

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

**Thursday, December 12, 1996
Brower Student Center, Room 202 West**

Minutes of Public Board Meeting

Present: Mr. Marvin Greenberg, Chair; Dr. Haskell Rhett, Vice Chair; Mrs. Jeanne Naglak, Secretary; Dr. Carlos Enriquez; Mr. Bruce Hasbrouck; Mr. Anthony Perno, Student Trustee; Dr. Harold Eickhoff, President (ex-officio, without vote); Ms. Kelly Gavin, Alternate Student Trustee; Dr. Susan Boughn; Dr. Denis Murphy, Faculty Representatives to the Board

The meeting was called to order at 3:32 p.m.

I. Announcement of Compliance

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

II. Motion to go into closed session

It was moved by Dr. Enriquez, seconded by Mr. Hasbrouck, that the Board go into closed session to discuss personnel actions, including presidential evaluation, and litigation, items exempt under the Open Public Meetings Act.

III. Closed Session

IV. Resumption of Public Session/Pledge of Allegiance

The Pledge of Allegiance was recited.

V. Approval of the Minutes of the September 19, 1996 meeting

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

VI. Report of the President

The President gave his report.

VII. Report of the Board Officers

The Chair made his report.

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

Dr. Rhett made his report.

VIII. Report of the Trustee member of the TCNJ Foundation

Mrs. Naglak made her report.

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

Mr. Greenberg made his report.

X. New Business

A. Report of the Executive Committee

1. Personnel Actions

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

- a. Resolution Increasing the Compensation for the President of The College of New Jersey (Attachment A)

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

- b. Appointments, Retirements, Resignations, Reappointment to a third year -- Faculty (Attachment B)

It was moved by Mrs. Naglak, seconded by Dr. Rhett that the following personnel actions be approved. The motion carried unanimously.

- c. One-Year Reappointments, Three-Year Reappointments, Change of Status, New Appointments, Temporary Appointments, Extension of Temporary Appointments, Resignations, Retirements -- Staff (Attachment C)

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

- d. New Appointments, Change of Status, Resignations -- Graduate Assistants (Attachment D)

B. Report of the Academic Affairs Committee

Mrs. Naglak reported for the committee.

1. Resolution Setting the Minimum Number of Credits Required for BS Degree Programs in the School of Business and selected BA Degree Programs at 120 (Attachment E)

It was moved by Mrs. Naglak and seconded by Mr. Perno that the resolution be approved. The resolution passed unanimously.

2. Resolution Approving the Information Systems Management Emphasis in the Business Administration Major (Attachment F)

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

3. Resolution Approving Discontinuance of the Interior Design Program (Attachment G)

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

4. Resolution Approving Discontinuance of the Rehabilitation Services Program (Attachment H)

It was moved by Mrs. Naglak, seconded by Dr. Rhett that the resolution be approved. A typographical error was changed in the third Whereas to replace the word "students" with "studies". The resolution passed unanimously.

C. Report of the Finance and Construction Committee

Mr. Hasbrouck reported for the committee.

1. Resolution Concerning the Submission of the Fiscal Year 1998 Budget Request (Attachment I)

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

2. Resolution Concerning the Submission of the Fiscal Year 1998 Capital Budget Request (Attachment J)

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

3. Resolution Approving the Revised Project Costs for the Packer Hall Renovation Project (Attachment K)

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

4. Resolution approving waivers for College Business Purposes: Professional and Other Services (Attachment L1 - L4)

For purposes of consistency Mr. Hasbrouck divided the resolution into four parts (Attached as L1 - L4)

It was moved by Mr. Hasbrouck, seconded by Dr. Enriquez that resolution L1 be approved. The resolution passed unanimously.

It was moved by Mr. Hasbrouck, seconded by Dr. Enriquez that resolution L2 be approved. The resolution passed unanimously.

It was moved by Mr. Hasbrouck, seconded by Dr. Enriquez that resolution L3 be approved. The resolution passed unanimously.

It was moved by Mr. Hasbrouck, seconded by Mrs. Naglak that resolution L4 be approved. After discussion, and a presentation by Dr. Rosenblum, the resolution failed 2-2-2.

5. Resolution Approving Bid Waivers for College Business Purposes: Computing and Technical (Attachment M)

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

6. Resolution Approving Bid Waivers for College Business Purposes: Printing and Publications (Attachment N)

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

7. Resolution approving waivers for Construction Contracting Purposes (Attachment O)

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

D. Report of the College Relations Committee

Mr. Greenberg reported for the committee.

1. Resolution Honoring the Quality Improvement Program Participants (Attachment P)

It was moved by Mr. Greenberg, seconded by Mrs. Naglak that the resolution be approved. The resolution passed unanimously.

XI. Adjournment

The following resolution was moved by Mr. Greenberg, seconded by Dr. Enriquez:

BE IT

RESOLVED: The next public meeting of The College of New Jersey Board of Trustees will be held on Thursday, February 27, 1997, at a time and location to be announced.

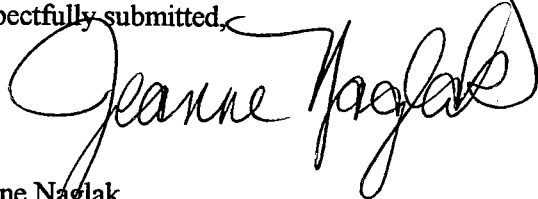
BE IT

FURTHER

RESOLVED: That this meeting be adjourned.

The meeting was adjourned at 5:17 p.m.

Respectfully submitted,

A large, stylized handwritten signature in black ink, appearing to read "Jeanne Naglak". The signature is written over the "Respectfully submitted," text and extends to the right.

Jeanne Naglak
Secretary

**Resolution Increasing The Compensation For The
President of The College of New Jersey**

- Whereas: The College of New Jersey Board of Trustees is authorized under the provisions of N.J.S.A. 18A:64-6 to appoint and fix the compensation of the president of the college, and
- Whereas: The College of New Jersey Board of Trustees last approved an increase in compensation for the president of The College of New Jersey on October 21, 1993 for Fiscal Year 1994; and
- Whereas: The Board of Trustees has instituted a structured evaluation process of the President, which is conducted annually.
- Whereas: The President's salary has remained unchanged for the past three years.
- Therefore,
Be It
Resolved: That The College of New Jersey Board of Trustees, based upon the outcome of the evaluation process, increases the salary of the President to \$137,496.84 annually, effective July 1, 1996.

