

**The College of New Jersey
Board of Trustees**

**Thursday, June 26, 1997
202E Brower Student Center**

Minutes of Public Board Meeting

Present: Mr. Marvin Greenberg, Chair; Dr. Haskell Rhett, Vice Chair; Mr. Bruce Hasbrouck; Mrs. Barbara Pelson; Mr. Tom Bracken; Mr. Robert Kaye; Mr. Robert Gladstone; Mr. Jose Sosa; Ms. Eleanor Horne; Mr. Anthony Perno, Student Trustee; Dr. Harold Eickhoff, President (ex-officio, without vote); Ms. Kelly Gavin, Alternate Student Trustee; Dr. Denis Murphy, Faculty Representative to the Board

The meeting was called to order at 2:35 p.m.

I. Announcement of Compliance

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

II. Motion to go into closed session

It was moved by Mr. Sosa, seconded by Mrs. Pelson, that the Board go into closed session to discuss personnel actions, and other items exempt under the Open Public Meetings Act.

III. Closed Session

IV. Resumption of Public Session/Pledge of Allegiance

The Pledge of Allegiance was recited.

V. Swearing on of New Trustee

Deputy Attorney General, Barbara Kleva, swore in a new trustee, Mr. Robert Gladstone.

VI. Approval of the Minutes of the February 27, 1997 meeting

It was moved by Dr. Rhett, and seconded by Mr. Perno, that the minutes be approved.

VII. Approval of the Minutes of the April 24, 1997 meeting

It was moved by Mr. Gladstone, seconded by Mrs. Pelson, that the minutes be approved.

VIII. Report of the President

The President gave his report, which included presentations by Angela Sgori on Grants and Research, Pete Mills on housing and Al Bridges on recruitment. The President asked that his recommendation to appoint an Academic Vice President be changed and that the Board extend the current contract for the Acting Vice President for Academic Affairs for one year. He also stated that the Executive Committee of the Board will review the Executive Officer search process with him before the September Board meeting and before initiating a new search for the Vice President for Academic Affairs.

IX. Report of the Board Officers

The Chair made his report.

The Vice Chair made his report.

A. Report of the Board Officers Nominating Committee

Mr. Hasbrouck stated that the committee had met and nominates the following slate of officers to serve during the 1997-98 year:

Chair: Dr. Haskell Rhett

Vice Chair: Mr. Bruce Hasbrouck

Secretary: Mrs. Jeanne Naglak

X. Report of the Trustee member of the TSC Development Corporation

Dr. Rhett made his report.

XI. Report of the Trustee member of the TCNJ Foundation

Mrs. Pelson reported for Mrs. Naglak

XII. Report of the Trustee Liaison to the Governing Boards Association

Mr. Greenberg made his report.

XIII. New Business

A. Report of the Executive Committee

1. Personnel Actions

The Chair recognized nine individuals from the campus community who had registered to speak. Eight individuals registered to speak to personnel actions, and were given the opportunity at this point to do so.

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

a. Appointments, Retirements, Resignations, Reappointment with Tenure, Reappointments -- Faculty (Attachment A)

It was moved by Mr. Greenberg, seconded by Dr. Rhett that the following personnel actions be approved with the addition of William Glenn and Anne Gormly under the Extension of Temporary Appointments category. The motion carried unanimously.

b. New Appointments, Change of Status, Extension of Temporary Appointments, Resignations, Retirements, One-Year Reappointments, Three-Year Reappointments, Four-Year Reappointments, Five-Year Reappointments, Extension of Current Contracts (10 Mo.) - Staff (Attachment B)

It was moved by Mr. Sosa, seconded by Dr. Rhett that the following resolution be approved.

2. Resolution Establishing the Schedule of Public Meetings for The College of New Jersey Board of Trustees for 1997-98 (Attachment C)

It was moved by Mrs. Pelson, seconded by Mr. Bracken that the following resolution be approved. The motion carried unanimously.

3. Resolution Appointing Members to the Board of Directors of the Trenton State College Corporation (Attachment D)

It was moved by Mr. Gladstone, seconded by Ms. Horne that the following resolution be approved. After discussion, the resolution passed unanimously.

4. Resolution Changing the Name of the Trenton State College Development Corporation to the Trenton State College Corporation (Attachment E)

It was moved by Ms. Horne, seconded by Dr. Rhett that the following resolution be approved. After discussion, the resolution passed unanimously.

5. Resolution to Implement FY 98 Salary Adjustments for Non-Unit Employees (Attachment F)

B. Report of the Academic Affairs Committee

Mr. Greenberg reported for the committee.

It was moved by Mrs. Pelson, seconded by Mr. Perno that the following resolution be approved. The resolution passed unanimously.

1. Resolution Setting the Minimum Number of Credits Required for BS Degree Programs in Nursing and Law and Justice at 120 Credit Hours (Attachment G)

It was moved by Mr. Kaye, seconded by Mr. Bracken that the following resolution be approved. After discussion, the resolution passed unanimously.

2. Resolution Accepting Revision of the Promotions Document for Librarians (Attachment H)

C. Report of the Finance and Construction Committee

Mr. Hasbrouck reported for the committee.

One member of the campus community was recognized, and spoke to the issue of campus finance.

It was moved by Mr. Hasbrouck, seconded by Mr. Greenberg that the following resolution be approved. After discussion, the resolution passed unanimously.

1. Resolution Approving the FY 1998 Operating Budget and Establishing Student Charges (Attachment I)

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

2. Resolution Approving Waivers for College Business Purposes: Computing and Technical (Attachment J)

It was moved by Mr. Hasbrouck, seconded by Mr. Perno that the following resolution be approved. Mr. Bracken recused himself due to a conflict of interest. The resolution passed unanimously.

3. Resolution Approving Bid Waivers for College Business Purposes:
Professional and Other Services ([Attachment K](#))

It was moved by Mr. Hasbrouck, seconded by Mr. Kaye that the following resolution be approved. The resolution passed unanimously.

4. Resolution Approving Bid Waivers for College Business Purposes:
Inter-Agency ([Attachment L](#))

It was moved by Mr. Hasbrouck, seconded by Mr. Kaye that the following resolution be approved. The resolution passed unanimously.

5. Resolution Approving Bid Waivers for College Business Purposes:
Utilities ([Attachment M](#))

It was moved by Mr. Hasbrouck, seconded by Mr. Kaye that the following resolution be approved. The resolution passed unanimously.

6. Resolution Approving Bid Waivers for College Business Purposes:
Library ([Attachment N](#))

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

7. Resolution Approving Bid Waivers for College Business Purposes:
Publications ([Attachment O](#))

It was moved by Mr. Hasbrouck, seconded by Mr. Kaye that the following resolution be approved. The resolution passed unanimously.

8. Resolution Approving Bid Waivers for College Business Purposes:
Facilities Management ([Attachment P](#))

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

9. Resolution Approving Bid Waivers for Construction Contracting
Purposes ([Attachment Q](#))

D. Report of the College Relations Committee

Mr. Sosa reported for the committee.

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

1. Resolution Conferring Emeritus Status ([Attachment R](#))

It was moved by Mr. Sosa, seconded by Mr. Kaye that the following resolution be approved. After discussion, the resolution passed unanimously.

2. Resolution Honoring Dr. William M. Klepper ([Attachment S](#))

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

3. Resolution Thanking Mr. Anthony Perno ([Attachment T](#))

It was moved by Mr. Sosa, seconded by Mr. Greenberg that the following resolution be approved. After discussion, the resolution passed unanimously.

4. Resolution Thanking Mr. William Kane ([Attachment U](#))

It was moved by Mr. Sosa, seconded by Mr. Greenberg that the following resolution be approved. After discussion, the resolution passed unanimously.

5. Resolution Thanking Dr. Susan Boughn ([Attachment V](#))

It was moved by Ms. Horne, seconded by Mr. Hasbrouck that the following resolution be approved. After discussion, the resolution passed unanimously.

6. Resolution Honoring Mr. Marvin Greenberg for Outstanding Service to The College of New Jersey ([Attachment W](#))

The Chair then made closing remarks, wherein he resigned his position from the Board and asked the Vice Chair to assume the Chair's responsibilities until the reorganization of the Board in September.

XIV. Adjournment

The following resolution was moved by Mr. Kaye, seconded by Mr. Hasbrouck:

BE IT

RESOLVED: The next public meeting of The College of New Jersey Board of Trustees will be held on Thursday, September 25, 1997, at a time and location to be announced.

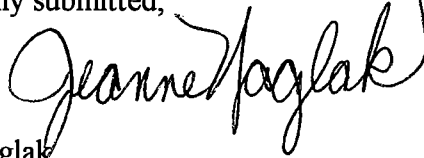
BE IT

FURTHER

RESOLVED: That this meeting be adjourned

The meeting was adjourned at 6:29 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jeanne Naglak". The signature is written in black ink and is positioned to the right of the typed name.

Jeanne Naglak
Secretary

APPOINTMENTS - FACULTY

Torin Alter	Assistant Professor Philosophy and Religion Effective: September 1, 1997
William Behre	Assistant Professor Special Education Effective: September 1, 1997
Charles Bennett	Assistant Professor English Effective: September 1, 1997
Kimberly Boyd	Assistant Professor (one-year temporary) Biology Effective: September 1, 1997
Henry Fradella	Assistant Professor Law and Justice Effective: September 1, 1997
Luis Gabriel-Stheeman	Assistant Professor Modern Languages Effective: September 1, 1997
Debra Garrett	Assistant Professor Language and Communication Studies Effective: September 1, 1997
Irene Gersten	Assistant Professor (one-year temporary) English Effective: September 1, 1997
Joseph Goebel	Assistant Professor Modern Languages Effective: September 1, 1997
James Graham	Assistant Professor Psychology Effective: September 1, 1997

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APPOINTMENTS - FACULTY (continued)

Devendra Gulati	Associate Professor (12 Mo.) Business Effective: September 1, 1997
Karen Hartman	Librarian II Roscoe L. West Library Effective: July 7, 1997
David Holmes	Assistant Professor Mathematics and Statistics Effective: September 1, 1997
Harriet Hustis	Assistant Professor English Effective: September 1, 1997
Won Kim	Assistant Professor (half-time temporary) Art Effective: September 1, 1997
Diane Kobrynowicz	Assistant Professor Psychology Effective: September 1, 1997
Jean Konzal	Assistant Professor Elementary and Early Childhood Education Effective: September 1, 1997
Diane Laird	Instructor (one year temporary) Art Effective: September 1, 1997
Randall LaSalle	Associate Professor (12 Mo.) Business Effective: September 1, 1997
Stuart McCook	Assistant Professor History Effective: September 1, 1997

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APPOINTMENTS - FACULTY (continued)

Janet Morrison	Assistant Professor Biology Effective: September 1, 1997
Chyuan-an Pan	Assistant Professor Elementary and Early Childhood Education Effective: September 1, 1997
Lee Ann Riccardi	Assistant Professor Art Effective: September 1, 1997
David Reimer	Assistant Professor Mathematics and Statistics Effective: September 1, 1997
Teresa San Pedro	Assistant Professor Modern Languages Effective: September 1, 1997
Richard Thayer	Assistant Professor (one-year temporary) Mathematics and Statistics Effective: September 1, 1997
Louis Tucci	Assistant Professor (12 Mo.) Business Effective: September 1, 1997
David Venturo	Assistant Professor English Effective: September 1, 1997
Jeanine Vivona	Assistant Professor Psychology Effective: September 1, 1997
Jean Wong	Assistant Professor Language and Communications Studies Effective: September 1, 1997

APPOINTMENTS - FACULTY (continued)

Qifu Zheng
Assistant Professor
Mathematics and Statistics
Effective: September 1, 1997

RETIREMENTS - FACULTY

Shirley Batchelor
Music
Effective: June 30, 1997

Catherine Cheng
Library
Effective: June 30, 1997

Salvadore Messina
Educational Administration and Secondary
Education
Effective: June 30, 1997

RESIGNATIONS - LIBRARY

Glenda Alvin
Library
Effective: June 12, 1997

Leon Brooks
Library
Effective: June 6, 1997

RESIGNATIONS - FACULTY

Victoria Campos
Modern Languages
Effective: June 30, 1997

LEAVE OF ABSENCE

Yong Lee
Computer Science
Effective: September 1, 1997-June 30, 1998

JOINT APPOINTMENTS

Claire Lindberg
Clinician/Educator
(one-year, part-time)
Nursing
Effective: September 1, 1997

Christine Danser
Clinician/Educator
(one-year, part-time)
Nursing
Effective: May 22, 1997

REAPPOINTMENT WITH TENURE

Mary Biggs

School of Arts and Sciences
Professor of English
Effective: July 1, 1997

Laurie Sherwen

School of Nursing
Professor of Nursing
Effective: July 1, 1997

FACULTY REAPPOINTMENTS

To a Fourth Year - 1998-99

Renaë Bredin	Assistant Professor	English
Snezana Kilibarda-Dalafave	Assistant Professor	Physics
Gerald Miller	Assistant Professor	Business
Sharon Navard	Assistant Professor	Mathematics and Statistics
Omolola Odubekun	Assistant Professor	Law and Justice
Jeffrey Otto	Assistant Professor	Art
Ruth Palmer	Associate Professor	Educational Administration and Secondary Education
Robert Parrish	Assistant Professor	Music
Taras Pavlovsky	Librarian II	Library
John Riddle	Librarian II	Library
Sharon Sherman	Associate Professor	Elementary and Early Childhood Education
Lynn Smith	Assistant Professor	Language and Communication Sciences
Connie Titone	Assistant Professor	Educational Administration and Secondary Education
Donald Vandegrift	Assistant Professor	Business
Yiqiang Wu	Assistant Professor	Language and Communication Sciences

To a Fifth Year - 1998-99

Navjit Brar	Librarian II	Library
Karen Clark	Assistant Professor	Mathematics and Statistics
Jean Graham	Assistant Professor	English
Johanna Jacob	Assistant Professor	Art
Harold Johnson	Assistant Professor	Special Education
Cathy Liebars	Assistant Professor	Mathematics and Statistics
Mark Kiselica	Assistant Professor	Counseling and Personnel
Miriam Lowi	Assistant Professor	Political Science
Marcia O'Connell	Assistant Professor	Biology
Philip Sanders	Assistant Professor	Art
Qin Shao	Assistant Professor	History
Kelly Smith	Assistant Professor	Philosophy and Religion
Simona Wright	Assistant Professor	Modern Languages

To a Sixth Year - 1998-99

MaryAnn Baenninger	Associate Professor	Psychology
Lyn Bradley	Assistant Professor	Chemistry
John Krimmel	Assistant Professor	Law and Justice
Brenda Leake	Associate Professor	Elementary and Early Childhood Education
Donald Leake	Associate Professor	Educational Administration and Secondary Education
Michele Naples	Associate Professor	Business
Michael Robertson	Assistant Professor	English

NEW APPOINTMENTS -- STAFF

Susan Long	Managing Assistant Director 2 College Relations Effective: May 19, 1997
Amarnath Madineni	Assistant Director 3 Media & Technology Effective: April 21, 1997
Catherine Padilla	Professional Services Specialist 3 College Relations Effective: April 1, 1997
Angela Pellin	Professional Services Specialist 3 Information Management Effective: July 7, 1997
Rosemarie Pena	Professional Services Specialist 3 Information Management Effective: May 5, 1997
Shirley Kathleen Rowe	Director 3 Community Development Services Effective: July 28, 1997
Pamela Singh	Director 2 Student Services & Administrative Systems Effective: April 28, 1997
Mary Jean Whitelaw	Managing Assistant Director 2 Institutional Research Effective: June 2, 1997

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APPOINTMENT (temporary) -- STAFF

Marla Fisher Program Assistant
 Development and Alumni Affairs
 Effective: June 9, 1997 - June 30, 1998

Sherry Tarantula Professional Services Specialist 4
 Residence Life
 Effective: September 1, 1997 - May 22, 1998

CHANGE OF STATUS -- STAFF

Patricia Beaber From: Librarian 1 (10 Mo.)
 To: Librarian 1 (12 Mo.)
 Library
 Effective: July 1, 1997

Frank Cooper From: Managing Assistant Director 1
 To: Director 3
 Graduate Studies
 Effective: May 24, 1997

Joan Fasulo-Harris From: Professional Services Specialist 1
 To: Associate Director 1
 Facilities Management & Planning
 Effective: March 31, 1997

Daphne Hobson From: Professional Services Specialist 4
 To: Managing Assistant Director 2
 International Studies
 Effective: May 26, 1997

Brad Stober From: Professional Services Specialist 4
 To: Professional Services Specialist 3
 Library & Information Management
 Effective: April 12, 1997

Philip Tramdack From: Assistant Dean
 To: Associate Dean
 Library & Information Services
 Effective: July 1, 1997

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EXTENSION OF TEMPORARY APPOINTMENTS -- STAFF

Thomas Breslin	Acting Dean School of Business Effective: July 1, 1997 - June 30, 1998
Heather Fehn	Project Specialist Office of the President Effective: July 1, 1997 - June 30, 1998
Robert Ford	Project Specialist Campus Planning and Construction Effective: July 1, 1997 - June 30, 1998
William Glenn	Project Specialist Governors School Effective: July 1, 1997 - December 31, 1997
Anne Gormly	Acting Vice President Academic Affairs Effective: July 1, 1997 - June 30, 1998
Jesse Rosenblum	Acting Associate Vice President College Relations Effective: July 1, 1997 - June 30, 1998

RESIGNATIONS -- STAFF

Barbara Clancey	Project Specialist Financial Aid Effective: May 2, 1997
Debra Deamer	Project Specialist (part-time) Library & Information Management Effective: May 31, 1997
Jennifer Friend-Huizer	Librarian 3 (temporary) Library & Information Management Effective: April 25, 1997

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RESIGNATIONS -- STAFF (continued)

Jeff Lamie Professional Services Specialist 2
 Alumni & Development Affairs
 Effective: July 10, 1997

Ann McEnerney Project Specialist
 Library (part-time)
 Effective: June 30, 1997

Leanne Platenburg Assistant Director 3
 Information Management
 Effective: April 1, 1997

John Ross Professional Services Specialist 3
 Information Management
 Effective: June 30, 1997

Glen Wetzel Professional Services Specialist 3
 Information Management
 Effective: June 6, 1997

RETIREMENTS -- STAFF

Robert Jankowicz Director 1
 Campus Planning & Construction
 Effective: June 1, 1997

William M. Klepper Vice President
 Student Life
 Effective: July 1, 1997

ONE-YEAR REAPPOINTMENTS -- STAFF

James Allen Director 4
 Building Services
 Effective: July 1, 1997 - June 30, 1998

Judith Alu Managing Assistant Director 1
 Development & Alumni Affairs
 Effective: July 1, 1997 - June 30, 1998

ONE-YEAR REAPPOINTMENTS -- STAFF (continued)

Mary Biggs	Dean Library & Information Services Effective: July 1, 1997 - June 30, 1998
Robert Bittner	Dean School of Engineering Effective: July 1, 1997 - June 30, 1998
Carole Dinnhaupt	Managing Assistant Director 3 Development & Alumni Affairs Effective: July 1, 1997 - June 30, 1998
Kelly Grady	Managing Assistant Director 3 Community Development Services Effective: July 1, 1997 - June 30, 1998
Donald Greenwood	Director 3 STEP Effective: July 1, 1997 - June 30, 1998
Pamela Jones	Managing Assistant Director 2 Equal Opportunity/Affirmative Action Effective: July 1, 1997 - June 30, 1998
Beverly Kalinowski	Managing Assistant Director 2 Records and Registration Effective: July 1, 1997 - June 30, 1998
Richard Kamber	Dean School of Arts and Sciences Effective: July 1, 1997 - June 30, 1998
Jeffrey Kerswill	Managing Assistant Director 1 Information Management Effective: July 1, 1997 - June 30, 1998

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ONE-YEAR REAPPOINTMENTS -- STAFF (continued)

Bridget Konkle	Managing Assistant Director 2 Library & Information Services Effective: July 1, 1997 - June 30, 1998
Monica Leonard	Managing Assistant Director 3 Community Development Services Effective: July 1, 1997 - June 30, 1998
Joseph Lopez	Project Specialist Human Resources/Development Corporation Effective: July 1, 1997 - June 30, 1998
Joanne Louzides-Bates	Managing Assistant Director 2 Human Resources Effective: July 1, 1997 - June 30, 1998
Magdalen Manetas	Managing Assistant Director 1 Community Development Services Effective: July 1, 1997 - June 30, 1998
Ceceilia O'Callaghan	Associate Director 3 Career Services Effective: July 1, 1997 - June 30, 1998
Suzanne Pasch	Dean School of Education/Graduate Studies Effective: July 1, 1997 - June 30, 1998
B. William Power	Project Specialist Information Management Effective: July 1, 1997 - June 30, 1998
Kathleen Ragan	Director 2 Auxiliary Services Effective: July 1, 1997 - June 30, 1998

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ONE-YEAR REAPPOINTMENTS -- STAFF (continued)

Douglas Ricci	Managing Assistant Director 3 Career Services Effective: July 1, 1997 - June 30, 1998
Mary Romspert	Confidential Assistant President's Office Effective: July 1, 1997 - June 30, 1998
Edward Schaller	Director 3 Campus Police Effective: July 1, 1997 - June 30, 1998
Laurie Sherwen	Dean 2 School of Nursing Effective: July 1, 1997 - June 30, 1998
Kathleen Smith	Director 3 Health Services Effective: July 1, 1997 - June 30, 1998
Nadine Stern	Associate Vice President Student Services and Administrative Systems Effective: July 1, 1997 - June 30, 1998

THREE-YEAR REAPPOINTMENTS -- STAFF

Gwendolyn Hughes	Director 3 Career Services Effective: July 1, 1997 - June 30, 2000
Audrey Jones	Managing Assistant Director 3 Community Development Services Effective: July 1, 1997 - June 30, 2000
Philip Tramdack	Associate Dean Library & Information Services Effective: July 1, 1997 - June 30, 2000

FOUR-YEAR REAPPOINTMENTS -- STAFF

ShaRon Brooks	Assistant Director 3 Student Center Operations Effective: July 1, 1998 - June 30, 2002
Pat Coleman-Boatwright	Executive Assistant 4 Student Life Effective: July 1, 1997 - June 30, 2001
Kimberley Kelly	Managing Assistant Director 2 Human Resources Effective: July 1, 1997 - June 30, 2001
Karen Roth	Managing Assistant Director 1 Auxiliary Services Effective: July 1, 1997 - June 30, 2001
Leslie-Ann Santos	Managing Assistant Director 3 Community Development Services Effective: July 1, 1997 - June 30, 2001

FIVE-YEAR REAPPOINTMENTS -- STAFF

Gregory Bressler	Associate Vice President Facilities Management & Planning Effective: July 1, 1997 - June 30, 2002
Nancy Freudenthal	Executive Assistant 4 Academic Affairs Effective: July 1, 1997 - June 30, 2002
Charlotte Gipson	Managing Assistant Director 2 Human Resources Effective: July 1, 1997 - June 30, 2002

FIVE-YEAR REAPPOINTMENTS -- STAFF (continued)

Roger Lienhardt Assistant Director 2
Media & Technology
Effective: July 1, 1998 - June 30, 2003

Joan McGowan Professional Services Specialist 2
Development & Alumni Affairs
Effective: July 1, 1998 - June 30, 2003

Robert Maarberg Professional Services Specialist 3
Media & Technology
Effective: July 1, 1998 - June 30, 2003

Dorothy Minkoff Assistant Director 3
Academic Development Services
Effective: July 1, 1998 - June 30, 2003

Michele Pachuta Professional Services Specialist 4
School of Nursing
Effective: July 1, 1998 - June 30, 2003

Vera Petrow Assistant Director 1
Financial Aid
Effective: July 1, 1998 - June 30, 2003

Olga Spielman Assistant Director 2
Telecommunications
Effective: July 1, 1998 - June 30, 2003

Jane Zamborsky Assistant Director 2
Financial Aid
Effective: July 1, 1998 - June 30, 2003

EXTENSION OF CURRENT CONTRACTS -- STAFF (10 MONTHS)

Carol Evangelisto Professional Services Specialist 3 (part-time)
Psychological Counseling Services
Effective: September 1, 1997 - June 30, 1998

EXTENSION OF CURRENT CONTRACTS -- STAFF (10 MONTHS) - (continued)

Larry Gage Professional Services Specialist 1
 Psychological Counseling Services
 Effective: September 1, 1997 - June 30, 1998

Bonnie North Professional Services Specialist 2
 Psychological Counseling Services
 Effective: September 1, 1997 - June 30, 1998

Patricia Valentine Professional Services Specialist 4
 Child Care Center
 Effective: September 1, 1997 - June 30, 1998

**Resolution Establishing The Schedule of Public Meetings
For The College of New Jersey Board of Trustees
For 1997- 1998**

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 1997-98 and directs that this schedule be sent to the Secretary of State for positing and to the press for publication in conformance with the requirements of law.

Meeting Dates 1997-98:

Thursday, September 25, 1997

Thursday, December 11, 1997

Thursday, February 26, 1998

Thursday, June 25, 1998

Tuition Hearing: Thursday, April 23, 1998

Resolution Appointing Members to the Board of Directors of the Trenton State College Development Corporation

Whereas: The College of New Jersey Board of Trustees approves and appoints the members of the Board of Directors of the Trenton State Development 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 College of New Jersey Board of Trustees appoints the following individual to the Board of Directors of the Trenton State College Development Corporation:

Mr. Adam Troisi, student, for a term of two years beginning July 1, 1997 and ending June 30, 1999.

