

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

**Thursday, March 7, 2002  
201 Loser Hall/202 W Student Center  
Minutes of Public Board Meeting**

Present: Mr. Walter Chambers, Chair; Mr. Bruce Hasbrouck, Vice Chair; Mrs. Patricia Rado, Secretary; Mr. Tom Bracken; Mr. Robert Gladstone; Ms. Hazel Gluck; Mr. Wayne Griffith; Ms. Stacy Holland; Mr. Robert Kaye; Mr. James McAndrew; Ms. Barbara Pelson; Mr. Harry Reichard; Mr. Jose Sosa; Dr. R. Barbara Gitenstein, President; Ms. Rebecca Ostrov, Student Trustee; Mr. Rohit Thawani, Alternate Student Trustee; Dr. Beth Paul, Faculty Representative to the Board

Not Present: Mr. John Beake; Mr. Jeffrey Perlman; Dr. John Karsnitz, Faculty Representative to the Board

The meeting was called to order at 2:30pm.

**I. Announcement of Compliance**

Mr. Chambers 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 Ms. Holland, seconded by Ms. Gluck, that the Board go into closed session to discuss personnel actions and all pending litigation, items exempt under the Open Public Meetings Act. The motion carried unanimously.

**III. Closed Session**

**IV. Resumption of Public Session/Pledge of Allegiance**

**V. Swearing in of New Trustees**

Ms. Hazel Gluck and Reverend Wayne Griffith were sworn in by Deputy Attorney General Barbara Kleva.

**VI. Approval of the Minutes of the December 6, 2001 Meeting**

It is moved by Mr. Gladstone, seconded by Ms. Rado, that the minutes be approved. The motion carried unanimously.

**VII. Report of the President**

Dr. Gitenstein made her report.

VIII. Report of the Board Officers

Mr. Chambers announced the 2002 Nominating Committee appointments:  
Harry Reichard, Chair  
Robert Gladstone  
Stacy Holland

IX. Report of the Sesquicentennial Committee

Mr. Gladstone reported for the committee.

X. Report of the Trustee member of the TSC Corporation

Mr. Chambers reported for Mr. McAndrew.

XI. Report of the Trustee member of the TCNJ Foundation

Mr. Gladstone made his report.

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

Mr. Chambers made his report.

XIII. New Business

A. Report of the Executive Committee

Mr. Hasbrouck reported for the committee.

1. Personnel Actions

- a. Appointments, Resignations - Faculty - Attachment A
- b. Promotions - Faculty - Attachment B
- c. Change of Status, New Appointments, Temporary Appointments, Resignations, One Year Reappointments - Staff - Attachment C

It was moved by Mr. Gladstone, seconded by Ms. Holland, that attachments A, B, and C be approved. The motion carried unanimously.

- d. Resolution Awarding Dr. Bertice Berry the Honorary Degree of Doctor of Letters – Attachment D

It was moved by Ms. Ostrov, seconded by Mrs. Rado, that the resolution be approved. The motion carried unanimously.

2. The College of New Jersey Board of Trustees Resolution on Staff Representation to the Board - Attachment E

It was moved by Mrs. Rado, seconded by Ms. Holland, that the resolution be approved. The motion carried unanimously.

3. Resolution Approving the Bylaws of The College of New Jersey Board of Trustees - Attachment F

It was moved by Ms. Holland, seconded by Mr. Gladstone, that the resolution be approved with an amendment to eliminate the words "citizens of the State" from Section 3 Membership, a. Publicly Appointed Board Members, 1. Appointment.

The Chairman recognized Mr. Al Ribeiro, SGA President who had registered to speak to the inclusion of the Student Life Committee outlined in the proposed bylaws.

The motion carried unanimously.

#### B. Report of the Academic Affairs Committee

Mrs. Pelson reported for the committee.

1. Resolution To Redesignate the Degree Awarded to Engineering Science Students - Attachment G

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

2. Resolution Approving The College of New Jersey Conditional Readmission Policy - Attachment H

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

3. The College of New Jersey Board of Trustees Resolution Approving the Minor Approval Process – Attachment I

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

C. Report of the Finance & Construction Committee

Mrs. Rado reported for Mr. Perlman.

1. Bid Waivers for College Business Purposes:

- Professional and Other Services – Attachment J

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

- Computing and Technical – Attachment K

It was moved by Mr. Sosa, seconded by Ms. Holland, that the resolution be approved. Ms. Gluck recused herself from the motion. The motion carried unanimously.

- Printing and Publications – Attachment L

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

2. Bid Waivers for Construction Contracting Purposes:

- Construction Contracting – Attachment M

It was moved by Mr. Hasbrouck, seconded by Mr. Gladstone, that the resolution be approved. Mrs. Rado recused herself from the motion. The motion carried unanimously.

D. Report of the College Relations Committee

Mr. Kaye reported for the committee.

1. Resolution Honoring Faculty Fellows for Outstanding Service to The College of New Jersey - Attachment N

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

XIV. Adjournment

It was moved by Mr. Sosa, seconded by Ms. Holland, that the following resolution be approved. 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 Thursday, June 20, 2002 at a time and location to be announced.

Be It

Further

Resolved: That this meeting be adjourned.

The meeting was adjourned at 4:20pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Patricia Rado", with a long horizontal flourish extending to the right.

Patricia Rado  
Secretary

**Appointments – Faculty**

Anita Brandolini	Assistant Professor Temporary, Part-time, Spring 02 Chemistry Effective: January 21, 2002
Georg Cerf	Instructor Temporary, Spring 02 School of Business Effective: January 21, 2002
Hetty Joyce	Instructor Temporary, Spring 02 Art Effective: January 21, 2002
Deborah Newton	Assistant Professor Temporary, Spring 02 Special Education Effective: January 21, 2002
Jerry Petroff	Assistant Professor Special Education Effective: January 21, 2002
Shannon Riley-Ayers	Assistant Professor Temporary, Spring 02 Elementary/Early Childhood Education Effective: January 21, 2002
Lisa Carpenter Smith	Instructor Temporary, Part-time, Spring 02 Elementary/Early Childhood Education Effective: February 5, 2002

**Resignations – Faculty**

Samuel Ghelli	Modern Languages (part-time) Effective: December 31, 2001
Harold Johnson	Special Education Effective: December 31, 2001
Lori Martin-Plank	Nursing Effective: December 31, 2001

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**Jose Raul Perales**

**Political Science**  
**Effective: December 31, 2001**

**Reetika Vazirani**

**English (part-time)**  
**Effective: December 31, 2001**

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**Promotions - Faculty**

**To Associate Professor**

Dr. Martin Becker  
William Behre  
Charles Bennett  
Cynthia Curtis-Budka  
Charles Bennett  
Cynthia Curtis-Budka  
Luis Gabriel-Stheeman  
Diane Kobryniewicz  
Dr. Jean Konzal  
Stuart McCook  
Chyuan Pan  
Dr. Teresa SanPedro  
Jeanine Vivona  
Thulsi Wickramasinghe  
Yiqiang Wu

Physics  
Special Education  
English  
Mathematics & Statistics  
English  
Mathematics & Statistics  
Modern Languages  
Psychology  
El./Early Childhood Education  
History  
El./Early Childhood Education  
Modern Languages  
Psychology  
Physics  
Language & Communication Sciences

**To Professor**

Lois Fichner-Rathus  
JoAnn Gross  
Jean Kirnan  
Mark Kiselica

Art  
History  
Psychology  
Counselor Education

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**Change of Status - Staff**

**Ariella Alpert**

Career Services  
From: Managing Assistant Director 2 (Human Resources)  
To: Managing Assistant Director 2 (Career Services)  
Effective: January 2, 2002

**Craig Blaha**

Information Technology & Student Services  
From: Professional Services Specialist 2  
To: Associate Director 3  
Effective: January 1, 2002

**Vilja Casey**

Academic Grants & Sponsored Research  
From: Program Assistant  
To: Professional Services Specialist 4  
Effective: September 1, 2001

**Heather Fehn**

Administration and Organizational Development  
From: Project Specialist (President's Office)  
To: Director 3 (Administration and Organizational Development)  
Effective: January 14, 2002

**Judy Gomes**

Budget & Finance  
From: Executive Assistant 4  
To: Director 3  
Effective: January 21, 2002

**Bernice Gottlieb-Smith**

Budget & Finance  
From: Managing Assistant Director 2  
To: Director 3  
Effective: January 21, 2002

**Anne MacMorris**

Budget & Finance  
From: Associate Director 3 (part time)  
To: Executive Assistant 4 (part time)  
Effective: January 28, 2002

**Anthony Marchetti**

College Relations  
From: Program Assistant  
To: Professional Services Specialist 4  
Effective: January 1, 2002

**Angela Sgroi**

Academic Grants & Sponsored Research  
From: Managing Administrative Assistant 1  
To: Associate Director 3  
Effective: September 1, 2001

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

Dawn Willan                      Information Technology  
From: Assistant Treasurer – Office of Budget & Finance  
To: Project Specialist – Information Technology  
Effective: January 12, 2002

**New Appointments - Staff**

James Cryan                      Academic Grants and Sponsored Research  
Managing Assistant Director 2  
Effective: December 18, 2001

Renee' Kinley                      TSC Corporation  
Project Specialist  
Effective: January 2, 2002

Todd McCrary                      Campus Life  
Professional Services Specialist 3  
Effective: December 11, 2001

Jason Neely                      Residence Life  
Program Assistant  
Effective: January 2, 2002

David Tiffany                      Development and Alumni Affairs  
Vice President 1  
Effective: January 2, 2002

Michael Whitmore                      Information Technology  
Professional Services Specialist 3  
Effective: January 2, 2002

**Temporary Appointments – Staff**

Stella Cooper                      High Tech Workforce Grant  
Project Specialist  
Effective: January 14, 2002 – June 30, 2003

Florence Johnson                      Payroll Office  
Project Specialist  
Effective: January 5, 2002 – March 31, 2003

Diane Pappas                      Children Designing & Engineering Grant  
Project Specialist  
Effective: January 9, 2002 – June 30, 2002

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**Temporary Appointments – Staff (continued)**

Pura Roberts	High Tech Workforce Grant Project Specialist Effective: January 14, 2002 – June 30, 2003
Sandra Russell	Teacher Quality Grant – School of Education Project Specialist Effective: February 4, 2002 – June 30, 2002
Caryn Trela	NJ SSI Regional Center Grant Project Specialist Effective: February 1, 2002 – June 30, 2002
Alicea Vega	High Tech Workforce Grant Project Specialist Effective: January 14, 2002 – June 30, 2002

**Resignations - Staff**

Peter Miceli	Campus Life Professional Services Specialist 4 Effective: January 18, 2002
Lisa Sanon-Jules	Career Services Managing Assistant Director 3 Effective: December 21, 2001

**Staff Retirements**

Alfred Bridges	Vice President 3 Government and Community Relations Effective: March 1, 2002
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**One-Year Reappointments (effective: July 1, 2003 - June 30, 2004) - Staff**

Esther Ball	Records & Registration Program Assistant
Janice Blayne-Paul	College Advancement Professional Services Specialist 2
Andrew Brunetto	Information Technology Professional Services Specialist 3
Katie Caperna	Student Financial Services Program Assistant

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**One-Year Reappointments (effective: July 1, 2003 - June 30, 2004) - Staff (continued)**

Floyd Cospers Jr.	Information Technology Professional Services Specialist 3
Michael Curry	Development & Alumni Affairs Program Assistant
Dionne Hallback	Student Financial Services Program Assistant
Jennifer Harnett	Athletics Professional Services Specialist 3
Karen Hendershot	Office of Global Programs Professional Services Specialist 3
Mark Kalinowski	Music Program Assistant (Part Time)
Michael Marchetti	Graduate Studies Program Assistant
Aimee Rogers	Conference & Meeting Services Professional Services Specialist 4
Robin Selbst	Athletics Professional Services Specialist 3
Ujwala Swaminathan	Records & Registration Professional Services Specialist 4
Timothy Wilkinson	Campus Life Professional Services Specialist 3

**One-Year Reappointments (effective: September 1, 2003 - June 30, 2004) - Staff**

Micahel Robbins	Residence Life Professional Services Specialist 4 – 10 Months
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## **Resolution Awarding Dr. Bertice Berry The Honorary Degree of Doctor Letters**

- Whereas:** Dr. Bertice Berry is a distinguished author, educator, lecturer and inspirational speaker and;
- Whereas:** Dr. Berry's personal history is an inspiration to all; growing up poor as one of seven children in Wilmington, Delaware; told by a high school teacher that she was "not college material," yet listening to her inner voice which told her otherwise; graduating magna cum laude from Jacksonville University where she was awarded the President's Cup for Leadership; earning a Ph.D from Kent State University; and later when teaching sociology she discovered her ability to utilize humor when addressing difficult subjects of racism and sexism; and
- Whereas:** Dr. Berry left academia to become an entertainer, lecturer and comedienne, having won the coveted National Comedian of the Year Award and named Campus Lecturer of the Year and Campus Entertainer of the Year; and
- Whereas:** Dr. Berry is a best-selling author of, *I'm On My Way, But Your Foot is on-My Head* published by Simon & Schuster; *Sckraight From the Ghetto You Might Be Ghetto If...* published by St. Martin's Press; and *Redemption - Song*, published by Doubleday; and the *Haunting of Hip Hop*, also published by Doubleday; and
- Whereas:** Dr. Berry has a long association with The College of New Jersey and has been a inspiration to many of TCNJ students over the years; and she was the Welcome Week keynote speaker when the students in the graduating class of 2002 were beginning their first year of college;
- Therefore,  
Be It  
Resolved:** That the Board of Trustees of The College of New Jersey bestows on Dr. Bertice Berry, the Honorary Degree of Doctor of Letters at The College's commencement ceremonies on May 17, 2002.

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## Biography of Bertice Berry

Nobody defies stereotypes, generalizations or cliches more than Dr. Bertice Berry. Growing up poor in Wilmington, Delaware, the sixth of seven children, Bertice was told by a high school teacher that she was "not college material." Fortunately, she chose to listen to the inner voice that had always told her she was destined for more, and applied to several schools without any idea how she would pay the tuition if she were accepted. The day her application arrived at Jacksonville University in Florida, a wealthy benefactor called the Admissions Department looking for a potential student "who could swim if they had the right backing," and might sink without it.

Bertice not only graduated magna cum laude from Jacksonville where she was awarded the President's Cup for leadership, she subsequently earned a Ph.D. in sociology from Kent State University. Dr. Berry taught sociology and statistics at Kent, and demonstrated that she knew a few things about humor, as well. She became one of the most popular teachers at the university; so popular, in fact, larger lecture halls had to be found to accommodate the ever-increasing number of students. "A colleague said to me, 'You're funny,' and I said, 'No I'm not, I'm a scholar,'" recounts Dr. Berry. It was then that she realized by using humor in her lectures to address such difficult subjects as racism and sexism she was making a more profound impact.

Shortly thereafter, Dr. Berry left Kent to become an award-winning entertainer, lecturer and comedienne. From 1991 through 1994 she won the coveted National Comedian of the Year Award, and was also named Campus Lecturer of the Year and Campus Entertainer of the Year. She had created a niche as both a gifted speaker with a comic edge and a comic with a serious message. Her busy schedule included over 200 appearances a year.

Dr. Berry was the host and co-executive producer of her own nationally syndicated talk show, "The Bertice Berry Show," and hosted "USA Live," a four-hour live interview and entertainment show on the USA Cable Network. She's been featured on numerous other television programs, including appearances on "The Oprah Winfrey Show," "The Tonight Show With Jay Leno," and "BET Live" with Tavis Smiley

Dr. Bertice Berry is also the best-selling author of an inspirational memoir, *I'm On My Way, But Your Foot is on My Head*, and the hilarious bestsellers *Sckraight From the Ghetto You Might Be Ghetto If* and the sequel *You STILL Ghetto*. Her first work of fiction, *Redemption Song*, published in 2000, is now in its 6th printing and has been praised by critics, including *USA Today*, which called it "fun and entertaining but also enlightening." Her second novel, *The Haunting of Hip Hop*, will be published by Doubleday Books in 2001.

Despite all of her honors and achievements, Dr. Berry is most proud of becoming the "instant mother" to her sister's three children, ages 6, 8 and 15. She lives in San Diego, CA, where she is active in the community working with At-Risk Youth and speaking at area prisons and schools.

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**The College of New Jersey  
Board of Trustees  
Resolution on Staff Representation to the Board**

**Whereas:** The Board of Trustees approved the constitution of The College of New Jersey Staff Senate on October 4, 2001, and

**Whereas:** The Staff Senate has forwarded a proposal to President Gitenstein, asking for the inclusion of staff representation on the Board of Trustees, and

**Whereas:** Upon the recommendation of the President, the Board has fully considered this request, and

**Whereas:** The Board recognizes that these representatives will bring a more well-rounded campus community perspective to their deliberations and decision-making processes.

**Therefore,**

**Be It**

**Resolved:** That The College of New Jersey Board of Trustees amends their bylaws to include two elected staff representatives to the Board, effective September 1, 2002 and

**Be It**

**Further**

**Resolved:** That effective September 2002, the staff representatives to the Board will be appointed by the Chair to serve on Board committees; and

**Be It**

**Further**

**Resolved:**

That each appointee's role will be to:

1. Advise and comment on the staff's involvement in implementing the mission of The College
2. Participate in public Board meetings and in the committees to which they are assigned with full rights and responsibilities of discussion
3. Refrain from calling on the Board for decisions concerning matters that are being deliberated through the college-wide governance structure
4. Refrain from comment on any matter related to terms and condition of employment, and

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Be It  
Further  
Resolved:

That because The College of New Jersey is well served by having many diverse points of view expressed on issues affecting the institution, and because the staff representatives will complement existing voices currently heard through the Staff Senate, a variety of union groups, and campus governance, therefore, in order to encourage a broad range of participation by the staff over time staff may serve a maximum of two terms, and different staff from a single office/department may not be elected to consecutive terms, and

Be It  
Further Resolved:

That appointed staff shall:

1. be current, permanent non-faculty employees of The College
2. must have at least ten months' experience as employees of The College.
3. Serve staggered two-year terms
4. Be elected without reference to committee assignment, in elections coordinated by the Vice President for Administration and Organizational Development



**Resolution Approving the Bylaws of  
The College of New Jersey  
Board of Trustees**

**Whereas:** The bylaws of The College of New Jersey Board of Trustees were last amended on September 25, 1997, and

**Whereas:** Since that time the Board has developed annual Presidential evaluation guidelines, and

**Whereas:** The Board has appointed an ad-hoc committee to review the bylaws and the Board committee structure, and

**Whereas:** The ad-hoc committee has recommended that the Board develop a standing committee solely dedicated to issues on student life, and

**Whereas:** The Executive Committee of The College of New Jersey Board of Trustees has completed a review of the existing bylaws, has amended them as necessary and appropriate, and has recommended their approval to the full Board.

**Therefore,  
Be It**

**Resolved:** That The College of New Jersey Board of Trustees approves the attached bylaws.

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

## **Article I**

These bylaws of the Board of Trustees are enacted pursuant to the laws of the State of New Jersey. The purpose of the Board of Trustees of The College of New Jersey is to hold The College in trust for the public, representing the public interest in governance, policies, and development of The College within the spirit of its mission and intent of the laws and regulations governing the Board and The College.

## **Article II Offices**

The principal office of the Board of Trustees shall be in the Office of the President at The College of New Jersey. Such other offices needed for the conduct of its business may from time to time be designated by the Board of Trustees.

## **Article III Seal**

The College shall have a seal, the form and design of which shall be adopted by the Board of Trustees and the custody of which shall be by the President of The College.

## **Article IV Board of Trustees**

### **Section 1 Legislative Findings**

The Board of Trustees is established pursuant to Title 18A of the New Jersey Statutes Annotated (N.J.S.A. 18A:64-1 et seq.) which states, in part, "The Legislature finds that the institutions of higher education are one of the most valuable and underutilized resources in the State. The elimination of the unnecessary State oversight and its accompanying bureaucracy will serve to unleash the creativity and innovation of these institutions."

### **Section 2 Duties and Powers**

The Board of Trustees has all the powers and duties as amended by Title 18A:64-1 et seq., the Higher Education Restructuring Act of 1994. To fulfill its mission and the statewide goals in cooperation with other institutions and the state coordinating structures, it has the powers and duties as outlined in the statute, and which include, but are not limited to, the following:

- a. To develop an institutional plan and to determine the programs, educational departments, schools and degree levels to be offered by the institution consistent with this plan and the institution's programmatic mission;
- b. To have authority over all matters concerning the supervision and operations of the institution including fiscal affairs, the employment and compensation of staff not classified under Title 11A of the New Jersey statutes, and capital improvements in accordance with law, and, in accordance with the provisions of the State Budget and Appropriations Acts of the Legislature, appoint and fix the compensation of the president of the college who shall be the executive officer of The College and ex officio member of the Board of Trustees, without vote and who shall serve at the pleasure of the Board of Trustees;
- c. Notwithstanding the provisions of Title 11, Civil Service, of the Revised Statutes, upon nomination by the president appoint a treasurer, and such deans and other members of the academic, administrative and teaching staff as shall be required and fix their compensation and terms of employment in accordance with salary ranges and policies, which shall prescribe qualifications for various classifications and shall limit the percentage of the education staff that may be in any given classification;
- d. Upon nomination by the president, appoint, remove, promote and transfer such other officers, agents or employees as may be required for carrying out the purposes of The college and assign their duties, determine their salaries and prescribe qualifications for all positions, all in accordance with the provisions of Title 11, Civil Service, of the Revised Statutes;
- e. To set tuition and fees, including but not limited to room and board, maintenance, rental of student housing and food service;
- f. To establish admission standards and requirements and standards for granting diplomas, certificates and degrees, and to grant diplomas, certificates and degrees;
- g. To recommend for appointment by the Governor, members to the Board of Trustees. The recommendation shall be made with regard to the mission of the institution and the diversity of the community to be served;
- h. To have final authority to determine controversies and disputes concerning tenure, personnel matters of employees not classified under Title 11A of the New Jersey statutes, and other issues arising under Title 18A of the New Jersey statutes involving higher education except as otherwise provided herein;
- i. To invest and reinvest the funds of the institution;

- j. To direct and control expenditures and transfers of funds appropriated to the college and tuition received by the college in accordance with the provisions of the State Budget and Appropriation Acts of the Legislature, reporting changes and additions thereto and transfers thereof to the Director of the Division of Budget and Accounting in the State Department of the Treasury and as to funds received from other sources, direct and control expenditures and transfer in accordance with the terms of any applicable trusts, gifts, bequests, or other special provisions. All accounts of the college shall be subject to audit of the State at any time;
- k. Pursuant to the provisions of the "State College Contract Law," to enter into contracts and agreements for the purchase of lands, buildings, equipment, materials, supplies and services; enter into contracts or agreements with the State or any of its political subdivisions or with the United States, or with any public body, department, or other agency of the United States or with any individual, firm or corporation which are deemed necessary or advisable by the board for carrying out the purposes of The College;
- l. If necessary, to take and condemn land and other property in the manner provided by the Eminent Domain Act of 1971, P.L. 1971 c. 361, (C.20:3-1 et seq.), whenever authorized by law to purchase land or other property;
- m. To borrow money for the needs of the college, as deemed requisite by the Board, in such amounts, and for such time and upon such terms as may be determined by the Board, provided that this borrowing shall not be deemed or construed to create or constitute a debt, liability, or a loan or pledge of the credit, or be payable out of property or funds, other than moneys appropriated for that purpose, of the State;
- n. To retain legal counsel of the institution's choosing;
- o. To be accountable to the public for fulfillment of the institution's mission and statewide goals and for effective management of the institution;
- q. To submit a budget request for state support to the Division of Budget and Accounting in the Department of the Treasury and to the Commission on Higher Education;
- r. To have prepared and made available to the public an annual financial statement, and a statement setting forth generally the monies expended for government relations, public relations and legal costs;
- s. To have prepared an annual independent financial audit, which audit and any management letters regarding that audit shall be deemed public documents;
- t. In accordance with P.L. 1994, C. 48, to cause to be prepared and made available to the public an annual report on the condition of the institution which shall include, but not be limited to , a profile of the student body, including graduation rates, SAT or other

test scores, the percentage of New Jersey residents in the student body, the number of scholarship students and the number of Educational Opportunity Fund students in attendance; a profile of the faculty, including the ratio of full to part time faculty members; and major research and public service activities; a profile of the trustees or governors as applicable; and a profile of the institution, including degree and certificate programs, status of accreditation, and major capital projects.

### **Section 3 Membership**

#### **a. Publicly Appointed Board Members.**

##### **1. Appointment**

In accordance with statute, there shall be a maximum of 15 publicly appointed Trustees with full voting rights. The members shall be citizens of the State appointed by the Governor with the advice and consent of the Senate. The Board of Trustees shall recommend potential new members to the Governor. Members of the Board of Trustees shall be representative of the broad public interest. Appointments shall reflect a balance of age, occupations, interest, racial background, gender, and geographic residence. Each member shall serve until his successor shall have been appointed, qualified and sworn in by an officer of the judiciary, or, if such officer is not available, by an attorney at law of the State of New Jersey. Vacancies shall be filled in the same manner as the original appointments for the remainders of the unexpired terms. Generally, a Trustee will serve no more than two full six year terms. A trustee appointed to fill the remainder of a former Trustee's term shall be eligible for two full terms if the partial term was not longer than three years.

##### **2. Resignation**

A Board member may resign from the Board at any time during his/her term. The written resignation, which does not have to include a reason, shall be submitted to the Governor and the Chair of the Board. The Board Chair shall notify the members of the Board and the President.

##### **3. Removal**

A Board member may be removed from the Board by the Governor for cause as defined by statute, upon notice and opportunity to be heard.

##### **4. Conflict of Interest**

Any director or officer who shall gain any personal financial benefit from any contract or other transaction entered into by the Board, the Foundation and the Corporation or, because of other reasons of conflicting interest, is unable to

consider impartially any matter to come before the Board or committee, shall immediately disqualify himself or herself from taking part in the consideration or disposition of such matters, and shall promptly notify the other members of the Board or of such committee, and as the case may be, of such disqualification. Any contract, transaction, or other matter entered into by the Board that is in violation of this section shall be void.

## 5. Attendance

Attendance by Board members at meetings is imperative for the Board's successful operation. Not attending a majority of meetings without good reason as determined by a majority of Board members may be ground for recommendation to the Governor to remove a member from the Board.

### b. Student Trustees

In accordance with N.J.S.A. [18A: 64-3.2] 18A:64-3.1, there shall be two Student Trustees on the Board of Trustees, who shall be full-time, regularly matriculated students in good academic standing, and who shall be 18 years of age or older and citizens of the United States, to be elected by the students for terms of two years commencing at the next organization of the Board. A Student Trustee will normally serve for one year as a Trustee without vote. The Student Trustee shall have voting rights as limited by statute throughout her/his second year. Student Trustees must meet the student leadership criteria as prescribed by the Board of Trustees. A Student Trustee may resign during her/his term. The Student Trustee shall submit the resignation to the Board Chair. The Chair shall notify Board members, the President, and the Student Government President. The Student Government President shall hold an election for a new Trustee within three months. A Student Trustee may be removed from the Board for cause as prescribed by the Board of Trustees.

### c. Faculty and Staff Representatives to the Board

Two members of the faculty of The College of New Jersey shall be elected by the faculty at large to serve as non-voting, institutional representatives to the Board of Trustees. The faculty representatives shall be tenured. Two members of the staff of The College of New Jersey shall be elected by the staff at large to serve as non-voting, institutional representatives to the Board of Trustees. Staff representatives shall have been employed by The College for at least ten months preceding the election. The institutional representatives shall be assigned to such Board Standing Committees and ad hoc Committees as determined by the Chair of the Board of Trustees. ~~Executive Committee of the Board of Trustees, subject to a vote by the full Board of Trustees.~~ The faculty and staff institutional representatives may participate in all public committee deliberations, and may take part in discussions of all matters before the Board and the committees in public session.

## Section 4 Meetings

The Board of Trustees shall conduct public meetings on The College campus or at any other place accessible to the public that the Chair or a majority of the Board may from time to time designate. The Chair shall call a special meeting of the Board whenever a majority of the publicly appointed Trustees makes such a request.

All meetings will be held in strict conformance with the Open Public Meetings Act (P.L. 1975, C. 231), and nothing within this language will contravene this principle. The Board will post a calendar of meetings within seven days of its annual reorganization meeting, or by January 10 if no such meeting occurs. The procedures contained in the Open Public Meetings Act shall be followed for all meetings. All unscheduled meetings will be announced at least 48 hours in advance of the actual meeting time, unless a meeting is required to deal with urgent and important matters and such notice is made impossible because a delay would damage the interest of The College or its constituents.

An agenda of each regular or special meeting of the Board of Trustees shall be prepared by the Chair, The College President and the Secretary to the Board. The agenda and supporting materials will be sent to the Trustees, the Student Trustees, and the faculty and staff representatives in whatever manner is necessary to ensure their receipt of those documents 72 hours before the actual meeting. The agenda shall be posted in publicly accessible places on campus 72 hours prior to the meeting. The agenda shall state that public comment on items on the agenda will be accepted prior to the meeting in writing, and in writing or verbally at the meeting.

The Trustees present at any meeting, if less than a quorum, must fix the time to adjourn, or must adjourn, recess, or take measures to obtain a quorum. If a Board member has resigned and a new Board member has not been qualified, a quorum shall consist of one qualified member more than 50% of the qualified Board members.

No official action and no binding action of the Board shall be taken at any meeting other than at a public meeting, with the exception of those circumstances specified by the Open Public Meetings Act.

Unless otherwise directed by a majority of the Board of Trustees, all public meetings of the Board of Trustees shall be conducted in accordance with the parliamentary procedure[s] prescribed in the latest edition of the manual known as *Robert's Rules of Order* (copyrighted by Robert's Rules of Order Association).

## