

**The College of New Jersey
Board of Trustees
July 7, 2015
School of Business Building Lounge
4:30pm**

Public Meeting Minutes

Present: Jorge Caballero, Chair; Robert Altman, Secretary; Christopher Gibson (via phone); Rosie Hymerling; Brian Markison; Miles Powell (via phone); Albert Stark; Susanne Svizeny; Ryan Boyne, Student Trustee; Kevin Kim, Alternate Student Trustee; Lynette Harris, Staff Representative; Joseph O'Brien, Staff Representative; David Blake, Faculty Representative to the Board; Marcia O'Connell, Faculty Representative to the Board; R. Barbara Gitenstein, President

Not Present: Brad Brewster; Eleanor Horne; Fred Keating; Treby Williams, Vice Chair; Joshua Zietz

I. Announcement of Compliance

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

II. Pledge of Allegiance

III. Approval of the Minutes of the February 24, 2015 Public Meeting

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

IV. Approval of the Minutes of the April 28, 2015 Public Meeting

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

V. Report of the President

President Gitenstein gave her report.

VI. Report of the Board Officers

A. Report of the Board Officers Nominating Committee

Ms. Svizeny reported for the committee and recommends the following slate of officers for the Board's consideration:

Chair: Jorge Caballero

Vice Chair: Treby Williams

Secretary: Robert Altman

The slate will be considered at the October Board Meeting.

VII. Report of the Trustee member of the TSC Corporation

Mr. Markison gave his reported.

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

Dr. Altman gave his report.

IX. Report of the Trustee member of the TCNJ Foundation

Mr. John Donohue reported for Trustee Eleanor Horne.

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

Ms. Hymerling gave her report.

XI. New Business

A. Report of the Executive Committee

Mr. Caballero reported for the committee.

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

It was moved by Dr. Altman, seconded by Mr. Markison, that the resolution be approved. The motion carried unanimously.

2. Staff Actions – New Appointments, Change of Status – Temporary, Change of Status, Resignations, Retirements, One Year Reappointments, Four Year Reappointments, Five Year Reappointments – Attachment B

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

3. Resolution Establishing the Schedule of Public Meetings for The College of New Jersey Board of Trustees 2015 to 2016 – Attachment C

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

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

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

5. Resolution Honoring Mr. Ryan Boyne for Service to The College of New Jersey Board of Trustees – Attachment E

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

6. Resolution Honoring Dr. David Blake for Service to The College of New Jersey Board of Trustees – Attachment F

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

7. Resolution Honoring Ms. Lynette Harris for Service to The College of New Jersey Board of Trustees – Attachment G

It was moved by Mr. Markison, seconded by Dr. Altman, that the resolution be approved. The motion carried unanimously.

B. Report of the Student Affairs Committee

Ms. Hymerling reported for the committee.

C. Report of the Academic Affairs Committee

Ms. Svizeny reported for the committee.

1. The College of New Jersey Board of Trustees Resolution Approving a Revised Policy on Academic Integrity – Attachment H

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

2. The College of New Jersey Board of Trustees Resolution Approving a Revised Policy on Minors Approval Process – Attachment I

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

3. The College of New Jersey Board of Trustees Resolution Approving a Bachelor of Arts in Journalism and Professional Writing Conversion of an Option to a Major – Attachment J

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

4. The College of New Jersey Board of Trustees Resolution Approving a Graduate Certificate in Public Health – Attachment K

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

5. The College of New Jersey Board of Trustees Resolution Approving a Bachelor of Arts in Public Health Conversion of an Option to a Major – Attachment L

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

6. The College of New Jersey Board of Trustees Resolution Approving a Master of Education (M.Ed.) in Integrative Science, Technology, Engineering and Mathematics (iSTEM) – Attachment M

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

7. The College of New Jersey Board of Trustees Resolution Approving a Bachelor of Arts in African-American Studies Conversion of an Option to a Major – Attachment N

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

D. Report of the Building and Grounds Committee

Dr. Altman reported for the committee.

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

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

E. Report of the Finance and Investments Committee

1. The College of New Jersey Board of Trustees Resolution Approving the College of New Jersey FY 2016 Unrestricted Current Fund Budget and Establishing Student Charges for FY 2016 – Attachment P

It was moved by Dr. Altman, seconded by Mr. Powell, that the resolution be approved. The motion carried unanimously.

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

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

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

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

F. Report of the College Advancement Committee

Dr. Altman reported for Ms. Horne.

G. Report of the Audit, Risk Management and Compliance Committee

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

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

XII. Report from Staff Senate President Nino Scarpati

Mr. Nino Scarpati provided a report on behalf the Staff Senate.

XIII. Adjournment

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

Be It

Resolved: That the next public meeting of The College of New Jersey Board of Trustees will be held on Tuesday, October 6, 2015 at a time and location to be announced.

Be It

Further

Resolved: That this meeting be adjourned.

Respectfully submitted,



Robert A. Altman
Secretary

New Appointments – Faculty – Tenure Track

Sarah Domire	Special Education, Language & Literacy Assistant Professor Effective: August 24, 2015 – June 30, 2018
Dolores Dzubaty	Nursing Assistant Professor Effective: August 24, 2015 – June 30, 2018
Courtney June Faber	Technological Studies Assistant Professor Effective: August 24, 2015 – June 30, 2018
Josh Fishburn	Interactive Multimedia Assistant Professor Effective: August 24, 2015 – June 30, 2018
Craig Hollander	History Assistant Professor Effective: August 24, 2015 – June 30, 2018
David Murray	Library Librarian 2/Assistant Professor of Library Effective: May 22, 2015 – May 1, 2018
Lauren Shallish	Special Education, Language & Literacy Assistant Professor Effective: August 24, 2015 – June 30, 2018
Jia Tao	Computer Science Assistant Professor Effective: August 24, 2015 – June 30, 2018

Resignations – Faculty

Andrew Carver	Finance Effective: June 1, 2015
Benjamin Rifkin	School of Humanities & Social Sciences Effective: May 21, 2015

Retirements – Faculty - Emeritus

Ralph Edelbach	Technological Studies Effective: July 1, 2015
Richard Farber	Education Administration/Secondary Education Effective: July 1, 2015
David Letcher	Economics Effective: July 1, 2015
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Reappointments – Faculty

To a Fourth Year

Manuel Figueroa

Technological Studies

Mindi McMann

English

Xeufeng Wei

Biomedical Engineering

To a Fourth & Fifth Year

Erin Ackerman

Library

Ambrose Adegbege

Electrical Computer Engineering

Thomas Brennan

Civil Engineering

Sharon Byrne

Nursing

Maureen Connolly

Early Administration/Secondary Education

Amanda Cowell

Library

Maria Domingo

Accounting & Information Systems

Constance Kartoz

Nursing

Seung-yun Kim

Electrical & Computer Engineering

Dimitris Papamichail

Computer Science

Colleen Sears

Music

To a Fifth Year

Jill Bush-Wallace

Health & Exercise Science

Kathleen Webber

English

To a Sixth & Tenure

Sandy Gibson

Counselor Education

Lauren Madden

Elementary Education/Early Childhood Education

John Oliver

Library

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Tenure Appointments

Michael Ochs	Mathematics & Statistics
Jeffrey Passe	Educational Administration & Secondary Education
Miriam Shakow	Sociology & Anthropology

Sabbatical Leaves - Faculty

Christopher Ault	Interactive Multi Media Fall 2015
Benny Chan	Chemistry FY2016
Jason Dahling	Psychology FY2016
Tabitha Dell'Angelo	Elementary/Early Childhood Education FY2016
Lois Fichner-Rathus	Art & Art History FY2016
Jana Gevertz Fiorelli	Mathematics & Statistics FY2016
Yifeng Hu	Communication Studies FY2016
John Landreau	Women's & Gender Studies FY2016
Robert McGreevey	History FY2016
Robert McMahan	Music Spring 2016
Emily Meixner	English Spring 2016
Jia-yan Mi	Library Spring 2016
Susanna Monseau	Marketing, Management & Interdisciplinary Business FY2016

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Sabbatical Leave – Faculty - continued

Melinda Roberts	Philosophy, Religion & Classics FY2016
Farshid Safi	Mathematics & Statistics FY2016
Bijan Sepahpour	Mechanical Engineering Spring 2016
Linghui Tang	School of Business Fall 2015
Leeann Thornton	Biology FY2016
Jean Wong	Special Education, Language & Literacy FY2016

New Appointments - Staff

Beverly Breccia	Associate Director Student Accounts Effective: March 23, 2015
Nailah Brown	Professional Services Specialist 4 Residential Education & Housing Effective: June 1, 2015
Michael Canavan	Associate General Counsel General Counsel Effective: March 30, 2015
Ryan Corso	Assistant Director Human Resources Effective: March 30, 2015
Scott Grandrino	Assistant Director Development Effective: April 6, 2015
Matthew Goldsmith	Assistant Director 2 Athletics Effective: June 1, 2015
Michael Gross	Professional Services Specialist 2-10Mo. Counseling & Psychological Services Effective: August 10, 2015
Catherine Heckman	Controller Finance & Business Services Effective: April 20, 2015
George Hefelle	Professional Services Specialist 4 Community Relations & Special Campus Events Effective: February 16, 2015
Margarita Leahy	Professional Services Specialist 2 Counseling & Psychological Services Effective: April 6, 2015
Hector Lopez	Director Support for Teacher Education Programs Effective: March 23, 2015
Deirdre Jackson	Professional Services Specialist 2 Nursing Effective: May 18, 2015

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New Appointments - Staff - continued

Gary Miller, Jr.	Director General Counsel Effective: July 6, 2015
Christine Nye	Assistant Director Residential Education & Housing Effective: May 4, 2015
William Petrick	Assistant Director Residential Education & Housing Effective: May 18, 2015
Christine Rizzo	Program Assistant Alumni Affairs Effective: June 29, 2015
Angelica Rocco	Professional Services Specialist 4 Admissions Effective: June 29, 2015
Janine Smiley	Assistant Director Human Resources Effective: April 6, 2015

Change of Status – Staff – Temporary

Matthew Cesari	Network & Technical Services From: Professional Services Specialist 2 (AFT) To: Interim Manager (Non-Unit) Effective: May 2, 2015 – To Be Determined
Michael Nordquist	Bonner Center From: Project Specialist (Grant) To: Interim Executive Director (Non-Unit) Effective: July 2, 2015 – To Be Determined
John Sisko	School of Humanities & Social Sciences From: Professor (AFT Faculty) To: Interim Dean (Non-Unit Staff) Effective: May 22, 2015 – To Be Determined

Change of Status – Staff

Jonathan Blair	Network & Technical Services From: Professional Services Specialist 3 To: Professional Services Specialist 2 Effective: May 16, 2015
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Change of Status – Staff – (continued)

Debra Klokis	Career Center From: Professional Services Specialist 4 To: Assistant Director 3 Effective: April 4, 2015
Sushma Mendu	Enterprise Applications From: Interim Director, Enterprise Applications To: Director, Enterprise Applications Effective: March 3, 2015
Ujwala Swaminathan	Student Financial Assistance From: Professional Services Specialist 3 To: Professional Services Specialist 2 Effective: May 30, 2015

Resignations – Staff

Alan Bowen	Network & Technical Services Effective: May 1, 2015
Bryan Dunphy-Culp	Residential Education & Housing Effective: July 1, 2015
Thomas Mankovich	Center for Institutional Effectiveness Effective: February 28, 2015
Sushma Mendu	Enterprise Applications Effective: August 7, 2015
Emily Nagele	Admissions Effective: April 15, 2015
Natalie Steele	Admissions Effective: April 4, 2015

Retirements – Staff - Emeritus

Jeffrey Kerswill	User Support Services Effective: January 1, 2016
Christina Rush	Human Resources Effective: January 1, 2016
Patricia Van Hise	School of Science Effective: July 1, 2015