**Be It
Further
Resolved:**

That The College of New Jersey Board of Trustees reappoints the following individuals to the Board of Directors of the Trenton State College Development Corporation:

Mr. Peter Mills, President, for a term of three years beginning July 1, 1997 and ending June 30, 2000

Dr. Brenda Leake, faculty, for a term of three years beginning July 1, 1997 and ending June 30, 2000

Mr. Jeff Meyer, citizen, for a term of three years beginning July 1, 1997 and ending June 30, 2000

Resolution Approving The Name Change Of The Trenton State College Development Corporation To The Trenton State College Corporation

Whereas: The College of New Jersey established an auxiliary service corporation to assist the Board of Trustees in the development and growth of The College facilities, to the end that broader education opportunities and services may be provided to the students and to the citizens of the State of New Jersey; and

Whereas: This organization was originally named the Trenton State College Corporation (“the Corporation”), but had its name changed to The Trenton State College Development Corporation in 1988 when it was determined by the Commercial Recording Bureau of the State of New Jersey, that the name too closely resembled the name of the College; and

Whereas: The name of Trenton State College was changed to The College of New Jersey in June of 1996; and

Whereas: The name of The College no longer resembles the name of the Corporation, thus eliminating confusion between the two entities; and

Whereas: Article XIV of the Trenton State College Development Corporation Bylaws state that amendments to the Bylaws and the Certificate of Incorporation “are effective upon the two-thirds affirmative vote of the Board of Directors and subsequent approval by the Board of Trustees;” and

Whereas: On May 8, 1997 the Trenton State College Development Corporation voted by two-thirds affirmative vote to return the name of the Corporation to the Trenton State College Corporation.

**Therefore,
Be It
Resolved:**

That the Board of Trustees of The College of New Jersey approves the name change of the Trenton State College Development Corporation to the Trenton State College Corporation, effective June 26, 1997.

Resolution To Implement FY98 Salary Adjustments For Non-Unit Employees

Whereas: N.J.S. 18A:64-6, as amended by the Higher Education Restructuring Act of 1994, invests the college's Board of Trustees with the responsibility and authority to administer the compensation of non-unit employees; and

Whereas: The College of New Jersey has developed and implemented appropriate performance evaluation and merit-based salary adjustment procedures for non-unit employees.

Therefore

Be It

Resolved: That the maximum of each non-unit salary range be increased by 3.0% for FY98; and

Be It

Further

Resolved: That the Board of Trustees hereby authorizes the President to implement FY98 salary adjustments for non-unit employees in compliance with the revised salary tables, and corresponding to each employee's performance rating; and,

Be It

Further

Resolved: That FY98 salary adjustments for the pool of non-unit employees shall not exceed 4.5%; and,

Be It

Further

Resolved: That the FY98 salary adjustments for non-unit employees shall be implemented effective July 1, 1997.

**Resolution Setting The Minimum Number
Of Credits Required For BS Degree Programs
In Nursing And Law And Justice
At 120 Credit Hours**

- Whereas: The College of New Jersey has a commitment to service to the people of New Jersey by preparing students to become tomorrow's leaders; and
- Whereas: Part of our service to the people of New Jersey includes the prudent use of resources to deliver undergraduate degree programs that can be completed within a four year period of time; and
- Whereas: The College of New Jersey offers bachelor's degrees which are intended to be earned in four years of full-time study; and
- Whereas: Fifteen credits per semester (equaling 120 credits over a four-year period) constitute a reasonable course load, optimizing student learning and allowing for in-depth study; and
- Whereas: The 120 credit minimum requirement for the bachelor's degree would allow the College greater flexibility in its course offerings and the use of its resources; and
- Whereas: Programs at many institutions which are peers of The College of New Jersey use 120 credit hours as the standard for the undergraduate degree; and
- Whereas: The Committee on Undergraduate Programs, Practices, and Standards has recommended a change in the minimum number of credits required in the BS programs in Nursing (NURA) and Law and Justice (LAWJ) from 128 to 120 credit hours,
- Therefore
Be It
Resolved: That the minimum credits required for graduation in the BS degree programs in Nursing (NURA) and Law and Justice (LAWJ) from 128 to 120 credit hours effective June 30, 1997.

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Resolution Accepting Revision Of The Promotions Document For Librarians

Whereas: A revised Promotions Document for faculty was approved by the Board of Trustees in February, 1997; and

Whereas: That Promotions Document did not address the promotion of librarians; and

Whereas: A Promotions Document for librarians has since been developed to parallel the Promotions Document for faculty; and

Whereas: Like the Promotions Document for faculty, the Promotions Document for librarians represents editorial rather than substantive changes from the previous promotions document; and

Whereas: The Promotions Document for Librarians has been recommended by the Promotions Committee and reviewed through the governance process,

Therefore Be
It Resolved

That: The Promotions Document for Librarians be approved, to be effective for the promotion process taking place during the 1997-98 academic year.

The College of New Jersey
College Promotions Committee
Information Sharing

TO: Academic Affairs
Executive Officers
Faculty Senate
Steering Committee
Student Government Association

FROM: ³¹ Bill Jones, Chair, College Promotions Committee

DATE: May 20, 1997

RE: Final Resolution on Promotions Document for Librarians

Statement of Issue: Promotions Document for Librarians

Final Resolution: That the attached document replaces the June, 1995 Promotions Document concerning the promotion of librarians

Current Policy: Promotions Document approved by Board of Trustees, February, 1997 (for faculty promotions; Promotions Document as approved by Board of Trustees, June, 1995 (for librarians)

Rational and Origin of the Final Resolution: The Promotions Document of June, 1995 was revised to improve its clarity and approved by the Board of Trustees in February, 1997. In an effort to have that document ready in time for candidates intending to apply for promotion during the 1997-98 academic year, it addressed only the promotion of faculty. A parallel document addressing the promotion of librarians was planned to be developed soon thereafter. That document, which incorporates suggestions from librarians and whose changes are of an editorial rather than a substantive character, is attached as a final resolution.

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PREFACE

It is the goal of the promotion process to implement the mission of The College through the recognition and reward of those faculty members and librarians who have demonstrated superior competency in teaching, in high quality research, and in meaningful service to The College at the undergraduate and graduate levels. These characteristics are found in The College's Purpose Statement of Undergraduate Education and described in the Undergraduate and Graduate Bulletins. The standards and procedures for promotion shall be fairly and equitably applied to all candidates.

The promotion 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. Some schools do not have departments. Promotion documents should state whether the major responsibility lies with the school or the division/area. The applications and departmental recommendations are then further considered by the College Promotions Committee for the purpose of submitting recommendations to the President of The College.

There must be a connection between those factors commending faculty and librarians for promotions and the purposes for which The College exists.

I. ELIGIBILITY *

Librarian II

Master's degree in Library Science or its historical antecedent from a then ALA accredited library school.

Three years professional library experience.

A second master's degree in another subject area and/or reading competence in one foreign language is desirable but not required.

Librarian I

Master's degree in Library Science or its historical antecedent from a then ALA accredited library school.

Five years professional library experience.

Demonstrated and/or potential administrative and coordinating ability.

A second master's degree in another subject area or ABD status in an approved doctoral program. A minimum of five additional years of professional library experience may be considered

* If a candidate presents qualifications in terms of education and experience that his or her library peers judge to be equivalent to the academic requirements normally required for promotion, although not corresponding to the letter, the candidate may be recommended for promotion. Librarians shall seek the advice of the appropriate outside agency in questions of equivalency. Establishing equivalency is not part of the promotion process *per se*, and must be accomplished before applying for promotion.

The requirement for the master's degree in Library Science or its historical antecedent from a then ALA accredited library school may be met by substituting a master's degree in a related field relevant to an individual's duties. The Library Promotions Committee, where appropriate, may consider and make recommendation on whether such other master's degrees should be so substituted.

in substitution for the second master's degree of ABD status.

Reading competence in one foreign language is desirable but not required.

II. BASES FOR PROMOTION

The descriptions below are not intended to be exhaustive or prescriptive, but rather to reflect the spirit behind the promotion process. Candidates are expected to demonstrate accomplishments in all five categories; however, this does not imply that candidates must present evidence of accomplishment in every example within a category or perform equally well in every example.

A. Performance in area of assigned responsibility

Librarians perform in one or all of the following capacities: reference, bibliographic instruction, access services, collection development, collection management, information retrieval, and bibliographic control.

Examples of skills and characteristics that mark effective performance include:

- Providing library users with effective access to information.
- Being well informed about trends, practices, and changing technologies in the profession.
- Contributing to the initiation and development of new programs and policies and preparing information materials for other staff and library users.
- Establishing and maintaining good communication and working relationships with faculty, administration, and students.
- Working effectively with student groups, outside agencies and with the general public.
- Demonstrating adaptability and flexibility and showing an awareness of individual differences and a sensitivity to the various cultures and heritages within the College community.

B. Professional contributions and scholarly activity

- Actively participating in professional organizations and associations including membership and/or office in a professional organization, task force, or library cooperative group.
- Providing sought-after services relevant to one's expertise as a librarian.
- Contributing to the professional literature and/or engaging in research relevant to librarianship or an appropriate subject field.

C. Additional academic preparation

- Pursuing and/or completing additional degrees.

- Attending courses, seminars, and workshops related to one's academic disciplines or the work of the library.

D. Administrative and/or coordinating ability

- Participating in planning, initiating, and codifying or coordinating library operation and service.
- Assisting in training new colleagues.
- Assisting in coordinating the work of colleagues and supervising work of support staff.

E. Participation in Library, College, and community affairs

- Participating in or chairing of Library and college-wide committees.
- Working on task forces.
- Functioning as an advisor to student organizations.
- Serving as representatives to College organizations or as invited representatives to off-campus programs.
- Contribution through the application of one's academic or professional skills and experience to community affairs through membership and active participation in charitable, civic, and cultural organizations.

III. STANDARDS FOR EVALUATING BASES FOR PROMOTION

A standard sets a basis of comparison for judging quality. The following standards should be applied in judging a candidate's application for promotion.

A. High quality work as judged by one's peers.

Work selected by a jury, panel, or series of reviewers will be particularly valued. In terms of service, high quality contributions (such as effective contributions to committee work) are more significant than just holding office.

B. Scope of recognition.

Candidates with a wide scope of recognition are evaluated positively.

C. Sustained effort, involvement, and record of accomplishment.

Consistent accomplishment over time will be evaluated more positively than less sustained effort and a completed work more positively than a comparable work in progress.

D. Impact of one's activities.

Demonstrated positive impact on students, peers, or the profession as a result of one's librarianship, scholarly/professional activity, or service is evaluated positively.

IV. DOCUMENTATION FOR APPLYING FOR PROMOTION

Documentation should be selective, supporting the candidate's achievements and impact in: performance in area of assigned responsibility; professional contributions and scholarly activity; additional academic preparation; administrative and/or coordinating ability; participation in Library, College, and community affairs. The forms of documentation listed below are suggested and are neither prescriptive nor exhaustive. No single activity or accomplishment should be cited in more than one category.

A. Performance in area of assigned responsibility

1. Letters of support relevant to performance may be included. All peer letters must be from the three years prior to the application. Peers' letters are to be based upon the responsibilities set out in the applicant's job description.
2. Materials prepared for colleagues or Library users.
3. Evidence of work on new programs and policies.
4. Evidence of liaison services to the campus community.
5. Other evidence of effectiveness as determined by the candidate. Examples include but are not limited to letters or other materials from students, faculty, colleagues, etc. addressing the area of assigned responsibility or providing anecdotal examples of effectiveness.

B. Professional contributions and scholarly activity

1. Optional external peer evaluation. See Appendices II and III for process.
2. Documentation includes but is not limited to: copies of publications; notification of awards and honors; notification of grants and reports on grant activities; printed programs, catalogs, or proceedings; reviews of books, particularly when done in depth; reprinting of articles or parts of books in collections of distinguished contributions to a subject; lists of adoptions of a textbook; citations.
3. Documentation concerning the significance of journal articles may include whether the journal is juried, its acceptance rate, its circulation.
4. For workshops, invited lectures and papers selected by a jury or presented to a highly selective organization, information should be provided showing the significance of the inviting organization or institution within the discipline.
5. Documentation of service as a consultant or practitioner should make it clear that the work involves the creation rather than the application of knowledge and that this work impacts significantly upon one's discipline. Evidence includes but is not limited to written evaluations by peers or professional organizations.

C. Additional academic preparation

1. Documented completion of advanced degrees since last promotion (or since initial hiring if this is the candidate's application for a first promotion).

2. Documented matriculation in a degree program, including a letter from the appropriate graduate advisor indicating: student status, nature of study, program, institution, anticipated date of completion.
 3. Photocopies of transcripts showing courses completed since highest degree was awarded.
 4. Documentation of post-doctoral study, internships, personal study, workshops attended, etc. Provide evidence of extent of participation.
- D. Administrative and/or coordinating ability
1. Documentation providing examples of administrative or coordinating activities.
 2. Documentation providing examples of assistance in training and supervising staff.
- E. Participation in Library, College, and community affairs
1. Documentation of active involvement should indicate the nature, quality, extent, and impact of the candidate's contributions.
 2. Evidence should make clear how the service activity is linked to one's professional/academic expertise.

