President or permanent designee*

Students:

- President of the SGA or permanent designee*
- 5 students appointed by the SGA representing the diversity of the student body*

Administration:

- Affirmative Action Officer*
- Director of EOF*
- Vice President for Student Life*
- Academic Dean (one)*
- Vice President for Academic Affairs or permanent designee*
- Director of Facilities*
- Chair of the Minority Executive Council*
- Director of Campus Police*
- Director of the Office of Psychological Counseling*
- Director of Admissions*
- Director of College Relations*

All terms, except administrative appointments, which are office specific, shall be three years, except for the initial faculty appointments, which shall be staggered.

D.: Area Advisory Committees

Area Advisory Committees: Area Advisory Committees provide advice to and share information with the area directors/coordinators of specific college programs. Area Advisory Committees are a means by which the expertise, concern and commitment of members of the campus community can inform administrative decisions. Area Advisory Committees do not develop recommendations regarding college-wide policy. Since the function of these groups is not to develop college-wide policy, if policy issues arise, they will be forwarded to the Steering Committee for appropriate action.

Area Advisory Committees provide advice to and share information with area directors/coordinators of specific college programs. Since the function of these groups is not to develop college-wide policy, if policy issues arise, they will be forwarded to the Steering Committee, for appropriate action.

1. **Advisory Committees**

Athletic Advisory Committee

[Basic Skills Advisory Committee]

[CIE Advisory Committee]

Computer Center Advisory Committee

Instructional Media *and Library* Advisory Committee

International Education Advisory Committee

[Library Advisory Committee]

[New Faculty Mentoring Advisory Committee]

Pre-College Advisory Committee

Special Services Advisory Committee

[Visiting Scholars, Artists, and Practitioners Advisory Committee]

Women's Studies Advisory Committee

2. **Directors/Coordinators**

Athletic Director - Athletic Advisory Committee

[Coordinator of Basic Skills - Basic Skills Advisory Committee]

[Coordinator of Center for Instructional Enhancement - CIE Advisory Committee]

Associate VP for Information Management - Computer Center Advisory Committee

Director of the Media Center/Dean of the Library - Instructional Media Center/Library Advisory Committee

Coordinator of International Education - International Education Advisory Committee

[Director of Library Services - Library Advisory Committee]

[VP Academic Affairs (or permanent designee) - New Faculty Mentoring Advisory Committee]

Coordinator of Pre-College Program - Pre-College Advisory Committee

Director of Special Services - Special Services Advisory Committee

[VP Academic Affairs (or permanent designee) - Visiting Scholars, Artists and Practitioners Advisory Committee]

Coordinator of Women's Studies - Women's Studies Advisory Committee

3. **Membership**

Advisory committees will include membership of administration and staff, faculty, students, and other community members as appropriate. Membership patterns should be broadly consistent for all advisory committees, except where special conditions prevail. Chairs of advisory committees should be elected.

The following guidelines apply to the membership of all Advisory Committees:

- a. Professional staff: Three, of whom one is the director/coordinator of the area being advised. The other two are recommended by the area director to the President.
- b. Faculty Members: Four recommended by Faculty Senate, following consultation with the area director/coordinator, and appointed by the President (exception: International Education Advisory Committee, which will include additional exchange and former exchange faculty as recommended by the area director and appointed by the President).
- c. Students: Three, recommended by the SGA, following consultation with the area director, and appointed by the President
- d. External members: as needed. No more than two permanently designated external voting members.

IV. POLICY FLOW, CONSULTATION AND INFORMATION SHARING

A. Definitions

Ongoing issues which affect the campus as a whole should be sent to and deliberated by a Standing Committee. Some issues which affect the campus community as a whole are policy issues, some are procedural issues, some are issues of procedural implementation.

Recommendations concerning issues of policy must be submitted by the President of the College to, and approved by, the Board of Trustees. Advice and recommendations concerning matters of procedures must be approved by the President of the College or by the Executive Officer of the College under whose responsibilities the matter falls. Finally, matters of procedural implementation should be handled by the officer or group responsible for the implementation of that procedure. The following definitions clarify the differences among policy, procedure, and procedural implementation:

Policy: A guide based upon the mission of the institution, which influences the making of individual and collective decisions, and is put into practice by the necessary procedures.