FACULTY REAPPOINTMENTS TO A THIRD YEAR, 1997-98

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

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APPOINTMENTS - FACULTY

Janice Betts

**Assistant Professor
(one-semester temporary)
Language and Communication Sciences
Effective: September 1, 1996**

Jennifer Friend-Huizer

**Librarian III (temporary)
Roscoe L. West Library
Effective: December 9, 1996**

Philip Tate

**Assistant Professor
Music
Effective: January 20, 1997**

RETIREMENTS - FACULTY

Jerome Goodkin

**Professor
Chemistry
Effective: January 31, 1997**

Joseph Shannon

**Professor
Art
Effective: June 30, 1997**

RESIGNATIONS - FACULTY

Elisa Matthes

**Assistant Professor
Language and Communication Sciences
Effective: June 30, 1997**

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One-Year Reappointments - Staff - 10 Months

Mark Dolan	Professional Services Specialist 4 Community Development Services Effective: September 1, 1997 - June 30, 1998
Stephen Dolan	Professional Services Specialist 2 Athletics Effective: September 1, 1997 - June 30, 1998
Lynette Harris	Professional Services Specialist 4 Community Development Services Effective: September 1, 1997 - June 30, 1998
Margaret Kinney	Professional Services Specialist 3 Community Development Services Effective: September 1, 1997 - June 30, 1998
Sally Miller	Assistant Director 3 Athletics Effective: September 1, 1997 - June 30, 1998
George Nazario	Professional Services Specialist 3 Athletics Effective: September 1, 1997 - June 30, 1998
Joseph Russo Jr.	Assistant Director 3 Athletics Effective: September 1, 1997 - June 30, 1998
Patricia Udicious	Professional Services Specialist 3 Athletics Effective: September 1, 1997 - June 30, 1998

One-Year Reappointments - Staff - 12 Months

Richard Alercio	Professional Services Specialist 3 Athletics Effective: July 1, 1997 - June 30, 1998
Kathleen Asher	Program Assistant Development and Alumni Affairs Effective: July 1, 1997 - June 30, 1998
Brenda Campbell	Professional Services Specialist 2 Athletics Effective: July 1, 1997 - June 30, 1998

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One-Year Reappointments - Staff - 12 Months (continued)

John Castaldo	Assistant Director 3 Athletics Effective: July 1, 1997 - June 30, 1998
Ann DeGennaro	Professional Services Specialist 3 Students with Differing Abilities Effective: July 1, 1997 - June 30, 1998
Dawn Henderson	Associate Director 3 Athletics Effective: July 1, 1997 - June 30, 1998
Daphne Hobson	Professional Services Specialist 4 International Studies Effective: July 1, 1997 - June 30, 1998
Wayne Jackson	Assistant Director 3 Admissions Effective: July 1, 1997 - June 30, 1998
Jeffrey Lamie	Professional Services Specialist 2 Development and Alumni Affairs Effective: July 1, 1997 - June 30, 1998
Sharon Matthias	Professional Services Specialist 4 Admissions Effective: July 1, 1997 - June 30, 1998
Patricia Pasinski	Professional Services Specialist 3 Information Management Effective: July 1, 1997 - June 30, 1998
Ralph Pignatelli	Professional Services Specialist 1 Information Management Effective: July 1, 1997 - June 30, 1998
Michael Rothstein	Professional Services Specialist 2 STEP Effective: July 1, 1997 - June 30, 1998
Dale Simon	Program Assistant (part-time) Media and Technology Effective: July 1, 1997 - June 30, 1998
Stephen Smith	Professional Services Specialist 2 Development and Alumni Affairs Effective: July 1, 1997 - June 30, 1998

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One-Year Reappointments - Staff - 12 Months (continued)

Gregg Ziliani Professional Services Specialist 3
Information Management
Effective: July 1, 1997 - June 30, 1998

Three-Year Reappointments - Staff - 10 Months

Brenda Cohen Program Assistant (part-time)
Library and Information Services
Effective: September 1, 1997 - June 30, 2000

Judith Masterson Professional Services Specialist 4
Art
Effective: September 1, 1997 - June 30, 2000

Three-Year Reappointments - Staff - 12 Months

David Bailey Professional Services Specialist 4
Auxiliary Services
Effective: July 1, 1997 - June 30, 2000

Michelle Bartolick Program Assistant (part-time)
Library and Information Services
Effective: July 1, 1997 - June 30, 2000

Christine Leichliter Professional Services Specialist 3
Records and Registration
Effective: July 1, 1997 - June 30, 2000

Lisa McCarthy Assistant Director 3
Auxiliary Services
Effective: July 1, 1997 - June 30, 2000

Roberta Popp Assistant Director 2
STEP
Effective: July 1, 1997 - June 30, 2000

Richard Rose Professional Services Specialist 3 (part-time)
Information Management
Effective: July 1, 1997 - June 30, 2000

Shawn Sivy Professional Services Specialist 1
Information Management
Effective: July 1, 1997 - June 30, 2000

Three-Year Reappointments - Staff - 12 Months (continued)

Lisa Watson-Spivey Professional Services Specialist 4
 Admissions
 Effective: July 1, 1997 - June 30, 2000

Change of Status - Staff

Dawn Henderson Athletics
 From: Assistant Director 2
 To: Associate Director 3
 Effective: January 1, 1997

Bridget Konkle Library
 From: Assistant Director 2
 To: Managing Assistant Director 2
 Effective: October 26, 1996

Barton Lawyer Auxiliary Services
 From: Project Specialist (temporary)
 To: Program Assistant (permanent)
 Effective: November 1, 1996

Kathryn Leverton Facilities Management and Planning
 From: Managing Assistant Director 1
 To: Director 2
 Effective: July 1, 1996

New Appointments - Staff

Kathleen Ertel Professional Services Specialist 3
 Educational Opportunity Fund
 Effective: October 21, 1996

Meredith Rambo Professional Services Specialist 2
 Development and Alumni Affairs
 Effective: November 18, 1996

Douglas Ricci Managing Assistant Director 3
 Career Services
 Effective: December 16, 1996

Victoria Allen-Edwards Program Assistant (10 Mo, part-time)
 Student Life
 Effective: October 7, 1996

New Appointments - Staff (continued)

Margaret Zawryt	Director 2 Information Management Effective: September 23, 1996
Edward Schaller	Director 3 Campus Police Effective: October 2, 1996
Jill Cifelli	Professional Services Specialist 4 Career Services Effective: September 25, 1996
Dwight Woodard	Program Assistant Library Effective: September 30, 1996

Temporary Appointments - Staff

Arnold Shapelow	Project Specialist Campus Planning and Construction Effective: September 30, 1996 - June 30, 1997
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Extension of Temporary Appointment - Staff

Frank Cooper	Acting Director 2 Admissions Effective: November 1, 1996 - November 29, 1996
Michael Koo	Project Specialist Auxiliary Services Effective: December 1, 1996 - June 30, 1997

