

**The College of New Jersey**  
**Board of Trustees**  
**July 8, 2008**  
**3:00 p.m.**  
**201 Loser Hall/106 Paul Loser Hall**

**Minutes**

Present: Stacy Holland, Chair; Susanne Svizeny, Vice Chair; Chris Gibson, Secretary; Poonam Alaigh; Robert Altman; Jorge Caballero; Hazel Gluck; Bob Kaye; Jimmy McAndrew; Miles Powell; Michael Strom, Alternate Student Trustee; Tim Clydesdale, Faculty Representative; Amanda Norvell, Faculty Representative; Lisa McCarthy, Staff Representative; Phil Hernandez, Staff Representative

Not Present: Brad Brewster; Anne McHugh, Barbara Pelson; Jenna Klubnick, Student Trustee

I.      Announcement of Compliance

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

II.     Motion to go into closed session

It is moved by Ms. Svizeny, seconded by Mr. Caballero, that the Board go into closed session to discuss personnel actions including Faculty Appointments, Resignations, Retirements, Reappointments, Staff New Appointments, New Appointments (Temporary), Change in Status, Resignations, One Year Reappointments, One Year Extension Reappointments, Two Year Reappointments, At Will Appointments, Temporary Extension Reappointments; all pending litigation including Woods v. TCNJ, Grafas v. TCNJ, Strober v. TCNJ, Pasternack v. TCNJ et al., Cseplo v. TCNJ, Stony Brook Construction v. TCNJ et al., Syska & Hennessy v. TCNJ, Travelers Insurance v. TCNJ, anticipated litigation, and presidential evaluation, items exempt under the Open Public Meetings Act.

III.    Closed Session

IV.    Resumption of Public Session/Pledge of Allegiance

V.     Swearing in of New Trustee

General Counsel Tom Mahoney swore in Trustee Jorge Caballero.

VI.    Approval of the Minutes of the April 22, 2008 Public Meeting

It was moved by Mr. Powell, seconded by Mr. Gibson, that the minutes be approved. The motion carried unanimously.

VII. Report of the President

Dr. Gitenstein introduced Dr. John Allison, the incoming Faculty Representative and Ms. Sana Fathima, the incoming Alternate Student Trustee. Dr. Gitenstein gave her report.

VIII. Report of the Board Officers

A. Report of the Nominating Committee

Mr. Powell reported for the committee and recommended the following slate of officers for 2008 – 2009:

Susanne Svizeny, Chair  
Chris Gibson, Vice Chair  
Brad Brewster, Secretary

IX. Report of the Trustee member of the TSC Corporation

Dr. Gitenstein gave her report.

X. Report of the Trustee member of the TCNJ Foundation

Mr. Kaye gave his report.

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

Ms. Holland gave her report.

XII. New Business

A. Report of the Executive Committee

Ms. Svizeny and Ms. Holland reported for the committee.

1. Personnel Actions

a. Faculty – Appointments, Resignations, Retirements,  
Reappointments - Attachment A

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

b. Staff – New Appointments, New Appointments (Temporary),  
Change in Status, Resignations, One Year Reappointments,

One Year Extension Reappointments, Two Year  
Reappointments, At Will Appointments, Temporary Extension  
Reappointments – Attachment B

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

2. The College of New Jersey Board of Trustees Resolution Approving a Policy Prohibiting Discrimination in the Workplace/Educational Environment and Ratifying Procedures for Internal Complaints Alleging Discrimination – Attachment C

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

3. Resolution To Implement FY2009 Merit Salary Adjustments for Non-Unit Employees – Attachment D

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

4. Resolution Establishing The Schedule of Public Meetings For The College of New Jersey Board of Trustees For 2008-2009 – Attachment E

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

B. Report of the Academic Affairs Committee

Dr. Alaigh reported for the committee.

C. Report of the Student Life and Enrollment Management Committee

Dr. Altman reported for the committee.

1. The College of New Jersey Board of Trustees Resolution Approving the Involuntary Health or Safety Withdrawal Policy – Attachment F

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

D. Report of the Finance and Investments Committee

Ms. Svizeny reported for the committee.

1. Resolution Approving The College of New Jersey FY 2009 Unrestricted Current Fund Budget and Establishing Student

Charges to the Level Sufficient to Balance the Approved Budget – Attachment G

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

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

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

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

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

4. Resolution Approving Modifications to The College of New Jersey Travel Policy – Attachment J

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

5. Resolution Regarding the Tuition Rate for Current Undocumented Immigrant Students – Attachment K

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

E. Report of the Audit Risk Management and Compliance Committee

Dr. Alaigh reported for the committee.

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

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

F. Report of the Building and Grounds Committee

Ms. Svizeny reported for the committee.

1. Resolution Approving Waivers of Advertising for College Business Purposes (Buildings and Grounds) – Attachment M

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

2. Resolution Approving Waivers of Advertising for Construction Contracting Purposes - Attachment N

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

G. Report of the College Advancement Committee

Mr. Kaye reported for the committee.

1. Resolution Honoring Ms. Stacy E. Holland for Service to The College of New Jersey Board of Trustees – Attachment O

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

2. Resolution Honoring Ms. Jenna Klubnick for Service to The College of New Jersey Board of Trustees – Attachment P

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

3. Resolution Honoring Dr. Amanda Norvell for Service to The College of New Jersey Board of Trustees – Attachment Q

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

XIII. Adjournment

The following resolution was moved by Mr. McAndrew, seconded by Ms. Gluck. The motion carried unanimously.

Be It

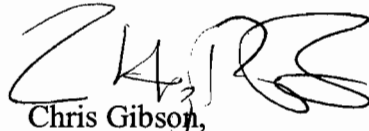
Resolved: That the next public meeting of The College of New Jersey Board of Trustees will be held on Tuesday, October 7, 2008 at a time and location to be announced.

Be It

Further

Resolved: That this meeting be adjourned.

Respectfully submitted,



Chris Gibson,  
Secretary

**Faculty – Appointments**

Heba Abourahma	Chemistry Assistant Professor Effective: August 26, 2008 – June 30, 2011
James Beyers	Elementary & Early Childhood Education Assistant Professor Effective: August 26, 2008 – June 30, 2011
Joanne Billmers	Chemistry Assistant Professor Temporary Effective: August 26, 2008 – June 30, 2009
Lisa Bilsky	Modern Languages Assistant Professor Temporary Effective: August 26, 2008 – June 30, 2009
Michelle Bunagan	Chemistry Assistant Professor Effective: August 26, 2008 – June 30, 2011
Linda Burroughs	Elementary & Early Education Assistant Professor Temporary Effective: August 26, 2008 – June 30, 2009
Matthew Cathell	Technological Studies Assistant Professor Effective: August 26, 2008 – June 30, 2011
Sarah Chartock	Political Science Assistant Professor Effective: August 26, 2008 – June 30, 2011
Seunghee Choi	School of Business Assistant Professor Effective: August 26, 2008 – June 30, 2011
Juan Du	School of Business Assistant Professor Temporary Effective: August 26, 2008 – June 30, 2009
Lillian Farhat	Modern Languages Instructor Temporary Effective: August 26, 2008 – June 30, 2009

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**Faculty Appointments (continued)**

Karen Gordon	Educational Administration Assistant Professor Temporary Effective: August 26, 2008 – June 30, 2009
Susan Guerrini	Music Assistant Professor Effective: August 26, 2008 – June 30, 2011
Eileen Heddy	Elementary & Early Education Instructor Temporary Effective: August 26, 2008 – June 30, 2009
Julie Hughes	Psychology Assistant Professor Effective: August 26, 2008 – June 30, 2011
Stacen Keating	Nursing Assistant Professor Effective: August 26, 2008 – June 30, 2011
Isabel Kentengian	Modern Languages Instructor Temporary Effective: August 26, 2008 – June 30, 2009
Rita King	Biology Assistant Professor Temporary Effective: August 26, 2008 – June 30, 2009
Rama Lohani-Chase	Women & Gender Studies Assistant Professor Full-time Temporary Effective: August 26, 2008 – June 30, 2009
Nathan Magee	Physics Assistant Professor Effective: August 26, 2008 – June 30, 2010
John McDonnell	Music Assistant Professor Temporary Effective: August 16, 2008 – June 30, 2009

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**Faculty Appointments (continued)**

Donka Mirtcheva	School of Business Assistant Professor Effective: August 26, 2008 – June 30, 2011
Mark Nigrini	School of Business Associate Professor Effective: August 26, 2008 – June 30, 2011
Jeffrey Osborn	History Assistant Professor Temporary Effective: August 26, 2008 – June 30, 2009
Nadya Panscofar	Special Education, Language Assistant Professor Effective: August 26, 2008 – June 30, 2011
Martin Paulson	History Assistant Professor Temporary Effective: August 26, 2008 – June 30, 2009
Kathleen Philbin	Nursing Associate Professor Effective: August 26, 2008 – June 30, 2011
Karen Prince	Elementary & Early Education Assistant Professor Temporary Effective: August 26, 2008 – June 30, 2009
Nina Ringer	English Instructor Temporary Effective: August 26, 2008 – June 30, 2009
Stephanie Sen	Chemistry Associate Professor Effective: August 26, 2008 – June 30, 2011
Ellen Seradarian	Modern Languages Instructor Temporary Effective: August 26, 2008 – June 30, 2009
Michael Shenoda	Engineering Assistant Professor Effective: August 26, 2008 – June 30, 2011

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**Faculty Appointments (continued)**

Elizabeth Solberg	Elementary & Early Education Assistant Professor Temporary Effective: August 26, 2008 – June 30, 2009
Diane Steinberg	English Assistant Professor Temporary Effective: August 26, 2008 – June 30, 2009
Bruce Stout	Criminology & Justice Associate Professor Effective: August 26, 2008 – June 30, 2011
Geoffrey Swab	Technological Studies Assistant Professor Effective: August 26, 2008 – June 30, 2011
Anthony Uzwiak	Biology Associate Professor Temporary Effective: August 26, 2008 – June 30, 2009
Ann Warner-Ault	Modern Languages Assistant Professor Temporary Effective: August 26, 2008 – June 30, 2009

**Faculty – Resignations**

Donna Adomat	Special Education, Language & Literacy Assistant Professor Effective: July 1, 2008
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**Faculty – Retirements**

David Smits	History Professor Effective: July 1, 2008
Gladys Word	Nursing Professor Effective: July 1, 2008

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Brett BuSha                      Engineering

Karen Becker	School of Business
Matthew Bender	History
Tamra Bireta	Psychology
Andrew Carver	School of Business
Benny Chan	Chemistry
Jacqueline Dacosta	Library
Leona Harris	Mathematics & Statistics
David Holleran	Criminology & Justice Studies
Michael Horst	Engineering
Kevin Michels	School of Business
Susanna Monseau	School of Business
Sudhir Nayak	Biology
Steve O'Brien	Technology Studies
Holly Ogren	Modern Languages
Manish Paliwal	Engineering
Ess Row	English
John Ruscio	Psychology
Alph Russell	Music
Miriam Segura-Totten	Biology
Shang Yan	Engineering

**Faculty – Reappointments (continued)**

**To A Fifth Year**

Anne Farrell	Health & Exercise Science
Susan Hume	School of Business
Xinru Liu	History
Nagesh Rao	English

**To A Sixth Year & Tenure**

Eileen Alexy	Nursing
Ernest Richard Blumberg	Special Education, Language & Literacy
Elizabeth Borland	Sociology & Anthropology
Linda Dempf	Library
Wayne Heisler	Music
Deborah Hutton	Art
Maria Irigoin	History
Cassandra Jackson	English
Jikai Li	Computer Science
Brian Potter	Political Science
Sarah Pulimood	Computer Science
Nelson Rodriguez	Women & Gender Studies
Gregory Seaton	Education Administration & Secondary Education
Donna Shaw-Bielski	English
Jean Slobodzian	Special Education, Language & Literacy
Moussa Sow	Modern Languages
Suriza Van Der Sandt	Mathematics & Statistics
Huei-Fen Weng	Library

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**Tenure Appointments 2008-2009**

Holly Haynes

Philosophy & Religion

Jeffrey Osborn

Dean of School of Science

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**New Appointments – Staff**

Jonathan Blair	Network and Technical Services Professional Services Specialist 3 Effective: June 16, 2008
Sonya Curtis	EOF Professional Services Specialist 3 Effective: April 26, 2008
Melanie Danna	General Counsel Executive Assistant Effective: June 16, 2008 at will appointment
Tammy Dieterich	School of Business Assistant Dean Effective: May 19, 2008
Eric Fehn	Admissions Professional Services Specialist 4 Effective: July 8, 2008
Luke LaCroix	Residential Education and Housing Assistant Director Effective: July 1, 2008
David Matlack	Campus Planning Director Effective: July 14, 2008
Rebecca McGrath	Academic Grants & Sponsored Research Program Assistant Effective: March 29, 2008
Sandra Novak	Trenton State College Corporation Project Specialist Effective: May 24, 2008
Judith Obenhaus	Records & Registration Project Specialist N18 Effective: March 15, 2008
Tiffany Ross	Academic Grants & Sponsored Research Program Assistant Effective: April 21, 2008

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**New Appointments – Staff (continued)**