Procedure: A listing of steps, rules, or regulations intended to implement a policy in a manner consistent with the letter and spirit of that policy.

Procedural Implementation: The process used in administering the steps, rules, or regulations established as procedure.

It is in the best interest of the campus community to establish clear lines of communication concerning advice or recommendations of policy or procedure established for dealing with all-college issues and for consulting those affected by advice or recommendations concerning policy, procedure and procedural implementation. In an atmosphere of collegiality, it is necessary to establish clear means of informing the campus community of the status of an issue under deliberation, or one which has reached the advice or recommendation stage.

Finally, in preparing any recommendation or advice there is a step which calls for a concerted process of gathering data, which will inform the deliberations. The following definitions are therefore provided to clarify the differences among consultation, information sharing, and information gathering.

Consultation: The act or procedures of seeking advice from those who will be affected by a decision concerning policy or procedure.

Information Sharing: The process developed to communicate to those who should know, who need to know, or who want to know, the status of standing committee deliberations and the recommendations concerning policy or procedure, and the handling of issues concerning procedural implementation.

Information Gathering: The process entered into by a standing committee in calling for facts, instances of past practice, and opinions from expert internal and external sources which will inform the deliberations.

B. General Principles

The following principles apply to the governance process, to support the conduct of campus governance in an orderly, efficient, and collegial manner:

1. That the Steering Committee acts as a clearing house for issues, and routes issues to the appropriate Standing Committee, school, department, division, or office.
2. That an issue of concern to the campus can be brought to the Steering Committee by any organization, group, or individual on the campus.
3. There is a clear flow of processes concerning policy and procedure.
4. There is a locus of responsibility for appropriate and orderly procedural implementation.
5. Matters entered into the policy, procedure, and procedural implementation flow process, are considered in the public domain. When in this process, information which is determined to be confidential, will be handled by adherence to legal and ethical standards related to confidentiality.
6. The President may set a reasonable deadline for consideration or review of matters deemed essential to the continued progress of the College.
7. *The Faculty Senate attendance policy should become the attendance policy for the campus governance process.*

8. *Provision should be made for self-nomination of professional staff for service in the campus governance process.*
9. *Terms of office for professionals staff should be the same as faculty (three years), and no staff member can serve consecutive terms on the same committee.*
10. *All advisory committees should publish action minutes of all meetings in This Week.*
11. *The position description for graduate assistants should be amended to include service on committees and councils of the college.*
12. *The Steering Committee should in consultation with the standing committees identify the items of regular business and then establish a separate time line and deadlines for the completion of these items.*

C. Steering Committee

Steering Committee: **The Steering Committee coordinates the flow of policy and procedure development and the resolution of questions regarding procedural implementation. The Steering Committee receives suggestions from the campus community regarding policy issues, and is responsible for ensuring that these suggestions are routed to the correct Standing Committee, and that information concerning all policy issues is made available to the campus community. The Steering Committee advises Standing Committees of suggestions for the most expeditious handling of issues. Timing and actions on issues should be determined within the context of the following:**

Priority of issues
 Complexity and impact of issues
 Deadlines related to the College calendar
 Contractual obligations and deadlines
 Deadlines for publishing and distributing information

The Steering Committee, as the coordinating body of the policy development process at Trenton State College, should be comprised of members of the College Community who have experience with the process involved in Standing Committee deliberations, including coordinating the interaction of faculty, students, and administrators to develop policies and procedures consistent with

the mission of the College. The membership of the Steering Committee should be as follows:

1. A faculty member from each school recommended by the Faculty Senate and appointed by the President. Special provisions for the first round of Steering Committee appointments are included as ATTACHMENT C of this document. Thereafter, after the initial round of appointments, the appointees will serve three years terms. Recommendations should be formulated according to the following criteria:
 - a. The Faculty Senate Executive Board should consult with the Dean of each School before formulating its recommendations.
 - b. Prior experience as a chair of a standing committee of the college will be required for Steering Committee eligibility. Exceptions to this guideline will be made as appropriate by the President of the College.
 - c. Faculty recommended for Steering Committee membership should have a knowledge and understanding of the Vision of the College (ATTACHMENT B) and the principles of collegial governance.
2. [One student recommended by the Student Government Association and appointed by the President for a two-year term.] *The Student Government Association president.* The voting Student Trustee will not be eligible for Steering Committee membership. *If the SGA president is the voting Student Trustee, the SGA president will appoint a permanent designee.*
3. Three administrators appointed by the President for a three-year term.

D. Flow of Policy, Procedure, and Procedural Implementation

A flow chart detailing this process is included as ATTACHMENT A.

Policy Flow

Policy: A guide based upon the mission of the institution, which influences the making of individual and collective decisions and is put into practice by the necessary procedures.

Policy Flow Process

1. Issue is sent directly to Steering Committee, on appropriate form.
2. Steering Committee routes request to appropriate standing committee. Senate, SGA, and other appropriate bodies, are notified through copies of routing form. Notice of the issue is published in This Week.
3. Standing Committee calls for information from sources in the college (internal) and/or other sources (external).
4. Standing Committee develops preliminary resolution.
5. Standing Committee sends preliminary resolution to appropriate bodies and offices for response (Presidents of the Senate and SGA, and the Executive Officers of the College).
6. Appropriate bodies and offices review preliminary resolution and respond in writing, giving their best advice concerning the preliminary resolution.
7. Responses and recommendations are reviewed by Standing Committee and final draft of recommendation is prepared.
8. Recommendation is sent to President with copies to Senate, SGA, Executive Officers, and Steering Committee.
9. President receives recommendation, reviews with appropriate administrative officers, Senate President, SGA president, and other persons as appropriate.
10. (A) If the President approves, the recommendation is sent to Board of Trustees.
(B) If the President disapproves, the recommendation is returned to Steering Committee with written reasons for disapproval. The Steering Committee will forward the President's response to the originating committee.
(C) The originating committee, in consultation with the Steering Committee, will study the President's response and determine whether the issue is still valid or pertinent. The originating committee may take the following actions:

1. Readdress the issues through the policy flow process (steps 3-7), for further study and development.
 2. Redirect the issue to the Steering Committee for rerouting to a different Standing Committee, for further study and development.
 3. Determine that further action is no longer needed.
- (D) If the recommendation is reexamined, resubmitted and disapproved a second time, the Chairperson of the Steering Committee will call a meeting of the recommending committee, the appropriate administrative officers, the Faculty Senate President, SGA President, and other persons as appropriate, to discuss the issue. The President will render a final decision regarding the recommendation.

Procedural Flow

Procedure: A listing of steps or rules or regulations intended to implement a policy in a manner consistent with the letter and spirit of that policy.

1. Issue is sent directly to Steering Committee, in written form.
2. Steering Committee routes request to appropriate Standing Committee. Senate, SGA, and other appropriate bodies, are notified through copies of routing form.
3. Standing Committee calls for information from sources in the college (internal) and/or other sources (external).
4. Standing Committee develops preliminary resolution.
5. Standing Committee sends proposed resolution to appropriate bodies and offices for response (Presidents of Senate and SGA, and Executive Officers of the College).
6. Appropriate bodies and offices review preliminary resolution and respond in writing, giving their best advice concerning the preliminary resolution.
7. Responses and recommendations are reviewed by Standing Committee, and final draft of recommendation is prepared.
8. Advice or recommendation is sent to appropriate Executive Officer of the College, with copies to Senate, SGA, appropriate administrators, and Steering Committee.
9. Appropriate Executive Officer receives advice or recommendation, reviews.
10. (A) If Executive Officer approves, sends advice or recommendation on to President for review. President notifies Board Chair for official notification of change in procedures.

(B) If Executive Officer disapproves, advice or recommendation is returned to Steering Committee with written reason for disapproval. The Steering Committee will forward the Executive Officer's response to the originating committee.

- (C) The originating committee, in consultation with the Steering Committee, will study the Executive Officer's response, and determine if the issue is still valid or pertinent. The originating committee may take the following actions:
1. Readdress the procedural issue through the procedural flow process (steps 3-7), for further study and development.
 2. Redirect the issue to the Steering Committee for rerouting to a different Standing Committee, for further study and development.
 3. Determine that further action is no longer needed.
- (D) If recommendation is reexamined, resubmitted, and disapproved a second time, Chairperson of Steering Committee will call a meeting with recommending Standing Committee, the Executive Officer, the principal administrators affected by the procedure, Faculty Senate President, SGA President, and other persons as appropriate. The Executive Officer will render a final decision on the recommendation.

Process to Resolve Questions Regarding Procedural Implementation

Procedural Implementation: The process used in administering the steps, rules or regulations established as procedure.

1. Issue is sent directly to Steering Committee, on appropriate form.
2. Steering Committee routes request or concern to appropriate administrative office or implementing unit (i.e., department, office, Standing Committee, etc.).
3. Unit gathers information regarding the issue.
4. Unit consults with affected parties.
5. Unit responds to Steering Committee with results of consultation, and/or resolution, and forwards written rationale for resolution.
6. Steering Committee closes case or, if not resolved, may redirect concern to next level or to a Standing Committee, for a review and recommendation concerning a change in policy or procedure.

E. Information Sharing

In order to assure that the information sharing process appropriately supports the policy, procedure, and procedural implementation flows, the following principles regarding communications are established:

1. That at Step 2 in policy flow and procedural flow, the issue brought to the Steering Committee and the committee to which it is referred be published in This Week, or similar publication.
2. That at Step 3 information be requested from sources within the college and/or external sources in writing on a form provided for that purpose.
3. That Standing Committees send preliminary recommendations or advice to appropriate bodies in writing, using the appropriate form. The advice or recommendation is also published in This Week.
4. That persons consulted return their responses in written form.
5. That the final recommendation is sent to the President in simple and clear prose. Copies should also be sent to appropriate persons and published in This Week.
6. That in June of each year, a final report from each Standing Committee be provided for the Executive Officers of the College, the Faculty Senate, the SGA, and the Steering Committee.

V. AD HOC COMMITTEES

The power to appoint committees for a variety of purposes is vested in the Board of Trustees. The Trenton State College Board of Trustees conducts its business according to the provisions of Robert's Rules of Order, unless a different provision is specified in the Bylaws. It is expected that, unless otherwise specified, College governance practices will likewise reflect those guidelines.

Robert's Rules of Order states the following regarding ad hoc, special, and select committees:

A special (select or ad hoc) committee is a committee appointed, as the need arises, to carry out a specified task, at the completion of which -- that is on presentation of its final report... -- it automatically ceases to exist. A special committee should not be appointed to perform a task that falls within the assigned function of an existing standing committee.¹

When ad hoc committees make recommendations to the President, an adequate time and open process should be provided to ensure that members of the campus community have time to consider the recommendations, and to register their reactions. Ad hoc committees should adhere to the "Information Sharing" section of this document, unless special circumstances pertain to their charge.

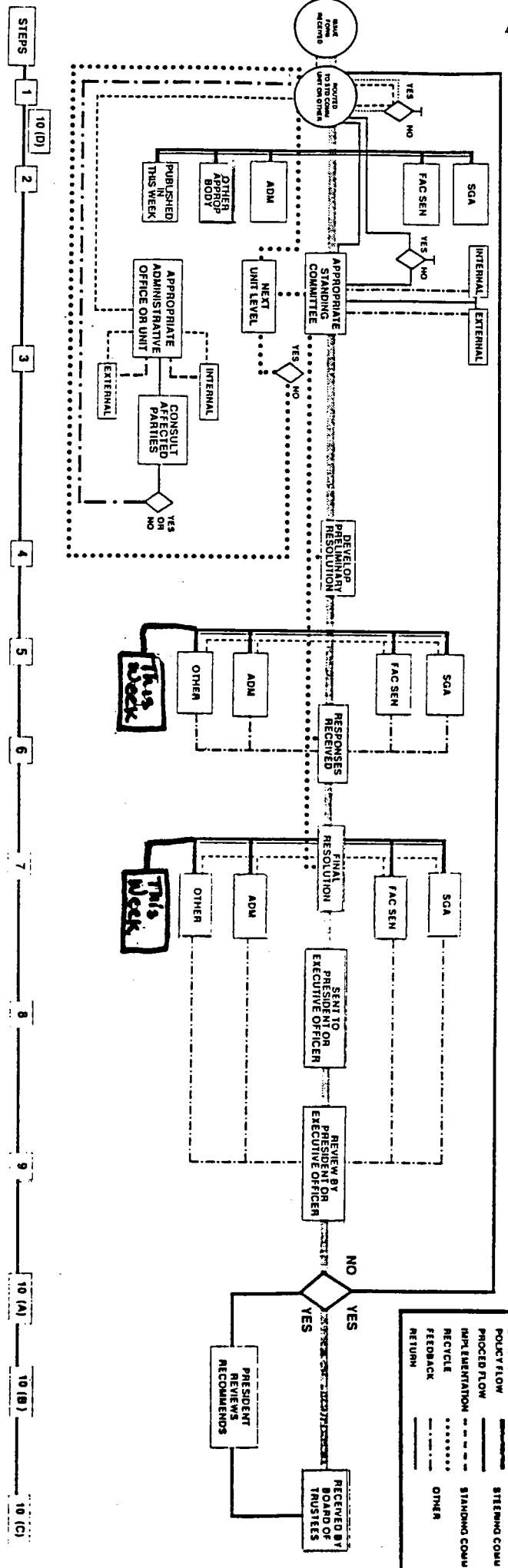
Items in brackets [] deleted April 21, 1994
Items in *italics* added April 21, 1994

¹ Robert, Henry M., Robert's Rules of Order, Newly Revised, 1990 edition, (Glenview, Illinois: Scott, Foresman and Company, 1990), p. 482.

CRITERIA AND SPECIAL PROVISIONS FOR THE FIRST FACULTY APPOINTMENTS TO THE COLLEGE STEERING COMMITTEE

The membership of the Steering Committee will include the following faculty:

1. A faculty member from each school recommended by the Faculty Senate and appointed by the President. For the first round of appointments, the President will appoint two members for three years, two members for four years, and one member for five years. Recommendations should be formulated according to the following criteria:
 - a. The Faculty Senate Executive Board should consult with the Dean of each School prior to submitting its recommendations.
 - b. The following priorities will be observed:
 1. Priority will be given to former chairpersons of Standing Committees of the College.
 2. If no former standing committee chairpersons are available within a given school, recommendees should possess experience as a member of the Academic Leaders group prior to the 1989-90 academic year. (The Academic Leaders group includes departmental chairpersons and those coordinators and other faculty who are listed as Academic Leaders by the Vice President for Academic Affairs).
 - c. Faculty recommended for Steering Committee membership should have a knowledge and understanding of the Vision of the College (ATTACHMENT B) and the principles of collegial governance.



RESOLUTION APPOINTING A MEMBER TO THE BOARD OF DIRECTORS
OF THE
TRENTON STATE COLLEGE DEVELOPMENT CORPORATION

WHEREAS: On December 10, 1987, the Trenton State College Board of Trustees approved the creation of the Trenton State College Development Corporation, for the purposes of 1) assisting the Board of Trustees in the development and growth of college facilities, to the end that broader educational opportunities and services may be provided to its students and the citizens of the State of New Jersey; 2) acquiring, managing, administering and disposing of properties; 3) encouraging industries to make loans, grants, gifts, devises or bequests for research, instruction, the establishment of endowments, scholarships, and the development of college facilities; and 4) to act without profit as trustee of educational and charitable trusts established to advance the purposes of the college; and

WHEREAS: The Trenton State College Board of Trustees approves and appoints the members of the Board of Directors of the Trenton State College Development Corporation, which shall be composed of one member of the Board of Trustees of the college, the President of the college, the President of the Corporation, and five citizens, two of whom shall be enrolled students of the college,

THEREFORE
BE IT

RESOLVED: That the Trenton State College Board of Trustees appoints the following person to the Board of Directors of the Trenton State College Development Corporation:

Michele Hughes-Gray, Citizen Member--Student Category, for a term of two years beginning July 1, 1994 and ending June 30, 1996.