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One Year Reappointments (Effective July 1, 2015 – June 30, 2016) – Non Unit Staff

Scott Allen	Project Specialist Trenton State College Corporation
Alan Amtzis	Director – 10Mo. School of Education
Kelly Andrews	Associate Director College Advancement
Timothy Asher	Director Student Activities
Sarah Aubrey	Project Specialist Bonner Center Civic & Community Engagement
Mosen Auryan	Associate Provost Center for Institutional Effectiveness
Elizabeth Bapasola	Assistant Vice President Student Affairs
Erin Barnard	Assistant Director Admissions
Sharon Beverly	Assistant Vice President Athletics
Brian Bishop	Associate Director Athletics
Shari Blumenthal	Assistant Director Facilities & Administrative Services
Matthew Bonomo	Project Specialist Campus Construction
Beverly Breccia	Associate Director Student Accounts
Andrew Brunetto	Manager User Support Services
Deborah Bucca-Bedard	Project Specialist Trenton State College Corporation
Robert Buonocore	Director Enrollment Management

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One Year Reappointments (Effective July 1, 2015 – June 30, 2016) – Non Unit Staff – continued

Guy Calcerano	Assistant Director Development
Heather Camp	Project Specialist Bonner Center Civic & Community Engagement
Michael Canavan	Associate General Counsel General Counsel
Jared Carter	Associate Director Records & Registration
Wil Casaine	Executive Director Student Financial Assistance
John Castaldo	Executive Director Alumni Affairs
James Chambers	Assistant Director Career Center
Angela Chong	Assistant Vice President Health & Wellness
John Coburn	Associate Director Telecommunications
John Collins	Director Campus Police Services
Judi Cook	Director Office of Instructional Design
Frank Cooper	Executive Director Records & Registration
Ryan Corso	Assistant Director Human Resources
Emily Croll	Director Art Gallery
Ivonne Cruz	Director Center for Student Success
Kilpatry Cuesta	Associate Director EOF

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One Year Reappointments (Effective July 1, 2015 – June 30, 2016) – Non Unit Staff – continued

Nadine Dalrymple	Project Specialist School of Science
Melanie Danna	Executive Assistant General Counsel
James Day	Assistant Dean School of Arts & Communication
Elizabeth DeMatto	Associate Director Enterprise Applications
Ryan Farnkopf	Director Residential Education & Housing
Joan Fasulo-Harris	Project Specialist Campus Construction
Kevin Fay	Assistant Director Admissions
Paula Figueroa-Vega	Director Bonner Center Civic & Community Engagement
Delsia Fleming	Assistant Dean School of Education
Thomas Foga	Associate Director Student Financial Assistance
Mark Forest	Director Counseling & Psychological Services
Marlena Frackowski	Assistant Dean Library
Cindy Friedman	Director College Advancement
Elizabeth Gallus	Director Student Conduct & Dispute Resolution
Norma Garza	Director Academic Affairs

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One Year Reappointments (Effective July 1, 2015 – June 30, 2016) – Non Unit Staff – continued

Laji George	Project Specialist Campus Construction
Tammy Germana	Assistant Dean School of Business
Ryan Gladysiewicz	Associate Director Office of Instructional Design
Mark Gola	Director Public Relations & Communications
Scott Grandrino	Assistant Director Development
Timothy Grant	Associate Director Campus Police Services
Edward Gruber	Director Facilities
Dionne Hallback	Associate Director Student Financial Assistance
Judith Hastie	Director Payroll Office
Catherine Heckman	Controller Finance & Business Services
Dawn Henderson	Associate Director Athletics
Kelly Hennessy	Associate Dean Health & Wellness
Julie Howe	Associate Director Residential Education & Housing
Susan Hydro	Director Graduate Studies
Monica Jacobe	Director Center for American Language & Culture
Christen Jones	Assistant Director Development

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One Year Reappointments (Effective July 1, 2015 – June 30, 2016) – Non Unit Staff – continued

David Jurkin	Project Specialist Campus Construction
Lynda Kane	Director Campus Planning
Debra Kelly	Director Career Center
Jeffrey Kerswill	Director User Support Services (retired effective January 1, 2016)
Mark Kirchner	Project Specialist Campus Planning
Patricia Knorr	Manager Network & Technical Services
Shawn Kochis	Project Specialist Trenton State College Corporation
Richard Kroth	Director TCNJ Center for the Arts
Eileen Kurowski	Assistant Director – 10Mo. Counseling & Psychological Services
Kathryn Leverton	Associate Vice President Facilities & Administrative Services
Melissa Lide	Associate Director Development
Kerri Long	Assistant Director School of Education
Hector Lopez	Director Support for Teacher Education Programs
Loretta Maguire	Director General Counsel
Matthew Mastrianni	Assistant Director Development
David Matlack	Manager Campus Planning

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One Year Reappointments (Effective July 1, 2015 – June 30, 2016) – Non Unit Staff – continued

Vincent Matuza	Project Specialist Campus Construction
Lisa McCarthy	Director Alumni Affairs
Mark Mehler	Executive Director Finance & Business Services
Sushma Mendu	Director Enterprise Applications (resigned August 7, 2015)
Matthew Middleton	Associate Director Admissions
Grecia Montero	Director Admissions
David Morales	Associate Director Records & Registration
Taina Morales	Director Student Accounts
Gregory Mueller	Assistant Director Human Resources
David Muha	Associate Vice President College Advancement
Christopher Murphy	Associate Provost The Liberal Learning Program
LaKitha Murray	Senior Associate Director Athletics
Frank Nardoza	Manager Network & Technical Services
Khaja Naseeruddin	Assistant Director Enterprise Applications
Candyce Newell	Executive Director College Advancement
Christine Nye	Assistant Director Residential Education & Housing

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One Year Reappointments (Effective July 1, 2015 – June 30, 2016) – Non Unit Staff – continued

Jane O'Brien	Associate Director Student Financial Assistance
Joseph O'Brien	Associate Director Network & Technical Services
Cecelia O'Callaghan	Director Student Affairs
Renee Olson	Director College Advancement
Jennifer Palmgren	Assistant Provost Academic Affairs
Audrey Perrotti	Assistant Director College Advancement
William Petrick	Assistant Director Residential Education & Housing
Jeffrey Philburn	Associate Director User Support Services
Ralph Pignatelli	Associate Director Network & Technical Services
Susan Quinn	Assistant Director College Advancement
Chandrasekaran Rajam	Vice Provost Academic Affairs
Thomas Rakszawski	Assistant Director Payroll Office
Avani Rana	Director Leadership Development
Rhelda Richards	Executive Assistant Facilities, Management, Construction & Campus Safety
Karen Roth	Director Auxiliary Services
William Rudeau	Director Campus Construction

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One Year Reappointments (Effective July 1, 2015 – June 30, 2016) – Non Unit Staff – continued

Christina Rush	Assistant Director Human Resources (retired effective January 1, 2015)
Antonino Scarpati	Assistant Dean School of Nursing, Health & Exercise Science
Stacy Schuster	Associate Vice President College Advancement
Nancy Scott	Director TCNJ Clinic
Scott Sferra	Associate Director Student Accounts
Robert Simels	Director Athletics
Rahmaan Simpkins	Director Human Resources
Shawn Sivy	Director Network & Technical Services
Janine Smiley	Assistant Director Human Resources
James Spencer	Director Development
Sean Stallings	Assistant Vice President Student Affairs
Jon Stauff	Director Center for Global Engagement
Martha Stella	Assistant Dean School of Engineering
Linda Strange	Project Specialist Campus Planning
Lori Thompson	Director Grants & Sponsored Research
Kerri Tillet	Associate Vice President Human Resources

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One Year Reappointments (Effective July 1, 2015 – June 30, 2016) – Non Unit Staff – continued

Christina Tormey	Director Residential Education & Housing
Dana Van Nostrand	Director Treasurer's Office
Janice Vermeychuk	Director Student Health Services
Tiffani Warren	Director EOF
Debra Watson	Assistant Controller Finance & Business Services
Lisa Watson-Cotton	Assistant Director Records & Registration
Robert Watts	Assistant Director TCNJ Clinic
Brian Webb	Director Facilities & Administrative Services
Dawn Wilson	Assistant Director Admissions
Angela Winterrowd	Assistant Director Development
Lori Winyard	Director Energy & Central Utilities
Kortnay Woods	Executive Director Grants & Sponsored Research
Erika Worthy	Director Human Resources
Charles Wright	Associate Vice President Development
Rosa Zagari-Marinzoli	Assistant Dean School of Humanities & Social Sciences

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One Year Reappointments (Effective July 1, 2015 – June 30, 2016) – Non Unit Staff – continued

Ieva Zake	Vice Provost Academic Affairs
Seth Zolin	Manager Student Center

One Year Reappointments (Effective July 1, 2015 to June 30, 2016) – AFT Staff

Matthew Cesari	Professional Services Specialist 2 Network & Technical Services
Joe Hadge	Professional Services Specialist 2 Counseling & Psychological Services
Erica Kalinowski	Assistant Director 2 Center for Student Success
Ujwala Swaminathan	Professional Services Specialist 2 Student Financial Assistance

Four Year Reappointments (Effective July 1, 2016 to June 30, 2020) – AFT Staff

Virginia Brown	Program Assistant Support for Teacher Education Programs
Jessica Claar	Professional Services Specialist 3 Student Activities
David Ilaria	Professional Services Specialist 2 Athletics
Kris Anne Kinney	Professional Services Specialist 3 User Support Services
Nicole Maldonado	Assistant Director 2 Off-Site Graduate Programs
Serguisz Monasterski	Professional Services Specialist 3 Athletics
Stephen Scaffa	Professional Services Specialist 3 User Support Services
Marie Tuscano	Professional Services Specialist 1 Center for Institutional Effectiveness
Amanda Winfield-Summiel	Professional Services Specialist 3 Records & Registration

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Five Year Reappointments (Effective July 1, 2016 to June 30, 2021) – AFT Staff

Hue-Sun Ahn	Professional Services Specialist 1-10Mo. Counseling & Psychological Services
Norma Brown	Professional Services Specialist 1 Nursing
Katie Caperna	Professional Services Specialist 4 Records & Registration
John D’Amico	Professional Services Specialist 2 Network & Technical Services
Lisa DeMarsico	Assistant Director 3 Graduate Studies
Michael Dennis	Professional Services Specialist 2 Student Financial Assistance
Emily Dodd	Assistant Director 3 Public Relations & Communications
Diane Gruenberg	Assistant Director 1 Tutoring Center
Michael Mensch	Professional Services Specialist 3 User Support Services
Paula Rainey	Program Assistant Library
Michael Wehrle	Professional Services Specialist 3 Network & Technical Services

**Resolution Establishing the Schedule of Public Meetings
for The College of New Jersey Board of Trustees
2015 to 2016**

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 2015-2016 and directs that this schedule be sent to the Secretary of State for posting and to the press for publication in conformance with the requirements of law.

Meeting Dates 2015 - 2016

Tuesday, October 6, 2015
Tuesday, December 1, 2015
Tuesday, February 23, 2016
Tuesday, April 26, 2016 – Annual Tuition Hearing
Tuesday, July 5, 2016

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

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

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

Mr. Tyler Holzer, student, to a director term for the Corporation effective 7/01/15 through 6/30/17.