Steven Schreiner	School of Engineering Dean Effective: July 1, 2008 At Will Appointment
Stacy Schuster	Advancement Director Effective: April 21, 2008
Lori Thompson	Student Affairs Managing Assistant Director 1 Effective: April 7, 2008
Marie Tuscano	Institutional Research Professional Services Specialist 3 Effective: June 21, 2008

**New Appointments – Staff (Temporary)**

Megan Furniss	Residential Education & Housing Project Specialist N17 Effective: April 21, 2008
Jay Gordon, Jr.	Student Financial Services Project Specialist N16 Effective: May 5, 2008
David Ilaria	Athletics Professional Services Specialist 3 Effective: July 1, 2008
Nicole Maldonado	School of Education Professional Services Specialist 4 Effective: March 24, 2008
Jaclyn Oehler	Student Accounts Project Specialist N17 Effective: March 31, 2008
Inessa Shor	Student Financial Services Project Specialist N17 Effective: May 10, 2008
Jennifer Sizoo	Records and Registration Project Specialist M18 Effective: June 16, 2008

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**Change in Status – Staff**

Victoria Allen-Edwards	STEP Office From: Program Assistant To: Assistant Director 4 Effective: March 15, 2008
Robert Bartoletti	STEP Office From: Managing Assistant Director 2 To: Managing Assistant Director 1 Effective: March 15, 2008
Virginia Brown	STEP Office From: Principal Clerk Typist To: Program Assistant Effective: March 15, 2008
Deborah Compte	School of Culture & Society From: Professor To: Interim Dean Effective: July 2, 2008
Jacqueline Deitch-Stackhouse	Student Life From: Project Specialist N22 (Grant) To: Professional Services Specialist 3 Effective: July 14, 2008
Matthew Golden	Public Relations & Communication From: Director 4 To: Director 2 Effective: February 16, 2008
Erica Kalinowski	School of Business From: Professional Services Specialist 4 To: Professional Services Specialist 3 Effective: January 5, 2008
Megan Krause	Development From: Managing Assistant Director 4 To: Director 4 Effective: February 16, 2008
Peter Manetas	Development From: Director 3 To: Assistant Vice President Effective: February 16, 2008

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

Elizabeth Paul	Academic Affairs From: Interim Provost To: Vice Provost Effective: July 2, 2008
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**Resignations – Staff**

Susan Albertaine	School of Culture & Society Dean Effective: July 1, 2008
Sergiusz Monasterski	Athletics Professional Services Specialist 3-10 month Effective: May 15, 2008
Crystal Smith	School of Science Managing Assistant Director 2 Effective: June 30, 2008

**One Year Reappointments (Effective July 1, 2008 – June 30, 2009) – Staff**

Scott Allen	Trenton State College Corporation Project Specialist
James Boatwright	Academic Support Programs Director
Alan Bowen	Information Technology Manager
John Castaldo	Athletics Director
James Chambers	Career Services Assistant Director
John Collins	Police Department Director
Keith Dewey	Development Director
Patrick Donohue	Office of the Provost Director

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**One Year Reappointments (Effective July 1, 2008 – June 30, 2009) – Staff (continued)**

Kevin Ewell	School of Education Assistant Dean
Ryan Farnkopf	Residential Education & Housing Assistant Director
Joan Fasulo-Harris	Construction Project Specialist
Matthew Golden	Public Relations & Communications Executive Director
Donald Gordon	Human Resources Associate Director
Dionne Hallback	Student Financial Services Associate Director
Jamie Hightower	Student Financial Services Executive Director
Janice Huang	Office of the Provost Director
Ann King	Public Relations & Communications Director
Megan Krause	Development Director
Kawanna Leggett	Residential Education & Housing Director
Ruth Leono	Payroll Services Assistant Director
Diana Lygas	Development Director
Matthew Middleton	Admissions Assistant Director
Michael Miragliotta	Residential & Community Development Professional Services Specialist 4-10 month
Joyce Perkins	Academic Support Programs Associate Director

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**One Year Reappointments (Effective July 1, 2008 – June 30, 2009) – Staff (continued)**

William Rogers	Construction Project Specialist
William Rudeau	Construction Director
Pamela Singh	Enterprise Applications Director
Shawn Sivy	Network & Technical Services Director
Christina Tormey	Residential Education & Housing Director

**One Year Extension Reappointments (Effective July 1, 2009 – June 30, 2010) – Staff**

Timothy Asher	Student Activities & Leadership Development Director
Robert Bartoletti	School of Education Director
Susan Berkowitz	Admissions Assistant Dean
Brian Bishop	Athletics Associate Director
Robert Buonocore	Admissions Director
Peter Camp	Human Resources Assistant Director
Christopher Chamberlin	Facilities & Administrative Services Director
Robert Cobb	Human Resources Associate Director
John Coburn	Telecommunications Associate Director
Roberta Conjura	School of Education Assistant Director

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**One Year Extension Reappointments (Effective July 1, 2009 – June 30, 2010) – Staff  
(continued)**

Nancy Freudenthal	Office of the Provost Assistant Provost
Larry Gage	Counseling Services Assistant Director
Lynette Harris	Community Standards Director
Dawn Henderson	Athletics Associate Director
Florence Johnson	Human Resources Assistant Director
Beverly Kalinowski	Office of the Provost Assistant Dean
Debra Kelly	Career Services Assistant Director
Christine Leichliter	School of the Arts & Communication Assistant Dean
Paula Maas	Office of the Provost Director
Grecia Montero	Admissions Director
David Morales	Records & Registration Associate Director
Frank Nardoza	Network & Technical Services Manager
Jane O'Brien	Student Financial Services Associate Director
Patricia Pasinski	Information Technology & Enrollment Support Services Executive Assistant
Sharon Pfluger	Athletics Assistant Director
Jeffrey Philburn	User Support Services Associate Director

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**One Year Extension Reappointments (Effective July 1, 2009 – June 30, 2010) – Staff  
(continued)**

Toni Pusak	Auxiliary Services Assistant Director
Rhelda Richards	Facilities, Manangement, Construction & Campus Safety Executive Assistant
Christina Rush	Human Resources Assistant Director
Antonino Scarpati	School of Nursing Assistant Dean
Andrew Stutzman	User Support Services Associate Director
Debra Watson	Business & Financial Services Associate Director
Lori Winyard	Facilities & Administrative Services Director

**Two Year Reappointments (Effective July 1, 2008 – June 30, 2010) – Staff**

Andrew Brunetto	User Support Services Manager
Ryan Gladysiewicz	User Support Services Manager
Germaine Hill	Admissions Assistant Director
Craig Kapp	User Support Services Assistant Director
Richard Kroth	School of the Arts & Communication Director
Thomas Mankovich	Records & Registration Associate Director
Sean Stallings	Residential Education & Housing Director
Xiao-Ming Sun	Enterprise Applications Associate Director

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**At Will Appointments (Effective July 1, 2008) - Staff**

Matthew Bonomo	Construction Project Specialist
Patrice Coleman-Boatwright	Community Relations & College Events Associate Vice President
Shirley Daniels	Records & Registration Assistant Director
Karen Jenkins	Office of the Provost Director
Jan Kubik	Development Director
Vincent Matuza	Construction Project Specialist

**Temporary Extension Reappointments (Effective July 1, 2008) – Staff**

Ivonne Cruz	Academic Support Programs Associate Director
David Icenhower	Athletics Associate Director
Lakita Rowe	Records and Registration Professional Services Specialist 3

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**The College of New Jersey Board of Trustees Resolution  
Approving a Policy Prohibiting Discrimination in the  
Workplace/Educational Environment and Ratifying Procedures for  
Internal Complaints Alleging Discrimination**

- Whereas: The College of New Jersey is committed to providing every employee, prospective employee, and student with a workplace/educational environment free from prohibited discrimination or harassment; and,
- Whereas: The *State of New Jersey Policy Prohibiting Discrimination in the Workplace* (as revised August 20, 2007 and issued pursuant to N.J.A.C 4A:7-3.1, the "State Discrimination Policy") "applies to all employees and applicants for employment in State departments, commissions, State colleges or universities, agencies, and authorities"; and,
- Whereas: Discrimination and hostile environments of the type prohibited in the State Discrimination Policy may not be directed toward or imposed upon students of the College; and,
- Whereas: Each New Jersey State college or university is responsible, pursuant to N.J.A.C 4A:7-3.2, for implementing model procedures for internal complaints alleging discrimination in the workplace, which reflect the structure of its organization and for filing a copy of the procedure with the Department of Personnel, Division of EEO/AA.

Therefore,

Be It Resolved: That the Board hereby approves the attached *Policy Prohibiting Discrimination in the Workplace/Educational Environment* and ratifies the procedures implemented by the College as set forth in the attached *Procedures for Internal Complaints Alleging Discrimination in the Workplace/Educational Environment*.

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## The College of New Jersey

### **Policy Prohibiting Discrimination in the Workplace/Educational Environment**

#### **I. POLICY**

##### **a. Protected Categories**

The College of New Jersey is committed to providing its current and prospective employees and students with a workplace/educational environment free from prohibited discrimination or harassment. Under this Policy, forms of employment discrimination or harassment based upon the following protected categories are prohibited and will not be tolerated: race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability.

To achieve the goal of maintaining a work/educational environment free from discrimination or harassment, the College strictly prohibits the conduct that is described in this policy. This is a zero tolerance policy. This means that the College reserves the right to take either disciplinary action, if appropriate, or other corrective action, to address any unacceptable conduct that violates this policy, regardless of whether the conduct satisfies the legal definition of discrimination or harassment.

##### **b. Applicability**

Prohibited discrimination/harassment undermines the integrity of the academic environment and employment relationship, compromises equal employment opportunity, debilitates morale and interferes with the opportunity for all persons to fully participate in the academic, work and living environment of the College. This Policy Prohibiting Discrimination in the Workplace/Educational Environment (this "Policy") applies to all employees, including student employees with respect to conduct that arises out of their employment status, and applicants for employment at the College. Other individuals and entities contracted by the College to perform services must also conform to the standards in this Policy. This Policy is based upon the State Policy Prohibiting Discrimination in the Workplace (N.J.A.C. 4a:7-3.1) that applies to all employees. However, this Policy explicitly applies to discrimination/harassment by employees against students and hostile environments in the educational environment. Discrimination/harassment alleged to have been committed by students against students is covered separately by the policies and procedures set forth in the Student Handbook.

The College of New Jersey will not tolerate discrimination or harassment by anyone in the workplace/educational environment including supervisors, co-workers, or persons doing business with the College. This Policy applies to conduct which occurs in the workplace/educational environment, which encompasses the College campus and properties



owned or controlled by the College, but also extends to conduct which occurs at any location that can be reasonably regarded as an extension of the College, such as any field location, any off-site business-related social function, or any facility where The College of New Jersey business is being conducted and discussed.

This Policy also applies to third party harassment. Third party harassment is unwelcome behavior involving any of the protected categories referred to in (a) above that is not directed at an individual but exists in the workplace/educational environment and interferes with an individual's ability to do his or her job as an employee or a student. Third party harassment based upon any of the aforementioned protected categories is prohibited by this Policy.

## **II. PROHIBITED CONDUCT**

### **a. Defined**

It is a violation of this Policy to engage in any employment/educational practice or procedure that treats an individual less favorably based upon any of the protected categories referred to in I(a) above. This Policy pertains to all employment practices such as recruitment, selection, hiring, training, promotion, transfer, assignment, layoff, return from layoff, termination, demotion, discipline, compensation, fringe benefits, working conditions and career development, as well as to all educational practices such as instruction, grading, advising, selection, recommendations, honors, awards and discipline.

It is also a violation of this Policy to use derogatory or demeaning references regarding a person's race, gender, age, religion, disability, affectional or sexual orientation, ethnic background, or any other protected category set forth in I(a) above, which have the effect of harassing an employee or student or creating a hostile work/educational environment. A violation of this Policy can occur even if there was no intent on the part of an individual to harass or demean another.

### **Examples of Behaviors That May Constitute Prohibited Workplace Discrimination or Harassment Include, But Are Not Limited To:**

- Discriminating against an individual because of being in one or more of the protected categories referred to in I(a) above;
- Treating an individual differently because of the individual's race, color, national origin or other protected category, or because an individual has the physical, cultural or linguistic characteristics of a racial, religious, or other protected category;
- Treating an individual differently because of marriage to, civil union to, domestic partnership with, or association with persons of a racial, religious or other protected category; or due to the individual's membership in or association with an organization identified with the interests of a certain racial, religious or other protected category; or because an individual's name, domestic partner's name, or spouse's name is associated with a racial, religious or other protected category;
- Calling an individual by an unwanted nickname that refers to one or more of the above protected categories, or telling jokes pertaining to one or more protected categories;

- Using derogatory references with regard to any of the protected categories in any communication;
- Engaging in threatening, intimidating, or hostile acts toward another individual, in the workplace/educational setting because that individual belongs to, or is associated with, any of the protected categories;
- Displaying or distributing material (including electronic communications) in the workplace/educational environment that contains derogatory or demeaning language or images pertaining to any of the protected categories; or
- Suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's employment, work assignments, or status, salary, academic standing, grades, receipt of financial aid and/or letters of recommendation, etc.

b. Sexual Harassment

It is a violation of this Policy to engage in sexual (or gender-based) harassment of any kind, including hostile work/educational environment harassment, quid pro quo harassment, or same-sex harassment. For the purposes of this Policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in a College activity;
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting that individual's academic standing, employment status or participation in a College activity; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work conditions, educational experience or participation in a College activity by creating an intimidating, hostile, or offensive environment.

Examples of prohibited behaviors that may constitute sexual harassment and are therefore a violation of this Policy include, but are not limited to:

- Generalized gender-based remarks and comments;
- Unwanted physical contact such as intentional touching, grabbing, pinching, brushing against another's body or impeding or blocking movement;
- Verbal, written, or electronically sexually suggestive or obscene comments, jokes or propositions including letters, notes, e-mail, text messages, invitations, gestures or inappropriate comments about a person's clothing;

- Visual contact, such as leering or staring at another's body; gesturing; displaying sexually suggestive objects, cartoons, posters, magazines or pictures of scantily-clad individuals; or displaying sexually suggestive material on a bulletin board, on a locker room wall, or on a screen saver;
- Explicit or implicit suggestions of sex by a faculty/staff member in return for a favorable action such as hiring, compensation, promotion, retention, or grades, recommendations, etc.;
- Suggesting or implying that failure to accept a request for a date or sex would result in an adverse consequence with respect to any employment practice such as performance evaluations or promotional opportunity or any academic practice, such as grading or recommendations; or
- Continuing to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior.

### **III. EMPLOYEE AND COMPLAINANT RESPONSIBILITIES**

Faculty/staff should make every effort to maintain an environment that is free from any form of prohibited discrimination/harassment. Any employee or student who believes that she or he has been subjected to any form of prohibited discrimination/harassment, or who witnesses others being subjected to such discrimination/harassment is encouraged to promptly report the incident(s) to the EEO/AA Office. Employees may also report such incidents to the Office of Human Resources or to any supervisor designated by the employee's department head to receive workplace discrimination complaints. Students may also report such incidents to a Dean or the Provost of the College.

All employees are expected to cooperate with investigations undertaken pursuant to VI below. Failure to cooperate in an investigation may result in administrative and/or disciplinary action, up to and including termination of employment.

### **IV. SUPERVISOR RESPONSIBILITIES**

Supervisors shall make every effort to maintain a work/educational environment that is free from any form of prohibited discrimination/harassment. Supervisors shall immediately refer allegations of prohibited discrimination/harassment to the EEO/AA Office. A supervisor's failure to comply with these requirements may result in administrative and/or disciplinary action, up to and including termination of employment. For the purposes of this section and in the State of New Jersey Model Procedures for Processing Internal Complaints Alleging Discrimination in the Workplace (Model Procedures), a supervisor is defined broadly to include any manager or other individual who has authority to control the work environment of any other staff member (for example, a project leader).

### **V. DISSEMINATION**

The College shall annually distribute a copy of this Policy, or a summarized notice of it, to all of its employees, including student, part-time and seasonal employees. This Policy, or summarized

notice of it, shall also be posted in conspicuous locations throughout the buildings and grounds of the College (that is, on bulletin boards or on the College's intranet site). The College shall distribute this Policy to vendors/contractors with whom the College has a direct relationship.

## **VI. COMPLAINT PROCESS**

The College EEO/AA Office shall promulgate procedures that describe the process for: Complaint Reporting, Investigation, Complaint Resolution, Appeals, and Filing with External Agencies.

## **VII. PROHIBITION AGAINST RETALIATION**

Retaliation against any employee or student who alleges that she or he was the victim of discrimination/harassment, provides information in the course of an investigation into claims of unlawful discrimination/harassment, or opposes a discriminatory practice is prohibited by this Policy. No employee or student bringing a complaint, providing information for an investigation, or testifying in any proceeding under this Policy shall be subjected to adverse employment or educational consequences based upon such involvement or be the subject of retaliation.

Following are examples of prohibited actions taken against an employee because the employee has engaged in activity protected by this subsection:

- Termination of an employee;
- Failure to promote an employee;
- Altering an employee's work assignment for reasons other than legitimate business reasons;
- Imposing or threatening to impose disciplinary action on an employee for reasons other than legitimate business reasons; or
- Ostracizing an employee (for example, excluding an employee from an activity or privilege offered or provided to all other employees).

Following are examples of prohibited actions taken against a student because the student has engaged in activity protected by this subsection:

- Providing a grade lower than would otherwise have been assigned;
- Withholding a positive recommendation, honor, or award;
- Providing a negative evaluation; or
- Ostracizing a student (for example, excluding a student in classroom discussion).

## **VIII. FALSE ACCUSATIONS AND INFORMATION**

An employee or student who knowingly makes a false accusation of prohibited discrimination/harassment or knowingly provides false information in the course of an investigation of a complaint, may be subjected to administrative and/or disciplinary action, up to and including termination of employment or expulsion. Complaints made in good faith, however, even if found to be unsubstantiated, shall not be considered a false accusation.

#### **IX. CONFIDENTIALITY**

All complaints and investigations shall be handled, to the extent possible, in a manner that will protect the privacy interests of those involved. To the extent practical and appropriate under the circumstances, confidentiality shall be maintained throughout the investigatory process. In the course of an investigation, it may be necessary to discuss the claims with the person(s) against whom the complaint was filed and other persons who may have relevant knowledge or who have a legitimate need to know about the matter. All persons interviewed, including witnesses, shall be directed not to discuss any aspect of the investigation with others in light of the important privacy interests of all concerned. Failure to comply with this confidentiality directive may result in administrative and/or disciplinary action, up to and including termination of employment or expulsion.

#### **X. ADMINISTRATIVE AND/OR DISCIPLINARY ACTION**

Any employee found to have violated any portion or portions of this Policy may be subject to appropriate administrative and/or disciplinary action which may include, but which shall not be limited to: referral for training, referral for counseling, written or verbal reprimand, suspension, reassignment, demotion, or termination of employment. Referral to another appropriate authority for review for possible violation of State and Federal statutes may also be appropriate.

#### **XI. TRAINING**

The College of New Jersey will provide students and employees with information regarding the prevention of prohibited discrimination/harassment and the procedure to be followed in filing complaints. The College of New Jersey will provide all new employees with training on this Policy and the related Procedures within a reasonable period of time after each new employee's appointment date. Refresher training shall be provided to all employees, including supervisors, within a reasonable period of time. The College of New Jersey will also provide supervisors with training on a regular basis regarding their obligations and duties under this Policy and the related Procedures.

Issued: December 16, 1999  
Revised: August 20, 2007  
Revised: July 8, 2008  
See N.J.A.C. 4A:7-3.1



## The College of New Jersey

### **Procedures for Internal Complaints Alleging Discrimination in the Workplace/Educational Environment**

**I. Complaint Reporting:** All employees and students have the right and are encouraged to immediately report suspected violations of this Policy. Employees and students should make every effort to report complaints promptly. Delays in reporting may not only hinder a proper investigation, but may also unnecessarily subject the individual to continued prohibited conduct.

1. Employees can report incidents of discrimination to either the EEO/AA Office, Green Hall 207, 609-771-2734 or to the Office of Human Resources or to any supervisor designated by the employee's department head to receive workplace discrimination complaints at The College of New Jersey. Students may report such incidents to the EEO/AA Office, Green Hall 207, 609-771-2734 or to a Dean or the Provost of the College.
2. Supervisory employees should immediately report all alleged violations of the Policy, whether reported by an employee or observed directly, to the EEO/AA Office, Green Hall 207, 609-771-2734.
3. If reporting a complaint to any of the persons set forth above presents a conflict of interest, the complaint may be filed directly to the New Jersey Department of Personnel, Division of EEO/AA, P.O. Box 315, Trenton, NJ 08625. An example of such a conflict would be where the individual against whom the complaint is made is involved in the intake, investigative or decision making process.
4. While not mandatory, in order to facilitate a prompt, thorough and impartial investigation, all complainants should fill out a Discrimination Complaint Processing Form (DPF-481).

#### **II. Investigation Process**

1. During the initial intake of a complaint, the EEO/AA Officer or authorized designee will obtain information regarding the workplace discrimination, harassment or hostile environment complaint, and determine if intermediate protective measures are necessary to prevent continued violations of the Policy.
2. At the EEO/AA Officer's direction, when necessary, a prompt, thorough, and impartial investigation into the alleged harassment or discrimination will take place. All investigations of discrimination/harassment claims shall be conducted in a way that respects, to the extent possible, the privacy of all the persons involved.

3. An investigatory report will be prepared by the EEO/AA Officer or his or her designee when the investigation is completed. The report will include: (a) a summary of the complaint; (b) a summary of the facts developed through the investigation and (c) an analysis of the allegations and the facts. The investigatory report will be submitted to the President who will issue a final determination.
4. Where a violation of this Policy is found to have occurred, the College shall take prompt and appropriate remedial action to stop the behavior and deter its reoccurrence. The College shall also have the authority to take prompt and appropriate remedial action, such as moving two employees apart, before a final determination has been made regarding whether a violation of this policy has occurred. The remedial action taken may include counseling, training, intervention, mediation, and/or the initiation of disciplinary action up to and including termination of employment.

### III. Complaint Resolution

1. The President will review the investigatory report issued by the EEO/AA Officer or authorized designee, and make a determination as to whether the allegation of a violation of the Policy has been substantiated. If a violation has occurred, the President will determine the appropriate corrective measures necessary to immediately remedy the violation.
2. The President will issue a final letter of determination to all parties, containing the results of the investigation and setting forth the complainant's right of appeal to the Merit System Board. The Division of EEO/AA, Department of Personnel shall be furnished with a copy of the final letter of determination.
  - a. The investigation of a complaint shall be completed and a final letter of determination shall be issued no later than 120 days after the initial intake of the complaint referred to in II.(1) above.
  - b. The time for completing the investigation and issuance of a final letter of determination may be extended by the President for up to 60 additional days in cases involving exceptional circumstances. The President shall provide the Division of EEO/AA and all parties with written notice of any extension and shall include in the notice an explanation of the exceptional circumstances supporting the extension.

IV. Appeal Process: If the complainant disagrees with the determination of The College of New Jersey, depending on the complainant's status as a career, unclassified, or senior executive service employee or applicant for employment, he or she may have the right to submit a written appeal, within twenty days of the receipt of the letter of determination from the College to the Merit System Board, P.O. Box 312, Trenton, NJ 08625. The appeal should contain a concise explanation of the disagreement. Regulations governing the appeal process are set forth at N.J.A.C. 4A: 7-3.2.

V. Filing with External Agencies: Any employee can file a complaint directly with external agencies that investigate discrimination/harassment charges in addition to utilizing this internal procedure. The time frames for filing complaints with external agencies indicated below are provided for informational purposes only. You should contact the specific agency to obtain exact time frames. The deadlines run from the last date of unlawful harassment or discrimination, not

from the date that the internal workplace discrimination/harassment complaint to the employer is resolved.

Employees may file complaints with the following agencies:

**Division on Civil Rights  
N.J. Department of Law and Public Safety  
180 days for violation of State Law**

Trenton Regional Office  
140 East Front Street  
6<sup>th</sup> Floor – P.O. Box 089  
Trenton, NJ 08625-0089  
(609) 292-4605

Camden Regional Office  
One Port Center  
2 Riverside Drive, Suite 402  
Camden, NJ 08103  
(856) 614-2550

Paterson Regional Office  
100 Hamilton Plaza  
Paterson, NJ 07505  
(973) 977-4500

Atlantic City Satellite Office  
26 Pennsylvania Avenue  
Atlantic City, NJ 08401  
(609) 441-3100

Newark Regional Office  
31 Clinton Street  
P.O. Box 46001  
Newark, NJ 07102  
(973) 648-2700

**United States Equal Employment  
Opportunity Commission (EEOC)  
300 days**

Philadelphia District Office  
The Bourse Building, Suite 400  
21 S. Fifth Street  
Philadelphia, PA 19106-2515  
(215) 451-5800

Newark District Office  
1 Newark Center  
21<sup>st</sup> Floor  
Newark, NJ 07102-5233  
(973) 645-6385



**Resolution to Implement FY2009 Merit Salary Adjustments  
for Non-Unit Employees**

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

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

Therefore,  
Be It

Resolved: That the Board of Trustees hereby authorizes the President to implement FY 2009 salary adjustments for non unit employees, corresponding to each employee's performance rating; and

Therefore,  
Be It

Resolved: That the pool of dollars available for FY 2009 non unit increases is 3.5% of the June 30, 2008 salary base; and

Therefore,  
Be It

Resolved: That all increases for non unit employees are based on merit; and

Therefore,  
Be It

Resolved: That the FY2009 salary adjustment for non unit employees shall be implemented effective July 5, 2008.

July 8, 2008

**Resolution Establishing The Schedule of Public Meetings  
For The College of New Jersey Board of Trustees  
For 2008-2009**

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 2008-2009 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 2008-2009:**

Tuesday, October 7, 2008  
Tuesday, December 2, 2008  
Tuesday, February 24, 2009  
Tuesday, July 7, 2009

**Tuition Hearing: Tuesday, April 14, 2009**

July 8, 2008

**The College of New Jersey Board of Trustees Resolution  
Approving the Involuntary Health or Safety Withdrawal Policy**

- Whereas: The College of New Jersey is committed to maintaining a safe and secure learning environment for our campus community; and
- Whereas: The College of New Jersey currently has policies for voluntary leaves of absence and withdrawals, as well as administratively-initiated dismissal for academic, judicial, and financial situations; and
- Whereas: In light of the heightened national awareness of the tragic consequences of threats to health or safety on campus, the College must ensure the safety and security of the campus when faced with a situation in which a student's behavior poses a significant risk to the health or safety of him/herself or others and/or substantially impedes educational process or activity for apparent medical, psychological, or behavioral reasons.
- Therefore,
- Be It Resolved: That the Board hereby approves the attached *Involuntary Health or Safety Withdrawal Policy*, directs the President to submit this administrative policy to the College's Steering Committee for consideration by the Committee on Student and Campus Community, and requests that the President report any recommendations for amendment of the policy to the Board prior to the 2009-2010 academic year.

July 8, 2008

## **Policy for Involuntary Health or Safety Withdrawal**

A student who poses a significant risk to the health or safety of him/herself or others, or substantially impedes educational process or activity for apparent medical, psychological, or behavioral reasons may be subjected to involuntary health or safety withdrawal by the College.

### **Criteria for Involuntary Health or Safety Withdrawal**

A student will be subject to involuntary health or safety withdrawal if the student:

- a) poses a significant risk to the health or safety of him/herself or others; or
- b) substantially impedes educational process or activity for apparent medical, psychological, or behavioral reasons.

A student should not be subject to involuntary health or safety withdrawal under these procedures when judicial, academic or other responses are available and the student's circumstances can best be addressed through those responses. When possible and appropriate, efforts should be made to persuade a student to withdraw voluntarily under applicable procedures with conditions for readmission before initiating the involuntary health or safety withdrawal process.

### **Interim Involuntary Health or Safety Withdrawal**

If health or safety is an immediate concern, the College may take interim action to protect the well-being of the student and/or other members of the community. By interim involuntary health or safety withdrawal, the College may remove a student from any or all College premises when the Dean of Students (or his/her designee), after considering reasonably available information determines in his/her judgment that a threat of significant risk to self or others exists. Interim involuntary health or safety withdrawal is a preliminary action taken to protect the health and safety of the student withdrawn, or of others, and is not a penalty. Students subject to interim involuntary health or safety withdrawal immediately proceed to the involuntary health or safety withdrawal process.

### **Behavioral Assessment and Response Team**

The College has established the Behavioral Assessment and Response Team ("BART") whose duties include assisting in evaluating whether students meet the criteria for involuntary health or safety withdrawal. BART includes representatives from the Office of the Dean of Students, Health Services, Psychological Counseling Services, Residential Education and Housing, Campus Police, and Academic Affairs. Other members may be added at the discretion of the Vice President for Student Affairs or his/her designee. The members of the team to review a particular case will depend upon the specific circumstances; however, an appropriate health professional and representatives of the Vice President of Student Affairs and Academic Affairs must participate in any review.

### **Involuntary Health or Safety Withdrawal Process**

Any member of the College community who has reason to believe that a student may meet the criteria for involuntary health or safety withdrawal may contact the Dean of Students or his/her designee to request an informal review. Upon review, the Dean of Students or his/her designee

may recommend that a student be withdrawn for health or safety reasons under the criteria set forth above. If the student does not agree to withdraw voluntarily, the Dean of Students or his/her designee will consult with BART, which will complete review of the recommendation within five (5) working days of receipt.

Prior to review of the recommendation for involuntary health or safety withdrawal by BART, the student will ordinarily be required to undergo a medical and/or psychological evaluation at the College's expense by a health professional designated by the College. The evaluation will be provided to BART and other administrators involved under this policy and the student will sign any releases deemed necessary. A student who refuses to undergo an evaluation or to provide any release of requested information for BART consideration may be subject to interim involuntary health or safety withdrawal and/or disciplinary action.

If consultation with BART supports the decision to withdraw the student, the student may voluntarily withdraw by the deadline communicated to the student or the College will involuntarily withdraw the student. Conditions for readmission will be specified in writing.

During the Involuntary Health or Safety Withdrawal process, a representative of the College may contact the student's parents or legal guardians, if deemed appropriate.

#### Appeal of Involuntary Health or Safety Withdrawal

A student who is involuntarily withdrawn under this policy may submit a written request to the Vice President for Student Affairs for an informal proceeding to review the decision. To be timely, any such appeal must be received by the Vice President for Student Affairs within three (3) business days of the notification of the Dean of Students or his/her designee to involuntarily withdraw the student. The student may request that the Office of Records & Registration notify his/her instructors of his/her absence from classes.

The Vice President for Student Affairs or his/her designee shall conduct the informal proceeding within seven (7) working days of receipt of the written appeal. The student will be provided with all the following:

- a) the opportunity to review any psychological or medical evaluations relied upon by the Dean of Students or his/her designee;
- b) a written statement providing a detailed explanation of the reasons for involuntary health or safety withdrawal and the information relied upon; and
- c) the opportunity to be assisted by an appropriate advisor, which may include a parent/legal guardian, a health professional of the student's choice, or legal counsel.

At the conclusion of the informal proceeding, the Vice President for Student Affairs or his/her designee shall determine whether to (a) uphold the withdrawal; (b) reinstate the student; or (c) reinstate the student subject to specified conditions that may include, without limitation, participation in an ongoing treatment program, acceptance of and compliance with a behavioral contract, a housing relocation, reduced course load or any combination thereof. The Vice President for Student Affairs or his/her designee may also modify the conditions of readmission. The decision of the Vice President for Student Affairs or his/her designee shall be final.

### Readmission

A student who has been withdrawn under this procedure (voluntarily or involuntarily) and who wishes to be considered for readmission must contact the Dean of Students or his/her designee and provide appropriate documentation to comply with the conditions of readmission.

The Dean of Students or his/her designee will review the request for readmission as follows:

- a) review and investigate compliance with the conditions of readmission;
- b) consult with appropriate members of the Behavioral Assessment and Response Team; and
- c) meet with the student.

The Dean of Students or his/her designee will recommend to the Office of Admissions whether, in the judgment of the Dean of Students or his/her designee, the student should be readmitted. The Office of Admissions will make the final decision regarding readmission.

**Resolution Approving the College Of New Jersey FY 2009  
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 2009 totaling \$168,205,000 of which \$34,516,000 is the anticipated state appropriation; 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 2009 college unrestricted current fund budget totaling \$168,205,000; and

Be It  
Further  
Resolved:

That the Board of Trustees approves the student charges for FY 2009 to implement this budget.

July 8, 2008

**THE COLLEGE OF NEW JERSEY**

**FY 2009 TOTAL UNRESTRICTED CURRENT FUND BUDGET**

<b>CURRENT OPERATING FUND (including scholarships &amp; waiver</b>	<b>\$103,980,000</b>
<b>GENERAL SERVICE FEE</b>	<b>14,800,000</b>
<b>RESIDENCE LIFE</b>	<b>36,230,000</b>
<b>STUDENT CENTER</b>	<b>2,560,000</b>
<b>SUMMER SCHOOL</b>	<b>3,600,000</b>
<b>MISCELLANEOUS REVENUE ACCOUNTS</b>	<b>7,035,000</b>
Misc College Self Funded	621,000
Parking	789,000
Global	1,574,000
Conference Center	2,081,000
Academic Enterprises	1,970,000
	<b>7,035,000</b>
	<b>\$168,205,000</b>



**THE COLLEGE OF NEW JERSEY  
FY 2009  
TUITION & FEE INCREASE**

**FULL TIME UNDERGRADUATE IN-STATE STUDENT**

**FY 2008 ACTUAL CHARGES**

<b>TUITION</b>	<b>\$8,072</b>
<b>FEES, ROOM &amp; BOARD</b>	<b>\$12,476</b>
<b>TOTAL</b>	<b><u>\$20,548</u></b>

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	<b><u>FY 2009 PROPOSED CHARGES</u></b>	<b><u>COMPARISON TO FY 2008 ACTUAL DOLLAR INCREASE</u></b>	<b><u>PERCENT INCREASE</u></b>
<b>TUITION</b>	<b>\$8,718</b>	<b>\$646</b>	<b>8.0%</b>
<b>FEES, ROOM &amp; BOARD</b>	<b>\$13,202</b>	<b>\$726</b>	<b>5.8%</b>
<b>TOTAL</b>	<b><u>\$21,920</u></b>	<b><u>\$1,372</u></b>	<b><u>6.7%</u></b>

**The College of New Jersey  
Tuition and Fee Charges  
Fiscal Year 2009**

	Full-Time Students		Part-Time Students		Graduate Students	
	NJ Resident	Out of State	NJ Resident -	Out of State	NJ Resident -	Out of State
Tuition	\$8,718	\$16,825	\$309.00	\$595.50	\$557.00	\$845.50
Student Service Fee	\$598	\$598	\$21.50	\$21.50	\$21.50	\$21.50
General Service Fee	\$2,222	\$2,222	\$92.00	\$92.00	\$92.00	\$92.00
Computing Access Fee	\$367	\$367	\$13.00	\$13.00	\$13.00	\$13.00
Room and Board (base plan)	\$9,612	\$9,612				
Student Center Fee	\$200	\$200	\$8.50	\$8.50	\$8.50	\$8.50
Student Activity Fee	\$203	\$203	\$8.50	\$8.50		
2009 Total Cost	\$21,920	\$30,027	\$452.50	\$739.00	\$692.00	\$980.50
2008 Total Cost	\$20,548	\$27,771	\$415.50	\$671.00	\$680.50	\$969.00
Amount Change / % Change	\$1,372/6.7%	\$2,256/8.3%	\$37.00/8.9%	\$68/10.1%	\$11.50/1.7%	\$11.50/1.2%
Tuition Only - % Change	8.00%	10%	8.00%	10%	0%	0%

**All students (Full Time and Part Time) are charged a flat rate of \$10.00 for the TCNJ Student ID Card**

**THE COLLEGE OF NEW JERSEY  
ROOM AND BOARD CHARGES  
FISCAL YEAR 2009**

<b>Room and Board Plans (Annual Charges)</b>	<b>FY 2009</b>	<b>CHANGE (Amount/Percent)</b>
<b>MEAL RATES</b>		
ALA CARTE 1	\$10,117.00	\$387.00/4.0%
ALA CARTE 2	\$9,612.00	\$370.00/4.0%
ALA CARTE 3	\$9,105.00	\$353.00/4.0%
Off Campus Apt. Plan	\$7,428.00	\$296.00/4.2%
*Carte Blanche Plus (includes \$600 Flex Points per semester)	\$10,610.75	N/A
*Carte Blanche A (includes \$400 Flex Points per semester)	\$10,236.75	\$392.75/4.0%
*Carte Blanche B (includes \$250 Flex Points per semester)	\$10,003.00	\$384.00/4.0%
*Carte Blanche C (includes \$150 Flex Points per semester)	\$9,612.00	\$371.00/4.0%
*Costs are allocated between fall & spring consistent with feeding days		
Meal Equivalency LUNCH OR DINNER (for all Carte Blanche Plans)	\$5.25	\$0.10/1.9%
Carte Blanche Door Rates	Breakfast: \$4.35	4.0%
	Lunch: \$6.50	
	Dinner: \$7.55	
Optional Additional Block Meal Plan (Students/Staff)	25 Meals: \$141.75	5.0%
	50 Meals: \$281.40	
<b>Room Rate</b>	<b>\$6,960.00</b>	<b>\$280.00/4.2%</b>

The College of New Jersey  
Student Revenues  
Fiscal Year 2009

	FY 2008	FY 2009
<b>One Time Mandatory Fees</b>		
• Admissions Application Fee	60.00	70.00
• Transfer Orientation Fee	55.00	55.00
• Welcome Week/First Year Student Activities Fee	165.00	165.00
• Graduation Filing Fee	75.00	100.00

<b>Requested Services Fees</b>		
• All Parking Decal Fees - Commuter	82.50	88.00
- Residence	246.50	264.00
- Weekly Parking	26.75	28.50
• Replacement Parking Decal	5.00	5.00

<b>Specialized Programs Fees</b>		
• Graduate International Program Tuition per credit fee	503.50	529.00
• International Student Teaching Fee	300.00	300.00
• Undergraduate International & Off-Campus Programs	300.00	300.00
• Undergraduate Global Course Travel Fee	100.00	100.00
• Music Fee	25.00	100.00
• Ewing High School Partnership Tuition - Per Credit Fee	214.50	230.63
• Independent Study Registration Fee For 7 Year BS/MD Students	25.00	25.00
• National Study Exchange	250.00	300.00
• Summer Visiting Fee	60.00	75.00
• Nursing Testing Package - (Sophomore)	140.00	140.00
- (Junior)	110.00	110.00
- (Senior)	106.00	106.00

<b>Pass Through Fees</b>		
• Student Accident & Health Insurance Fee	240.00	240.00
• Payment plan enrollment fee	45.00	45.00
• Credit Card Payment Fee	2.3% of amount charged	2.35% of amount charged
• Study Abroad Insurance and Identification Card	62.00	68.00
• Tuition Refund Insurance (1% of applicable tuition, fees, room and board charges)		

**Resolution Approving The College of New Jersey  
Campus Parking Penalties and Other Fines and 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 2008-2009.
- 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 the Academic Year 2008-2009:

July 8, 2008

**The College of New Jersey  
Charges, Fines and Parking Penalties  
Academic Year 2008-2009**

**Campus Parking Penalties**

No valid decal or permit displayed	<b>\$50.00</b>
Improperly mounted decal	<b>\$25.00</b>
Parked in a handicapped space	<b>\$250.00 + Tow</b>
Obstructing traffic	<b>\$50.00</b>
Obstructing dumpster	<b>\$50.00</b>
Illegal entry	<b>\$50.00</b>
In a resident student lot	<b>\$25.00</b>
In a fire zone	<b>\$100.00 + Tow</b>
In a loading area On a walkway At a bus stop In the roadway	<b>\$50.00</b>
Improper parking At an expired meter In an unpaved area	<b>\$25.00</b>
Fraudulent use of decal or reproduction of decal	<b>\$100.00 + Boot + Revocation of parking privileges for the balance of the semester, as well as for the following academic semester</b>
Vehicle operators who have three or more outstanding unpaid parking violations (not including tickets issued, for a period of 24 hours)	<b>Boot + Cost of all tickets</b>
Vehicle operators who receive six violations or more in one academic semester will lose parking privileges on campus for the balance of the semester, as well as for the following academic semester.	<b>On receipt of the <i>sixth</i> violation:  Boot + Cost of all tickets + Revocation of parking privileges for the balance of the semester, as well as for the following academic semester</b>
Parking overnight in a designated snow emergency lot during the designated snow emergency period (12/1 through 3/30)	<b>\$50.00 – 1<sup>st</sup> Offense \$50.00 + Boot – 2<sup>nd</sup> Offense \$50.00 + Boot + Revocation of parking privileges for the balance of the semester, as well as for the following academic semester – 3<sup>rd</sup> Offense</b>
In a faculty/staff lot (includes overnight parking) from 5 PM on Sunday through 5 PM on Friday	<b>\$50.00</b>
Boot Removal Fee:	<b>\$50.00 + cost of all tickets</b>
Towing/Storage Fee:	<b>Established by towing company</b>
Municipal Summons Fines/Penalties:	<b>Established by Ewing Township</b>

July 8, 2008

**Service Charges**

Diploma Replacement Charge	\$20.00
Credential Services Charge	\$3.00
Res. Net Software & Hardware	\$25.00
Res. Net Data Migration Services	\$40.00
Credit by Exam Fee – One Course Unit	\$60.00
Print Sense	5¢ per page for printing over 600 pages per semester

**Other Fines/Charges**

Late Registration Fine	\$125.00
Late Bill Payment Monthly Fine for Balances over \$100	Fine equal to the greater of \$25 or a flat amount calculated by multiplying 1.5% by the outstanding balance
Bad Check Fine	\$35.00
Emergency Loan Monthly Service Charge	1% of balance or \$5.00
Lost ID Card Fine	\$15.00
Late Graduation Filing Fine	\$35.00

**Library Fines/Charges**

Overdue Fines	\$0.25/day
Overdue Reserves Fines	\$1.00/hour (max. of \$15.00 per item)
Lost Book Charges	\$20.00 processing fee + current cost of lost book or \$50.00 (if cost is not attainable) – fine will be refundable for item returned only if a replacement has not already been purchased (processing fee is not refundable)
Membership Charge – individual	\$25.00/year
Membership Charge - institution	\$75.00/year

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

Whereas: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$28,300, and

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

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

Therefore,  
Be It

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

<b>VENDOR</b>	<b>PURPOSE</b>	<b>FUNDING SOURCE</b>
Rainforest and Reef \$95,000.00	Winter study tour in the Yucatan	Self Funded Revenue

July 8, 2008



**The College of New Jersey  
Board of Trustees Resolution Approving a  
Revised Travel Policy and Procedures**

- Whereas: With the implementation of autonomy, The Board of Trustees approved a Travel Policy and authorized reimbursement for travel expenses; and,
- Whereas: In subsequent years reimbursement rates have been adjusted by state guidelines; and,
- Whereas: The State has adopted federal guidelines for the reimbursement of lodging and meals; and,
- Whereas: Market conditions are more consistent with the federal guidelines for mileage reimbursement; and,
- Whereas: Recent changes to the State Ethics Commission's "Attendance Rule" (Subchapter 6. Attendance at Events, Acceptance of Honoraria, Acceptance of Compensation for Published Works, and Acceptance of Things of Value, N.J.A.C. 19:61-6.1 et seq.) have required revisions to certain travel practices; and,
- Whereas: The Finance and Investment Committee has reviewed the attached Travel Policy and Travel Procedures and recommends that the Board of Trustees approve such Travel Policy and Travel Procedures.
- Therefore,  
Be It  
Resolved: That The College of New Jersey Board of Trustees hereby approves the attached Travel Policy and Travel Procedures; and,
- Be It  
Further  
Resolved: That the President is authorized to take such actions to amend such Procedures as conditions require and approve changes to the reimbursement rates within the guidelines, but not to exceed, the federal reimbursement rates.

July 8, 2008

## **The College of New Jersey Travel Policy**

It is the policy of The College of New Jersey that, within budgetary limitations, all reasonable costs for approved travel and related activities incurred by an individual engaged in College business shall be the expense of the College.

All persons travelling on official College business are expected to exercise the same care in incurring expenses that a prudent person would exercise if travelling on personal business at his/her own expense.

Reimbursable travel expenses are limited to those expenses essential to transacting the official business of the College and only if incurred in accordance with applicable College procedures.

This policy and the College travel procedures shall apply to all College employees and others authorized to travel on behalf of The College of New Jersey regardless of the source of funding.

The College travel procedures will be in conformance with the New Jersey State Code of Ethics and other state and federal laws, as applicable.

Reimbursement rates will be guided by, but will not exceed the most current federal guidelines.

## **Travel Procedures**

### **Planning a Trip**

The New Jersey Code of Ethics has limitations and restrictions applicable to travel and attendance at conferences. It is the responsibility of the employee to conform to these regulations ([www.tcnj.edu/ethics](http://www.tcnj.edu/ethics))

An online Travel Request Form **must** be completed prior to incurring any financial commitments for the travel. College personnel planning to travel on official College business for which they are not seeking reimbursement must also complete a Travel Request Form online. This will ensure that the employee will be covered by applicable worker's compensation insurance (*see online travel system tutorial starting on page 13*).

All staff travel relating to official college business requires advance supervisory approval. These approvals are applicable to all college related travel regardless of funding source (*see travel approval process flowcharts on pages 11-12*).

After final approval, the online Travel Request Form is submitted electronically to Finance and Business Services. This form will be assigned a reference number ("T" Number) and the estimated cost of the travel will be encumbered against the appropriate budget. This reference number should be used when requesting reimbursement or making inquiries with Finance and Business Services.

## **Reimbursable Expenses**

Travel expenses are limited to only those costs identified as necessary to transact official college business. The Travel Reimbursement Form with appropriate receipts and invoices are used to process payments against the encumbrance.

***Note: The use of public funds for the purchase of alcohol is prohibited by law.***

## **Extraordinary Expenses**

Reimbursement requests for extraordinary expenses that could not have been anticipated prior to traveling are subject to approval before reimbursement. A letter explaining the circumstances and the appropriate supporting documents should be attached to the travel reimbursement request for approval.

## **Registration Fees**

Registration fees for conventions, conferences, and staff training are fully reimbursable if approved by the appropriate supervisor. Original receipts must be submitted to receive reimbursement. If advanced payment is required, you may use your Departmental Purchasing Card or the College will process advance payment of registration fees. Request to make the advance payment should be indicated on the Travel Authorization Request as prepaid.

## **Reimbursement Rates**

### **Meals**

Meals will be reimbursed for actual reasonable costs, not to exceed the Federal Reimbursement Rate for that location. Receipts are required for reimbursement.

**Meals Allowance** – If receipts are not available, the reimbursement will be based on the minimum federal per diem rate outlined below:

Meals allowance includes (tips and sales tax).

<b>Per Diem Rates</b>	<b>Day/Overnight Trips</b>	<b>Extended Work Day</b>
Breakfast	\$ 8.00	\$ 6.00
Lunch	\$ 8.00	No reimbursement
Dinner	\$ 20.00	\$16.00
<b>Total Allowance</b>	<b>\$ 36.00</b>	<b>\$22.00</b>

### **Exceptions**

**Reimbursement in excess of these allowable rates:** original receipts are required accompanied by a written explanation and subject to the prior approval of the appropriate supervisor, but cannot exceed the Federal Reimbursement Guidelines for that location ([www.gsa.gov/per diem rates](http://www.gsa.gov/per%20diem%20rates)).

**Meals provided as part of cost of attendance:** Meals included as part of the registration fee or in the cost of lodging will not be reimbursed even if the employee chooses not to accept the included meal. Said meal or meals cannot be claimed under the per meal subsistence allowance (*see section for attendance at conferences*).

**Meal allowance for extended workday:** When an employee is assigned hours of work beyond the normal work day and performs at least three such additional hours of work that are otherwise not compensated for on either a cash or compensatory time basis, then the employee may be provided meal allowance based on the supervisor's approval. Such reimbursements must be requested via a check request form.

## **Lodging**

For all official business travel, reimbursement for lodging will be for actual reasonable costs, not to exceed the Federal Reimbursement Guidelines for that location ([www.gsa.gov/per diem rates](http://www.gsa.gov/per_diem_rates)).

Lodging accommodations should be restricted to standard/first class hotels/motels. Reimbursement for lodging may be only in the amount documented by a receipt of actual lodging expenses from a commercial lodging establishment. Original receipts for lodging and registration must be attached to the reimbursement request.

The employee is responsible for any personal charges except as authorized in these regulations (i.e. one personal telephone call per day).

## **Incidental Items**

Incidental expenses such as hotel tips will be reimbursed at the flat rate of \$3.00 per day. Any other miscellaneous expenses will require a receipt for reimbursement.

## **Telephone Charges**

Telephone charges incurred while traveling will be reimbursed when such costs relate directly to College's business. For overnight travel personal calls in excess of one call to an individual's home per day will **not** be reimbursed unless a written explanation is provided and approved by the appropriate supervisor.

## **Conferences/Events/Seminars**

If the official business travel is related to a conference and selected hotels are offering discounted conference rates, reimbursement will be allowed at that rate.

If the selected hotels are not utilized, the employee will be reimbursed for the actual reasonable costs, not to exceed the Federal Reimbursement Guidelines for that location ([www.gsa.gov/per diem rates](http://www.gsa.gov/per_diem_rates)).

### **Transportation**

All travel should be by the most direct and economical routes available. Excess costs, circuitous routes, accommodations and services unnecessary or unjustified in the performance of official business are not acceptable by the College and will not be reimbursed.

When an employee travels on college business by an indirect route for his or her own personal convenience, reimbursement shall be based only on such charges as were actually incurred, not to exceed what would have been incurred by the most direct, economical, and usually traveled route. Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience.

### **Official Station**

The “official station” of an employee is defined as the office or station provided by the College to which the employee is regularly assigned. No transportation costs will be reimbursed between the employee’s place of residence and the official station, including travel on weekends and holidays. Unless written approval is given for an alternate location, the official station for all employees of The College of New Jersey.

If an employee is authorized to travel from the College to another location by private vehicle, he/she will be reimbursed for the round trip mileage from the College to the temporary assignment. When an employee is temporarily assigned to another location or is on daily College business-related travel, and leaves from home to that temporary assignment, he/she will be reimbursed for either, the mileage from the College to the temporary assignment OR from home to the temporary assignment, whichever is less.

### **Reimbursement for Airport Transportation and Parking**

There is a flat rate reimbursement for airport travel and parking. Reimbursement is calculated by adding the round trip mileage allowance from The College of New Jersey to the cost of the airport long term parking for the duration of the trip (to a maximum of one week). Travelers are not required to submit receipts and will be reimbursed at the following rates regardless of the type of airport parking that they choose:

## Mileage & Ground Transportation

Day trips and overnight lodging	Mileage	Ground Transportation
Reimbursement rates	\$ 0.585	\$ 10.00

Tolls and other transportation costs in excess of \$10.00 require original receipts

## Long Term Airport Parking

Philadelphia International Airport	JFK International Airport	Newark International
Mileage Allowance (80 miles) \$46.80	Mileage Allowance (162 miles) \$94.77	Mileage Allowance (100 miles) \$58.50
Long Term Parking - \$9.00/day	Long Term Parking - \$15.00 for 1 <sup>st</sup> day & \$5.00/day after.	Long Term Parking - \$15.00 for 1 <sup>st</sup> day & \$5.00/day after.
<b>Reimbursement rates per day(s)</b>		
One Day – 55.80	One Day – 109.77	One Day – 73.50
Two Days – 64.80	Two Days – 114.77	Two Days – 78.50
Three Days – 73.80	Three Days – 119.77	Three Days – 83.50
Four Days – 82.80	Four Days – 124.77	Four Days – 88.50
Five Days – 91.80	Five Days – 129.77	Five Days – 93.50
Six Days – 100.80	Six Days – 134.77	Six Days – 98.50
Seven+ days – 109.80	Seven + days – 139.77	Seven + days – 103.50
<b>Mercer Airport</b>		
<b>Mileage</b>	<b>Parking</b>	<b>Total Reimbursement</b>



None	Free	None
------	------	------

### **Incremental Expenses Associated With Using Excursion Fares**

Many domestic airlines provide substantially lower excursion round-trip airfares when the passenger stays over Saturday night. When an overall net cost savings to the College would result from an employee extending a business trip to use lower excursion-rate airfares, the employee would be reimbursed for the additional expense incurred. The cost of the excursion airfare plus the additional meals and lodging will be measured against the cost of the lowest available airfare, not involving a stay overnight to determine if there will be a cost to the College. The employee would be reimbursed for an additional night's lodging and an additional day's meals in a manner similar to reimbursement of the other days of business travel. The location of the one-day stay over would be restricted to the city where the employee's business meeting or activities took place.