Resignations - Staff

Mary Ann Cancio	Associate Director Career Services Effective: October 14, 1996
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Retirements - Staff

Ray Wheeler	Assistant Director 3 College Advancement Effective: January 1, 1997
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Graduate Assistants

New Appointments

Andrea Block	Math/Statistics Non-Stipend Fall 1996 & Spring 1997
Jennifer Silver	Service Learning Stipend Spring 1997
Angela Vizzoni	School of Nursing Non-Stipend Fall 1996 & Spring 1997

Change of Status

Block, Andrea	Math/Statistics From: Non-Stipend To: Stipend Effective: Spring 1997
Maulshagen, Dawn	Math/Statistics From: Stipend To: Non - Stipend Effective: Spring 1997

Resignations

Capriotti, Kara	Mathematics Effective: October 9, 1996
Tarantula, Sherry	Student Life Effective: November 8, 1996

RESOLUTION SETTING THE MINIMUM NUMBER OF CREDITS REQUIRED FOR BS
DEGREE PROGRAMS IN THE SCHOOL OF BUSINESS AND SELECTED BA DEGREE
PROGRAMS AT 120

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

December 12, 1996

**RESOLUTION APPROVING
THE INFORMATION SYSTEMS MANAGEMENT EMPHASIS
IN THE BUSINESS ADMINISTRATION MAJOR**

- Whereas:** There is a need for an undergraduate emphasis in business administration to prepare professionally trained individuals to function as liaisons between business management and technical information systems personnel; and
- Whereas:** The faculty of the Information Management program area in the School of Business have designed an emphasis within the business administration major to equip students with the necessary skills and knowledge to function as liaisons between business managers and technical systems personnel; and
- Whereas:** Such a program has been designed to use existing School of Business faculty and existing facilities of The College; and
- Whereas:** The program has undergone a review through The College's Program Approval Process;
- Therefore,
Be It Resolved:** That the Information Systems Management emphasis in the Business Administration major be approved.

December 12, 1996

RESOLUTION APPROVING DISCONTINUANCE
OF THE MAJOR IN INTERIOR DESIGN
AT THE COLLEGE OF NEW JERSEY

Whereas: The Interior Design program has not attracted a sufficient number of majors who meet the College's admission standards to maintain an adequate level of enrollment in Interior Design courses; and

Whereas: Through the departmental review process there has been an analysis of admission and enrollment data at The College of New Jersey, an examination of admissions data from Interior Design programs at other institutions, and a consideration of admission standards including the stringent standards for transfer admission; and

Whereas: These studies have shown that the low enrollment patterns in the Interior Design major are likely to continue in the future;

Therefore, Be
It Resolved
That: The major in Interior Design be discontinued as of December 12, 1996;.and

Be It Further
Resolved That: Students currently enrolled in the Interior Design major be allowed to complete their degrees in a timely fashion.

December 12, 1996

RESOLUTION APPROVING DISCONTINUANCE
OF THE REHABILITATION SERVICES PROGRAM
AT THE COLLEGE OF NEW JERSEY

- Whereas: The Rehabilitation Services program has not attracted a sufficient number of majors who meet the College's admission standards to maintain an adequate level of enrollment in Rehabilitation Services courses; and
- Whereas: Through the departmental review process there has been an analysis of admission and enrollment data at The College of New Jersey, and a review of the problems facing graduates of the program to compete for graduate school entrance: and
- Whereas: These students have shown that the history of low enrollment in the Rehabilitation Services major is likely to continue in the future;
- Therefore, Be
It resolved
that: The major in Rehabilitation Services be discontinued as of December 12, 1996; and
- Be it Further
Resolved That: Students currently enrolled in the Rehabilitation Services major be allowed to complete their degree in a timely fashion.

December 12, 1996

RESOLUTION CONCERNING SUBMISSION OF THE
FY 1998 BUDGET REQUEST
TOTALING \$117,327,000

WHEREAS: Under P.L. 1994, C. 48, The College of New Jersey Board of Trustees has the power and duty to "Submit a request for state support to the Division of Budget and Accounting in the Department of Treasury and to the Commission in accordance with the provisions of the law;" and

WHEREAS: This budget request must be submitted in accordance with planning guidelines promulgated by the Division of Budget and Accounting; and

WHEREAS: The Vice President for Administration and Finance, with the approval of the President, has reviewed with the Finance and Construction Committee of The College of New Jersey Board of Trustees the FY 1998 operating budget request prepared in accordance with the FY 1998 Division of Budget and Accounting planning guidelines; and

WHEREAS: The Finance and Construction Committee of the Board has recommended its approval;

THEREFORE, BE
IT RESOLVED: That the Board of Trustees approves the FY 1998 operating budget request of \$117,327,000, of which \$34,637,000 would be state appropriation.

RESOLUTION CONCERNING SUBMISSION OF THE
FY 1998 CAPITAL BUDGET REQUEST
TOTALING \$22,256,000

WHEREAS: Under the P.L. 1994, C. 48, The College of New Jersey Board of Trustees has the power and duty to "Submit a request for state support to the Division of Budget and Accounting in the Department of Treasury and to the Commission in accordance with the provisions of the law;" and

WHEREAS: This budget request must be submitted in accordance with planning guidelines promulgated by the Division of Budget and Accounting; and

WHEREAS: The Vice President for Administration and Finance, with the approval of the President, has reviewed with the Finance and Construction Committee of The College of New Jersey Board of Trustees the FY 1998 capital budget request prepared in accordance with the FY 1998 Division of Budget and Accounting planning guidelines; and

WHEREAS: The Finance and Construction Committee of the Board has recommended its approval;

THEREFORE, BE
IT RESOLVED: That the Board of Trustees approves the FY 1998 capital budget request totaling \$22,256,000.

**Resolution of the Board of Trustees of The College of New Jersey
Approving the Revised Project Costs for the Packer Hall Renovation Project**

- WHEREAS: The concept of the renovation of Packer Hall ("Project") was approved through The College of New Jersey (the "Public College") Institutional Plan; and
- WHEREAS: The College of New Jersey received a grant from the New Jersey Sports and Exposition Authority in June, 1993 to advance a simple renovation of the swimming pool area of the original Packer Hall; and
- WHEREAS: The Board of Trustees of The College of New Jersey ("Board") on December 2, 1993 and on December 14, 1995 approved the hiring of an architectural/engineering firm to advance a master plan analysis followed by the construction of the Project; and
- WHEREAS: The College initiated a master plan analysis of the Health and Physical Education Department and the Athletic and Recreation Department to determine their space needs, while simultaneously assessing the facility condition of Packer Hall; and
- WHEREAS: The master plan analysis revealed that the simple renovation could not be accomplished in isolation due to a variety of regulatory requirements; and
- WHEREAS: This project is necessary to remediate current building code deficiencies, to provide a barrier free facility for the College's academic, recreational and athletic pursuits, and to achieve gender equity for our male and female athletic teams; and
- WHEREAS: At the Schematic Design Phase of this Project, the revised total project cost to complete the renovation of the old Packer Hall pool to create a new Wellness Center (Phase A) and to renovate the ground floor locker rooms (Phase B) of the design, is now \$5,182,987; and
- NOW, THEREFORE,
BE IT
RESOLVED: That the Board of Trustees of The College of New Jersey hereby approves the major construction project, entitled Packer Renovation, at a total project cost of \$5,182,987.00 and authorizes the President to advance this project, the financing for and construction thereof.

December 12, 1996



November 7, 1996

MEMORANDUM

TO: Peter L. Mills
Vice President for Administration and Finance

FROM: Gregory W. Bressler *GB*
Associate Vice President for
Facilities Management and Planning

SUBJECT: Packer Hall Renovation Project

In March, 1993 the College filed for and in June, 1993 received a grant from the New Jersey Sports and Exposition Authority, in the amount of \$601,569.45. The purpose of this grant was to fund a simple renovation of the swimming pool area of the original Packer Hall, being the 1935 portion. The project was to renovate this vacant area of Packer Hall to create a Wellness Center for general use by the College community and for instructional use by the College's academic programs. The grant scope included the following rooms to be created by this renovation project: a fixed equipment exercise and fitness room; an entrance for the Wellness Center; a reception control desk; an office area for the Wellness Center staff; a free weight exercise room; and, to improve the training room and access to it. I have attached a floor plan, labeled Plan 1, which delineates the scope of the renovation as a 9,367 gross square feet (GSF) area for the grant requested project. The project cost was estimated to be \$863,313 or \$92/GSF.

Upon receiving this grant approval, the College decided to initiate a master plan analysis of the Health and Physical Education Department and the Athletic and Recreation Department to determine their space needs. Also this master planning was to assess the facility condition of Packer Hall to avoid the past practice of adding new functions to our existing facilities without first understanding and therefore resolving any outstanding facility problems. Thus, as we advanced into the planning process, we set aside an additional \$2.6 Million of capital funds to address the renovations in Packer Hall. This master plan process, which included both faculty and staff from the two departments, was to define: a detailed program of the type and size of facilities required to accommodate the present and planned departmental programs; the general infrastructure

condition; and, establish a more accurate cost estimate for this project. This master plan considered alternative means to accommodate these programmed functions within Packer Hall and the Student Recreation Center and even considered additions to both buildings. As the master plan advanced into the Schematic Design Phase of the project design development, it became more evident that the simple renovation, as sought in the 1993 grant, could not be accomplished in isolation.

Because of the present DCA requirements, the scope of the project must include a greater portion of Packer Hall than thought at the time of the Sports Authority grant. Thus the present design, while meeting the needs of the Health and Physical Education Department and the Athletic and Recreation Department, now involves almost all of the ground and second floors of the Packer Hall, except the Main Gymnasium and the faculty office and classroom areas. This expanded scope has not only increased the floor area of the building to be renovated and/or altered, but it has also increased the extent of systems being incorporated into the project. I have attached a floor plan, labeled Plan 2, which delineates the area of the present project and is sub-divided into three distinct areas as follows: A) the renovation of the original swimming pool to create the Wellness Center; B) renovation of the present ground floor locker rooms to create new H&PE and Athletic team locker rooms; and, C) renovation of the second floor to create a new dance/exercise studio and a Wellness Assessment Center. There is a rationale for the three phases, based upon the building being constructed as two buildings, one in 1935 and an addition in 1961, with the ability to separate the two areas for fire separation purposes. Since the original building construction used massive masonry walls, there is a wall between the 1935 and 1961 structures that creates a substantial fire barrier. Therefore, this is a logical place to separate the two phases. Since the second floor in the 1961 portion of the building received fire safety improvements in 1985 when the offices and classrooms were renovated, this area is also a logical place, based upon the fire safety code, to separate the phasing.

With the mandate of Governor Whitman to stimulate ADA barrier remediation in State owned facilities, the Department of Community Affairs (DCA) initiated a requirement of renovation projects, submitted to the DCA for plan review as a part of the building permitting process, that they include barrier free improvements at a minimum level of 20% of the total project construction cost. Thus, this new DCA initiative forces the simple grant funded project scope to increase to include a greater amount of barrier free improvements. This increase in total construction cost then precipitates a different DCA requirement, with the proposed construction cost being in excess of fifty (50%) percent of the DCA determined building valuation cost. Thus, the entire area of Packer Hall has to be renovated to achieve barrier free code compliance and where appropriate, as determined by DCA, all other code compliance. Therefore, from a building code perspective the simple scope of the grant funded renovation has been expanded to be all floors of the 1935 portion and to include barrier free and fire safety improvements in the ground floor of the 1961 portion of the

building. As noted previously the second floor of the 1961 portion has already received fire safety improvements, so it only faces the required barrier free improvements in the two rest rooms.

In order to accommodate the Sports Authority grant requirements regarding disbursement of the grant funds, the College elected, prior to the completion of the final construction drawings, to advance a portion of the project into construction. Thus, while the design process for the complete project was proceeding through the normal increments of schematic design, design development, final construction drawings, and bidding and construction, the design for the original swimming pool portion of Packer Hall was advanced through design and bidding of the demolition work in that part of the building and the initial reconstruction of this area, being the placement of the new structural steel. These minor elements of the total project resulted in expenditures of \$310,000 for the demolition and \$143,000 for the structural steel. When the master plan fees, consultant architect/engineer fees, construction management fees and interior design fees are added to the minor asbestos abatement costs, the demolition costs and the structural steel costs, the College met its Sports Authority grant requirements of \$601,569.45.

At this point, we are currently in the situation where, having undertaken the demolition of a part of Packer Hall, and completed the final construction plans and specifications for the full project, the project costs are estimated to be \$6,510,610. These costs, when listed by phases, are as follows:

<i>Master Planning and Design</i>	\$ 389,109
<i>Phase A Renovation of Old Pool to create new Wellness Center</i>	\$ 2,255,835
<i>Phase B Renovation of Ground Floor Locker Rooms to create new Locker Rooms</i>	\$ 2,538,043
<i>Phase C Renovation of Second Floor to create new Dance/Exercise Studio & Wellness Assessment Center</i>	<u>\$ 1,327,623</u>
TOTAL COST	\$ 6,510,610

My recommendation to you is to proceed with the award of the contracts to undertake the Phase A portion of the project, since its total cost of \$2,255,835 is within the available designated funding of \$3.2 Million less the \$389,109 for master planning expenses. This will allow the presently unused portion of Packer Hall to, again, be a functional facility and also meets the scope of the Sports Authority grant commitment.

My second recommendation to you is to consider additional funding to undertake the Phase B portion of the project at a total cost of \$2,538,043. This will provide all locker facilities for H&PE and the athletic teams, while achieving fire safety and barrier code compliance, resolving the indoor air quality problems, and providing for the functional needs of the majority of master plan program, including locker rooms for the women's athletic teams. I must note the College is committed to gender

equity in all aspects of the College, particularly in its intercollegiate athletic programs. This, plus the fact that we annually accommodate the Special Olympics, which would be dramatically made easier if these rooms were renovated to be barrier free makes it very difficult not to recommend we fund and undertake this added work. Should we not undertake this functional renovation, we will need to improve this area to eliminate the non-complying code issues in the areas of fire safety and barrier free access. Finally, I believe the only real option is to accomplish the code complying and functional renovations together, getting a far better impact for the funds expended. This recommendation will require additional funding in the amount of \$1,982,987 to accommodate this second phase of work.

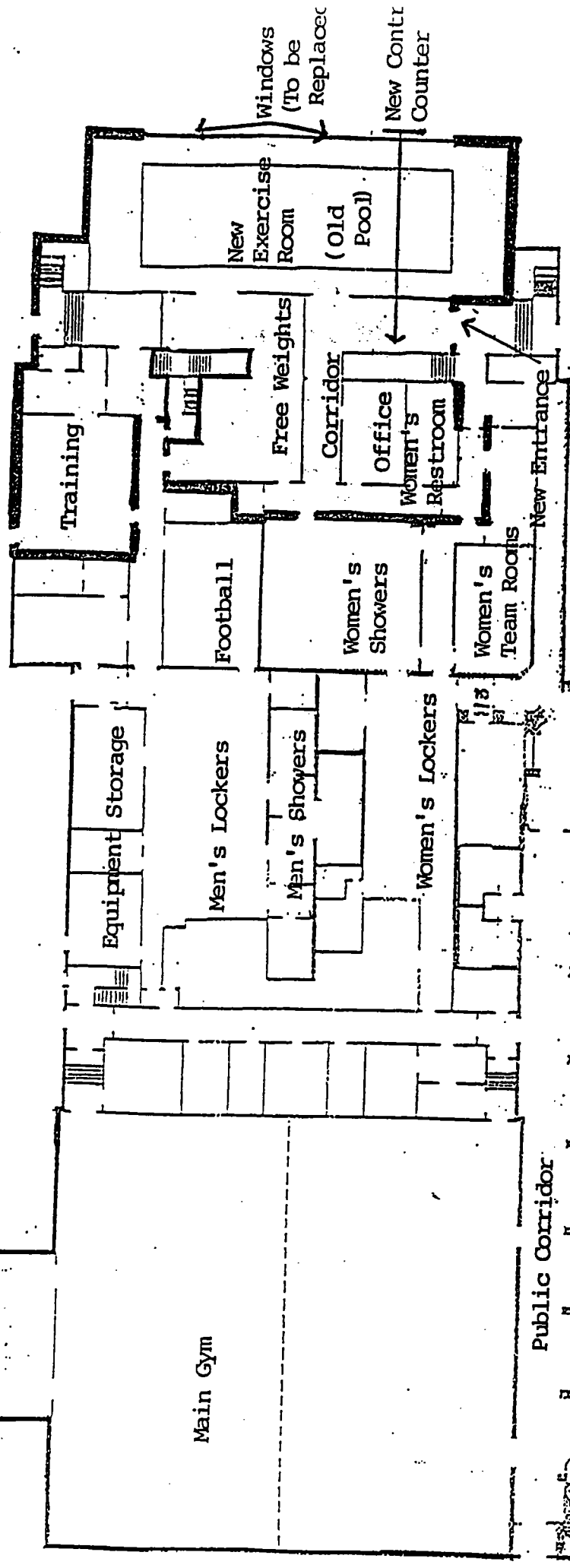
My final recommendation to you is not to proceed at this time with the Phase C portion of the project. This recommendation has a cost of \$1,327,628 to accommodate this third phase of work. This third phase of the renovation is primarily a functional renovation to accommodate the new dance/exercise and Wellness Assessment Center. Since there is not yet a clear approval of the proposed new H&PE academic program, I believe the College is better served to defer this portion of the renovation, thereby deferring an expenditure of \$1,327,628. I feel a deferral decision is appropriate, since the relationships between the proposed health and physical education teacher preparation program, the proposed wellness program and the evolving family practitioner program in the School of Nursing all need time to be clarified. When these relationships are clarified, then I believe the facility issues, particularly the Wellness Assessment Center, should be re-considered. While there are some non-complying code issues in this portion of the building, these are rather minor and could be abated through a series of minor improvement projects, funded from operating budgets over a few years.

Thank you.

attachments

PLAN #1

Construction Access & Staging Area



Attachment K
(six of eight)