RESOLUTION APPROVING AN AGREEMENT
FOR A JOINT BACHELOR OF SCIENCE/MASTER OF ARTS
WITH THE SCHOOL OF CRIMINAL JUSTICE OF RUTGERS UNIVERSITY

- Whereas: One of the goals of the Department of Law and Justice at Trenton State College is, "to prepare students for advanced studies at the Doctoral and Masters Degree levels in the field of criminal justice;" and
- Whereas: One of the goals of Trenton State College is service to the people of New Jersey and the nation; and
- Whereas: Many of the students majoring in Law and Justice are committed to careers in the field of criminal justice;
- Whereas: It is recognized that the School of Criminal Justice at Rutgers University is one of the outstanding graduate programs in criminal justice in the country: and
- Whereas: A joint degree program with the School of Criminal Justice at Rutgers University would enable Trenton State College students accepted into the program to earn a Bachelor of Science from the College and a Master of Arts from the University in four and one-half years,
- Therefore Be
It Resolved
That: The agreement for a joint Bachelor of Science/Master of Arts Program with the School of Criminal Justice of Rutgers University be approved: and
- Be It
Further
Resolved: That courses taken at the School of Criminal Justice of Rutgers University during the final one and one-half years of the joint degree program be allowed to be used as part of a Trenton State College degree program.

April 21, 1994

RESOLUTION APPROVING WAIVERS
OF ADVERTISING
FOR COLLEGE BUSINESS PURPOSES

WHEREAS: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$11,100, and

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

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

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

<u>VENDOR</u>	<u>PURPOSE</u>
Institut Mediterranéen de Langues de Specialites (\$22,000.00)	Tuition, room, board, ground transportation, and excursion costs for the Group Study Tour at the Institut

RESOLUTION APPROVING WAIVERS
OF ADVERTISING
FOR COLLEGE BUSINESS PURPOSES

WHEREAS: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$11,100, and

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

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

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

VENDOR

PURPOSE

Nittany Valley Offset
(\$50,514.98)

Printing of TSC Prospectus and Application
Forms

RESOLUTION APPROVING WAIVERS
OF ADVERTISING
FOR COLLEGE BUSINESS PURPOSES

WHEREAS: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$11,100, and

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

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

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

VENDOR

PURPOSE

Braceland Brothers
(\$23,190.20)

Printing of Undergraduate Bulletin

RESOLUTION APPROVING WAIVERS
OF ADVERTISING
FOR COLLEGE BUSINESS PURPOSES

WHEREAS: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$11,100, and

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

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

WHEREAS: The college will receive revenues annually from Wood Food Services (\$40,000) and from Barnes and Noble (\$2,500) to partially offset the cost of the Automated Privilege and Access Control System,

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

<u>VENDOR</u>	<u>PURPOSE</u>
HARCO Industries, Inc. (\$171,175.00)	Three-year contract for the lease, with option to purchase, of an Automated Privilege and Access Control System. (Cost includes maintenance fees for the second and third year of the contract).

RESOLUTION APPROVING WAIVERS
OF ADVERTISING
FOR COLLEGE BUSINESS PURPOSES

WHEREAS: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$11,100, and

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

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

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

VENDORPURPOSE

Barnes and Noble
(No Cost to College)

New Jersey State College Contracts Law
Section 18A:64-79:k

RESOLUTION APPROVING WAIVERS
OF ADVERTISING
FOR COLLEGE BUSINESS PURPOSES

WHEREAS: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$11,100, and

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

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

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

<u>VENDOR</u>	<u>PURPOSE</u>
Bellver International College (Mallorca, Spain) (\$13,000.00)	Rental of seven classrooms and office space for the summer program in Mallorca

RESOLUTION APPROVING WAIVERS
OF ADVERTISING
FOR COLLEGE BUSINESS PURPOSES

WHEREAS: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$11,100, and

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

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

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

<u>VENDOR</u>	<u>PURPOSE</u>
Oak Hall Cap and Gown Co., Inc. (\$17,000.00)	Rental of caps and gowns for Commencement

RESOLUTION APPROVING WAIVERS
OF ADVERTISING
FOR CONSTRUCTION CONTRACTING PURPOSES

WHEREAS: State College Contract Law permits waivers of advertising for specified purchases in excess of \$11,100 and

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

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

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

<u>VENDOR</u>	<u>PURPOSE</u>
Kehrt Shatken Sharon Architects (\$198,000.00)	Professional Architectural Services associated with the Academic Facility Master Planning Project

RESOLUTION APPROVING WAIVERS
OF ADVERTISING
FOR CONSTRUCTION CONTRACTING PURPOSES

WHEREAS: State College Contract Law permits waivers of advertising for specified purchases in excess of \$11,100 and

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

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

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

<u>VENDOR</u>	<u>PURPOSE</u>
Design Interface (\$18,000.00)	Professional scheduling services associated with the Travers-Wolfe Sprinkler and Fire Alarm project

April 21, 1994

RESOLUTION APPROVING WAIVERS
OF ADVERTISING
FOR CONSTRUCTION CONTRACTING PURPOSES

WHEREAS: State College Contract Law permits waivers of advertising for specified purchases in excess of \$11,100 and

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

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

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

VENDOR

PURPOSE

Colm Engineering
(\$13,500.00)

Professional engineering services associated with the Cogeneration takeover project

RESOLUTION APPROVING WAIVERS
OF ADVERTISING
FOR CONSTRUCTION CONTRACTING PURPOSES

WHEREAS: State College Contract Law permits waivers of advertising for specified purchases in excess of \$11,100 and

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

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

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

<u>VENDOR</u>	<u>PURPOSE</u>
Hoisington, Azmy, Constant, Bell, Mailer, Inc. (\$19,780.00)	Professional engineering services associated with the Cogeneration takeover project

April 21, 1994

RESOLUTION APPROVING WAIVERS
OF ADVERTISING
FOR CONSTRUCTION CONTRACTING PURPOSES

WHEREAS: State College Contract Law permits waivers of advertising for specified purchases in excess of \$11,100 and

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

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

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

VENDORPURPOSE

Honeywell, Inc.
(\$306,095.00)

Upgrade and improvement services directly related to the installation of building automation, control and energy management system installation at Armstrong Hall in association with the Armstrong Renovation and Addition: Phase II project

April 21, 1994

RESOLUTION APPROVING WAIVERS
OF ADVERTISING
FOR CONSTRUCTION CONTRACTING PURPOSES

WHEREAS: State College Contract Law permits waivers of advertising for specified purchases in excess of \$11,100 and

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

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

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

VENDORPURPOSE

Hoisington, Azmy,
Constant, Bell,
Mailer, Inc.
(\$11,100.00)

Professional engineering services associated with the Travers-Wolfe Roof, Packer Roof and Brower Student Center Roof projects

RESOLUTION CONFERRING EMERITUS STATUS

WHEREAS: The following faculty members have faithfully served Trenton State College and have retired; and

WHEREAS: The College and Community Relations Committee has recommended through the governance process the individuals listed below for emeritus status

THEREFORE, BE
IT RESOLVED: That the Board of Trustees of Trenton State College confers upon each the title of Emeritus, with all the privileges accorded therewith, in recognition of long and distinguished service to the college.

Dean Emeritus:
Anthony Hantjis
Phillip Ollio

Professor Emeritus:
David Boliver
Edward Brink
Tao Cheng
Judson Fink
Richard Shepherd
James Silver
Arthur Steinman