### **Reimbursement for Ground Transportation at Destination**

Travel to and from airport and downtown areas should be confined to regularly scheduled transportation service whenever such service is less costly than taxicabs. Necessary taxicab charges including reasonable gratuities are permitted if public transportation is not readily available or cost effective. For expenses in excess of \$10.00, original receipts plus justification of travel means are required for reimbursement.

### **Private Vehicles**

When it is necessary to use a privately owned vehicle for college business travel, the individual operating the privately owned vehicle must carry motor vehicle liability insurance. The employee is required to submit a copy of his/her insurance identification card to the Purchasing Department. Parking and toll charges are allowed in addition to the mileage allowance and will be reimbursed at actual cost. Receipts must accompany requests for reimbursement. Fines for motor vehicle violations, including parking violations, shall be the obligation of the operator of the conveyance.

### **ALLOWABLE REIMBURSEMENT RATE FOR MILEAGE ASSOCIATED WITH THE USE OF PRIVATE AUTOMOBILE FOR OFFICIAL**

## **COLLEGE BUSINESS IS SET AT THE FEDERAL REIMBUREABLE RATE (POV) CURRENTLY AT \$ 0.585 PER MILE**

### **Car Rental**

When an employee believes the rental of a car is necessary, a letter of justification must be submitted along with the travel request for approval prior to the date of travel.

The employee operating the vehicle must carry motor vehicle liability insurance and submit a copy of his/her insurance identification card to the Purchasing department. In addition, employees are required to sign for the comprehensive insurance offered by the car rental company. Employees are expected to exercise judgment in the rental of cars and select the most economical rental that will meet their travel requirements. Expenses for tolls and parking will be reimbursed at the actual cost, and receipts must accompany requests for reimbursement. Fines for motor vehicle violations, including parking violations, shall be the obligation of the operator of the vehicle.

### **College-Owned Motor Vehicles**

College-owned vehicles may be used by College staff for official College business subject to availability. The vehicles must be reserved in advance by contacting the Office of Campus Police. The Reservation Request Form as well as their reservation process is available online at <http://www.tcnj.edu/~tcnjpd/fleet.html>

You must provide:

- The purpose of the trip to confirm compliance with the usage regulations of the College.
- A list of additional drivers.
- A photocopy of your valid driver's license

Reservations must be made at least one week in advance. Notification of the status of your vehicle reservations are posted through your email address. Additional paperwork is needed on the date of your off campus travel, so plan to arrive for pick up at least 15 minutes before your scheduled departure time. Any additional details concerning fleet vehicle reservation guidelines can be found on the Campus Police web site as listed above.

All vehicles will be picked up at the Office of Campus Police. Operators are required to have a valid driver's license and TCNJ ID card. The vehicle is signed out by the dispatcher and the employee is provided a Fleet Vehicle Dispatch Record Form which is to be completed and submitted upon return to the Office of Campus Police. All vehicles should be fueled at the GASBOY pump prior to leaving campus.

A College credit card will be provided to be used to refill gasoline off campus or for emergency automobile repairs. The customer copy of the credit slip must be submitted and must contain the license plate number of the car. The vehicle operator is responsible for making sure that the attendant has completed the credit slip and has written in the license plate number. In the event of an emergency, the vehicle operator shall document the time, date, and circumstances of the emergency on the Fleet Vehicle Dispatch Record at the time the vehicle is returned to the Campus Police Office. Unauthorized use of the credit card will result in disciplinary actions taken against the user.

Expenses for tolls and parking will be reimbursed at the actual cost and receipts must accompany requests for reimbursement. Fines for motor vehicle violations, including parking violations, shall be the obligation of the operator of the vehicle.

Any accident you may have while drive a college-owned vehicle must be reported to the local police department as well as the Office of Campus Police Services by calling 609-771-2167. If you have any additional questions regarding the College's fleet usage, please contact Campus Police Administrative Office at extension 2171.

## **Staff Reimbursement Procedures**

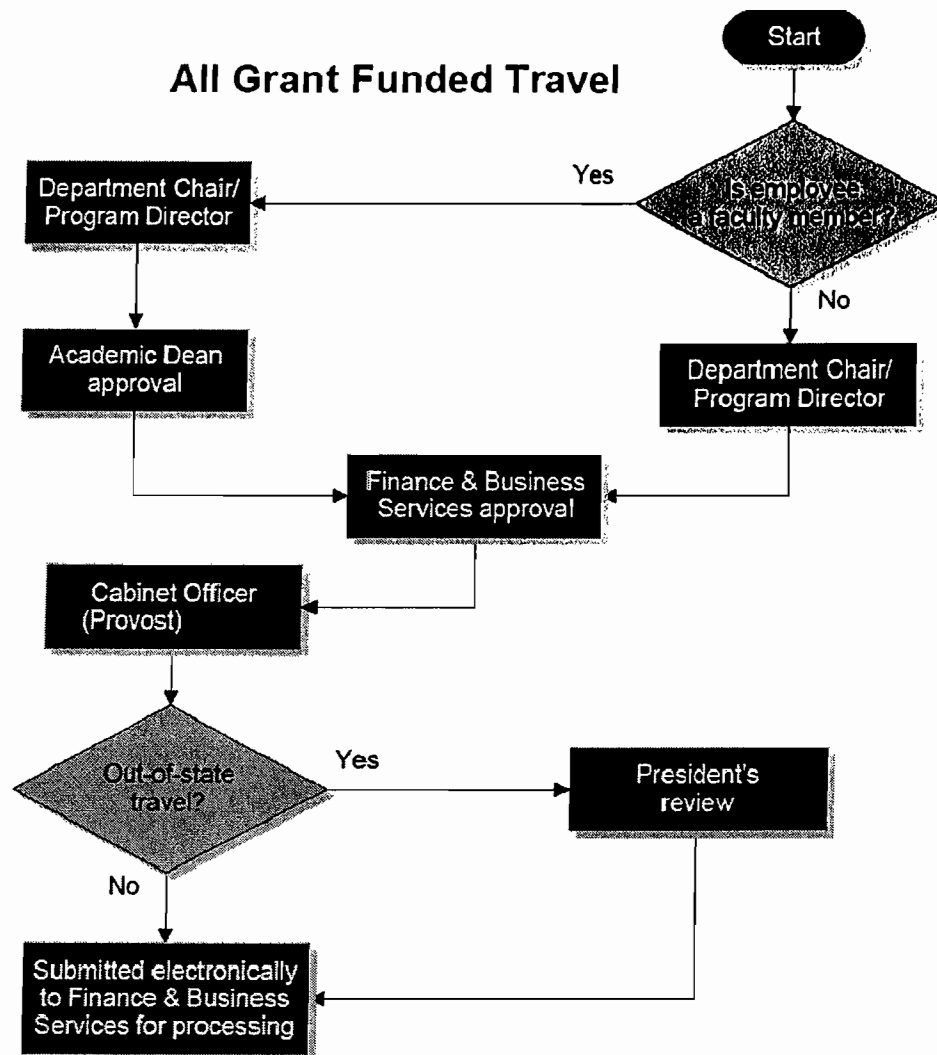
In order to insure prompt payment, employees should submit the Travel Expense Reimbursement Form within ten (10) working days after the completion of any authorized travel. The reimbursement cannot exceed the approved amount of the Travel Request authorization unless accompanied by appropriate justification and are in compliance with the travel procedures as outlined in this manual.

## **Daily Repetitive Travel**

Employees, who by nature of their job responsibilities, are required to incur repetitive daily travel expenses should submit a Travel Request Form to cover the term of the required travel. The form must specify the types of reimbursement that are authorized (even if not always incurred) such as meals, mileage, misc. expenses, but need not be cost specific.

The Travel Request Form will be used as a means of verifying that the employee is authorized to travel on behalf of the College. Employees should follow College Travel Regulations as outlined in appropriate sections of this manual, i.e. use of private vehicles, meal allowances, etc. Requests for reimbursement should be submitted at least monthly, if appropriate.

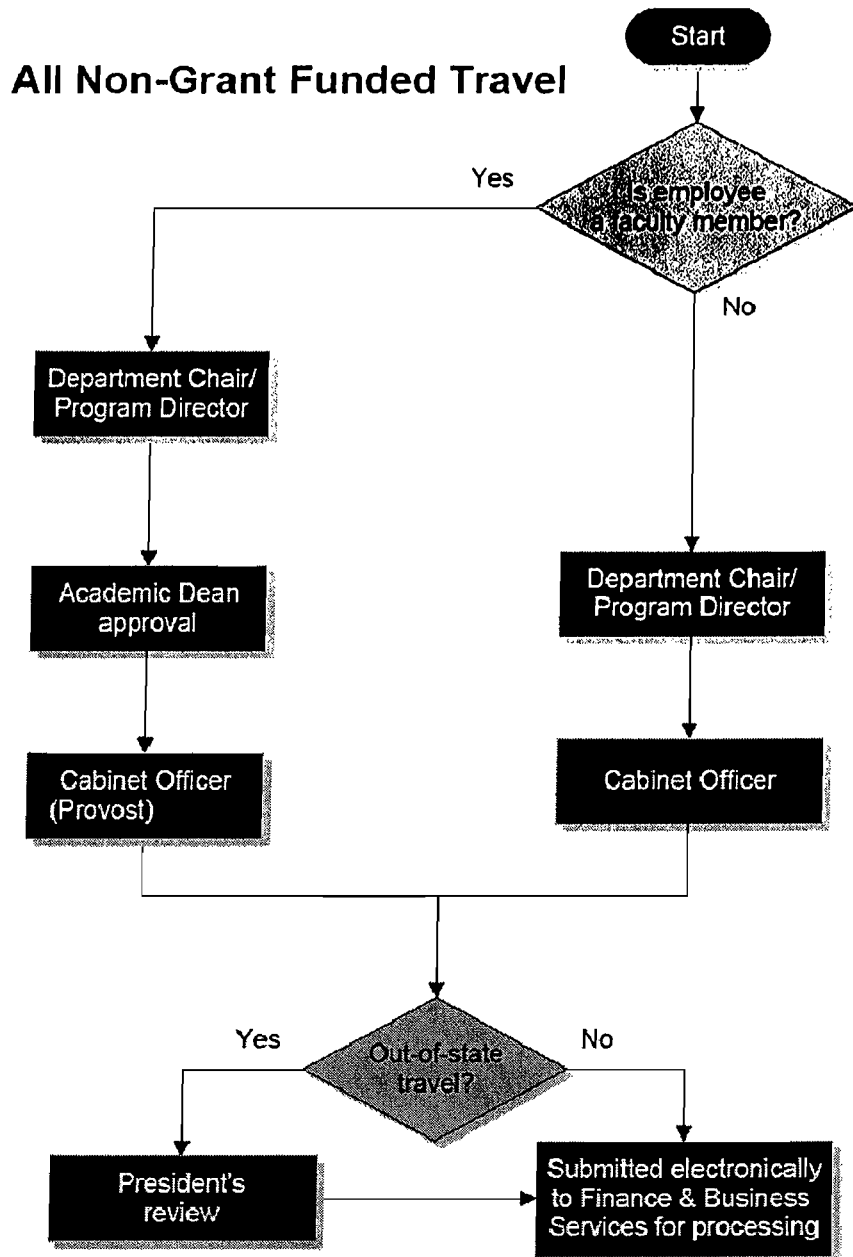
## Travel Approval Process



**Note:** All grant funded travel will be automatically routed to Finance & Business Services for approval prior to the Provost's approval.

In addition, all out of state travel will be automatically routed to the president for review.

**Travel Approval Process**



**Note:** All out of state travel will be automatically routed to the president for review.

## Section I. Creating a Travel Request

This online Travel Request Form **must** be completed and approved prior to incurring any financial commitments for the travel. To ensure your travel request is processed correctly, be sure to save after each section.

**Step 1.** To access the electronic Travel Request Form go to the Finance & Business Services Home page at: <http://www.tcnj.edu/~budfin/index.html> and click on the link: Online Travel Forms

Next click on the link User Login Page

**Step 2.** Enter the email username and password of the person completing the Travel Request Form and click **enter** to login.

This must be entered in all lower case.

**Step 3 .** Enter the user information of the person completing the Travel Request form and click **Update**

### The College of New Jersey

Text Size A A A

#### Travel Request Pages

##### User Login Page

Users can login to submit and update travel request and reimbursement forms

##### Supervisor Login Page

Supervisors can login to approve forms submitted by users

##### Purchasing Login Page

Purchasing can login to process request forms and to reimburse users.