V. PROCEDURES FOR APPLYING FOR PROMOTION

A. Preliminary Steps

1. Notification of intent to apply**
 - a. No later than January 31, the Office of Academic Affairs will send out a notice that application materials are available.
 - b. No later than October 2, the Library faculty member will sign a form provided by the Office of Academic Affairs as notice of intent to file for promotion.
2. Certification of Credentials and Service

No later than the first week in November, the Office of Academic Affairs will provide the Library Promotions Committee and applicants with information indicating the date an applicant commenced service at The College, total number of years of service, and the number of years in present rank. It also will certify that a candidate has met the eligibility requirements (see p. 1). Any discrepancies with respect to the information supplied shall be resolved prior to the start of the promotion process.

**A librarian also may be nominated by another person to the Library Promotions Committee. The candidate shall be informed by the nominator prior to the deadline for application submission, and the nomination may be declined. A candidate who accepts is responsible for completing the application process according to the deadlines in this document.

B. Submission of Application and Supporting Materials^{*}

1. The candidate submits his or her application and supporting materials to the Library Promotions Committee by October 2.
2. An application should use the headings and numbering system of the "Format for Promotion Application" found in Appendix I. The application should be on 8 1/2 x 11 white paper with numbered pages and a table of contents. Two copies should be submitted in the official Documents Envelope.
3. Supporting documents should be submitted in a hard-cover binder. Include a table of contents and mark sections and subsections with identifying tabs. Identify all material with name of applicant and appropriate heading.
4. Supporting documentation includes the following. (Also see pp. 4-5 for examples of documentation.)
 - a. Where a candidate has elected to use an external review, the letters soliciting external review and the vitae of the external reviewers shall be provided in addition to the reviewers' evaluations.
 - b. The candidate's responses to evaluations and assessments (e.g., peer evaluations of bibliographic instruction; Library Promotions Committee recommendations; Dean's recommendation) may be included at the option of the candidate.
5. Additional supporting material may be submitted either in the binder if space permits or in a box, heavy envelope, or other sturdy container. All material must be clearly labeled and organized. References to this material should be included in the application itself.
6. An official Documents Envelope will be provided by the Office of Academic Affairs. In it must be submitted:
 - a. Certification of credentials and service.
 - b. Two copies of the candidate's application.
 - c. Candidate's Essay: A two to five page, double spaced, typed essay in which the candidate comments upon the particular strengths of the application. The essay should address how the candidate has fulfilled the qualifications stated in this document under each area: performance in area of assigned responsibility; professional contributions and scholarly activity; additional academic preparation; administrative and/or coordinating ability; participation in Library College, and community affairs.

^{*}All materials submitted by a candidate shall be returned to the candidate by the College Promotions Committee.

- d. Library Promotions Committee's recommendation (to be added later by committee).
- e. Dean's recommendation (to be added later by Dean).

C. **Withdrawing the application**

A candidate may at any time in the process withdraw the application for promotion without prejudice. An application is withdrawn by submitting a letter to the chair of the Library or College Promotions Committee, depending upon the stage of the application process.

D. **Continuing the application**

1. **Candidate's response to Library Promotions Committee**

- a. Each candidate shall have the opportunity to appear before the committee to amplify and explain the documentation.
- b. The candidate is informed in writing of the Library Promotions Committee's recommendation by October 16.
- c. Each candidate shall have an opportunity to examine the committee's recommendation in its entirety. The candidate shall indicate by signature that he or she has read the entire contents and has been afforded an opportunity for comment and response. Such response is due by October 30 and shall be forwarded to the College Promotion Committee as part of the application.
- d. A non-recommended candidate may choose to continue an application. To do so, the non-recommended candidate must notify the chair of the College Promotion Committee in writing (with copies to the Dean and the chair of the Library Promotion Committee) no later than October 30.
- e. Claims of violation of procedures must be reported to the President of The College by the individual grievant 14 days from the date on which such claimed violation took place or 14 days from the date on which the individual grievant should have reasonably known of its occurrence. In the event of failure to report the occurrence within such 14 day period, the matter may not be raised in any later grievance contesting the validity of the committee's recommendation or any action based there on. (Article VII, G.5, State-Union Agreement).

2. **Candidate's response to the Dean**

The Dean's recommendation shall be transmitted to the candidate by November 20. The candidate may, within three working days of receiving the recommendation, request a meeting with the Dean to discuss that recommendation. The discussion shall take place within three working days of the request. Within three working days of the discussion, the Dean shall notify the candidate in writing of the final recommendation. If there is any response from the candidate, it must be in writing and shall become a part of the application and forwarded to the College Promotions Committee.

3. **Candidate's response to College Promotions Committee**
 - a. Each candidate and/or representative will have the opportunity to appear before the committee to amplify and explain the documentation submitted with the application. A request to appear before the committee must be made in writing on or before the second Monday in December.
 - b. Each candidate will receive written notification of the recommendation of the College Promotions Committee by January 17. Subsequently, non-recommended candidates receive a feedback letter.
 - c. Candidates have seven days after receipt of the committee's recommendation to submit an appeal. Information on the dates and procedures for making an appeal is included in the committee's letter of notification to the candidate. New, extraordinary, and compelling evidence must be submitted in order to warrant a change in the committee's recommendation.
 - d. Within seven calendar days of the final recommendation of the College Promotions Committee to the President, or by February 9, a candidate may initiate a grievance through the Union based on the allegation that, after timely filing of his or her application, the promotional procedure was violated or that there was breach of the rights of the candidate concerning discrimination or academic freedom. Such a claim, if sustained, will result in a reprocessing of the application on an expedited basis. A final recommendation in such case shall be made to the President no later than March 1 of the year in question. (State-Union Agreement, XIV, G)
4. **Candidate's response to the Vice President for Academic Affairs (see also Role of the Vice President for Academic Affairs, pp. 14-15)**
 - a. Should the Vice President, following the conclusion of the appeals process (see p. 14), make a promotion recommendation contrary to that made by the College Promotions Committee, the candidate may request a meeting with the Vice President. The request must be made within three working days of receiving the recommendation, and the discussion shall take place within three working days of receiving the request. Within three working days of the discussion, the Vice President shall notify the candidate in writing of the final recommendation.
 - b. The candidate may respond to the Vice President's final recommendation, and that response shall be forwarded to the President.
5. **Candidate's response to the President**

A candidate who has been recommended by the College Promotions Committee and who is not recommended by the President may request and will be granted a meeting with the President to discuss the reasons for the President's non-concurrence with the committee's recommendations.

VI. LIBRARY PROMOTIONS COMMITTEE

A. Membership/Eligibility

1. The Committee consists of four members of the Library faculty having at least two years of service.
2. No member shall serve concurrently as a member of the Library Reappointment and Tenure Committee.
3. The normal term for committee membership is two years.
4. Members of the Library Promotions Committee may not serve on the College Promotions Committee.
5. No candidate for promotion will be a member of the Library Promotions Committee.

B. Selection of Committee Members

1. Library Promotions Committee shall be elected by all the faculty of the Library.
2. Library Promotion Committee operating and election procedures shall be filed with the Office of Academic Affairs. Prior to implementation, these will be reviewed jointly by the Union and the College to assure fairness and equity. Once reviewed, these procedures will be included in the College Promotions Handbook.

C. Committee Responsibilities and Operating Procedures

1. To have a conference with each candidate, confirming the completeness and accuracy of the candidate's application for promotion.
2. To provide candidates with an opportunity to appear before the committee to amplify and explain documentation submitted with the candidate's application.
3. To review any evaluation from previous years supplied by the candidate and included in the application materials.
4. To evaluate each applicant in terms of the Bases for Promotion and the Standards for Evaluating Bases for Promotion and to recommend for promotion only those candidates who clearly warrant such promotion.
5. To complete the Format for Library Promotion Committee Recommendation for Promotion (see Appendix IV) indicating how the application materials demonstrate that the recommended candidates are eligible in terms of the Bases for Promotion and the Standards for Evaluating Bases for Promotion. There shall be only one recommendation forwarded for each candidate. Candidates are to be informed in writing of the committee's decision by October 16.
6. To provide feedback to all non-recommended candidates that, as set out in the Bases for Promotion and the Standards for Evaluating Bases for Promotion improvement is needed in one or more of the five Bases for Promotion.

Note: The feedback provided is not binding on subsequent committees and only reflects the best professional judgment of the current sitting committee.

7. To provide each candidate an opportunity to examine the committee's recommendation in its entirety. The candidate shall indicate by signature that he or she has read the entire recommendation and has been afforded an opportunity for comment and response. Such response is due by October 30 and shall be forwarded to the College Promotion Committee as part of the application.
8. To allow a non-recommended candidate to choose to continue an application. To do so, the non-recommended candidate must notify the chair of the College Promotion Committee in writing (with copies to the Dean and the chair of the Library Promotion Committee) no later than October 30.
9. To forward the application materials of all recommended candidates and of all non-recommended candidates who indicate that they wish to continue their application, along with the committee's recommendation for each of these candidates, to the Dean of the Library and Information Services for consideration by November 3.
10. To forward its recommendation to the College Promotion Committee by November 3.

VII. ROLE OF THE DEAN

- A. Upon receiving the Library Promotions Committee's evaluations, the Dean shall take that committee's report into consideration and prepare a separate written recommendation for each recommended candidate and each non-recommended candidate wishing to continue. That recommendation will indicate how the application materials demonstrate that the candidate meets or does not meet the Standards for Evaluating Bases for Promotion.
- B. The Dean's recommendation shall be transmitted to the candidate for review and response by November 20. The candidate may, within three working days of receiving the recommendation, request a meeting with the Dean to discuss that recommendation. The discussion shall take place within three working days of the request. Within three working days of the discussion, the Dean shall notify the candidate in writing of the final recommendation. If there is any response from the candidate, it must be in writing and shall become a part of the application and forwarded to the College Promotions Committee.
- C. When all meetings with candidates are completed, the Dean's written recommendation for each candidate, along with the accompanying application and documentation materials, are to be forwarded to the College Promotions Committee by December 9.

VIII. COLLEGE PROMOTIONS COMMITTEE

- A. Membership/Eligibility
 1. No candidate for promotion shall be a member of the College Promotions Committee.
 2. Members shall be tenured senior faculty and Librarians I and II.

3. Faculty may not serve concurrently on a Department Promotions Committee and the College Promotion Committee.
4. Membership by school/disciplinary category
 - a. One member from each of the following:
 - (1) Humanities (English, History, Modern Languages, Philosophy and Religion)
 - (2) Fine and Performing Arts (Art, Communication Studies, Music)
 - (3) Social Sciences (African-American Studies, Law and Justice, Political Science, Psychology, Sociology and Anthropology)
 - (4) Natural Sciences and Mathematics (Biology, Chemistry, Computer Science, Mathematics, Physics)
 - (5) School of Business
 - (6) School of Nursing
 - (7) School of Engineering
 - (8) Library
 - b. Two members from the School of Education (each from a different department)
5. No one may serve more often than four years in a nine year period.
6. No single department in the School of Arts and Sciences may represent that School for more than two consecutive terms.
7. The Union shall appoint an observer.
8. The Vice President for Academic Affairs shall serve as a participating member *ex officio* without vote.

B. Term of service

Except for the completion of another person's uncompleted term, the term of service is three years.

C. Nomination and elections procedures

1. College Promotions Committee Election Committee

The College Promotions Committee Election Committee shall consist of two representatives from the Union and two from The College administration. This committee's role is to fill vacancies on the College Promotions Committee by: issuing the call for nominations; overseeing the preparation of ballots; and establishing election rules and overseeing the conduct of elections.

2. Nominations

The call for nominations (including self-nominations) to the College Promotions Committee will be made on or before the last Monday in January. All nominations must be submitted on the appropriate forms to College Promotions Committee

Election Committee in care of the Office of Academic Affairs by 4:30 p.m. on the second Monday in February.

3. **Ballot preparation**

Voting is by School (or the Library). The Office of Academic Affairs prepares the ballots for each School (or the Library) in which there is a vacancy and distributes them by 4:30 p.m. on the first Monday in March.

4. **Conduct of Elections**

- a. **Ballots are to be sealed in a blank envelope provided with that ballot and returned to the College Promotions Elections Committee in care of the Office of Academic Affairs by the 2nd Monday in March.**
- b. **Ballots are tallied by the College Promotions Elections Committee, and the person receiving a majority vote in a School or disciplinary category shall be declared elected.**
- c. **Where no one receives a majority of the votes, a run-off election shall be held between the top two nominees in the category. The Office of the Academic Affairs will prepare a run-off ballot to be delivered to faculty by 4:30 p.m. on the fourth Monday in March and returned by 4:30 p.m. on the first Monday in April. Individuals receiving a majority of votes within a category shall be declared elected.**
- d. **The College Promotions Elections Committee shall announce election results by the second Monday in April.**

D. **Responsibilities of the College Promotions Committee**

The committee shall evaluate each applicant in terms of Eligibility, Bases for Promotion, and Standards for Evaluating Bases for Promotion (see pp. 2-3) and recommend promotion only for those candidates who clearly warrant such promotion.

E. **College Promotions Committee Operating Procedures**

1. **Committee membership begins on September 1 of each academic year.**
2. **The chairperson of the previous year shall call the first meeting of the committee.**
3. **At the first meeting, the Affirmative Action Officer will give an overview of affirmative action concerns and alert the committee to affirmative action issues as they relate to the promotion process. After discussion and upon the request of a majority of the committee, the Affirmative Action Officer may be asked to sit with the committee during its discussion and review of candidates.**
4. **The chairperson shall be a regular faculty member of the committee elected by a majority of the current committee members at the first meeting of the academic year.**

5. The College Promotions Committee shall receive the application and supporting documentation for each candidate. In its consideration of candidates, the committee shall:
 - a. Review and discuss all materials received from each candidate, assessing the quality of the documentation and considering any recommendations made by the Library Promotions Committees and the Dean.
 - b. Give consideration to the evaluations made by previous years' Library and/or College Promotions Committees Promotion, if the candidate has supplied these materials.
 - c. Restrict its discussions of candidates to Eligibility, the Bases for Promotion, and the Standards for Evaluating Bases for Promotion found in this document.
 - d. Not have any of its members act as an advocate of a discipline, department, or school. However, members may, at the request of the committee, provide additional information related to the Eligibility, the Bases for Promotion, and the Standards for Evaluating Bases for Promotion.
 - e. Provide candidates and/or their representatives an opportunity to appear before the committee to amplify and explain the documentation submitted with the application. A request to appear before the committee must be made in writing on or before the second Monday in December. At least six members of the committee must be present during any appearance by a candidate or representative.
 - f. Allow the candidate to examine the committee's feedback letter and recommendation. Any comment or response to these from the candidate shall be forwarded to the President as part of the candidate's application.

F. Committee Voting Procedures

1. All candidates for one rank are discussed and voted upon before discussion and voting for another rank take place.
2. Candidates within each rank are discussed in alphabetical order. Discussion may be terminated by a majority vote of the committee.
3. After thorough discussion of each candidate, committee members will vote "yes" or "no" by secret ballot, with the results of each ballot not announced until all candidates have been voted upon.
4. Candidates receiving seven or more votes are recommended for promotion.
5. Candidates receiving six votes can be recalled by one committee member. After full discussion, a recall vote is held for these candidates, and those receiving seven or more votes are recommended for promotion.

G. Notification of applicants

On or before January 17, the committee shall conclude its deliberations, arrive at recommendations, and notify in writing recommended and non-recommended candidates.

H. Feedback to non-recommended candidates

The committee's feedback letter to non-recommended candidates shall indicate that, as set out in the Eligibility, the Bases for Promotion, and the Standards for Evaluating Bases for Promotion improvement is needed in one or more of the following: performance in area of assigned responsibility; professional contributions and scholarly activity; additional academic preparation; administrative or coordinating ability; participation in Library, College, and community affairs.

Note: The feedback provided is not binding on subsequent committees and only reflects the best professional judgment of the current sitting committee.

I. Appeals

Candidates for promotion have seven days after receipt of the committee's recommendation to submit an appeal. Information on the dates and procedures for making an appeal is included in the committee's letter of notification to the candidate. New, extraordinary, and compelling evidence must be submitted in order to warrant a change in the committee's recommendation. After hearing a presentation by the candidate, the committee will vote by secret ballot, with eight affirmative votes needed to sustain an appeal. The Vice President for Academic Affairs must be present for the hearing of appeals.

J. Reporting to the President

Upon completion of the appeal process, the committee shall forward to the President a list of candidates it recommends for promotion, the promotion materials of the candidates, and its recommendation for each. There shall be only one recommendation for each candidate, and this recommendation shall indicate how the candidate meets the Eligibility, the Bases for Promotion, and the Standards for Evaluating Bases for Promotion. The committee's final recommendations shall be made known to all applicants within two working days after submission to the President.

IX. ROLE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

- A. The Vice President serves *ex officio* as a non-voting member of the College Promotions Committee and must be present for the hearing of appeals by the College Promotions Committee.
- B. Once appeals to the College Promotions Committee have been completed and the committee's final recommendations have been made, the Vice President shall prepare a written statement indicating concurrence or areas of non-concurrence with the committee's recommendations. The Vice President's comments shall indicate how the application materials demonstrate that the recommended candidates meet or do not meet Eligibility and the Standards for Evaluating Bases for Promotion.
- C. The Vice President's report shall be transmitted immediately to the candidate for review and response. Should the Vice President make a recommendation contrary to that made by the College Promotions Committee, the candidate may request a meeting with the Vice

President. The request must be made within three working days of receiving the recommendation, and the discussion shall take place within three working days of receiving the request. Within three working days of the discussion, the Vice President shall notify the candidate in writing of the final recommendation.

- D. Any response by the candidate to the Vice President's final recommendation shall be forwarded to the President.

X. ROLE OF THE PRESIDENT

- A. On or before November 15, the President or designee shall inform the College and Library Promotions Committees of the number of promotions available at each rank.
- B. Within three working days after receiving the final recommendations of the College Promotions Committee, the President may choose to meet with the committee concerning its recommendations.
- C. Should the President make a recommendation inconsistent with that of the College Promotions Committee, he or she shall provide the committee with the reasons for that action at least five days prior to the Board of Trustees meeting at which promotions are to be considered. (State-Union Agreement XIV, D)
- D. A candidate who has been recommended by the College Promotions Committee and not recommended by the President may request and will be granted a meeting with the President to discuss the reasons for the President's non-concurrence with the committee's recommendations.
- E. Recommendations of the President to the Board of Trustees and the decisions of the Board shall be delivered in writing to all candidates no later than March 15, unless changed by local agreement between The College and the Union.

XI. PROMOTIONS DOCUMENT AND PROMOTIONS HANDBOOK

- A. The College shall provide copies of this Promotions Document in sufficient quantities so that each affected employee may receive a copy plus additional copies for employees hired during the term of these procedures. The College assumes responsibility for the distribution of the document, and all new employees shall receive a copy on or before September 10 of the academic year.
- B. The Office of Academic Affairs shall secure and compile in a handbook, the election and operating procedures established by the Library and the various schools and departments. These shall be reviewed with the Union.
- C. Suggestions from individual faculty members, librarians, and committees for changes in the policies, procedures and forms shall be submitted in writing by a joint letter to the College and the Union.

APPENDICES

APPENDIX I
FORMAT FOR LIBRARY FACULTY PROMOTION APPLICATION

Respond only in applicable categories, using the numbering system below.

Name

Present Rank

Date of initial appointment at The College of New Jersey.

Date of appointment to present rank at The College of New Jersey.

I am applying for promotion to the rank of: _____.

I understand that this is the only rank for which I will be considered.

- I. Employment record, beginning with the most recent experience. Indicate: date, employer, title, and brief job description.
- II. Educational Background
 - A. Degrees and diplomas, with dates, institution, and specialization.
 - B. Title of thesis/dissertation.
- III. Performance in Area of Assigned Responsibility
Provide applicable examples and documentation such as:
 - A. Accomplishments in performance of daily activities.
 - B. Materials prepared for colleagues or library users.
 - C. Work on new programs and policies.
 - D. Liaison services to campus community.
 - D Peer letters.
- IV. Professional Contributions and Scholarly Activity
Provide applicable examples and documentation such as:
 - A. Professional organizations. Indicate: dates, offices held (if any), and provide in the supporting documentation evidence of the extent of your participation.
 - B. Service on task forces, consultancies, cooperative groups, professional programs, etc. Indicate dates and sponsoring organization, and provide in the supporting documentation evidence of the nature and extent of your participation.
 - C. Contributions to the professional literature and/or technologies.
List contributions to the professional literature according to one of the standard bibliographic formats used in the academic disciplines. Indicate any grant support received. Where there are co-authors, indicate the degree and nature of your contribution.
 - D. On-going research activities. Provide evidence of progress.
 - E. Special honors. Indicate: name and type; authority/organization conferring honor; date.
 - F. Service as an editor or reviewer of scholarly works or proposals.
- V. Additional Academic Preparation
 - A. Documented completion of advanced degrees since last promotion (or since initial hiring if this is the candidate's application for a first promotion).
 - B. Current matriculation in a degree program. Submit in the supporting documentation a letter from the appropriate graduate advisor indicating: student status, nature of study, program, institution, anticipated date of completion.

- C. Courses completed since highest degree was awarded. Provide photocopy of transcript in the supporting documentation.
- D. Post-doctoral study, internships, personal study, conferences, workshops attended, recertification programs, etc. Include evidence as appropriate of extent of participation in supporting documentation.

VI. **Administrative or Coordinating Ability**
Provide appropriate examples such as:

- A. Administrative or coordination activities.
- B. Assistance in training and supervising staff.

VII. **Participation in Library, College, and Community Affairs**

For all activities indicate dates, offices held (if any), and provide in the supporting documentation evidence of the extent of your contributions.

- A. Library service.
- B. College service.
- C. Community service.

VIII. **Other attainments and honors contributing to qualifications for promotion.**

(Also submit a copy of the Candidate's Essay. See page 6)

I hereby affirm that the information I have provided in this application is accurate.

Signature _____ Date _____

APPENDIX II

EXTERNAL PEER EVALUATIONS OF PROFESSIONAL CONTRIBUTIONS AND SCHOLARLY ACTIVITY*

A candidate has the option of submitting solicited external professional peer evaluations of his or her professional contributions and scholarly activity.

1. Preliminary notification

On or before January 31 of the calendar year in which the Library faculty member intends to apply for promotion, he or she shall indicate an intention of seeking external peer evaluation by providing the names, titles, and affiliations of at least six potential reviewers. Such indication shall be made in writing to the chairperson of the current Library Promotions Committee.

2. Selection of Reviewers

a. On or before February 15, the Library Promotions Committee shall meet with the candidate to discuss the characteristics of the reviewers and the nature of the Library faculty member's relationship to the reviewers.

b. On or before February 28, the Library Promotions Committee shall respond to the candidate's list by selecting the names of two reviewers. If the committee cannot select two names from the candidate's list, the committee shall solicit from the candidate an additional name for each of those rejected and make a new selection.

3. Contacting the Reviewer

a. Upon identification of the two reviewers, but no later than March 30, the Library Promotions Committee shall write to determine whether these individuals will serve as reviewers.

b. The letter to potential reviewers shall include the following:**

- (1) The name of the candidate, his or her area of professional contribution/scholarly activity and the rank being sought.
- (2) The charge that the reviewer analyze and evaluate critically the candidate's accomplishments and compare them to those of others in the field who are at the rank to which the candidate is applying. The reviewer also is charged with commenting on the candidate's potential for future development.
- (3) The fact that the evaluation will be shared with the candidate who has the right to respond to it with the promotion application.

*Violation of these evaluation procedures may be grievable pursuant to Article VII, B.1 of the State-Union Agreement.

**Also see sample letter in Appendix IV.

- (4) That the fee will be \$250.
 - (5) A deadline of September 15 for submission of the evaluation report.
 - (6) A request to respond within two weeks, indicating whether he or she will serve as reviewer.
- c. If a potential reviewer does not respond within two weeks or declines to serve, the name of a new potential reviewer may be supplied by the Library faculty member to the Library Promotions Committee in the manner described above.

4. Submission to the Reviewers

The faculty member shall supply the Library Promotions Committee with such material as he or she deems appropriate for submission to the reviewers. The Library faculty member shall receive a copy of the letter sent to the reviewers.

5. Reviewers' Evaluation Reports

Reviewers shall submit their reports to the chair of the Library Promotions Committee on or before September 15 of the calendar year of the candidate's application. If not received by that date, the reviewer will be contacted to request immediate submission of the report. Copies of reviewers' reports shall be provided immediately to the Library faculty member for review and response. Should a reviewer fail to submit a report in time for the candidate to have 14 days in which to make a response prior to the Library Promotions Committee's meeting to make its recommendation, the committee will treat the candidate's application as complete and non-submission of the outside review shall not be deemed prejudicial to the candidate.

6. Candidate's Response to the Reviewers' Reports

Within 14 days of the receipt of a reviewer's report, the candidate may respond in writing and any such response shall become part of the candidate's promotion application.

APPENDIX III

SAMPLE LETTER TO EXTERNAL REVIEWER

Dear -----:

[Name] has applied for promotion to the rank of [rank]. The Library Promotions Committee requests your evaluation of materials submitted by [name] as part of the application process.