**Resolution Honoring
Mr. Ryan Boyne
For Service to
The College of New Jersey Board of Trustees**

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

Whereas: Mr. Boyne has maintained high academic standing while exhibiting extraordinary dedication to improving the quality of life on campus. He held leadership roles in Student Government including Senator for the School of Science and the Chairperson for the Student Government Election Committee and as a College Ambassador. He is a member of the Chemistry Honors Society and the Leadership Honors Society; and

Whereas: Mr. Boyne was elected by the student body in 2013 to serve on The College's Board of Trustees as the Alternate Student Trustee for 2013-14 and as the Student Trustee for 2014-15; and

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

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

**Therefore,
Be It
Resolved:**

That The College of New Jersey Board of Trustees honors Mr. Boyne for his service to the Board of Trustees and to the State of New Jersey and wishes him well as he pursues a career in medicine.

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**Resolution Honoring
Dr. David Blake
for Service to
The College of New Jersey Board of Trustees**

Whereas: Dr. David Blake was elected to the position of Faculty Representative to the Board of Trustees in 2013; and

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

Whereas: Dr. Blake has served as a Professor in the College's English Department since his arrival on the campus in 1999, and

Whereas: His expertise in the areas of 19th and 20th century U.S. literature, and creative nonfiction has served as a foundation for his teaching of courses at all levels within the department, where he is regularly cited as a demanding professor who teaches rigorous courses and cares deeply about his students and their personal and academic development, and

Whereas: Dr. Blake has served his department and the College community through his work as chair of the English Department, as an active member of the Faculty Senate and Senate Executive Board, and as a member of the Provost Search Committee, and

Whereas: His enthusiastic participation in meetings of the College Advancement, Academic Affairs, Finance and Investments, and Building and Grounds committees has provided valuable information to assist the work of the Trustees.

**Therefore,
Be It
Resolved:**

That The College of New Jersey Board of Trustees honors Dr. David Blake for his commitment and service to the Board of Trustees and the faculty of the College and wishes him continued success in all his future endeavors.

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**Resolution Honoring
Ms. Lynette Harris
for Service to
The College of New Jersey Board of Trustees**

Whereas: Ms. Lynette Harris was elected by the staff of The College of New Jersey to the position of Staff Representative to the Board of Trustees in 2011 and was re-elected for a second term in 2013; and

Whereas: During her tenure on the Board, Ms. Harris has served as a member of the College Advancement, Academic Affairs, Building and Grounds, Finance and Investments and Student Life Committees; and

Whereas: Ms. Harris began her career at The College of New Jersey in 1995 as a member of the Office of Student Affairs, providing support for student development and success; and

Whereas: As a current staff member in the College's Career Center, Ms. Harris is diligent in her efforts to ensure our students are prepared for their careers after leaving the TCNJ campus through her work on such programs as Dining Out in Professional Style and through her post-graduate collaborative teaching on career planning; and

Whereas: During her time on the campus Ms. Harris has served the campus community through her work on the Staff Senate and as Chair of the Minority Executive Council, and off campus through frequent national presentations for campus administrators on issues related to sexual assault and violence against women; and

Whereas: Throughout her time on the Board, Ms. Harris shared with the Trustees valuable insight gained through her work in the Division of Student Affairs. This unique perspective of the student experience added depth and enhanced the discussions and deliberations of the Board of Trustees.

**Therefore,
Be It
Resolved:**

That The College of New Jersey Board of Trustees honors Ms. Lynette Harris for her commitment and service to the Board of Trustees and the staff of The College of New Jersey.

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**The College of New Jersey Board of Trustees
Resolution Approving a Revised Policy on Academic Integrity**

Whereas: The College of New Jersey last reviewed its policy on Academic Integrity in 1998; and,

Whereas: Changes have occurred in the processes by which students do their work and in the procedural standards by which student academic misconduct is addressed.

Therefore,
Be It

Resolved: That The College of New Jersey is a community of scholars and learners who respect and believe in academic integrity. This integrity is violated when someone engages in academic dishonesty. Complaints of student academic misconduct will be addressed and adjudicated according to the *Academic Integrity Procedural Standards*; and,

Be It

Further

Resolved: The Academic Integrity Policy concerns the academic behavior expected of all students. Non-academic integrity standards are not covered by this policy, but rather fall within the authority of Student Affairs and the Office of Student Conduct as outlined in the *Undergraduate Student Conduct Code* and the *Graduate Student Conduct Code*; and,

Be It

Further

Resolved: Authority for academic integrity ultimately rests with the President of the College and the Board of Trustees, who delegate authority for academic conduct to the Provost. The Provost may delegate this authority to the Chief Academic Integrity Officer and to the Academic Integrity Administrator. Under their direction, the Academic Integrity Officers and All-College Academic Integrity Board and other appropriate staff are responsible for implementing the academic integrity process. The Provost has authority to appoint hearing boards or administrators. Any reference in the *Academic Integrity Policy* to the role or responsibilities of a specific College official may be delegated by him or her to an appropriate designee; and,

Be It

Further

Resolved: The *Academic Integrity Policy* shall apply to all academic student conduct that occurs in or outside the classroom. The Academic Integrity Administrator has discretion to determine what conduct will be addressed by the academic integrity process.

Be It

Further

Resolved: That this revision to the policy on Academic Integrity be approved and replace all previous documents.

July 7, 2015



Section:	II.1.1
Title:	Academic Integrity
Effective Date:	
Approved By:	Board of Trustees
Responsible Unit:	Academic Affairs (academic@tcnj.edu , 609-771-3080)
History:	Academic Integrity Policy passed by CUPPS, October 1997, and approved by Board of Trustees, June 1998.
Related Documents:	Academic Integrity Procedural Standards Academic Integrity Process Flow Chart Violations of Academic Integrity

I. INTRODUCTION

This policy establishes that academic honesty is expected of students, and it describes how charges of student academic dishonesty are addressed at the College.

II. DEFINITIONS

- A. "Academic Integrity Administrator" is a staff member in the Office of Academic Affairs appointed by the Provost as the first contact for academic integrity complaints, coordinator of academic integrity hearings, and record keeper for academic integrity documents.
- B. "Academic Integrity Officer" is a full-time, tenured faculty member appointed by the Dean of his or her school to serve as a resource for faculty members in the school regarding matters of academic integrity and adjudicate academic integrity complaints in the school.
- C. "All-College Academic Integrity Board" is a group of five individuals: the Chief Academic Integrity Officer, three members drawn from among the pool of Academic Integrity Officers, and one student member. The student member will be nominated by Student Government and vetted by the Academic Integrity Administrator. The members of the All-College Academic Integrity Board will receive training from the Chief Academic Integrity Officer before participating in any hearings.
- D. "Chief Academic Integrity Officer" is a full-time, tenured faculty member appointed by the Provost to serve as a campus-wide leader and resource for matters of academic integrity. The Chief Academic Integrity Officer may or may not serve simultaneously as the Academic Integrity Officer for the school in which he or she is a faculty member.
- E. "Advisor" is a person chosen by either an accused student or a student presenting information in support of a complaint to assist him or her with any hearing preparations.

The advisor may not attend or participate in any hearing proceedings. Any cost associated with the participation of an advisor is the responsibility of the student.

- F. "College" means The College of New Jersey.
- G. "Day" is defined as the normal business day and does not include Saturdays, Sundays, designated breaks, legal holidays, or College-designated administrative holidays. Timelines set forth in Academic Integrity documents may be extended in unusual circumstances as determined by the Academic Integrity Administrator.
- H. "Policy" means the written regulations, standards, and policies of the College as found in, but not limited to, this policy and an official TCNJ policy website.
- I. "Student" or "students" includes all persons who accept an offer of admission to the College, registered for courses or maintaining matriculation in a degree program at the College, either full time or part time, degree seeking or non-degree seeking, on campus or off campus, and have an academic record with the College's records and registration system. The status of other individuals who participate in College-sponsored or recognized programs will be determined solely at the discretion of the Academic Integrity Administrator.

III. POLICY

The College of New Jersey is a community of scholars and learners who respect and believe in academic integrity. This integrity is violated when someone engages in academic dishonesty. Complaints of student academic misconduct will be addressed and adjudicated according to the *Academic Integrity Procedural Standards*.

A. Authority

The Academic Integrity Policy concerns the academic behavior expected of all students. Non-academic integrity standards are not covered by this policy, but rather fall within the authority of Student Affairs and the Office of Student Conduct as outlined in the *Undergraduate Student Conduct Code* and the *Graduate Student Conduct Code*.

Authority for academic integrity ultimately rests with the President of the College and the Board of Trustees, who delegate authority for academic conduct to the Provost. The Provost may delegate this authority to the Chief Academic Integrity Officer and to the Academic Integrity Administrator. Under their direction, the Academic Integrity Officers and All-College Academic Integrity Board and other appropriate staff are responsible for implementing the academic integrity process. The Provost has authority to appoint hearing boards or administrators. Any reference in the *Academic Integrity Policy* to the role or responsibilities of a specific College official may be delegated by him or her to an appropriate designee.

The *Academic Integrity Policy* shall apply to all academic student conduct that occurs in or outside the classroom. The Academic Integrity Administrator has discretion to determine what conduct will be addressed by the academic integrity process.

B. Interpretation, Amendments, and Companion Documents

Any questions of interpretation or application of the *Academic Integrity Policy* from faculty, staff, or students shall be referred to the Chief Academic Integrity Officer for final determination.

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

The *Academic Integrity Policy* has two companion documents: *Academic Integrity Procedural Standards* and *Violations of Academic Integrity*. The *Academic Integrity Procedural Standards* document describes the procedural standards for addressing and adjudicating complaints of academic misconduct. The *Violations of Academic Integrity* document summarizes the most common forms of academic dishonesty. *Violations of Academic Integrity* is not exhaustive. Responsibility for the maintenance of *Violations of Academic Integrity* falls to the Chief Academic Integrity Officer.

IV. RELATED DOCUMENTS

Academic Integrity Procedural Standards
Academic Integrity Process Flow Chart
Violations of Academic Integrity

V. HISTORY

Academic Integrity Policy passed by CUPPS, October 1997, and approved by Board of Trustees, June 1998.

Academic Integrity Procedural Standards

- i. **Abbreviations.** The following abbreviations are used throughout this document:
CAIO = Chief Academic Integrity Officer, AIO = Academic Integrity Officer, AIA = Academic Integrity Administrator, ACAIB = All-College Academic Integrity Board.

- ii. **Complaint.** Any member of the College community, including students, may file a complaint against a student for possible violations of the Academic Integrity Policy. Faculty members are required to report any known possible violations of academic integrity, but may consult with the AIO in their school prior to reporting a complaint. A complaint must be prepared in writing and submitted to the AIA in Academic Affairs either electronically or in hard copy. Any complaint should be submitted as soon as possible after the incident takes place. Normally, this will be during the semester in which the violation occurred, but there are situations in which a violation may not be discovered until after the semester has ended (*e.g.*, work submitted to fulfill the requirements in a course in which a grade of Incomplete was given, or a faculty member learning from a witness about a violation that occurred during the previous semester). The person filing the complaint is encouraged to provide any supporting information along with the complaint.

- iii. **Investigation/Conference.** The AIA will refer the complaint to the AIO of the appropriate School or Program. If a faculty member brought the complaint, then the AIO will discuss the complaint with the faculty member and ask that he or she notify the student of the suspected violation in person or via email. If a student or staff member brought the complaint, then the AIO will discuss the complaint with that individual and notify the student of the suspected violation directly. The AIO will then conduct an investigation to determine if the information in the complaint merits charges against a student or students, or that there are no charges, but the report will remain on file for information only purposes. During this investigation withdrawal is not permitted from a course in which an academic integrity violation is suspected and no refund or cancellation of fees will be permitted. Withdrawal from the College as a whole is permitted, but a hold will be placed on the student's account consistent with the section of the Procedural Standards under "Leave of Absence or Withdrawal."

The student against whom a complaint has been made will meet with the assigned AIO for a conference to discuss the grounds for any charges, process, and sanctioning practices. Notice of the scheduled conference will be issued to the student charged in writing through the student's College email address, as the official means of communication at the College. If after notice the student does not attend a scheduled conference, the AIO may postpone the conference, assign the student an "Incomplete" grade in the relevant course, or review the information available and make a decision on responsibility including assigning any sanctions to the student if deemed appropriate. In the case of the assignment of an Incomplete, the grade will be recorded by Records and Registration at the direction of the AIO. The AIO will communicate this decision to the student, the faculty member in whose course the violation was suspected, and the Dean of the School in which the faculty member resides.

Any charges of violating the Academic Integrity Policy will be presented to the student in writing at the conference meeting. The AIO may conduct a hearing with the student or refer the student's case to the All College Academic Integrity Board (ACAIB) for a hearing. The AIO must refer the case to the ACAIB whenever suspension or expulsion are possible sanctions. The AIO may assign a case to an AIO in another school if any conflicts or extraordinary scheduling issues exist.

- iv. Hearing with an Academic Integrity Officer (AIO). The AIO conducting the conference may immediately conduct the hearing, postpone the hearing, or assign the hearing to another AIO or the ACAIB. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in academic integrity proceedings. Furthermore, the AIO may temporarily adjourn the hearing if he or she determines that further review or clarification is necessary, including, but not limited to, consulting with the AIA or CAIO or interviewing the Professor and/or other witnesses.
 - a. Decision. The AIO will determine whether the student is responsible for any violation of the *Academic Integrity Policy*. The AIO's determination shall be made on the basis of whether it is *more likely than not* that the student charged violated the *Academic Integrity Policy*. If the student is found not responsible for violating the *Academic Integrity Policy*, the process is concluded. If the student is found responsible, the AIO will then assign any appropriate sanctions.
 - b. Appeal. The student charged may appeal the decision and/or any sanctions issued by the AIO in writing to the CAIO.
- v. All College Academic Integrity Board hearing. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in academic integrity proceedings.
 - a. All College Academic Integrity Board. The ACAIB is a board chaired by the CAIO. The ACAIB is comprised of four voting members (three faculty members, one student), and the chair votes only in the case of a tie. The AIA does not vote or participate in deliberations, but may answer questions regarding procedural standards, policy, or sanctioning practices. Further, the charged student may meet with the AIA prior to a hearing to discuss any questions or concerns. A student may appeal the board's decision to the Provost.
- vi. Hearing guidelines. Both AIO and ACAIB hearings shall be conducted according to the following guidelines.
 - a. Hearings. A hearing is conducted with the charged student. In cases involving more than one student charged, the AIO or CAIO may permit the hearing concerning each student to be conducted either separately or jointly. For ACAIB hearing, the person bringing the complaint is required to attend the entire portion

of the hearing at which information is received (this excludes deliberations). Admission of any other person (*e.g.*, witnesses, additional student(s) in a case of suspected collaborative violation) to the hearing shall be at the discretion of the AIO for an AIO hearing and the CAIO for an ACAIB hearing.

- b. **Advisors.** The student charged may be assisted by an advisor of their choice. At the student's expense, advisors may assist the student with preparing for any hearings. However, advisors cannot be present or consulted during hearings. A representative from the College's Office of the General Counsel may be present or available for consultation at any proceeding if there is any current or pending legal action filed against the College. A student should select as an advisor a person whose schedule allows for consultation in a timely fashion, because delays will not normally be allowed due to the scheduling conflicts of an advisor.
- c. **Testimony.** The person bringing the complaint, the student charged, and the ACAIB or AIO may arrange for witnesses to present pertinent information. The CAIO or AIO will determine whether questions or potential information are appropriate at his or her discretion. Relevant records, exhibits and written statements (including character witness statements during the sanction phase) may be accepted as information for consideration by a board or AIO at the discretion of the chairperson or AIO.
- d. **Decline to provide information.** The student charged has the right to decline to provide any written or oral statements, answer questions posed in a hearing, or provide any information on his or her behalf. However, the ACAIB or AIO may draw an adverse inference from the student's absence of information or refusal to answer questions.
- e. **Procedural questions.** All procedural questions are subject to the final decision of the CAIO.
- f. **Majority vote and quorum.** For any ACAIB hearing, the board will determine by majority vote whether the student charged has violated the policy as charged. For any ACAIB hearing, a quorum of three voting members is necessary.
- g. **Basis for decision.** The ACAIB's or AIO's determination shall be made on the basis of whether it is *more likely than not* that the student charged violated the *Academic Integrity Policy*. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in academic integrity proceedings.
- h. **Hearing recorded.** There will be a single verbatim record, such as a digital recording, of all ACAIB hearings. Deliberations will not be recorded. The record will be the property of the College.

- i. **Decision in absentia.** If a student charged, with notice, does not appear for a conference or hearing, the ACAIB or AIO may postpone the hearing, assign a grade of “Incomplete” in the relevant course, or hear the information in support of the charges in the student’s absence and make a decision on the available information. In the case of the assignment of an Incomplete, the grade will be recorded by Records and Registration at the direction of the CAIO or AIO. The CAIO or AIO will communicate this decision to the student, the faculty member in whose course the violation was suspected, and the Dean of the School in which the faculty member resides.
 - j. **Special accommodation.** The ACAIB or AIO may accommodate persons with concerns for the personal safety, well-being, and/or fears of confrontation during the hearing by providing separate facilities or physical dividers, and/or by permitting participation by telephone, videophone/conferencing, video, audio, written statement, or other viable means as determined by the AIA to be appropriate.
 - k. **Differing abilities accommodation.** The ACAIB or AIO will provide any reasonable accommodation for hearing participants who have a disability and are registered with, or notify Disability Support Services in a timely manner.
- vii. **Appeal Procedures.**
- a. **Student appeal.** A student found in violation of the Academic Integrity Policy is afforded a single opportunity to appeal decisions and/or any sanctions issued by an AIO or ACAIB within five business days of the date of the written decision. Appeals challenging decisions or sanctions issued by an AIO will be reviewed by the CAIO, except in cases where the CAIO was serving as an AIO. In those cases, the appeal will be reviewed by the Provost. Appeals challenging decisions or sanctions issued by the ACAIB, including all cases of suspension or expulsion, will be reviewed by the Provost. The decision of the individual reviewing the submitted appeal is final and conclusive.
 - b. **Required format.** All appeals must be in writing, and include any supporting documentation that the student wishes to be considered. Deference is given to the original AIO or ACAIB findings of fact and decision of responsibility and/or any sanctions; therefore, the burden of proof is on the student filing an appeal to sufficiently demonstrate cause to alter procedures, the original decision or any sanctions. An appeal will generally be limited to a review of the verbatim record of the hearing (if applicable) and supporting documents for one or more of the purposes below. However, the individual reviewing the appeal may request additional information or clarification from the student, complaining party, and/or witnesses for purposes of this review.
 - i. **Process review.** A student may appeal whether the hearing was conducted in accordance with published procedures and without bias on the part of the AIO

or any ACAIB member. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice resulted from those deviations.

- ii. Information review. A student may appeal whether the conclusions drawn from information presented in the hearing could accurately establish that a violation of the *Academic Integrity Policy* occurred.
 - iii. Sanction review. A student may appeal whether any sanctions imposed were appropriate for the violation of the *Academic Integrity Policy* that the student was found to have committed.
 - iv. New information. A student may introduce new information within the prescribed five-day period, sufficient to alter a decision or other relevant facts not brought out in the original hearing, provided that such information was not known to the student appealing at the time of the original hearing.
- c. Appeal decision. The individual, CAIO or Provost, reviewing an appeal may make one of the following decisions.
- i. Affirm. The individual may decide to affirm the original decision of the AIO or ACAIB.
 - ii. Alter sanction. The individual may alter the original sanctions issued by the AIO or ACAIB. Alteration in the sanction may include reducing or increasing the sanction or requirements.
 - iii. New hearing. The individual may determine that a new hearing by a different AIO or ACAIB is warranted to correct procedural irregularity or to consider new information. A student may appeal a decision of the new AIO or ACAIB.
- viii. Summer and End of Academic Year Cases. For cases that are reported late in the semester or over the summer and cannot be resolved using the procedural standards outlined in the *Academic Integrity Policy*, the student charged may be assigned a grade of “Incomplete” in the relevant course pending adjudication. In the case of the assignment of an Incomplete, the grade will be recorded by Records and Registration at the direction of the CAIO or AIO. The CAIO or AIO will communicate this decision to the student, the faculty member in whose course the violation was suspected, and the Dean of the School in which the faculty member resides.
- ix. Any necessary grade changes or change in student status will occur at the resolution of the case.
- x. Sanctioning Practices. The following sanctions, alone or in any combination, may be imposed upon any student found to have violated the *Academic Integrity Policy*. The

AIO or ACAIB may consider any prior academic integrity violations when assigning sanctions.

- a. **Loss of privilege.** A student may be denied the privilege of access to College resources as a result of his or her actions. For example, a student found to have circumvented the normal registration process may be denied the ability to take a given course in a given semester.
- b. **Resubmission.** Allow the student to redo all or part of the work, and give a full or diminished grade for the assignment.
- c. **Failing grade on assignment.** Assign a grade of zero for the assignment.
- d. **Failing grade for the course.** Record a grade of F for the course that will be calculated into the student's GPA and place a notation on the student's academic transcript stating that this F was given as a sanction for a violation of the College's academic integrity policy. As soon as the finding is made to assign this sanction the student will be required to separate from the course. One calendar year after the finding a student may petition for administrative deletion of the notation. If the petition is successful, the notation will be removed and the student's GPA will be recalculated if the student retakes the course.
- e. **Pending suspension.** This status serves as the student disciplinary probation status assigned to a student for a specified period of time before he or she is suspended from the College. While on this status, any further violations of *Academic Integrity Policy* may result in suspension from the College. In addition, this status constitutes a student disciplinary record that will remain on file with the Office of Academic Affairs for five years after a student separates from the College. This sanction will be assigned in combination with resubmission, failing grade on the assignment, failing grade in the course, or a student disciplinary failing grade for the course.
- f. **Suspension.** Termination of course registration from the College after a specific date and for a specified time. Through the duration of the suspension, the student may be restricted from College property and may be required to provide prior notice and receive approval from the Provost for the purpose of conducting College business. Before a student may be readmitted to the College after the designated period of time, he or she must meet with the Provost to show satisfactory completion of any assigned directives or to discuss stipulated conditions for his or her return. In addition, this status constitutes a student disciplinary record that will remain on file with the Office of Academic Affairs indefinitely. Should a student wish to return to the College after the suspension period, he or she must comply with any academic standards and procedures then in effect.

Office of Academic Affairs. Copies of letters distributed to other College departments, incident reports, police reports, and the results of previous background checks reported outside of the Office of Academic Affairs are not affected by an administrative deletion. Petitions for an administrative deletion may be made no sooner than one year after the date of the student's last finding of responsibility from the academic integrity process and must be submitted in writing to the Provost. Administrative deletion may not be granted for conduct that resulted in suspension or expulsion from the College.

xii. Leave of Absence or Withdrawal.

- a. Individuals who withdraw or take a leave of absence from the College while an academic integrity matter or any sanction is pending will have a registration hold placed on their student account(s) and will be notified of the pending matter and registration hold.
- b. If documentation of a complaint or incident is brought to the attention of the Office of Academic Affairs after an individual separates from the College, but includes conduct that allegedly occurred while an individual was a student, the College retains discretion to assign any charges, and/or place a registration hold on the individual's account pending adjudication.
- c. The College retains discretion to determine when there is enough information available or it is necessary to adjudicate charges for formerly enrolled students.

Violations of Academic Integrity

Academic dishonesty can take many forms. This document aims to summarize the more common forms of academic dishonesty, but it should not be considered exhaustive. The ultimate authorities on what is permissible in a given course are a professor and his or her syllabus and other course documents, but there are certain standards of academic honesty expected of TCNJ students, and a professor need not specifically prohibit in course documents those behaviors that are universally agreed upon as academic dishonesty (*e.g.*, cheating on an exam).

Plagiarism

Plagiarism occurs when a student submits as their own the work of others. When a student presents the products of another individual's work (words, images, formulae, music, etc.) without citation or other proper attribution, plagiarism has occurred. This includes but is not limited to copying from a fellow student, copying from an internet source, and copying from a book or other published work.

Cheating

Cheating occurs when a student gains unfair advantage on an exam or other academic activity through any means. Cheating includes but is not limited to copying from another student's exam, using notes, books, electronic devices, or other aids during an exam when prohibited, stealing an exam or possessing a stolen copy of an exam, using a solutions manual for the completion of an academic activity, and submitting work obtained from another party.

Facilitation

Facilitation occurs when one student knowingly assists in academic dishonesty by another student. Facilitation includes many forms of dishonesty, including but not limited to taking an exam or completing an assignment for another student, holding a seat in a course for another student, providing another student with answers to an exam, and providing materials (laboratory reports, term papers, etc.) to another student with the understanding that they will be used improperly.

Obstruction

Obstruction occurs when a student acts in an improper way and the outcome of that action benefits him or her and/or harms others. Obstruction includes but is not limited to concealing, manipulating, stealing, or destroying resources (library holdings, software, online resources, laboratory or studio equipment, etc.), disrupting or delaying an exam or other academic activity, feigning illness to avoid an exam or other academic activity, and sabotaging the work of others.

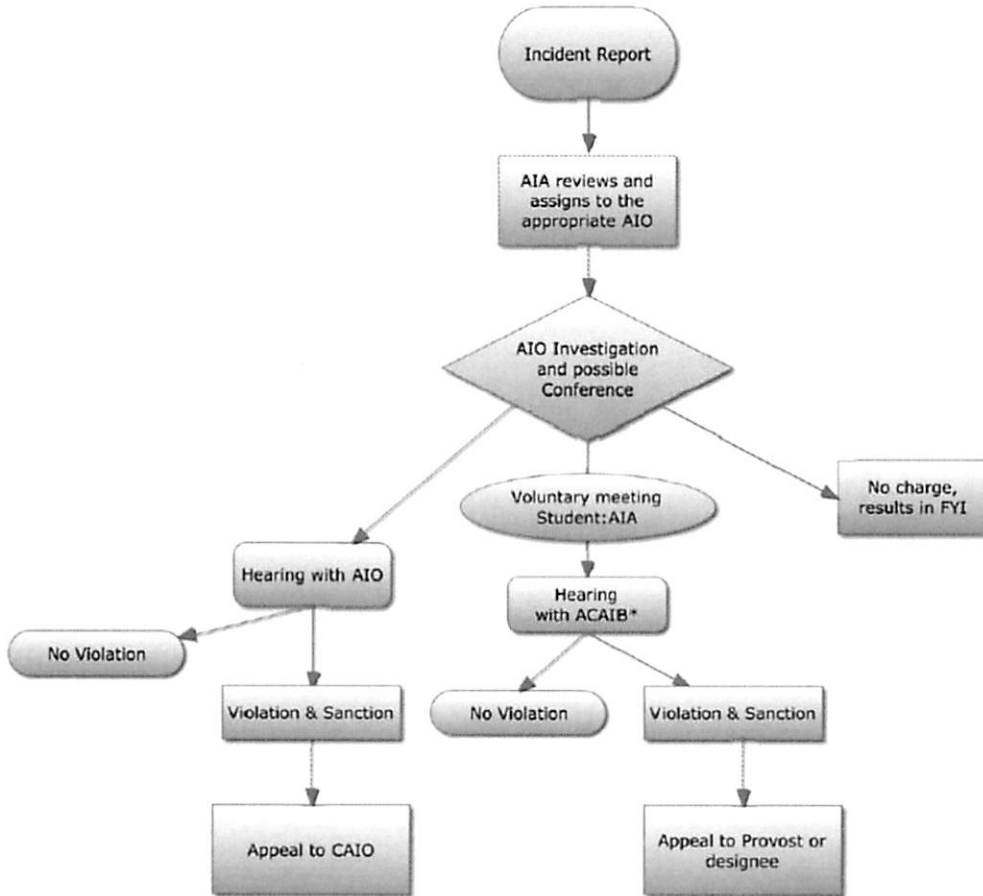
Misrepresentation

Misrepresentation occurs when a student submits work that is in some way not what it appears to be. Misrepresentation includes but is not limited to submitting work that contains any falsified elements (data, references, etc.) and submitting the work from one course in a second course without the permission of the professor(s) for the second course.

Misbehavior

Misbehavior describes all improper actions that are not described elsewhere in this document and are of an academic nature. These actions include but are not limited to intimidating a student, faculty member, or staff member, bribing a student, faculty member, or staff member, collaborating on any academic activity that called for independent work, lying in an academic context, and benefiting from another student's facilitation (receiving a saved seat in a course, submitting work completed by another student).

Academic Integrity Process Flow Chart



LEGEND
AIA: Academic Integrity Administrator
AIO: Academic Integrity Officer
CAIO: Chief Academic Integrity Officer
ACAIB: All College Academic Integrity Board

* ACAIB will hear cases that may result in suspension/expulsion or other lower level cases at the AIO's discretion.

**The College of New Jersey Board of Trustees
Resolution Approving a Revised Policy on Minors Approval Process**

Whereas: The College of New Jersey last reviewed its policy on the Minors Approval Process in 2002; and,

Whereas: The current policy does not require curriculum committees to ensure that all affected departments have reviewed proposals for new minors.

**Therefore,
Be It**

Resolved: Proposals for new academic minor programs begin in an academic unit of the campus, i.e., from a department or program, with thoughtful consideration of the rationale, need, and demand for the minor, and whether it is consistent with the mission of the Department, School, and College. Such discussions must take place under the auspices of the departmental curriculum committee (if applicable) and departmental committee of the whole. In the case of interdisciplinary minors, the home department must consult with all academic departments involved in the minor as well.

**Be It
Further**

Resolved: The formal proposal for the minor must include a brief description of the minor that includes the rationale, need, and demand for it. The proposal must also include a detailed outline of the curriculum, course syllabi, and any needed resources from all academic and nonacademic units involved such as:

1. faculty and support of instruction;
2. library resources;
3. equipment, laboratory support, computer support;
4. facilities.

**Be It
Further**

Resolved: The formal proposal for the minor must undergo department-level review (again, by the departmental curriculum committee, if applicable, and committee of the whole) determining whether the proposed minor is consistent with the mission of the Department, School, and College. The program proposal along with the New Minor Approval or Change in Minor form must then be signed by the department Chairperson. In the case of interdisciplinary minors, all departments included in the minor program must review the proposal (by the departmental curriculum committee, if applicable, and committee of the whole). Documentation of approval (signature of departmental Chairpersons or confirmation email) must be

July 7, 2015

appended to the program proposal. Minors that are not interdisciplinary but include a course(s) from a department(s) other than the department which is proposing the minor must be reviewed by the department(s) in which the specific course(s) is housed.

Be It

Further

Resolved: The appropriate Dean (or Deans in the case of interdisciplinary minors) must conduct a preliminary review of the proposal, considering whether the minor is consistent with the mission of the School(s) and College and can be adequately supported with resources.

Be It

Further

Resolved: After the proposal has been approved by all departments contributing courses to it and given preliminary approval by the Dean(s), the proposal is submitted to the school curriculum committee of the home department, as well as to the committees of all schools included in the minor program in the case of an interdisciplinary minor. The role of the school curriculum committee(s) is to ensure that all procedures have been followed in the approval process and that the proposed minor is consistent with the mission of the School and College. If recommended by the school committee(s), the minor is resubmitted to the relevant Dean(s) for final approval. After the relevant Dean(s) have approved the proposed minor, the proposal is submitted to the College's Steering Committee to be forwarded to the Committee on Academic Programs (CAP) for its review and recommendation, according to the steps of the Governance Process. During its review, CAP should consider whether there are any units that might be affected by the proposal that have not been consulted (e.g., Liberal Learning).

Be It

Further

Resolved: On completion of the Governance Process, the Provost will grant final approval of the minor ensuring that it is consistent with the mission of the College and can be adequately supported with resources. Upon approval, the Academic Affairs Committee of the Board of Trustees is notified.

Be It

Further

Resolved: That this revision to the policy on Minors Approval Process be approved and replace all previous documents.



Section:	II.1.14
Title:	Minors – Approval Process
Effective Date:	
Approved By:	Board of Trustees
Responsible Unit:	Academic Affairs (academic@tcnj.edu , 609-771-3080)
History:	Approved by Board of Trustees: 3/7/02
Related Documents: Types of Majors and Minors Defined	

I. INTRODUCTION

This policy explains the process by which new academic minor programs are developed, reviewed and approved.

II. DEFINITIONS

Terms used in this policy that are defined or explained in the Types of Majors and Minors Defined Policy (the “Nomenclature Policy”) shall have the meanings ascribed in the Nomenclature Policy, unless this policy explicitly provides a contrary meaning.

III. POLICY

Phase I: Program Proposal Development

Proposals for new academic minor programs begin in an academic unit of the campus, i.e., from a department or program, with thoughtful consideration of the rationale, need, and demand for the minor, and whether it is consistent with the mission of the Department, School, and College. Such discussions must take place under the auspices of the departmental curriculum committee (if applicable) and departmental committee of the whole. In the case of interdisciplinary minors, the home department must consult with all academic departments involved in the minor as well.

The formal proposal for the minor must include a brief description of the minor that includes the rationale, need, and demand for it. The proposal must also include a detailed outline of the curriculum, course syllabi, and any needed resources from all academic and nonacademic units involved such as:

1. faculty and support of instruction;
2. library resources;
3. equipment, laboratory support, computer support;

4. facilities.

The formal proposal for the minor must undergo department-level review (again, by the departmental curriculum committee, if applicable, and committee of the whole) determining whether the proposed minor is consistent with the mission of the Department, School, and College. The program proposal along with the New Minor Approval or Change in Minor form must then be signed by the department Chairperson. In the case of interdisciplinary minors, all departments included in the minor program must review the proposal (by the departmental curriculum committee, if applicable, and committee of the whole). Documentation of approval (signature of departmental Chairpersons or confirmation email) must be appended to the program proposal. Minors that are not interdisciplinary but include a course(s) from a department(s) other than the department which is proposing the minor must be reviewed by the department(s) in which the specific course(s) is housed.

Phase II: Preliminary Review by Dean(s)

The appropriate Dean (or Deans in the case of interdisciplinary minors) must conduct a preliminary review of the proposal, considering whether the minor is consistent with the mission of the School(s) and College and can be adequately supported with resources.

Phase III: School Curriculum Committee and Governance

After the proposal has been approved by all departments contributing courses to it and given preliminary approval by the Dean(s), the proposal is submitted to the school curriculum committee of the home department, as well as to the committees of all schools included in the minor program in the case of an interdisciplinary minor. The role of the school curriculum committee(s) is to ensure that all procedures have been followed in the approval process and that the proposed minor is consistent with the mission of the School and College. If recommended by the school committee(s), the minor is resubmitted to the relevant Dean(s) for final approval. After the relevant Dean(s) have approved the proposed minor, the proposal is submitted to the College's Steering Committee to be forwarded to the Committee on Academic Programs (CAP) for its review and recommendation, according to the steps of the Governance Process. During its review, CAP should consider whether there are any units that might be affected by the proposal that have not been consulted (e.g., Liberal Learning).

Phase IV: Final Approval

On completion of the Governance Process, the Provost will grant final approval of the minor ensuring that it is consistent with the mission of the College and can be adequately supported with resources. Upon approval, the Academic Affairs Committee of the Board of Trustees is notified.

IV. RELATED DOCUMENTS

Types of Majors and Minors Defined Policy

V. HISTORY

Approved by Board of Trustees: 3/7/02

**The College of New Jersey Board of Trustees
Resolution Approving a Bachelor of Arts in Journalism and Professional
Writing Conversion of an Option to a Major**

Whereas: Journalism and Professional Writing is currently an option within the English major; and,

Whereas: A Bachelor of Arts in Journalism and Professional Writing would more accurately reflect the program of study offered in Journalism and Professional Writing; and,

Whereas: There has been an increase in applications for the Journalism and Professional Writing program; and,

Whereas: Career opportunities are expanding for strong writers and editors who are social media specialists; and,

Whereas: A proposal for a Bachelor of Arts in Journalism and Professional Writing has been developed by the Journalism and Professional Writing faculty and approved by the Department of English; and,

Whereas: A degree program in Journalism and Professional Writing is consistent with the College's strategic plan, mission, and core values; and,

Whereas: This program has been reviewed and recommended by the Curriculum Committee of the School of Humanities and Social Sciences and the College's Committee on Academic Programs; and,

Whereas: This program has been reviewed and recommended by the Academic Affairs Committee of the Board of Trustees.

**Therefore,
Be It**

Resolved: That the proposed Bachelor of Arts in Journalism and Professional Writing be approved.

July 7, 2015

**The College of New Jersey Board of Trustees
Resolution Approving a Graduate Certificate in Public Health**

Whereas: The School of Nursing, Health, and Exercise Science, with representatives from the Schools of The Arts & Communication; Business; Humanities & Social Sciences; Education; Science; and Engineering, has developed a post baccalaureate/post master's certificate in public health; and,

Whereas: The graduate certificate program will offer a basic, broad overview of public and population health to add to a health professional's education and to help her or him to retool for the new era in healthcare delivery; and,

Whereas: There is a need for health professionals to add to their basic education through course work in epidemiology, wellness, general concepts of public health, policy, health communication, and hands on experience with population health models; and,

Whereas: Interest in a certificate program has been expressed by adult learners such as school health nurses and community health nurses who need expertise in Public Health yet who do not need another degree; and,

Whereas: A graduate certificate program in Public Health is consistent with the mission of The School of Nursing, Health, and Exercise Science and the mission of The College of New Jersey; and,

Whereas: This graduate certificate program has been reviewed and recommended by the Curriculum Committee of the School of Nursing, Health, and Exercise Science, the Graduate Programs Council, and the Committee on Academic Programs; and,

Whereas: This graduate certificate program has been reviewed and approved by the Academic Affairs Committee of the Board of Trustees.

Therefore,
Be It

Resolved: That the proposed graduate certificate program in Public Health be approved.

July 7, 2015

**The College of New Jersey Board of Trustees
Resolution Approving a Bachelor of Arts in Public Health Conversion of
an Option to a Major**

Whereas: The School of Nursing, Health, and Exercise Science, with representatives from the Schools of The Arts & Communication; Business; Humanities & Social Sciences; Education; Science; and Engineering, has developed the academic program, Bachelor of Arts in Public Health; and,

Whereas: The degree program in Public Health will prepare graduates to advance the public's health through education, health promotion, disease prevention, and the improvement of health outcomes of populations and individuals domestically and globally; and,

Whereas: There is strong student interest in a Public Health major and a strong demand for public health workers; and,

Whereas: A degree program in Public Health is consistent with the mission of The School of Nursing, Health, and Exercise Science and the mission of The College of New Jersey; and,

Whereas: This program has been reviewed and recommended by the Curriculum Committee of the School of Nursing, Health, and Exercise Science and the College's Committee on Academic Programs; and,

Whereas: This program has been reviewed and recommended by the Academic Affairs Committee of the Board of Trustees.

**Therefore,
Be It**

Resolved: That the proposed Bachelor of Arts in Public Health be approved.

July 7, 2015

**The College of New Jersey Board of Trustees
Resolution Approving a Master of Education (M.Ed.) in
Integrative Science, Technology, Engineering and Mathematics (iSTEM)**

Whereas: The College of New Jersey's Department of Technological Studies has a history of offering strong STEM-oriented education programs; and,

Whereas: The academic program, Master of Education in Integrative Science, Technology, Engineering, and Mathematics has been developed and approved by the Department of Technological Studies; and,

Whereas: The proposed program will serve in-service teachers and provide a benefit to New Jersey and the region; and,

Whereas: The proposed program is consistent with the mission of The School of Engineering and the mission of The College of New Jersey; and,

Whereas: This graduate program has been reviewed and recommended by the Curriculum Committee of the School of Engineering, Teacher Education Program Council, the Graduate Programs Council, and the Committee on Academic Programs; and,

Whereas: This graduate program has been reviewed and recommended by the Academic Affairs Committee of the Board of Trustees.

Therefore,
Be It

Resolved: That the proposed Master of Education in Integrative Science, Technology, Engineering and Mathematics (iSTEM) be approved.

July 7, 2015

**The College of New Jersey Board of Trustees
Resolution Approving a Bachelor of Arts in African-American Studies
Conversion of an Option to a Major**

Whereas: The College of New Jersey currently offers a minor and an interdisciplinary concentration in African-American Studies; and,

Whereas: The academic program, Bachelor of Arts in African-American Studies, has been developed and approved by the Department of African-American Studies; and,

Whereas: Cultural diversity, communication skills, global awareness, ethical awareness, and the ability to analyze and to solve complex problems are traits looked for by employers and are core values in the African-American Studies Department and this proposed major; and,

Whereas: A degree program in African-American Studies is consistent with one of the overarching goals of the College's strategic plan: "to live a culture of diversity and inclusion;" and,

Whereas: This program has been reviewed and recommended by the Curriculum Committee of the School of Humanities and Social Sciences and the College's Committee on Academic Programs; and,

Whereas: This program has been reviewed and recommended by the Academic Affairs Committee of the Board of Trustees.

**Therefore,
Be It**

Resolved: That the academic program Bachelor of Arts in African-American Studies be approved.

July 7, 2015

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

Whereas: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$33,000; and

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

Whereas: Waiver requests have been reviewed and are recommended by the Buildings and Grounds Committee, a subcommittee of The College of New Jersey Board of Trustees.

**Therefore,
Be It**

Resolved: The College of New Jersey Board of Trustees approves waivers to the following vendors for purposes as designated herein.

VENDOR	PURPOSE	FUNDING SOURCE
Einhorn Yaffee Prescott \$600,000	Design services related to STEM Phase 2 and Armstrong Programming	Higher Education Facilities Trust Fund Bon
French & Parrello \$71,100	Additional design services related to the Flower Hill dam project	E&G Asset Renewal
Honeywell International, Inc. \$15,400	Addition of smoke detectors to fire shutters at the Education Building	E&G Operating
DLB Associates \$62,975	Design services related to Central Utility Plant Boiler #1 renewal	E&G Asset Renewal – 50% Housing Asset Renewal - 50%
DLB Associates \$89,045	Design and commissioning services related to the Music Building	E&G Asset Renewal
DLB Associates \$93,500	Design services related to Camus Fire Water System improvements	E&G Asset Renewal – 50% Housing Asset Renewal - 50%

July 7, 2015

**Resolution Approving the College Of New Jersey FY 2016
Unrestricted Current Fund Budget and Establishing
Student Charges to the Level Sufficient To
Balance the Approved Budget**

Whereas: The State College Autonomy Law vests the responsibility with the Board of Trustees to approve the college's unrestricted current fund budget and adjust student charges as necessary; and

Whereas: The College's Treasurer has prepared an unrestricted current fund budget for FY 2016 totaling \$262,860,000 of which \$27,177,000 is the anticipated base state appropriation and \$32,731,000 is the anticipated state funded fringe benefits; and

Whereas: The President has reviewed the proposed unrestricted current fund budget and the student charges required to implement this budget and recommends their approval; and

Whereas: The Finance and Investments Committee of the Board of Trustees has reviewed the proposed unrestricted current fund budget and the student charges required to implement this budget and has recommended their approval; and

**Therefore
Be It
Resolved:**

That the Board of Trustees approves the FY 2016 college unrestricted current fund budget totaling \$262,860,000; and

**Be It
Further
Resolved:**

That the Board of Trustees approves the student charges for FY 2016 to implement this budget.

THE COLLEGE OF NEW JERSEY

FY 2016 TOTAL UNRESTRICTED CURRENT FUND BUDGET

CURRENT OPERATING FUND (including fringe benefits)	\$ 164,113,000
GSF/CAPITAL FEE	20,500,000
RESIDENCE LIFE	50,021,000
STUDENT CENTER	2,517,000
SUMMER SCHOOL	4,087,000
MISCELLANEOUS REVENUE ACCOUNTS	21,622,000
	<u>\$ 262,860,000</u>

College Self-Funded	\$ 2,044,000
Parking	672,000
Capital Contributions	17,000,000
Graduate Global Programs	1,906,000
	<u>\$ 21,622,000</u>

**THE COLLEGE OF NEW JERSEY
FY 2016
TUITION & FEE INCREASE**

FULL TIME UNDERGRADUATE IN-STATE STUDENT

FY 2015 ACTUAL CHARGES

TUITION	\$ 10,562
FEES, ROOM & BOARD*	\$ 16,669
TOTAL	\$ 27,231

	<u>FY 2016 PROPOSED CHARGES</u>	<u>COMPARISON TO FY 2015 ACTUAL DOLLAR INCREASE</u>	<u>PERCENT INCREASE</u>
TUITION	\$ 10,879	\$ 317	3.0%
FEES, ROOM & BOARD*	\$ 17,138	\$ 469	2.8%
TOTAL	\$ 28,017	\$ 786	2.9%

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

**THE COLLEGE OF NEW JERSEY
ANNUAL TUITION AND MANDATORY FEES
FISCAL YEAR 2016**

<u>FULL TIME STUDENTS (Flat Rate Over 12 Credits) / 3 Units</u>			CHANGE	
	<u>FY 2015</u>	<u>FY 2016</u>	<u>AMOUNT</u>	<u>PERCENT</u>
UNDERGRADUATE - NEW JERSEY RESIDENT				
TUITION	10,562.10	10,878.96	316.86	3.00%
STUDENT SERVICE FEE	723.18	744.88	21.70	3.00%
GSF/CAPITAL	2,757.06	2,839.77	82.71	3.00%
COMPUTING ACCESS FEE	444.72	458.06	13.34	3.00%
STUDENT CENTER FEE	241.74	248.99	7.25	3.00%
STUDENT ACTIVITY FEE*	275.40	275.40	-	0.00%
SUBTOTAL	\$ 15,004.20	15,446.06	\$ 441.86	2.94%
ROOM AND BOARD (BASE PLAN: ALA CARTE 1)	12,226.63	12,570.46	343.83	2.81%
TOTAL COST	\$ 27,230.83	28,016.53	\$ 785.70	2.89%
UNDERGRADUATE - OUT OF STATE RESIDENT				
TUITION	21,175.20	21,810.46	635.26	3.00%
STUDENT SERVICE FEE	723.18	744.88	21.70	3.00%
GSF/CAPITAL	2,757.06	2,839.77	82.71	3.00%
COMPUTING ACCESS FEE	444.72	458.06	13.34	3.00%
STUDENT CENTER FEE	241.74	248.99	7.25	3.00%
STUDENT ACTIVITY FEE*	275.40	275.40	-	0.00%
SUBTOTAL	25,617.30	26,377.56	760.26	2.97%
ROOM AND BOARD (BASE PLAN: ALA CARTE 1)	12,226.63	12,570.46	343.83	2.81%
TOTAL COST	37,843.93	38,948.02	1,104.09	2.92%
CARD SERVICE FEE	\$ 20.00	\$ 20.00		
Pass through annual charge for all students without personal insurance				
UNDERGRADUATE STUDENT HEALTH INSURANCE	\$ 1,502.00	\$ 1,480.00	(22.00)	-1.46%
GRADUATE STUDENT HEALTH INSURANCE	\$ 2,152.00	\$ 2,150.00	(2.00)	-0.09%

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

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

FISCAL YEAR 2016

<u>PART-TIME UG STUDENTS Per Credit/.25 Units</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>CHANGE</u>	
			<u>AMOUNT</u>	<u>PERCENT</u>
UNDERGRADUATE - NEW JERSEY RESIDENT				
TUITION	374.29	385.52	11.23	3.0%
STUDENT SERVICE FEE	26.05	26.83	0.78	3.0%
GSF/CAPITAL	114.17	117.59	3.43	3.0%
COMPUTING ACCESS FEE	15.70	16.17	0.47	3.0%
STUDENT CENTER FEE	10.29	10.60	0.31	3.0%
STUDENT ACTIVITY FEE	11.55	11.55	0.00	0.0%
TOTAL COST	552.04	568.26	16.21	2.9%
UNDERGRADUATE - OUT OF STATE RESIDENT				
TUITION	749.49	771.97	22.48	3.0%
STUDENT SERVICE FEE	26.05	26.83	0.78	3.0%
GSF/CAPITAL	114.17	117.59	3.43	3.0%
COMPUTING ACCESS FEE	15.70	16.17	0.47	3.0%
STUDENT CENTER FEE	10.29	10.60	0.31	3.0%
STUDENT ACTIVITY FEE	11.55	11.55	0.00	0.0%
TOTAL COST	927.24	954.71	27.47	3.0%
<u>PART-TIME GRAD STUDENTS Per Credit Hour</u>				
GRADUATE - NEW JERSEY RESIDENT				
TUITION	674.68	694.92	20.24	3.0%
STUDENT SERVICE FEE	26.05	26.83	0.78	3.0%
GSF/CAPITAL	114.17	117.59	3.43	3.0%
COMPUTING ACCESS FEE	15.70	16.17	0.47	3.0%
STUDENT CENTER FEE	10.29	10.60	0.31	3.0%
TOTAL COST	840.89	866.11	25.23	3.0%
GRADUATE - OUT OF STATE RESIDENT				
TUITION	1,064.14	1,096.06	31.92	3.0%
STUDENT SERVICE FEE	26.05	26.83	0.78	3.0%
GSF/CAPITAL	114.17	117.59	3.43	3.0%
COMPUTING ACCESS FEE	15.70	16.17	0.47	3.0%
STUDENT CENTER FEE	10.29	10.60	0.31	3.0%
TOTAL COST	1,230.34	1,267.25	36.91	3.0%
<u>ANNUAL FLAT RATE</u>				
CARD SERVICE FEE	20.00	20.00		

Description of Mandatory Fees

- **Student Service Fee** – While it does not cover all necessary expenses, all income from this fee is used to partially fund the operations (including personnel costs) of departments dedicated to the support student service such as the Health Services, Athletics, Intramurals, Campus Wellness, Fitness Services, etc.
- **General Service Fee/Capital** – All income from this fee is dedicated exclusively to fund the annual debt service requirements relating to educational and general (E&G) facilities, in-addition to funding the capital plan that addresses the continuing asset renewal of existing E&G facilities.
- **Student Center Fee** – The Student Center Fee is used exclusively to support the operations and maintenance of the Student Center, including debt service and capital expenditures relating to this facility.
- **Student Activity Fee** – The Student Activity Fee is collected by The College of New Jersey (TCNJ) on behalf of the Student Finance Board (SFB). The SFB is responsible for allocation and management of the funds. The SFB is an elected Board of student representatives. The primary goal of the SFB is to allocate the Student Activity Fund to various student clubs and student service organizations for the purpose of enriching the co-curricular life of the college community.
- **Card Service Fee** – The Card Service Fee is used to partially support the operations (including personnel costs) and equipment maintenance of the College's ID card program.
- **Computer Access Fee** – While it does not cover all necessary expenses, the Computer Access Fee is used to partially fund the computing infrastructure throughout the campus. Student use of computer services, particularly Internet services, has increased significantly. This fee enables the College to provide critical access and other technology services necessary for students to succeed in their academic majors.

**THE COLLEGE OF NEW JERSEY
BOARD CHARGES
FISCAL YEAR 2016**

Room and Board Plans (Annual Charges)	2016 BOARD ONLY (per year)	2016 BOARD ONLY (per semester)	Increase from FY15 (Amount)	Increase from FY15 (Percent)
MEAL RATES				
Ala Carte 1	\$3,949.27	\$1,974.64	\$133.55	3.5%
Ala Carte 2	\$3,317.28	\$1,658.64	\$112.18	3.5%
Ala Carte 3	\$2,680.22	\$1,340.11	\$90.64	3.5%
The Apartment Plan (Phelps and Hausdoerffer Apartment Residents)	\$1,609.86	\$804.93	\$54.44	3.5%
College Houses Plan (Off Campus Apt. Plan)	\$585.40	\$292.70	\$19.80	3.5%
*Carte Blanche Plus (includes \$600 Flex Points per semester) - FALL	\$4,650.21	\$2,384.55	\$157.25	3.5%
*Carte Blanche Plus (includes \$600 Flex Points per semester) - SPRING		\$2,265.67		
*Carte Blanche A (includes \$400 Flex Points per semester) - FALL	\$4,175.47	\$2,141.38	\$141.20	3.5%
*Carte Blanche A (includes \$400 Flex Points per semester) - SPRING		\$2,034.09		
*Carte Blanche B (includes \$250 Flex Points per semester) - FALL	\$3,876.44	\$1,988.19	\$131.09	3.5%
*Carte Blanche B (includes \$250 Flex Points per semester) - SPRING		\$1,888.24		
*Carte Blanche C (includes \$150 Flex Points per semester) - FALL	\$3,379.89	\$1,733.24	\$114.30	3.5%
*Carte Blanche C (includes \$150 Flex Points per semester) - SPRING		\$1,646.64		
*Carte Blanche Costs are allocated between fall (110.5) and spring (105) feeding days for a total of 215.5 days.				
Meal Equivalency LUNCH or DINNER (for all Carte Blanche Plans)	\$7.50	n/a	\$0.25	3.5%
Carte Blanche Door Rates (Eickhoff Dining):				
Breakfast	\$5.42		\$0.18	3.5%
Lunch	\$8.10		\$0.27	3.5%
Dinner	\$9.43		\$0.32	3.5%
Optional Additional Block Meal Plan Plan (student) * staff pay tax	25 Meals 50 Meals	\$177.30 \$351.96	\$6.00 \$11.90	3.5% 3.5%
Optional 1855 Block Meal Plan (student) * staff pay tax	10 Meals 25 Meals	\$73.72 \$181.25	- -	- -

ROOM RATES	2016 ROOM ONLY (per year)	2016 ROOM ONLY (per semester)	Increase from FY15 (Amount)	Increase from FY15 (Percent)
Room Rate (Per Year)	\$ 8,621.19	\$ 4,310.60	\$ 105.14	2.5%
January Term Room Rate	\$ 200.00			
CCS Room Rate (per year)	\$ 11,200.00	\$ 5,600.00	\$0	
Includes Overhead Costs and Program Services				

**The College of New Jersey
Student Revenues
Fiscal Year 2016**

	FY 2015	FY 2016
One-Time Mandatory Fees		
Admissions Application Fee (1)	75	75
Graduation Services Fee	100	100
LiveText Learning Assessment Fee	115	115
Transfer Orientation Fee	55	55
Welcome Week/First Year Student Activities Fee	192	211
<u>NEW</u> - Transfer Student Welcome Program Fee (Beginning Spring 2016)	n/a	125
Requested Services Fees		
All Parking Decal Fees:		
• Commuter	95	95
• Residence	280	280
• Weekly Parking	15	15
Specialized Programs Fees		
ESLAS Program Fee - Summer 2015 (tuition, fees, room and board)	7,200	6,250
ESLAS Program Tuition - Fall 2015 and Spring 2016	7,200	5,000
<u>NEW</u> - ESLAS Language Testing Fee	n/a	150
Government Program Fee	6,000	6,180
Provisional Cohort - Freshman	6,177	6362
Pre-College Programs – Credit:		
• General	3500	3,640
• TCNJ Faculty/Staff	3000	3,120
Pre-College Programs – Non-Credit:		
• Basic Fee Standard Rate (includes tuition, room, board, activities)	1,400	1,664
• Reduced Fee for Faculty/Staff Dependents Faculty/Staff Dependent Rate	1,100	1,352
RN-to-BSN Off-Site Programs	1,280	1,318
Regional Training Center 1 Credit Fee	125	140
Regional Training Center 3 Credit Fee	375	420
Summer Visiting Fee	75	75
Pass Through Fees		
Credit Card Payment Fee	2.35% of amount charged	2.35% of amount charged
Nursing Testing Package		
• Sophomore	150	165
• Junior	230	245
• Senior	230	245
Payment plan enrollment fee (annual)	45	45
Payment plan enrollment fee (semester)	25	25
Other Fees		
Ewing High School Partnership Tuition - Per Course	150	150
International Student Teaching Fee	450	450
Music Fee	100	100
<u>NEW</u> - Fitness Class Program Fee - Per Semester	n/a	25
Career and Community Studies		

**The College of New Jersey
Student Revenues
Fiscal Year 2016**

	FY 2015	FY 2016
Career and Community Studies Program (per term)	10,557	10,874
Career and Community Studies Program (per half term) Summer Term-5 weeks	5,279	5,437
Career and Community Studies - Computing Access fee (per semester -.5 units)	31	33
Career and Community Studies - General Services fee (per semester -.5 units)	228	235
Career and Community Studies - Student Center fee (per semester -.5 units)	21	21
Career and Community Studies - Student Services fee (per semester -.5 units)	52	54
Career and Community Studies - Student Life fee (per semester -.5 units)	18	23
<u>NEW</u> - Career and Community Studies - Residential Life Program fee (per semester)	n/a	300
Graduate Global Programs		
Tier 1 off-site programs (per credit)	630	640
Tier 2 off-site programs (per credit)	550	560
Tier 3 off-site programs (per credit)	460	480
Tier 4 off-site programs (per credit)	400	400
International Internships (per credit)	755	755
Performance Learning Systems 3rd Learning Course Fee	300	300
Principal's Training Center Course Fee	300	300
Princeton Center for Teacher Education (PCTE) Certificate (per credit)	125	125
<u>NEW</u> - PCTE Degree (per credit)	n/a	755
Undergraduate Study Abroad Programs		
National Student Exchange	425	425
Sponsored program undergraduate tuition (per semester)	7,950	8,200
Government Sponsored International Student Fee	n/a	8,200
Short-term program deposit fee	500	500
Study Abroad Late Application Fee	50	50
International Student Fee (in-coming) – for Matriculating Students	425	400
TCNJ London Fee – Semester (tuition and mandatory fees only)	8,650	9,085
TCNJ London Fee – Summer (tuition and mandatory fees only)	6,650	6,950
TCNJ Prague Fee – Semester (tuition and mandatory fees only)	9,650	9,150
<u>New</u> - TCNJ Prague Deposit Fee-Semester	n/a	500
TCNJ Spain Fee – Semester (TCNJ's tuition, fees, room and board)	Standard	Standard
TCNJ Heidelberg Fee – Semester (TCNJ's tuition, fees, room and board)	Standard	11,990
TCNJ Heidelberg Fee – Summer (TCNJ's tuition, fees, room and board)	5,000	5,000
TCNJ Italy Fee – Semester (TCNJ's tuition, fees, room and board)	13,650	TRB
<u>NEW</u> -TCNJ Italy Excursion Fee-Semester (cocurricular travel package required for all TCNJ Italy students)	n/a	1,350
TCNJ Washington Center Fee (TCNJ's tuition and fees only)	Standard	Standard
TCNJ Argentina Fee (TCNJ's tuition and fees only)	Standard	Standard
<u>NEW</u> - TCNJ Australia Fee (TCNJ's tuition and fees only)	Standard	Standard
Transcripting fee for short term programs	500	500
Transcripting fee for non-TCNJ students in Int'l programs (semester long)	1000	1000
Transcripting fee-per credit	125	125