### Travel Request System Login

Username:   
 Password:

### User's Information

First Name:

Last Name:

Department:

Phone:

<p><b>Step 4.</b> Click on the link <u>Create a New Travel Request</u> to begin entering information for the employee traveling</p>	<p align="center"><b><u>Create a New Travel Request</u></b></p>												
<p><b>Step 5.</b> Enter the email username of the employee traveling and click <b>Save</b></p> <p><b>Note:</b> This is the email name of the person traveling <u>without</u> "@tcnj.edu" context.</p>	<p><b>Travel Request :: Employee Information</b></p> <p>Username: <input type="text" value="browntam"/></p> <p><b>Save</b></p> <p>Enter the username of the traveler and press Save.</p>												
<p><b>STEP 6:</b> Enter the home address for the employee traveling and click <b>Save</b></p>	<p><b>Travel Request :: Employee Information</b> Information for Tammie Brown (browntam)</p> <p>Address: <input type="text" value="45 Lakeland Rd"/></p> <p>City: <input type="text" value="Rosedale"/> State: <input type="text" value="NJ"/> Zip: <input type="text" value="08609"/></p> <p><b>Save</b></p>												
<p><b>STEP 7:</b> Click on <u>Destination Information</u></p> <p>Enter the employee's destination information such as event, travel dates, in/out of state travel and click <b>Save</b></p>	<p align="center">Click <a href="#">here</a> to see the Destination Information panel.</p>												
<p><b>STEP 8:</b> Supporting Documents: This is a section to attach any additional information such as a car rental justification or a scanned conference itinerary.</p> <p>To add a document click <b>Browse</b> and then <b>Add</b>. To move to the next panel click <b>Finished Section</b></p>	<p><b>Travel Request :: Supporting Documents</b> Information for Request ID #30</p> <p><input type="text"/> <b>Browse...</b> <b>Add</b></p> <p><b>Finished Section</b></p>												
<p><b>STEP 9 :</b> Enter the faculty absence information for courses missed while traveling and click <b>Save Section</b></p> <p>If you are not a faculty member click to <b>No Courses</b> complete the form.</p>	<p><b>Travel Request :: Faculty Absence Information</b> Information for Request ID #30</p> <table border="1"> <tr> <td>Course No.:</td><td><input type="text"/></td> <td>Title:</td><td><input type="text"/></td> </tr> <tr> <td>Time &amp; Day:</td><td><input type="text"/></td> <td>Building:</td><td><input type="text"/></td> </tr> <tr> <td>Substitute:</td><td><input type="checkbox"/> Yes</td> <td>If Yes, Name:</td><td><input type="text"/></td> </tr> </table> <p><b>Save Section</b> <b>No Courses</b></p>	Course No.:	<input type="text"/>	Title:	<input type="text"/>	Time & Day:	<input type="text"/>	Building:	<input type="text"/>	Substitute:	<input type="checkbox"/> Yes	If Yes, Name:	<input type="text"/>
Course No.:	<input type="text"/>	Title:	<input type="text"/>										
Time & Day:	<input type="text"/>	Building:	<input type="text"/>										
Substitute:	<input type="checkbox"/> Yes	If Yes, Name:	<input type="text"/>										




**STEP 10:** Click on the link for Estimated Expenses. Enter the estimated travel expenses and click **Save**.

Click here to see the Estimated Expenses panel.

**STEP 11:** Click on the link for the Financial Information panel

**Next:** Enter the Peoplesoft Chartfield information, i.e. fund, class, deptid etc. that will fund the trip. Next enter the monetary amounts and click

**Save Section**. If there are multiple funding sources use the  Add a New Row button.

Creating a Request...


- Employee Information
- Destination Information
- Supporting Documents
- Faculty Absence Authorization
- Estimated Expenses
- Financial Information

Travel Request :: Financial Information  
Information for Request ID #581

Account*	Fund*	Class*	Dept ID	Program ID	Proj/Frt	Fiscal Yr
1000	10	07	3000			2007

**Save Section**

Total

[Return to Main Menu](#)  [Add a New Row](#)

**STEP 12:** Enter the proper authorization routing emails (**username only**) and click on **SUBMIT**. The supervisor entered must be authorized to approve this travel request.

**Note:** If the form is created for another employee the employee that is traveling must login to the travel system and review, amend and submit the request approval.

Travel Request :: Approval Routing  
Information for Request ID #63

*Chair/ Director Username:	
Dean Username:	—None (Faculty must choose one)—
*College President Username:	—Select a Name—

**Submit** [Cancel/Cancel Information](#)

Note: This is the final step in the request, and it will email your supervisor when submitted.

**STEP 13:** To view where your travel is in the approval routing process:


Login to the travel form and view the section of the form labeled "Status."

[Create a New Travel Request](#)

-OR-

[View/Edit a Travel Request or Expense](#)  
Completed Travel Requests:

Req. ID	Name	Travel Dates	Destination	Create By
21	vsmith	November 04, 2006 - November 04, 2006		brown
20	browntam	October 31, 2006 - October 31, 2006	Hawaii	vsmith

 Declined/Rejected requests may be edited a

**STEP 14:** Once the travel request has completed the authorization routing process, the travel request **Status** will change to "Approved."

Create a New Travel Request

-OR-

View/Edit a Travel Request or Expense Report  
Completed Travel Requests:

Req. ID	Name	Travel Dates	Destination	Created by	Status
31	vsmith	November 04, 2006 - November 04, 2006		browntam	Ap

**The Travel Request section of the form is now complete. An email notification will be sent to the person traveling when a Travel Request has been fully processed.**

Budget and Finance has fully processed Travel Request #581.

You can login to the following website to review the travel request:  
[http://duphi.cunyj.edu/cgi-bin/travel/user\\_login.cgi](http://duphi.cunyj.edu/cgi-bin/travel/user_login.cgi)

If you have received this email in error please contact Budget and Finance at [budfin@cunyj.edu](mailto:budfin@cunyj.edu).

\*\*\*\*\*  
Please do not respond to this email, it is automatically generated by the Travel Request System.

## Section II. Approving a Travel Request

Click on the hyper link from the email to the Supervisor's Login Page

Insert your email username  
and password and click  
**enter**

**Note: Assistants only have read access and cannot edit or approve travel.**

**To add an assistant enter the email name or Select the username from the list box and click Update.**

**STEP 4: Select the Travel Request to approve.**

Click on the **Request ID No.** for the travel you want to approve.

8:00 AM

You have 3 form(s) to approve.

Please login to the following website to review the travel request(s):  
[https://delphi.tcnj.edu:81/cgi-bin/travel/super\\_login.cgi](https://delphi.tcnj.edu:81/cgi-bin/travel/super_login.cgi)

If you have received this request in error please contact Finance and Business Services at budfin@tcnj.edu.

=====

Please do not respond to this email, it is automatically generated by the Travel Request System.

## Travel Request System Supervisor Login



Username:

Password:

<b>Personen- und Familien-Nachricht</b> Name: <u>Walter Heinrich Wagner</u> Geburtsdatum: <u>18.08.1908</u> Geburtsort: <u>Wien</u> Sterbedatum: <u>19.08.1944</u> Sterbeort: <u>Wien</u> Beruf: <u>Architekt</u>		Familienstand: <u>verheiratet</u> Ehefrau: <u>Marie Wagner</u> Kinder: <u>2</u> Wohnort: <u>Wien</u> Religion: <u>Katholik</u> Politische Partei: <u>Österreichische Volkspartei</u> Militärische Dienst: <u>keine Angabe</u> Sonstige Angaben: <u>keine Angabe</u>
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[illegible]

**Requests and Reports for Tammie Brown**  
**New Travel Request Form:**

Request ID	Name	Travel Dates	Destination	Created By
31	esmich	November 04, 2006 - November 04, 2006		drawntam

The supervisor is responsible for reviewing the Travel Request carefully before approving it.

The supervisor can edit any portion of the financial and chartfield information.

**STEP 5:** Approve or decline the travel request by clicking the appropriate button.

Optional: Enter a justification for either action in the text box provided.

**STEP 6:** Once the travel request has been approved/declined, the supervisor will be given a summary of the employee's travel.

**STEP 7:** To view Archive Functionality click on **Show Archived Forms**.

Completed Travel Request forms and Expense Reports

Other Employees on this Request

**Supporting Documents**

File: STANDARD Travel Request Form Type: Attachment November 07, 2006 09:27 AM

**Instructional Responsibilities Missed**

Course	Name	Location
Submit After		Enter & Day

**Financial Information**

Account	Acct	Class	Dept ID	F-45	W-45	Exp/Est	Fiscal Year	Amount	Action
54100	10	01	3000				2007	20	X
								Maximum Available	\$20.00

**Estimated Expenses**

Step/Station	Amount	Time	Mileage	Other	Total
120.00	\$0.00	\$0.00	10.00	\$0.00	
Need Mileage	10.00 (0 Miles)	\$0.00	\$0.00	\$0.00	\$20.00

This report was prepared by Tamara Brown (66-NDV-06).

**Justification**

Approve Decline

Print

**Travel Request 102**

**Employee Information**

Name	Title	Department	Ext.	Dept.
Brian T. Brown	Finance & Bus Dev.	2456	10000000000000000000	

**Destination Information**

Travel Dates	Travel Dates
November 10, 2006 to November 16, 2006	November 10, 2006 to November 16, 2006
Travel Dates	1256 Valley Lane, Madison, NJ
Travel Dates	Yes
Estimated Title	Occupant 82
Description/Reason for this activity	Training
Other Employees on this Request	

**Supporting Documents**

File: STANDARD Travel Request Form Type: Attachment November 07, 2006 09:27 AM

**Instructional Responsibilities Missed**

Course	Name	Location
Submit After		Enter & Day

**Financial Information**

Account	Acct	Class	Dept ID	Fiscal Year	Amount
54100	10	01	3000	2007	20.00
					Maximum Available

**Estimated Expenses**

remain in the Travel system and is archived by the last five Travel Forms.

Completed Travel Requests:						
Req. ID	Name	Travel Dates	Destination	Created By	Status	Expense Report
382	browntam	December 25, 2006 - December 25, 2006	1256 Tufts Lane, Madison, Id	browntam	Under Review	Barbara Wiedberg

☐ Declined/Rejected requests may be edited and resubmitted.

[Show Archived Forms](#)

**STEP 8:** Once a travel request has completed the authorization routing process. The panel status will change to "Approved."

**Create a New Travel Request**

-OR-

**View/Edit a Travel Request or Expense Report**

Completed Travel Requests:						
Req. ID	Name	Travel Dates	Destination	Created By	Status	Expense Report
31	vsmitis	November 04, 2006 - November 04, 2006		browntam	Approved	

**Approving a Travel Request is now complete.** If the travel request is approved, an email notification from Finance and Business Services will be sent to the user indicating that their request has been approved, and a Travel (T) Number will be assigned. If the travel request is declined, an email will be sent to the employee informing them that the travel has been declined. The traveler then has the ability to re-edit and re-submit the form if applicable.

### Section III. Create a Travel Expense Reimbursement

A travel reimbursement form is created after the travel has occurred.

**Step 1.** To access the Electronic Travel Expense Form go to Finance & Business Services Home page at [www.tcnj.edu/~budfin](http://www.tcnj.edu/~budfin) and click on the link: Electronic Travel

#### The College of New Jersey

Text Size A A A

#### Travel Request Pages

##### User Login Page

Users can login to submit and update travel request and reimbursement forms.

##### Supervisor Login Page

Supervisors can login to approve forms submitted by users.

##### Purchasing Login Page

Purchasing can login to process request forms and to reimburse users.

Next click on the link User Login Page

**Step 2.** Enter your email username and password and click **enter**.

This must be entered in all lower case.

#### Travel Request System Login

Username:

Password:

**enter**

**STEP 3:** From the Completed Travel Requests panel, Expense Report section, choose the travel request to be reimbursed.

#### View/Edit a Travel Request or Expense Report

Travel Requests Open for Editing:

Req. ID	Name	Travel Dates	Destination	Created By	Action
53	bagolito	March 24, 2006 - March 24, 2006		browncam	<a href="#">Edit</a>   <a href="#">View</a>
39	calahan	March 18, 2006 - March 18, 2006		browncam	<a href="#">Edit</a>   <a href="#">View</a>
35	calahan	March 13, 2006 - March 13, 2006		browncam	<a href="#">Edit</a>   <a href="#">View</a>
31	browncam	March 09, 2006 - March 09, 2006		calahan	<a href="#">Edit</a>   <a href="#">View</a>

#### Completed Travel Requests:

Req. ID	Name	Travel Dates	Destination	Created By	Status	Expense Report
582	browncam	November 10, 2006 - November 10, 2006	1256 Tully Lane, Madison, NJ	browncam	Processed	<a href="#">Create</a>
581	browncam	November 10, 2006 - November 10, 2006	17 Main Blvd, Teaneck, NJ	browncam	Processed	<a href="#">Create</a>

☒ Declined/Rejected requests may be edited and resubmitted.

#### Show Archived Forms

Select **create** for the travel that you want expenses reimbursed.

**STEP 4:** On the expense reimbursement form enter the actual expenses to be

Fill in all applicable **Actual Expenses** for the travel (**do not** enter prepaid expenses with P-card). Click [here](#) to see panel shot.

**Important:** If the actual expenses are not entered no funds will be

<p>reimbursed.</p> <p><b>STEP 5: Attach your receipts under supporting documents by adding the file under "browse" and then clicking "add."</b></p>	<p>reimbursed.</p> <p>Travel Request :: Supporting Documents Information for Request ID #30</p> <div> <input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Add"/> </div> <div> <input type="button" value="Finished Section"/> </div>																					
<p><b>STEP 6: Select the reimbursement option and delivery method for the expense.</b></p>	<p>Reimbursement Options</p> <div> Reimbursement: <input checked="" type="radio"/> Final <input type="radio"/> Partial Delivery Method: <input checked="" type="radio"/> Mail <input type="radio"/> Hold for Pick Up </div> <p>Select <b>Partial</b> if subsequent expense reports will be submitted for reimbursement against the assigned T-number for the approved trip.</p> <p>Select <b>Final</b> if this is the only expense report that will be submitted against the assigned T-number for the approved trip.</p> <p><b>Delivery Method</b> - The reimbursement check will be held for pick-up</p>																					
<p><b>STEP 7: Verify Chartfield Information for actual expenses</b></p>	<p>In the <b>Chartfield Information</b> section, verify the chartfield combination for accuracy in charging the travel expenses.</p> <p>Financial Information</p> <table border="1"> <thead> <tr> <th>Account</th> <th>Fund</th> <th>Class</th> <th>Dept ID</th> <th>Program ID</th> <th>Proj/Grt</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>54100</td> <td>10</td> <td>01</td> <td>1100</td> <td></td> <td></td> <td>\$600.00</td> </tr> <tr> <td colspan="6">Total Reimbursement</td> <td>\$600.00</td> </tr> </tbody> </table> <p>In the event that the Chartfield combination is incorrect, please contact <a href="mailto:budfin@tcnj.edu">budfin@tcnj.edu</a> for assistance.</p>	Account	Fund	Class	Dept ID	Program ID	Proj/Grt	Amount	54100	10	01	1100			\$600.00	Total Reimbursement						\$600.00
Account	Fund	Class	Dept ID	Program ID	Proj/Grt	Amount																
54100	10	01	1100			\$600.00																
Total Reimbursement						\$600.00																
<p><b>STEP 8: Enter your current automobile Insurance coverage information and submit for supervisory approval.</b></p>	<p>I certify that the above expenses are correct in all respects; that the distances as charged have been actually and necessarily traveled by me on the dates specified; that the amount as charged has been actually paid for by me for traveling expenses; that no part of the amount has been paid by The College but the full amount is due. I also CERTIFY that on the date(s) when the above items of the expense were incurred the vehicle I was using was College-owned or by liability insurance as follows:</p> <table border="1"> <tr> <td>Company</td> <td><input type="text"/></td> <td>Policy No.</td> <td><input type="text"/></td> </tr> <tr> <td>Coverage (Injury)</td> <td><input type="text"/></td> <td>Official Station</td> <td>TCNJ</td> </tr> <tr> <td>Coverage (Property)</td> <td><input type="text"/></td> <td>Normal Estimate Mileage</td> <td><input type="text"/></td> </tr> </table> <p><input type="button" value="Submit"/></p>	Company	<input type="text"/>	Policy No.	<input type="text"/>	Coverage (Injury)	<input type="text"/>	Official Station	TCNJ	Coverage (Property)	<input type="text"/>	Normal Estimate Mileage	<input type="text"/>									
Company	<input type="text"/>	Policy No.	<input type="text"/>																			
Coverage (Injury)	<input type="text"/>	Official Station	TCNJ																			
Coverage (Property)	<input type="text"/>	Normal Estimate Mileage	<input type="text"/>																			
<p><b>STEP 9: Receipts can be sent electronically (step 5) or mail to Finance &amp; Business</b></p>	<p>Mail to: Finance and Business Services, Administrative Services Building, Room 201.</p>																					



Services

**The reimbursement request is now complete an e-mail will be sent to your SUPERVISOR AND THEN YOUR CABINET MEMBER for approval. Once Finance & Business Services has processed the Expense Report for payment please login to the Travel System and review the Expense Report for modifications.**

**Subject: Expense Report Processed From: Travel Request System 9:36 AM**

Finance & Business Services has processed your travel reimbursement.

Please login to see if any modifications have been made to your reimbursement.

[https://delphi.tcnj.edu:81/travel/user\\_login.cgi](https://delphi.tcnj.edu:81/travel/user_login.cgi)

If you have received this email in error please contact Finance & Business Services at [purchase@tcnj.edu](mailto:purchase@tcnj.edu).

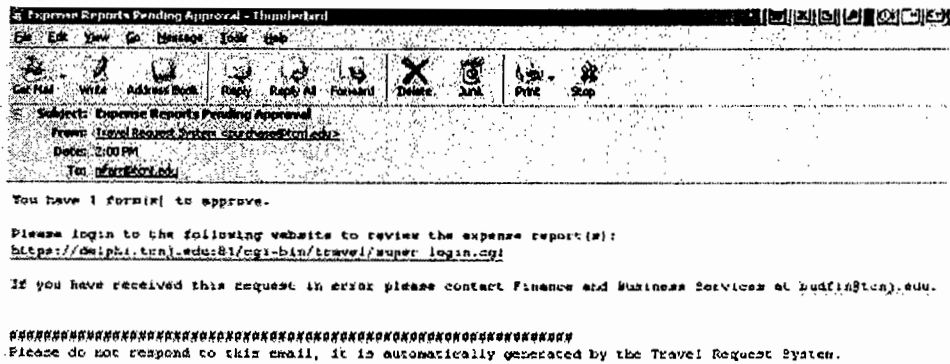
#####  
Please do not respond to this email, it is automatically generated by the Travel Request System.



## Section IV. Supervisor's Approval for a Travel Expense Reimbursement

The Supervisor will receive an email that a reimbursement request has been submitted. The supervisor should receive a copy of the all receipts that apply to the reimbursement request before approving the reimbursement.

**STEP 1:** From the email notification login to the Travel Expense Reimbursement Form.



**STEP 2:** Log into the form as a Supervisor

Travel Request System Supervisor Login

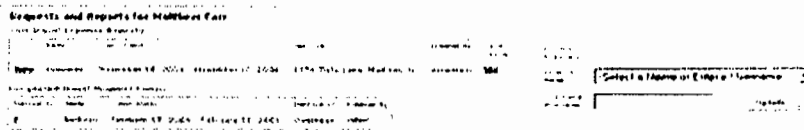
Username:	<input type="text"/>
Password:	<input type="password"/>

**enter**

Insert your email User Name and Password and Click **enter**

**STEP 3:** Once logged in as the "Supervisor" select **NEW TRAVEL EXPENSE REPORTS**

Click on **View** to retrieve the Travel reimbursement submitted.



**STEP 4:** Supervisor's should carefully review the Financial Information, modifying it if necessary and approve the reimbursement.

**The Travel Reimbursement is now complete. An email notification will be sent from Finance and Business Services once the payment has been processed.**

**Resolution Regarding the Tuition Rate for Current  
Undocumented Immigrant Students**

- Whereas: The College of New Jersey distinguishes between in state and out of state tuition rates pursuant to N.J.A.C.9A:5-1.1-1.2 and the enabling N.J. Statute 18A:62.4-4.1; and
- Whereas: Upon the direction of the New Jersey Attorney General's office, seven students, currently designated as undocumented immigrants, have pursued degrees at the College and have been charged the in-state rate; and
- Whereas: One of those students has since graduated and the remaining six students are at varying stages of pursuing their degrees; and
- Whereas: Upon further review and discussions between the College's General Counsel and the current Attorney General's office, the correct tuition rate for these undocumented immigrant students has been determined to be the out of state tuition rate; and
- Whereas: Future incoming undocumented immigrant student will be charged the out of state tuition rate.
- Therefore,  
Be It  
Resolved: That tuition for the six currently enrolled students will continue to be charged at the in state rate until such time as they would have completed their undergraduate degree requirements based on their current major and based on full time status of the equivalent of 12 credits and that these students be individually notified of the appropriate and reasonable timeframe for their degree completion.

July 8, 2008

**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 \$28,300, 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:

<b>VENDOR</b>	<b>PURPOSE</b>	<b>FUNDING SOURCE</b>
Bollinger, Inc. \$1,200,000.00	Student Accident and Health Insurance	Student Charges

July 8, 2008

**Resolution Approving Waivers  
Of Advertising  
For College Business Purposes  
(Building and Grounds Committee)**

Whereas: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$28,300, and

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

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

Therefore,  
Be It

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

<b>VENDOR</b>	<b>PURPOSE</b>	<b>FUNDING SOURCE</b>
Colonial Energy \$878,720	Natural gas broker	College Operating – 54% Housing Operating – 37% BSC Operating – 9%
Cody Eckert & Associates Architects \$41,646	On-call interior design services	College Operating – 52% Housing Capital Reserves funded by Sodexo- 48%

July 8, 2008

**Resolution Approving Waivers  
Of Advertising  
For Construction Contracting Purposes**

Whereas: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$28,300, and

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

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

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

<b>VENDOR</b>	<b>PURPOSE</b>	<b>FUNDING SOURCE</b>
Cubellis Architects \$2,015,200	Professional design services related to the new Education Building	E&G Capital reserves to be reimbursed by future bond
Ewing Lawrence Sewerage Authority \$252,000	Connection fees for Art and Interactive Multimedia Building and Student Apartments	2008 Bond
State of New Jersey Department of Community Affairs \$105,000	Permit fees for the Decker Hall renovation project, Green Hall generator project and Chemistry Building AHU #5 coil replacement	Housing Capital Reserves – 62% E&G Capital Reserves – 19% E&G Operating – 19%
Morris Johnson & Associates \$33,000	Design services for the Chemistry Building AHU #5 coil replacement	E&G Capital Reserves
Trefz Engineering \$24,825	Additional design services related to the manhole replacement project	E&G Capital Reserves
Tompkins, McGuire, Wachenfeld and Barry \$17,500	Legal services associated with construction projects	E&G Capital Reserves
Farewell Mills Gatsch \$155,591	Design services associated with the 68 Building swing space project	E&G Capital Reserves
Connor Architecture, LLC \$62,000	Design services associated with the dining feasibility study	Housing Capital Reserves funded by Sodexho

July 8, 2008

**Resolution Honoring  
Ms. Stacy E. Holland  
for Service to  
The College of New Jersey  
Board of Trustees**

Whereas: Ms. Stacy E. Holland was appointed to serve as a Trustee of The College of New Jersey in June of 1999; and

Whereas: In October of 2004 the Board of Trustees elected Ms. Holland to the position of Vice Chair and subsequently elected her to the position of Chair in October 2005, the first TCNJ alumna to serve in this capacity. Ms. Holland was re-elected to the Chair position for two additional terms; and

Whereas: Ms. Holland has served as the Board representative to the New Jersey Association for State Colleges and Universities, working with trustees and presidents from other New Jersey state institutions. Serving as Vice Chair of this group from 2007-2008, she further promoted the mission of The College and New Jersey higher education; and

Whereas: Throughout her time on the Board Ms. Holland helped to establish the Board's Student Life & Enrollment Management Committee, thoughtfully discussing issues to support the mission of the institution. Ms. Holland served as Chair of this committee for four terms, helping to provide a solid foundation for the work of this committee well into the future; and

Whereas: Ms. Holland has generously given of her time through her presence at and participation in board meetings, student activities events and ceremonial occasions. Ms. Holland has been a strong advocate for the student experience on the campus and has shared her expertise with the campus community through countless speaking engagements for classes and student organizations. She has participated with and mentored students and staff in a number of programs including the Educational Opportunity Fund program, the Minority Executive Council and the Bonner Center for Civic and Community Engagement.

Therefore,  
Be It

Resolved: That The College of New Jersey Board of Trustees extends its appreciation to Ms. Stacy Holland for her years of service to The College of New Jersey and to the citizens of New Jersey; and wishes her continued success in all her future endeavors.

July 8, 2008

**Resolution Honoring  
Ms. Jenna Klubnick  
for Service to  
The College of New Jersey Board of Trustees**

- Whereas: Ms. Jenna Klubnick has served the community of The College of New Jersey for the past four years through active involvement in college standing committees, academic and social organizations, and community service; and
- Whereas: Ms. Klubnick has maintained high academic standing while exhibiting extraordinary dedication to improving the quality of life on campus through leadership roles in the Student Government Association as an Associate Senator, Senator-at-Large, Historian, and Elections Chair; member of the Chemistry Honor Society, Student Chemist Association and Phi Beta Kappa Honor Society; and
- Whereas: Ms. Klubnick has served the Board as a member of the Student Life & Enrollment Management, Academic Affairs, Buildings & Grounds, and Finance & Investments committees, consistently offering unique insight on issues brought before the Board for action; and
- Whereas: As a member of the Board of Trustees, Ms. Klubnick has participated in deliberations of interest to the citizens of New Jersey and to the students of The College of New Jersey;
- Whereas: Ms. Klubnick was a founding member of the Garden State Student Alliance and has become a leader among Student Trustees across the state by participating in the annual New Jersey State Student Trustee Conference.
- Therefore,  
Be It  
Resolved: That The College of New Jersey Board of Trustees honors Ms. Jenna Klubnick for her service to the Board and to the State of New Jersey and wishes her continued success as she begins the Masters Degree program at the University of Illinois.

July 8, 2008



**Resolution Honoring  
Dr. Amanda Norvell  
For Service to  
The College of New Jersey Board of Trustees**

Whereas: Dr. Amanda Norvell has served with diligence and dedication as a Faculty Representative to the Board of Trustees for the past two years; and

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

Whereas: Her enthusiastic participation in meetings of the Buildings & Grounds and Finance & Investments, the Student Life & Enrollment Management and Academic Affairs 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. Amanda Norvell for her commitment and service to the Board and faculty of The College, and wishes her well as she completes a sabbatical at Princeton University.

July 8, 2008