The College of New Jersey is a highly selective, multipurpose, primarily undergraduate institution. It is student-centered and committed to a vision of service, excellence, and diversity.

The process of peer review is carried out within the context of a college-wide promotions process. Librarians are expected to demonstrate accomplishments in: performance of area of assigned responsibility; professional contributions and scholarly activity; additional academic preparation; administrative or coordinating ability; and participation in Library, College, and community affairs. We are, however, requesting that your review consider only the professional contributions and scholarly activity, and we are enclosing the sections of The College's promotions document setting out the bases for evaluating the accomplishments of a candidate. We ask peer reviewers to analyze and critically evaluate the candidate's accomplishments and compare them to those of others in the field who are at the rank to which the candidate is applying. In addition, please comment on the candidate's potential for future development.

At The College of New Jersey, the assessment by external peer reviewers will be shared with the candidate, who will have the right to respond to it as part of the promotion application. There is an honorarium of \$250 for the reviewer, and we ask that the review be completed by [date]. If you are willing to serve as a peer reviewer for the professional contributions and scholarly activity of [name], please let me know by [date].

Thank you for your consideration.

Sincerely,

[Chair of Library Promotions Committee]

APPENDIX IV

FORMAT FOR LIBRARY PROMOTION COMMITTEE RECOMMENDATION FOR PROMOTION

Candidate _____

- I. Performance in Area of Assigned Responsibility
(discussion and evaluation)
- II. Professional Contributions and Scholarly Activity
(discussion and evaluation)
- III. Additional Academic Preparation
(discussion and evaluation)
- IV. Administrative or Coordinating Ability
(discussion and evaluation)
- V. Participation in Library, College, and Community Affairs
(discussion and evaluation)

The candidate is _____ is not _____ (check one) recommended for promotion.

Signed:

(Chair, Library Promotions Committee) (Date)

=====

To Applicant For Promotion:

The collective bargaining agreement requires that individuals have an opportunity to read and, if they wish, respond to any documents placed in their personnel files. Please sign below:

I attest that I have read this document. I do _____ do not _____ (check one) intend to forward a response by _____ to the Chair of the Library Promotions Committee. I do _____ do not _____ (check one) want my application forwarded to the College Promotions Committee.

Name _____ Date _____

CANDIDATE WISHING TO APPEAL A DECISION ON PROCEDURAL GROUNDS SHOULD FOLLOW APPEALS PROCEDURE CITED IN THE AGREEMENT BETWEEN THE STATE OF NEW JERSEY AND COUNCIL OF NEW JERSEY STATE COLLEGE LOCALS.

APPENDIX V

PROMOTIONS TIMETABLE

Note: If, in any year, the specified date is a non-work day, the deadline will be moved forward to the next work day.

January 31	Candidates intending to seek external review notify Library Promotions Committee. Academic Affairs notifies candidates of availability of packets.
2nd Monday in February	Nominations for College Promotions Committee submitted.
February 15	Library Promotions Committee meets with candidate to discuss external review process.
February 28	Library Promotions Committee selects external reviewers.
1st Monday in March	Ballots delivered to faculty for College Promotions Committee election.
2nd Monday in March	Ballots due for College Promotions Committee election.
4th Monday in March	Ballots delivered to faculty for College Promotions Committee in March run-off election (if necessary).
March 30	Library Promotions Committee writes to external reviewers.
1st Monday in April	Ballots due from run-off election for College Promotions Committee.
September 15	External reviewer report due to Library Promotions Committee.
By the end of September	Library Promotions Committee elections completed.
October 2	Candidates submit applications to Library Promotions Committee.
October 16	Candidates informed in writing of the decision of the Library Promotions Committee.
October 30	Candidate response to Library Promotions Committee.
October 30	Non-recommended candidates notify College Promotions Committee of intention to pursue promotion.
November 3	Library Promotions Committee forwards recommendation and candidates' documentation materials to the appropriate Dean.
November 3	Library Promotions Committee forwards recommendations to College Promotions Committee.
November 8	Academic Affairs provides candidates with letter concerning credentials.

- November 15 On or before November 15, the President of The College or designee shall inform the College and Library Promotions Committees of the number of promotions available at the various ranks.
- November 20 Dean forwards recommendations to each candidate.
- November 27 Candidate response to Dean.
- December 7 Dean forwards recommendations and candidates' documentation materials to College Promotions Committee.
- 2nd Monday in December Deadline for requesting that candidate and/or representative appear before the College Promotions Committee to amplify or explain documentation submitted with the application.
- January 17 Candidates are informed in writing of the decision of the College Promotions Committee.
- February 1 A list of candidates recommended for promotion is forwarded from the College Promotions Committee to the President along with the documentation materials of the recommended candidates and a statement indicating how the application materials demonstrate that the recommended candidates meet the criteria and standards for promotion which are set out above.
- March 15 Recommendations of the President to the Board of Trustees and decisions of the Board shall be delivered in writing to all candidates.

APPENDIX VI
EQUAL OPPORTUNITY POLICY

It is the policy of The College of New Jersey to provide equal opportunity for employment as well as equity of conditions for employment to all of its applicants and employees without regard to race, color, religion, creed, sex, ancestry, national origin, marital status, affectional or sexual orientation, age, disability or liability for service in the Armed Forces of the United States. The College also maintains a commitment to a campus free of sexual harassment.

Inquiries regarding compliance with Title IX or affirmative action statutes may be directed to the Affirmative Action Officer. Those inquiries regarding compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act 1990 may be addressed to the Office of Differing Abilities.

Adopted by the Board of Trustees, October 8, 1991

APPENDIX VII: THE PROMOTION PROCESS

RESPONSIBILITIES

AGENT	RESPONSIBILITIES		
CANDIDATE	<p>Notifies Library Promotions Committee of intention to use outside peer review by 1/31</p> <p>Submits application by 10/2</p>	<p>Responds to Library Promotions Committee recommendation by 10/30.</p> <p>(Optional; for candidates not recommended by Library Promotions Committee)</p> <p>Notifies chair of College Promotions Committee of intention to apply directly by 10/30</p>	<p>(Optional) May request meeting with VPAA following receipt of VPAA's recommendation</p> <p>May discuss dean's recommendation. May submit written response to dean's recommendation to College Promotions Committee by 11/27</p> <p>(Optional) May request meeting with VPAA following receipt of VPAA's recommendation</p> <p>May request meeting with the President to discuss reasons for President's non-concurrence with Committee's recommendation</p>
LIBRARY PROMOTIONS COMMITTEE	<p>If candidates wish to use external peer review, selects and contacts reviewers by 3/30</p>	<p>Reviews applications and makes recommendations</p> <p>Notifies candidates of recommendation by 10/16. Provides feedback to non-recommended candidates</p>	<p>Forwards recommendations to College Promotions Committee by 11/3</p> <p>Forwards recommendations and application materials for recommended candidates to Dean by 11/3</p>
DEAN	<p>Forwards recommendations to candidates by 11/20</p> <p>May discuss dean's recommendation with a candidate and notify candidate of final decision</p>	<p>Forwards applications, Library Promotions Committee and dean's final recommendations, and any responses from candidates to College Promotions Committee by 12/7</p>	

COLLEGE PROMOTIONS COMMITTEE	Reviews and evaluates applications for promotion according to the standards and criteria	Votes and makes recommendations for promotion by 1/17	Notifies candidates of recommendations	Conducts appeals hearings	Forwards recommendations to President by 2/1
ACADEMIC VICE PRESIDENT	Sits ex officio without vote on College Promotions Committee	Attends appeals hearings of College Promotions Committee	Prepares report of concurrence or non-concurrence with College Promotions Committee recommendations	Forwards report to candidates for review and response	In cases of non-concurrence with College Promotions Committee, may discuss VPAA recommendation with a candidate and notify candidate of final decision
PRESIDENT	Within 3 days of receiving recommendations from College Promotions Committee may meet with the committee	Informs the College Promotions Committee of reasons for non-concurrence with its recommendations 5 days prior to the Board of Trustees meeting when promotion recommendations are acted upon	Makes recommendations to the Board of Trustees by 3/15		

**RESOLUTION APPROVING THE COLLEGE OF NEW JERSEY FY 1998
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 Vice President for Administration and Finance, with the concurrence of the President has recommended to the Finance and Construction Committee of the Board an unrestricted current fund budget for FY 1998 totaling \$89,442,437, of which \$33,592,000 is state appropriation; and

WHEREAS: The Finance and Construction 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 1998 college unrestricted current fund budget totaling \$89,442,437; and

**BE IT FURTHER
RESOLVED:**

That the Board of Trustees approves the following student charges for FY 1998:

THE COLLEGE OF NEW JERSEY
STUDENT REVENUES
FISCAL YEAR 1998

FULL TIME RESIDENTIAL STUDENTS

	<u>FY 1997</u>	<u>FY 1998</u>	<u>CHANGE</u>	
			<u>AMT.</u>	<u>PERCENT</u>
UNDERGRADUATE - NEW JERSEY RESIDENT				
TUITION	3,465	3,791		
STUDENT SERVICE FEE	207	226		
GENERAL SERVICE FEE	572	624		
ROOM AND BOARD (PLAN 2)	5,793	5,996		
STUDENT CENTER FEE	100	100		
STUDENT ACTIVITY FEE	102	102		
	<u>\$ 10,239</u>	<u>\$ 10,839</u>	\$ 600	5.9%
UNDERGRADUATE - OUT OF STATE RESIDENT				
TUITION	6,051	6,620		
STUDENT SERVICE FEE	207	226		
GENERAL SERVICE FEE	572	624		
ROOM AND BOARD (PLAN 2)	5,793	5,996		
STUDENT CENTER FEE	100	100		
STUDENT ACTIVITY FEE	102	102		
	<u>\$ 12,825</u>	<u>\$ 13,668</u>	\$ 843	6.6%

FULL TIME COMMUTING STUDENTS

UNDERGRADUATE - NEW JERSEY RESIDENT				
TUITION	3,465	3,791		
STUDENT SERVICE FEE	207	226		
GENERAL SERVICE FEE	572	624		
STUDENT CENTER FEE	100	100		
STUDENT ACTIVITY FEE	102	102		
	<u>\$ 4,446</u>	<u>\$ 4,843</u>	\$ 397	8.9%
UNDERGRADUATE - OUT OF STATE RESIDENT				
TUITION	6,051	6,620		
STUDENT SERVICE FEE	207	226		
GENERAL SERVICE FEE	572	624		
STUDENT CENTER FEE	100	100		
STUDENT ACTIVITY FEE	102	102		
	<u>\$ 7,032</u>	<u>\$ 7,672</u>	\$ 640	9.1%
GRADUATE - NEW JERSEY RESIDENT				
TUITION	5,732	6,271		
GENERAL SERVICE FEE	572	624		
STUDENT CENTER FEE	100	100		
	<u>\$ 6,404</u>	<u>\$ 6,995</u>	\$ 590	9.2%
GRADUATE - OUT OF STATE RESIDENT				
TUITION	7,986	8,737		
GENERAL SERVICE FEE	572	624		
STUDENT CENTER FEE	100	100		
	<u>\$ 8,658</u>	<u>\$ 9,461</u>	\$ 803	9.3%

THE COLLEGE OF NEW JERSEY
STUDENT REVENUES
FISCAL YEAR 1998

<u>PART TIME STUDENTS</u>	<u>FY 1997</u>	<u>FY 1998</u>	<u>CHANGE</u>	
			<u>AMT.</u>	<u>PERCENT</u>
UNDERGRADUATE - NEW JERSEY RESIDENT				
TUITION	118.00	129.00		
GENERAL SERVICE FEE	24.00	26.00		
STUDENT CENTER FEE	4.20	4.20		
STUDENT ACTIVITY FEE	<u>4.25</u>	<u>4.25</u>		
per credit	\$ 150.45	\$ 163.45	\$ 13	8.6%
UNDERGRADUATE - OUT OF STATE RESIDENT				
TUITION	208.00	226.00		
GENERAL SERVICE FEE	24.00	26.00		
STUDENT CENTER FEE	4.20	4.20		
STUDENT ACTIVITY FEE	<u>4.25</u>	<u>4.25</u>		
per credit	\$ 240.45	\$ 260.45	\$ 20	8.3%
GRADUATE - NEW JERSEY RESIDENT				
TUITION	239.00	261.50		
GENERAL SERVICE FEE	24.00	26.00		
STUDENT CENTER FEE	<u>4.20</u>	<u>4.20</u>		
per credit	\$ 267.20	\$ 291.70	\$ 25	9.2%
GRADUATE - OUT OF STATE RESIDENT				
TUITION	332.80	366.10		
GENERAL SERVICE FEE	24.00	26.00		
STUDENT CENTER FEE	<u>4.20</u>	<u>4.20</u>		
per credit	\$ 361.00	\$ 396.30	\$ 35	9.8%

ROOM AND BOARD CHARGES

PLAN A - PLAN C PLUS FOOD PURCHASE OPTION	\$ 6,793	\$ 7,031 *	\$ 238	3.5%
PLAN B - ROOM AND "19 MEAL" BOARD PLAN	\$ 6,128	\$ 6,342 *	\$ 214	3.5%
PLAN C - ROOM AND "14 MEAL" BOARD PLAN	\$ 5,793	\$ 5,996 *	\$ 203	3.5%
PLAN D - ROOM AND "10 MEAL" BOARD PLAN	\$ 5,544	\$ 5,738 *	\$ 194	3.5%
COUNTRY CLUB APARTMENTS (ROOM ONLY)		\$ 3,375		

* MARIE KATZENBACH SCHOOL RATES \$500 LESS THAN STANDARD RATES

THE COLLEGE OF NEW JERSEY
STUDENT REVENUES
FISCAL YEAR 1998

OTHER STUDENT CHARGES

	<u>FY 1997</u>	<u>FY 1998</u>
ADMISSIONS FEE	\$ 50	50
TRANSFER ORIENTATION FEE	25	25
WELCOME WEEK FEE - FRESHMAN	60	60
RHETORIC PORTFOLIO EXEMPTION FEE	50	15
RHETORIC SPEECH EXEMPTION FEE		35
PARKING FEE		
- COMMUTER	39	42
- RESIDENCE DECAL	117	126
PARKING FINE	25	25
ID CARD FEE PER SEMESTER	2	2
OUTDOOR EDUCATION FEE	130	130
INTERNATIONAL & OVERSEAS PROGRAM FEE	50	50
INTERNATIONAL & OVERSEAS TUITION	267/credit	292/credit
PRINCIPAL'S TRAINING CENTER COURSE	100/credit	100/credit
OVERSEAS STUDENT TEACHING FEE	350	400
EXCHANGE PROGRAM FEE	50	50
INTERNATIONAL SCHOOL TEACHING INSTITUTE COURSE		67/credit
LATE REGISTRATION FEE	25	25
SUMMER VISITING FEE	60	60
BAD CHECK FEE	25	25
DUPLICATE RECEIPT/SCHEDULE FEE	1	1
INSTALLMENT PROGRAM FEE	55	55
MONTHLY SERVICE CHARGE	1% of balance	1% of balance
COLLECTION FEE	33% of balance	33% of balance
TRANSCRIPT FEE	5	5
CREDENTIAL SERVICES FEE	3	3
GRADUATE MUSIC FEE	25	25
GRADUATE BULLETIN FEE	5	5
INDEPENDENT STUDY REGISTRATION FEE FOR 7 YEAR BS/MD STUDENTS	25	25

THE COLLEGE OF NEW JERSEY
CURRENT OPERATING FUND
FISCAL YEAR 1998

<u>REVENUES</u>	<u>FY 98 BUDGET</u>	<u>EXPENSES</u>	<u>FY 98 BUDGET</u>
Adjusted Appropriation	33,592,000	SALARIES	
Budgeted Tuition	23,762,993	Officers & Employees	37,209,592
Discount For Tag Waivers	(163,343)	Projected Salary Program	1,548,000
Student Service Fee	1,127,430	Graduate Assistants	210,000
Application Fees	360,000	Part Time	732,023
Transcript Fees	65,000	Adjunct/Overload	1,308,600
On Campus Work Study	150,000	Student Aides	1,464,180
Annual Fund Gifts	650,000	Overtime	271,355
Grant Indirect Cost Recovery	145,000	Clothing Allowance	104,505
Other Revenue	55,000	Estimated Turnover	(693,952)
SUB-TOTAL OPERATING REVENUE	<u>59,744,080</u>	FIRSL (Research)	185,000
		TOTAL SALARY EXPENSES	<u>42,339,303</u>
Residence Life Revenue	19,235,277	B. NON SALARY	
General Service Fee	3,653,973	Fuel & Utility Allocation	2,733,579
Student Center Revenue	2,534,087	Institutional Commitments	3,217,000
Summer School Revenue	1,109,851	Department Operating Allocations	5,010,000
College Self Supporting Revenue	<u>3,165,000</u>	Library Acquisitions	839,495
TOTAL UNRESTRICTED REVENUE	89,442,268	Software (New & Upgrades)	240,000
		Office Furniture/Equipment	253,760
<u>FY 1998 EXCESS (DEFICIT) SUMMARY</u>		Academic Lab Equipment	248,200
TOTAL REVENUE	89,442,268	Computing & Telecommunications Equi	1,000,000
TOTAL EXPENSES	(89,442,437)	Maintenance Equip & Vehicles	137,446
		Maintenance & Renovation Projects	819,836
FY 1998 EXCESS (DEFICIT)	(170)	Scholarships *	2,000,000
		Waivers	705,630
		Maintenance Emergency Reserves	100,000
		Base Allocation Reserve	100,000
		TOTAL NON SALARY EXPENSES	<u>17,404,946</u>
		TOTAL OPERATING EXPENSES	59,744,249
		Residence Life Revenue	19,235,277
		General Service Fee	3,653,973
		Student Center Revenue	2,534,087
		Summer School Revenue	1,109,851
		College Self Supporting Revenue	<u>3,165,000</u>
		TOTAL UNRESTRICTED EXPENSES	89,442,437

**RESOLUTION APPROVING WAIVERS
OF ADVERTISING
FOR COLLEGE BUSINESS PURPOSES
(Computing and Technical)**

- WHEREAS:** State College Contracts Law permits waivers of advertising for specified purchases in excess of \$11,700, and
- WHEREAS:** The Law provides that such waivers shall be approved by The College of New Jersey Board of Trustees, and
- WHEREAS:** Waiver requests have been reviewed and are recommended by the Finance and Construction Committee, a subcommittee of The College of New Jersey Board of Trustees,
- NOW, THEREFORE,
BE IT RESOLVED:** The College of New Jersey Board of Trustees approves waivers to the following vendors for purposes as designated herein:

VENDOR	PURPOSE	FUNDING SOURCE
SCT \$189,066.00	Software maintenance agreement and additional modules/upgrades	College Operating
Comdisco \$33,600.00	Disaster recovery system	College Operating
CA Systems \$26,070.00	Mainframe security and management systems maintenance agreement	College Operating
GES, Inc./JvNCnet \$28,000.00	Internet access and support	College Operating
NOTIS Systems \$55,692.00	On-line library system software maintenance and service	College Operating
SUN Microsystems \$166,544.00	Hardware and software purchase and maintenance for UNIX workstations	College Operating
IBM \$358,369.00	Hardware and software purchase and maintenance and lease payment	College Operating
Decision One Corp. \$31,528.00	Hardware maintenance and support	College Operating
SAS Institute \$15,240.00	Maintenance, service, support and software enhancements	College Operating
Brite Voice Systems	Voice response/telephone registration, maintenance	College Operating

June 26, 1997

\$12,000.00	agreement	
NCS, Inc. \$30,896.00	Maintenance and lease/purchase on equipment and forms	College Operating
On Technology \$16,000.00	Meeting Maker (Scheduling program)	College Operating
McAfee \$17,500.00	Virus protection software	College Operating
Sterling Software \$50,879.00	Maintenance service and support for administrative information systems	College Operating
Tatonka Capital Corp. \$15,432.00	Lease agreement for mainframe equipment	College Operating
Novell, Inc. \$64,600.00	Lease agreement for mainframe equipment	College Operating
GE Capital Financing \$40,597.00	Lease payment for automated privilege and access control system	Housing
Data Card \$15,400.00	Equipment and maintenance for college ID and associated ID services	ID Fees Housing Budget
AT&T CampusWide Access (Harco) \$203,450.00	Equipment and maintenance for the card access system	Housing - 64% College Operating -3% 1996 Bond Issue
Campus Televideo \$95,000.00	Cable television programming, equipment, maintenance and licensing for residence hall cable TV network	Housing
Siemens Rolm Communications \$138,000.00	Maintenance and service of the college's communications system (Telephones, voice mail, etc.)	College Operating - 45% Student Fees - 55%
Magic Solutions Co. \$38,358.00	Software, training, maintenance and support to replace Help Desk systems	College Operating
Alltell Supply, Inc. \$120,944.00	Expansion, upgrade and maintenance contract for the campus data network	College Operating
Hitachi Instruments, Inc. \$16,505.00	Service contract for the TEM Microscope	College Operating

**RESOLUTION APPROVING WAIVERS
OF ADVERTISING
FOR COLLEGE BUSINESS PURPOSES
(Professional and Other Services)**

- WHEREAS:** State College Contracts Law permits waivers of advertising for specified purchases in excess of \$11,700, and
- WHEREAS:** The Law provides that such waivers shall be approved by The College of New Jersey Board of Trustees, and
- WHEREAS:** Waiver requests have been reviewed and are recommended by the Finance and Construction Committee, a subcommittee of The College of New Jersey Board of Trustees,
- NOW, THEREFORE,
BE IT RESOLVED:** The College of New Jersey Board of Trustees approves waivers to the following vendors for purposes as designated herein:

VENDOR	PURPOSE	FUNDING SOURCE
EduServ Technologies, Inc. \$24,257.88	Student Loan Billing Services	College Operating
CoreStates Bank \$46,665.00	On-campus Banking Services	College Operating
Didier & Broderick \$25,000.00	Advertising Representative for TIES Magazine	Self Funded Revenue Account
Lewis Edge and Assoc. \$30,000.00	Advertising Representative for TIES Magazine	Self Funded Revenue Account
Bollinger Insurance (No cost to college)	Student Accident and Health Insurance	Student Charges
Bollinger Insurance \$44,000.00	Athletic Accident Health Insurance	College Operating
Kelly Services \$225,000.00	Short Term Support Staff	College Operating Housing Student Center
International Technology Education Association \$18,000.00	Collaboration on the Development of Technology Curricular Materials for the Secondary School Level	Grant
Holiday Home Services \$24,070.07	Faculty/staff housing units in Mallorca during the on-site summer program in Spain	Self Funded Revenue Account

**RESOLUTION APPROVING WAIVERS
OF ADVERTISING
FOR COLLEGE BUSINESS PURPOSES
(Inter-Agency)**

WHEREAS: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$11,700, and

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

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

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

VENDOR	PURPOSE	FUNDING SOURCE
United States Postal Service \$390,000.00	Postage and related postage fees	College Operating Funds with direct charge-back to dedicated revenue accounts for actual usage
Postmaster, City of Cincinnati (OH) \$45,000.00	Postage required for mailing of TIES Magazine from Cincinnati, OH	Self Funded Revenue Account
NJ Educational Facilities Authority \$26,000.00	Liability insurance coverage for properties bonded through the NJ Educational Facilities Authority	College Operating - 29% Student Center - 14% Housing - 57%
Rowan College of New Jersey \$134,300.00	TCNJ share of insurance costs	College Operating
Rowan College of New Jersey \$15,500.00	TCNJ share of joint risk management operating budget	College Operating
Ewing Township \$50,000.00	Recognition of volunteer services of fire and first aid squads	Housing
NJ State College Governing Boards Assoc. \$105,950.00	Membership Dues	College Operating
NJ Department of Transportation \$80,320.00	Paving and road maintenance repair services	1992E EFA Bond Issue Vehicle Registration Revenue

**RESOLUTION APPROVING WAIVERS
OF ADVERTISING
FOR COLLEGE BUSINESS PURPOSES
(Utilities)**

- WHEREAS:** State College Contracts Law permits waivers of advertising for specified purchases in excess of \$11,700, and
- WHEREAS:** The Law provides that such waivers shall be approved by The College of New Jersey Board of Trustees, and
- WHEREAS:** Waiver requests have been reviewed and are recommended by the Finance and Construction Committee, a subcommittee of The College of New Jersey Board of Trustees,
- NOW, THEREFORE,
BE IT RESOLVED:** The College of New Jersey Board of Trustees approves waivers to the following vendors for purposes as designated herein:

VENDOR	PURPOSE	FUNDING SOURCE
Bell Atlantic \$321,950.00	Telephone services	College Operating Funds with direct chargebacks to dedicated revenue accounts for actual usage - 49% Student Charges - 51%
Bell Atlantic (No cost to college)	Public coin telephone contract	User Charges Revenue to: College Operations - 34% Auxiliary Operations - 66%
AT&T (No cost to college)	Public coin telephone long distance	User Charges Revenue to: College Operations - 34% Auxiliary Operations - 66%
AT&T \$512,800.00	Long distance services	College Operating - 30% Student Charges - 70%
PSE&G \$2,124,382.00	Cogeneration Interruptible natural gas, and electric	College Operating - 65% Housing - 31% Student Center - 4%
Trenton Water Works \$165,200.00	Water Service for the campus	College Operating - 65% Housing - 31% Student Center - 4%
Ewing Township \$324,900.00	Sewage disposal services for the campus	College Operating - 65% Housing - 31% Student Center - 4%

**RESOLUTION APPROVING WAIVERS
OF ADVERTISING
FOR COLLEGE BUSINESS PURPOSES
(Library)**

- WHEREAS:** State College Contracts Law permits waivers of advertising for specified purchases in excess of \$11,700, and
- WHEREAS:** The Law provides that such waivers shall be approved by The College of New Jersey Board of Trustees, and
- WHEREAS:** Waiver requests have been reviewed and are recommended by the Finance and Construction Committee, a subcommittee of The College of New Jersey Board of Trustees,
- NOW, THEREFORE,
BE IT RESOLVED:** The College of New Jersey Board of Trustees approves waivers to the following vendors for purposes as designated herein:

VENDOR	PURPOSE	FUNDING SOURCE
Congressional Information Services \$38,000.00	Microfiche of Government Documents	College Operating
University Microfilms \$30,000.00	Abstracts of Doctoral Dissertations	College Operating
Palinet \$108,000.00	Electronic Information Services	College Operating
Knight-Ridder Information Services \$12,000.00	On-line Searches of Reference Databases	College Operating
Wilson Periodical Tapes \$40,000.00	Tapes of Periodical Indexes and Abstracts which will be loaded into the Library's On-line system	College Operating
Blackwell North America \$125,000.00	Book Acquisitions for the Library	College Operating
Heckman Bindery \$25,000.00	Binding Services for Library Periodicals	College Operating
Insight Media \$15,000.00	Video tapes	College Operating
Films for Humanities \$15,000.00	Video tapes	College Operating
Blackwell North America \$32,261.00	Purchase library bibliographic database authority control services	College Operating

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**RESOLUTION APPROVING WAIVERS
OF ADVERTISING
FOR COLLEGE BUSINESS PURPOSES
(Printing and Publications)**

- WHEREAS:** State College Contracts Law permits waivers of advertising for specified purchases in excess of \$11,700, and
- WHEREAS:** The Law provides that such waivers shall be approved by The College of New Jersey Board of Trustees, and
- WHEREAS:** Waiver requests have been reviewed and are recommended by the Finance and Construction Committee, a subcommittee of The College of New Jersey Board of Trustees,
- NOW, THEREFORE,
BE IT RESOLVED:** The College of New Jersey Board of Trustees approves waivers to the following vendors for purposes as designated herein:

VENDOR	PURPOSE	FUNDING SOURCE
Chapel Company \$87,366.30	Printing of The College of New Jersey Prospectus	College Operating
Macrellish & Quigley \$14,245.00	Printing of the Graduate Bulletin	College Operating
Gillespie \$48,000.00	Design of the next two issues of The College of New Jersey Magazine	College Operating

**RESOLUTION APPROVING WAIVERS
OF ADVERTISING
FOR COLLEGE BUSINESS PURPOSES
(Facilities Management)**

WHEREAS: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$11,700, and

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

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

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

VENDOR	PURPOSE	FUNDING SOURCE
Standard Electric Time Corporation \$13,350.00	Maintenance contract for the automated building fire alarm system/related software	College Operating 75% Housing 19% Student Center 6%
Simplex Time Recorder Company \$27,006.00	Maintenance contract for the automated building fire alarm system/related software	College Operating 11% Housing 89%
Honeywell, Inc. \$208,282.00	Maintenance contract for the building automation and computer system and software services	College Operating 65% Housing 31% Student Center 4%
Solar Turbines, Inc. \$118,440.00	Manufacturer's extended service agreement for the Centaur turbine at the Cogeneration Plant	College Operating 65% Housing 31% Student Center 4%
Cerberus Pyrotronics \$15,800.00	Fire alarm maintenance system contract	College Operating 11% Housing 89%

**RESOLUTION APPROVING WAIVERS
OF ADVERTISING
FOR CONSTRUCTION CONTRACTING PURPOSES**

WHEREAS: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$11,700, and

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

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

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

VENDOR	PURPOSE	FUNDING SOURCE
Honeywell, Inc. \$18,426.00	Temperature control system for the Armstrong Physics Lab	96A EFA Bond Issue
Nadaskay Kopleson \$26,920.00	Professional architectural services for the Armstrong Hall Reroofing project	98 State of New Jersey Capital Appropriations
HACBM \$18,700.00	Professional Architectural/Engineering services for the window security screens in the Cluster Housing and the New Residence Hall	Housing Reserves
GKCO, Inc. \$15,400.00	Construction claims assistance/investigation consulting services for the Cogeneration Takeover project	92A EFA Bond Issue Capital Reserves Advance Litigation
Sycom Enterprises \$268,978.00	Public Standard Electric and Gas Standard Offer Demand Side Management Program: Phase One	PSE&G Rebatement Revenue
Sycom Enterprises \$307,895.00	Public Standard Electric and Gas Standard Offer Demand Side Management Program: Phase Two	PSE&G Rebatement Revenue
Honeywell, Inc. \$78,200.00	Upgrade and install a Honeywell Excel 5000 XBS DDC Control System and Pneumatic Controls to replace the existing Delta 1000 Control System and Pneumatic Controls in Brower Student Center	Student Center Reserves
Robert Jankowicz	Consulting services for on-going litigation	Capital Reserves Advance

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\$15,000.00

Litigation

Siemens Business
Communication System
\$34,370.00

Networking and Communications for the Decker
Ground Floor Renovation project

Housing Reserves

Honeywell, Inc.
\$80,000.00

New Residence Hall fire alarm upgrade project

Housing Reserves

Siemens Business
Communication System
\$24,938.00

Additional networking/communications for the
Bliss Hall Renovation project

Housing Reserves

Cambridge Construction
\$22,500.00

Construction Management Consultation for the
Summer 1997 construction program

Housing Reserves

Amin Engineering, PC
\$22,560.00

Additional professional service for the Redesign of
the Lab Colony Phase of the Science Complex

96A EFA Bond Issue
Facilities Trust Fund

Berkowsky Associates
\$25,000.00

Bliss Hall Building Evaluation

Housing Reserves

Cambridge Construction
\$25,840.00

Loser Hall building Close-out Activities

96A EFA Bond Issue

Resolution Conferring Emeritus Status

Whereas: The following faculty member with faculty rank has faithfully served The College of New Jersey, has retired and has met the criteria for emeritus status; and

Whereas: The College and Community Relations Committee has recommended through the governance process the individual listed below for emeritus status.

Therefore,
Be It

Resolved: That the Board of Trustees of The College of New Jersey confers upon Dr. Barbara Harned the title of Emeritus, with all the privileges accorded therewith, in recognition of long and distinguished service to The College.

Professor Emerita:

Barbara Harned

Dr. Barbara Harned

Dr. Barbara Harned came to the college in 1967 as an assistant professor assigned to teach undergraduate courses in elementary education. Five years later, in 1972, Dr. Harned, at the rank of Associate Professor was teaching graduate level courses in two graduate programs, as well as serving in numerous administrative and teaching roles. These roles included Coordinator of the M.Ed. program in Elementary and Secondary Education on campus, as well as in international centers. Barbara served admirably as Department Chair, interim Department Chair, Coordinator of Elementary Education, coordinator of the Master of Arts in Teaching, and was instrumental in initiating the International Education Corps in Larnaca, Cyprus.

Dr. Harned has served as an exemplary role model to students, as evidenced on the letters submitted by former students. Her contributions to the governance of the institution is recorded in the accompanying vitae folder. These contributions are numerous and include not only the college community, but the state, national and international scene as well.

Dr. Harned earned a singular reputation with other faculty and students as reflected not merely in peer reviews and student evaluations, but also in the letters of testament submitted by colleagues and students.

Dr. Harned also has a distinguished record of scholarly publications and research, including action research spanning the years 1974 to 1994, and an abundance of publications in recognized professional journals spanning the years 1971 to 1992.

A record of commitment through incorporating diversity ideals of the college in the classroom and curricula, as well as a reputation of flexibility in interactions with people from diverse backgrounds is evidenced not merely locally, but also from her contributions to the teachers, administrators and students in the schools of Cyprus, Mallorca, Bombay and Saudi Arabia.

Resolution Honoring Dr. William M. Klepper

Whereas: Dr. William M. Klepper has served The College of New Jersey for twenty-six years in a variety of roles including Director of Housing, Director of Group Student Development Services, Dean of Student Life, and Vice President of Student Life; and

Whereas: Under Dr. Klepper's leadership the area of Student Life has grown to become one of the most vital and advanced areas within The College; and

Whereas: He is nationally recognized in the field of Student Affairs and has held executive positions in many professional associations, including the American College Personnel Association (ACPA), the National Association of Student Personnel Administrators, the National Association of College Auxiliary Service, the Association of College and University Housing Officers International, and the Association of College Unions International; and

Whereas: Dr. Klepper has brought recognition to The College through the establishment of the "Intentional Democratic Community," a community model that has become a benchmark of national significance in Student Affairs and Residence Life programs, as well as through the First Year Experience Program, creating an enhanced student life program by combining academics and service learning with residential life; and

Whereas: Dr. Klepper is continually recognized by the student body as someone who cares about students, faculty and colleagues; and

Whereas: Throughout his tenure, Dr. Klepper has touched the lives of thousands of students and student leaders, providing them with guidance and encouragement to reach their full potential.

Therefore,
Be It

Resolved: That The College of New Jersey Board of Trustees extends its sincere appreciation to Dr. William Klepper for his many years of service, contributions and outstanding leadership to The College, and wishes him continued success in all his future endeavors.

Resolution Thanking Mr. Anthony Perno

- Whereas: Mr. Anthony Perno has contributed to the campus life at The College of New Jersey in a wide range of activities over the past three years; and
- Whereas: These contributions have included service to The College as a Student Trustee from 1995-1997; and
- Whereas: Mr. Perno has participated in deliberations of interest to all the citizens of New Jersey, and has provided insights to the Board concerning issues of interest to the students of The College of New Jersey; and
- Whereas: Mr. Perno's service has been accomplished while maintaining a high academic standing, serving as an active member of the Student Government Association, a Community Advisor within the First Year Experience Program, and a member of the campus security staff.
- Therefore,
Be It
Resolved: That The College of New Jersey Board of Trustees expresses its thanks to Mr. Anthony Perno for his service to The College and to the State of New Jersey, congratulates him, and wishes him continued success as he serves as the Student Body President during the 1997-98 academic year.

Resolution Thanking Mr. William Kane

- Whereas: Mr. William Kane, for the past four years, has provided invaluable service as a public member of The College of New Jersey; and
- Whereas: Mr. Kane's views as a citizen of New Jersey have added another perspective that has brought a fullness to the discussions and the deliberations of the Board; and
- Whereas: As a member of the College Relations Committee, Mr. Kane participated in discussions on a wide range of topics including athletics, admissions, and development; and
- Whereas: In his capacity as Secretary to the Board and member of the Executive Committee, Mr. Kane helped to guide the Board; and
- Whereas: During his tenure he was an enthusiastic supporter of The College, both on and off campus.
- Therefore,
Be It
Resolved: That The College of New Jersey Board of Trustees expresses its gratitude to Mr. William Kane for his many contributions; and,
- Be It
Further
Resolved: That The College of New Jersey Board of Trustees extends its thanks to Mr. Kane for his service to The College and to the citizens of New Jersey, and wishes him continued success in all his future endeavors.

**Resolution Thanking
Dr. Susan Boughn**

Whereas: Dr. Susan Boughn has served with diligence and dedication as Faculty Representative to the Board of Trustees for the past four years; and

Whereas: In her capacity as Faculty Representative, Dr. Boughn has been consistent in providing a faculty perspective to the Board of Trustees; and

Whereas: Her enthusiastic participation in meetings of the Academic Affairs Committee has provided valuable information to assist the work of the Trustees.

Therefore,
Be It

Resolved: That The College of New Jersey Board of Trustees thanks Dr. Susan Boughn for her commitment and service to the Board and faculty of The College.

**Resolution Honoring
Mr. Marvin Greenberg
for Outstanding Service to
The College of New Jersey**

Whereas: Mr. Marvin Greenberg has provided exemplary service as a public member of the Board of Trustees of The College of New Jersey from 1993 to June 30, 1997 representing at all times the interests of the people of New Jersey, most especially the students enrolled during his tenure as well as those who will enroll in the future; and

Whereas: Mr. Greenberg led with distinction the Board of Trustees as Chair in 1996 and 1997; and

Whereas: Mr. Greenberg brought to his role as Trustee and Board Chair broad knowledge of the issues facing this College and higher education in New Jersey and nationally; and

Whereas: Mr. Greenberg generously gave of his talents and time representing the Board of Trustees of The College of New Jersey with dignity and with respect for the needs and views of students, faculty, and staff; and

Whereas: Mr. Greenberg has consistently addressed the issues before the Board with an openness, lack of prejudice on issues, careful analysis, and concern for both the short-term and long-term interests of the College.

**Therefore
Be It
Resolved:**

That the Board of Trustees of The College of New Jersey commends Mr. Greenberg for his exemplary service and hereby expresses its heartfelt appreciation for his leadership, dedication, and integrity.