**The College of New Jersey
Student Revenues
Fiscal Year 2016**

	FY 2015	FY 2016
Undergraduate International & Off-Campus Programs (out-going) – Study abroad application fee	425	425
Undergraduate Global Course Travel Fee – Application Fee for Short-Term, Faculty-Led Programs	150	150
Insurance Fees		
Study Abroad Travel Insurance - Monthly (HTH)	38	38.6
Study Abroad Travel Insurance - Weekly (HTH)	10.85	10.85
Study Abroad Travel Insurance- Annual 6/30/15-6/29/16 (First Risk)	75	85
Study Abroad Travel Insurance- Semi-Annual (First Risk)	38	43
Study Abroad Travel Insurance- Quarterly (First Risk)	19	21
Undergraduate Health Insurance- Annual 6/30/15-6/29/16 (First Risk)	1,502	1,480
Graduate Health Insurance- Annual 6/30/15-6/29/16 (First Risk)	2152	2150
Undergraduate Health Insurance- Spring/Summer 1/18/16-6/29/16 (First Risk)	667	663
Graduate Health Insurance- Spring/Summer 1/18/16-6/29/16 (First Risk)	955	963
Undergraduate Health Insurance- Summer 5/12/16-6/29/16 (First Risk)	206	198
Graduate Health Insurance- Summer 5/12/16-6/29/16 (First Risk)	295	288
International Exchange and ESLAS Program Health Insurance (First Risk):		
• Fall Undergraduate (8/15/15 - 12/31/15)	572	562
• Fall Graduate (8/15/15 - 12/31/15)	820	817
• Spring/Summer Undergraduate (1/1/16 -6/29/16)	741	731
• Spring/Summer Graduate (1/1/16 -6/29/16)	1061	1063
• Annual Undergraduate (8/15/15 - 6/29/16)	1,313	1,293
• Annual Graduate (8/15/15 - 6/29/16)	1,881	1,880
• <u>NEW</u> - Daily Rate Undergraduate	n/a	4.07
• <u>NEW</u> - Daily Rate Graduate	n/a	5.9
• <u>NEW</u> - Spring Undergraduate (1/15/16-5/31/16)	n/a	558
• <u>NEW</u> - Spring Graduate (1/15/16-5/31/16)	n/a	811
Tuition Refund Insurance	% varies based on coverage selected (2)	% varies based on coverage selected (2)

- (1) Admissions application fee may be waived for students from new, targeted, out of state districts for one year to support institutional recruitment strategies.
- (2) For example: An annual cost of College of \$15,000 at a suggested tuition refund insurance coverage of \$7,500 per semester, would cost \$214.50/year or 1.43%.

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

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

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

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

Whereas: Campus parking penalties and other Fines and Charges, which are applicable to faculty, staff, students and visitors, have been reviewed for Academic Year 2015-2016.

**Therefore
Be It**

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

**Be It Further
Resolved:**

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

**Be It Further
Resolved:**

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

**Be It Further
Resolved:**

That the Board of Trustees approves the following fines and charges for Academic Year 2015-2016:

**Charges, Fines and Parking Penalties
Academic Year 2015-2016
Campus Parking Penalties**

Parking Violation	Fine/Penalty
Improper parking	\$25.00
Parking in an unpaved area	\$25.00
Parking in a "Caution Area"	\$25.00
Improperly mounted decal	\$25.00
Parking in a No Parking zone	\$25.00
Exceeding 15 Minute Time Limit	\$25.00
Altered decal/pass	\$50.00
Obstructing traffic	\$50.00
Obstructing dumpster	\$50.00
Illegal entry into lots	\$50.00
Parking in a loading area	\$50.00
Parking on a walkway/sidewalk	\$50.00
Parking in the roadway	\$50.00
Parking in a Faculty/Staff lot without proper decal or permit displayed	\$50.00
Parking in a Visitor/Vendor spot without proper decal or permit displayed	\$50.00
Parking in a Service Vehicle spot without proper decal or permit displayed	\$50.00
Not parked in Assigned Lot as per decal displayed	\$50.00
Parking in a fire zone	\$100.00 + Tow
Parked in a handicapped space	\$250.00 + Tow
Fraudulent use of decal or reproduction of decal	Cost of the highest decal + Boot + Revocation of parking privileges for the balance of the semester, as well as for the following academic semester
Parking in a designated winter restriction lot during the designated winter restriction period (as per campus email)	<i>1st Offense:</i> \$50.00 <i>2nd Offense:</i> \$50.00 + Boot <i>3rd Offense:</i> \$50.00 + Boot + Revocation of parking privileges for the balance of the semester, as well as for the following academic semester
Vehicle operators who have three or more outstanding unpaid parking violations (not including tickets issued, for a period of 24 hours)	Boot + Cost of all tickets

Vehicle operators who receive six violations or more in one academic semester will lose parking privileges on campus for the balance of the semester, as well as for the following academic semester.	On receipt of the <i>sixth</i> violation: Boot + Cost of all tickets + Revocation of parking privileges for the balance of the semester, as well as for the following academic semester. If vehicle operator is a student, his/her name will be submitted to Student Affairs for student conduct.
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Additional Fees:

Boot Removal Fee	\$50.00 + Cost of all tickets
Towing/Storage Fee	Established by towing company
Municipal Summons Fines/Penalties	Established by Ewing Township

Citations Appeals Board continues to have the authority to reduce a fine (rather than uphold or dismiss) based on the appeal provided to this group.

Service Charges

Diploma Replacement Charge	\$20.00
Credential Services Charge	\$3.00
Res. Net Software Services including: Operating System, New Application, and Virus Software Installation, Virus and Spyware Removal and General Trouble Shooting Res. Net Hardware Services including: PCI Card, Memory and Hard Drive Installation	\$15.00
Res. Net Data Migration Services Res. Net Data Recovery	\$30.00
Credit by Exam Fee – One Course Unit	\$66.84
Print Sense	5¢ per page for printing

Other Fines/Charges

Late Registration Fine	UG \$150.00 Grad \$125.00
Late Bill Payment Monthly Fine for Balances over \$,1000	Fine equal to the greater of \$25 or a flat amount calculated by multiplying 1.5% by the outstanding balance
Bad Check Fine/Insufficient funds	\$25
Return ACH PMT (A/C not found)	\$10

Lost ID Card Fine	\$10
Late Graduation Filing Fine	\$35
Emergency HELP Loan Per Month Late Fine	\$50

Library Fines/Charges

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

Housing Cancellation Fee – Fall 2015 Rate Schedule

Contract cancellations prior to May 15 th	no charge
Contract cancellations May 16 th – July 1 st – 1 week charge	\$269.41
Contract cancellations July 2 nd – Aug 15 th – 2 week charge	\$538.82
Contract cancellations Aug 16 th – Sept 3 rd – 3 week charge	\$808.23
*Contract cancellations Sept 4 th – Sept 16 th – 4 week charge	\$1,077.64
*Contract cancellations Sept 17 th – Sept 30 th – 8 week charge	\$2,155.28
*Contract cancellations for the fall after October 1 st will result in full charge	\$4,310.60

Housing Cancellation Fee – Spring 2016 Rate Schedule

Spring contract cancellations prior to Nov 15 th	no charge
Spring contract cancellations Nov 15 th – Dec 15 th – 1 week charge	\$269.41
Spring contract cancellations Dec 16 th – Jan 15 th – 2 week charge	\$538.82
Spring contract cancellations Jan 16 th – Feb 3 rd – 3 week charge	\$808.23
*Spring contract cancellations Feb 4 th – Feb 16 th – 4 week charge	\$1,077.64
*Spring contract cancellations Feb 17 th – Mar 2 nd – 8 week charge	\$2,155.28
*Spring contract cancellations for the fall after March 2 nd will result in full charge	\$4,310.60

**Resolution Approving Waivers
Of Advertising
For College Business Purposes**

- Whereas:** State College Contracts Law permits waivers of advertising for specified purchases in excess of \$33,000, and
- Whereas:** The Law provides that such waivers shall be approved by The College of New Jersey Board of Trustees, and
- Whereas:** Waiver requests have been reviewed and are recommended by the Finance and Investments Committee, a subcommittee of The College of New Jersey Board of Trustees,
- Therefore,
Be It
Resolved:** The College of New Jersey Board of Trustees approves waivers to the following vendors for purposes as designated herein:

VENDOR	FY 2016 <u>International Programs for Academic Year 2015-2016</u> PURPOSE	FUNDING SOURCE
Casa do Brasil \$60,000	Summer study tour Madrid, Spain	Self Funded Revenue
CEPA-Europe Gmbh \$391,500	Winter session, Maymester, and Summer study tours in Europe	Self Funded Revenue
CERGE-EI Institute \$109,800	Fall and Spring study abroad program in Prague, Czech Republic	Self Funded Revenue
Council on International Educational Exchange (CIEE) \$183,750	Maymester study tours in Ireland, Spain, South Africa and Cuba	Self Funded Revenue
Foundation of International Exchange (FIE) \$216,450	Fall, Spring and Summer study abroad programs in London	Self Funded Revenue
Harlaxton College \$50,000	Summer study tour in England	Self Funded Revenue

Instituto Franklin of Alcala de Henares \$300,000	Spring study abroad program in Spain	Self Funded Revenue
Spring Hill College Italy Center \$112,000	Fall and Spring study abroad program in Bologna, Italy	Self Funded Revenue
The Washington Center \$120,000	Fall, Spring and Summer study program In Washington, DC	Self Funded Revenue
UIW European Study Center (ESC) \$438,390	Fall, Spring and Summer study abroad In Germany	Self Funded Revenue

College Union Board Waivers

Concert Ideas \$70,000	Event sponsored by the College Union Board: Fall 2015 Concert	Student Activity Fee
Degy Booking International, Inc \$55,000	Event Sponsored by the College Union Board: Fall 2015 Comedy Show	Student Activity Fee

Professional Services

Accu-type Inc. \$150,000	Real-time transcription services	College Operating
Blackboard \$59,400	Banking portion of Get-it Card (5-Year Agreement)	College Operating
Canon Solutions America \$176,400	Multi-function printer contract extension	College Operating
Digital Measures \$89,408	Activity Insight faculty data system	College Operating
ECSI \$47,000	Student Loan Collection for FY 2016	College Operating
Prager & Co., LLC \$60,000	Financial Advisory Services	College Operating

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

Whereas: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$33,000, and

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

Whereas: Waiver requests have been reviewed and are recommended by the Audit, Risk Management and Compliance Committee, a subcommittee of The College of New Jersey Board of Trustees,

**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
Baker Tilly \$150,000	Internal Audit Services	College Operating
Borden Perlman \$160,000	Athletic Accident Insurance	College Operating
First Risk Advisors, Inc. \$1,138,560	Student Health Insurance	Student Charges
FM Global \$2,650,309	All Risk Property Insurance Purchases for New Jersey Association of State College and Universities Member Institutions	Reimbursements from NJASCU- \$2,316,359 TCNJ Share - \$333,950