PACKER HALL, WELLNESS CENTER RENOVATION
TRENTON STATE COLLEGE
March 9, 1993



PLAN #2

1935 BUILDING

1961 ADDITION

Phase A

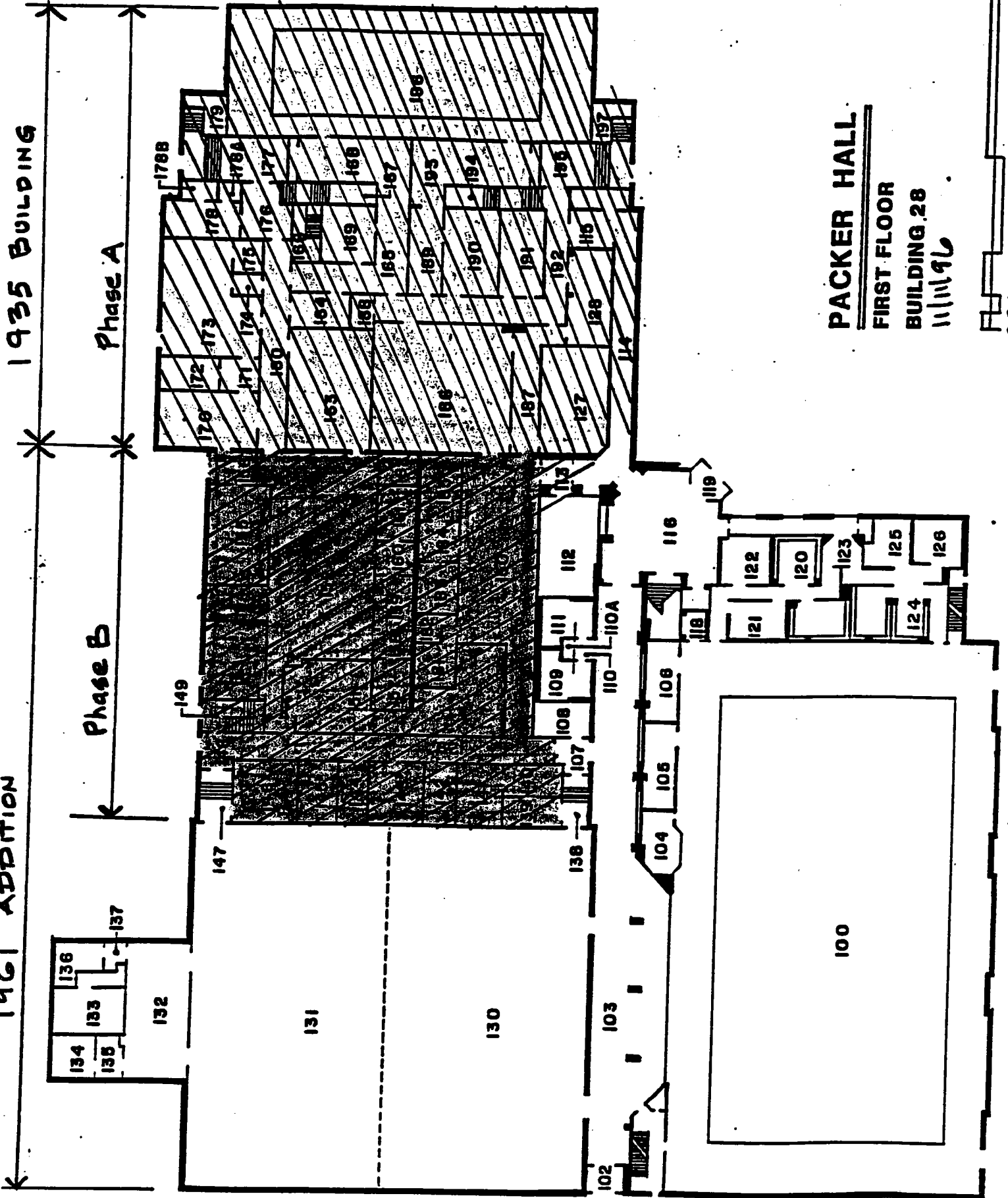
Phase B

PACKER HALL

FIRST FLOOR

BUILDING 28

11/11/96



PLAN # 2

1935 BUILDING

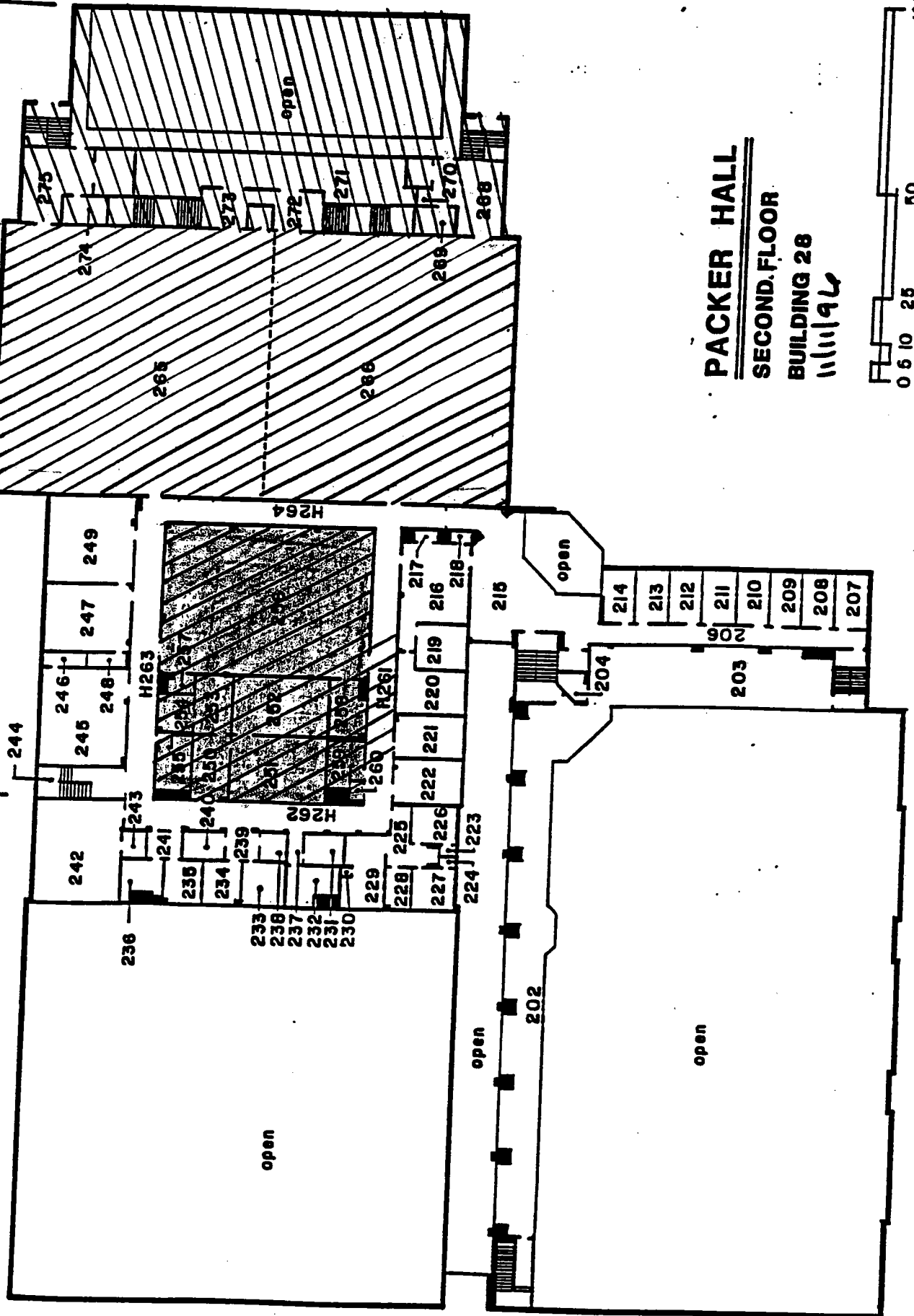
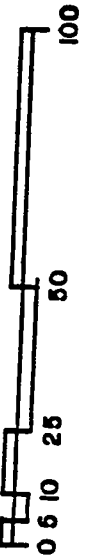
Phase C

Phase C

Phase A
Sprinkler Only

Phase A

PACKER HALL
SECOND FLOOR
BUILDING 28



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

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

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

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

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

VENDOR	PURPOSE	FUNDING SOURCE
Marvin Hamlish, Inc. - Columbia Artists Management, Inc. \$21,000.00	An Evening with Marvin Hamlish	College Operating
Greater Talent Network, Inc. \$15,000.00	Kareen Abdul Jabbar, Black Profiles in Courage Lecture	College Operating
Music Theatre Associates \$18,500.00	Grease	College Operating

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

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

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

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

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

VENDOR	PURPOSE	FUNDING SOURCE
Hotel Carlton, Treviso, Italy \$31,500.00	Room and board for group study tour in Italy	Self Funded
University of Montpellier, France \$29,400.00	Room, board and excursion costs for the group study tour at the Institut)	Self Funded

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

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

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

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

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

VENDOR	PURPOSE	FUNDING SOURCE
Sheraton Woodbridge Place \$11,917.75	Annual ASETS conference combined with PRIDE conference by the Career Equity Center	Grant

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

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

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

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

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

VENDOR	PURPOSE	FUNDING SOURCE
Outdoor Systems \$60,000.00	Billboard advertising for The College of New Jersey	College Operating

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

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

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

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

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

VENDOR	PURPOSE	FUNDING SOURCE
SCT, Consulting Services \$80,000.00	Upgrade the college's administrative information systems	College Operating
Alltell Supply \$43,532.20	Support network backup systems	College Operating
Strategic Link \$23,145.00	Backup system for servers	College Operating

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

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

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

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

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

VENDOR	PURPOSE	FUNDING SOURCE
Gillespie \$24,000.00	Designing the first issue of The College of New Jersey Magazine, including photography and illustrations	College Operating
Lane Press \$42,285.00	Printing of The College of New Jersey Magazine	College Operating
Baum Printing \$13,831.00	Printing of The College of New Jersey Fact Book	College Operating

RESOLUTION APPROVING WAIVERS
OF ADVERTISING
FOR CONSTRUCTION CONTRACTING PURPOSES

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

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

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

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

VENDOR	PURPOSE	FUNDING SOURCE
GA Environmental Services, Inc. \$41,035.00	Professional environmental engineering services associated with the asbestos abatement phase of the Science Complex	1996A EFA Bond Issue Higher Education Facilities Trust Fund
Public Service Electric and Gas Company \$24,700.00	Temporary electrical service for the laboratory colony and Crowell Annex in association with the Science Complex project	1996A EFA Bond Issue Higher Education Facilities Trust Fund
Siemens ROLM Communications, Inc. \$87,500.00	Networking and communications services for the temporary laboratory colony and Crowell Annex in association with the Science Complex project	1996A EFA Bond Issue Higher Education Facilities Trust Fund
Mosher and Doran \$12,750.00	Professional architectural/engineering services for the renovation of the second floor shell space in Loser Hall	Plant Fund Reserves
Design Interface \$16,800.00	Construction management services associated with Loser Hall	1996A EFA Bond Issue
Vinokur-Pace Engineering Services \$30,000.00	Professional engineering services associated with the Cluster Housing Phase II project	1996A EFA Bond Issue
John F. Kennedy Associates \$59,000.00	Landscape architectural services associated with site development at the Cluster Housing, Phase II	1996A EFA Bond Issue

December 12, 1996

Kitchen & Associates Architectural Services \$208,800.00	Professional architectural services associated with the Cluster Housing, Phase II project	1996A EFA Bond Issue
Kitchen & Associates Architectural Services \$106,730.00	Professional architectural services associated with the William Green Farm House Renovation project	1996A EFA Bond Issue
Hoisington, Azmy, Constant, Bell, Mailer \$120,885.00	Professional architectural/engineering services associated with the Decker Hall Ground Floor Renovation	Housing Reserves
Jordan and Pease Architects \$31,668.00	Professional architectural/engineering fees associated with the Packer Wellness/Renovation project	Plant Fund Reserves
John F. Kennedy Associates, Inc. \$12,500.00	Professional landscape architectural services associated with the Lake Sylva Bridge project	1996A EFA Bond Issue
Syska & Hennessy \$1,650,000.00	Professional architectural/engineering services for the Science Complex	1996A EFA Bond Issue

**RESOLUTION HONORING
TCNJ QUALITY IMPROVEMENT PROGRAM TEAM MEMBERS**

- WHEREAS:** In 1993, the Offices Administration and Finance and Human Resources researched and evaluated a variety of Total Quality Management (TQM) models from both the private sector and other institutions of Higher Education; and
- WHEREAS:** In the Spring of 1994, as a result of the above mentioned research, The College launched a Quality Improvement Program (QIP) designed to enhance the quality of programs and services provided to students, parents, and employees; and
- WHEREAS:** Over the past two years fifteen quality improvement project teams comprised of administrative, operational and clerical staff, and faculty evaluated student and employee services, benchmarked comparable practices, and developed proposals for improvement; and
- WHEREAS:** Their efforts led to significant improvements in administrative and student service areas as detailed in the QIP Project Outcomes attachment; and
- WHEREAS:** The staff that participated in the QIP program exemplify The College's commitment to improve its service to the citizens of New Jersey.
- THEREFORE, BE
IT RESOLVED;** That The College of New Jersey Board of Trustees recognizes and honors the Quality Improvement Program team members for their outstanding achievements and contributions to the advancement of the institution.
- BE IT FURTHER
RESOLVED:** That the Board directs the President of The College to prepare individualized copies of this resolution for each QIP team member listed in the following attachment, recognizing their respective achievements by citing both the name of the employee and the project team on which they served.

Quality Improvement Program (QIP) Project Outcomes

- Streamlining the process for reallocating budgetary funds.
- Reducing the flow of paper work between departments by using charge cards to expedite purchases under \$500.
- Designing and implementing an electronic work order processing system in the Facilities Department.
- Consolidating the student, staff, and Validine Offices into one ID Card Service Center
- Computerizing the resident's room assignments process.
- Placing personnel policies and procedures on the World Wide Web and proceeding with the creation of a system to process employee benefits electronically.
- Remanding student loan refunds within a 10 day window.
- Decentralizing equipment and uniform management to achieve greater responsiveness in athletic team and intramural sports activities.
- Proposing a centralized computer Help Desk to route and respond to the increasing number computer related service requests.
- Redesigning the EOF application process to reduce paper flow and expedite responses to student applicants.
- Streamlining procedures for hazardous waste disposal.
- Revising the scheduling process for the offices of Psychological Counseling, Health, and Career Services to reduce waiting time and expedite the delivery of services.
- Utilizing existing technology to more effectively manage peak time phone inquiries within the Admissions, Records and Registration, Bursars, and Financial Aid offices.
- Increasing the level of service and flexibility pertaining to student-athlete health support.
- Redesigning and expediting the process for evaluating student transfer credits.

**QUALITY IMPROVEMENT PROGRAM
TEAM MEMBERS**

<u>TEAM MEMBER</u>	<u>TITLE</u>	<u>DEPARTMENT</u>
Robert Alston	Assistant Director	Financial Aid
David Bailey	Campus Scheduler	Conference/Meeting Services
William Ball	Assistant Professor	Political Science
Maureen Behr	Professional Service Specialist	Facilities
Cherie Benton	Accounting Asstistant	Auxiliary Services
James Boatwright	Director	Educational Opportunity Fund
Toni Buchanan	Files Supervisor	Records & Registration
Joe Camillone	Head Trainer	Athletics
Brenda Campbell	Head Women's Swim Coach	Athletics
Steve Cherashore	Managing Assistant Director	Records & Registration
Robert Cobb	Summer School Coordinator	Records & Registration
Rita Coculo	Secretary	Bursar's Office
Patricia Coleman-Boatwright	Executive Assistant	Student Life
Richard Cook	Storekeeper I	Biology
Frank Cooper	Acting Director	Admissions
Richard Cubberley	Assistant Director	Business Services
Lan Cuprzinski	Accountant	Business Services
Bert Davis	Director	Intramurals & Recreation
Rick Dell	Head Baseball Coach	Athletics
Paul DeWitt	Director	Business Services

QUALITY IMPROVEMENT PROGRAM TEAM MEMBERS

<u>TEAM MEMBER</u>	<u>TITLE</u>	<u>DEPARTMENT</u>
Irene Dominguez	Secretary	Human Resources
Bob Drake	Associate Vice President	Human Resources
Phil Dumas	Chairperson	Chemistry
Andrea Dussa	Principal Clerk Bookkeeper	Business Services
Lorraine Eaddy	Secretary	Educational Opportunity Fund
Mary Lee Ennis	Secretary to the Dean	Arts and Sciences
Dot Evans	Technical Manager	Information Management
Susan Fattore	Secretary	Human Resources
Katy Fritzky	Student Worker	Residence Life
Juneau Gary	Director	Psychological Counseling Services
Charlotte Gipson	Assistant Director	Human Resources
Dick Goldenbaum	Supervisor	Housing Operations
Judy Gomes	Assistant Director	Business Services
Donald Gordon	Assistant Director	Human Resources/Hiring
Betsy Hager	Director	Academic Advising
Eric Hamilton	Head Football Coach	Athletics
Frank Harris	Facilities Coordinator	Intramurals
Judy Hastie	Director	Payroll
Dawn Henderson	Head Women's Basketball Coach	Athletics

**QUALITY IMPROVEMENT PROGRAM
TEAM MEMBERS**

<u>TEAM MEMBER</u>	<u>TITLE</u>	<u>DEPARTMENT</u>
Gwen Hughes	Director	Career Services
Dave Icenhower	Head Wrestling Coach	Athletics
Tom Isaac	Equipment Manager	Athletics
Beverly Kalinowski	Assistant Director	Admissions
Ken Kaplowitz	Associate Professor	Art
John Karsnitz	Chairperson	Technological Studies
Dr. Marlene Kayne	Professor	Biology
Kimberley Kelly	Assistant Director	Human Resources
Michele Kilcher-Reilly	Assistant Director	Human Resources
Steve Klug	Professor	Biology
Bridget Konkle	Assistant Director	Library
Walter Lankford	Director	Information Management
Florence Leftwich	Technical Assistant	Auxiliary Services
Kathy Leverton	Director	Environmental Services
Michael Maconi	Associate Director	Housing Operations
Magda Manetas	Associate Director	Residence Life
Beth Manness	Secretary	Admissions
Rita Margraff	Assistant to the Vice President	Academic Affairs

**QUALITY IMPROVEMENT PROGRAM
TEAM MEMBERS**

<u>TEAM MEMBER</u>	<u>TITLE</u>	<u>DEPARTMENT</u>
Lisa McCarthy	Manager	Auxiliary Services
Rosanne Meister	Help Desk Coordinator	Information Management
Annemarie Mills	Assistant to the Vice President	College Advancement
Ruane Miller	Chairperson	Art
Beth Modica	Director of Operations	TSC Development Corp.
David Morales	Assistant to the Vice President	Academic Affairs
Margaret Moyer	Assistant Director	Human Resources
Ashwani Mukheja	Head Cashier	Bursar's Office
Richard Mylowe	Professional Service Specialist	Art
Ceil O'Callaghan	Associate Director	Career Services
Paul Ostrander	Director	Power Plant
Joyce Perkins	Associate Director	Educational Opportunity Fund
Mary-Elaine Perry	Director	Community Devel. Services
Edward Petranto	Bursar	Bursar's Office
Vera Petrow	Acting Director	Financial Aid
Kevin Potucek	Theater Manager	Kendall Performance Center
David Prensky	Associate Professor	Business
Arlene Radonsky	Credit Card Coordinator	Business Services
Kathy Ragan	Director	Auxiliary Services
Rhelda Richards	Assistant to the Vice President	Administration & Finance

**QUALITY IMPROVEMENT PROGRAM
TEAM MEMBERS**

<u>TEAM MEMBER</u>	<u>TITLE</u>	<u>DEPARTMENT</u>
Karen Roth	Associate Director	Auxiliary Services
Leslie Santos	Area Director	Residence Life
Laurie Sherwen	Dean	Nursing
Shawn Sivy	Network & Systems Engineer	Information Management
Kathy Smith	Director	Health Services
Tim Smith	Systems Engineer	Information Management
Miles Snyder	Information Management Specialist	Information Management
John Soltys	Senior Operator	Records & Registration
Olga Spielman	Manager	Telecommunications
Ron Tola	Director	Facilities
Phil Tramdack	Assistant Dean	Library
Janice Vermeychuk	Staff Nurse	Health Services
Yvonne Watson	Dean	Academic Support
Barbara Wineberg	Associate Vice President	Budget and Finance
Karen Wirzman	Assistant Director	Occupational Health & Safety
Ursula Wolz	Chairperson	Computer Science
Donald Worthington	Registrar	Records and Registration
Mark Yapple	Supervisor	Facilities
Angie Zimnes	Accountant	Bursar's Office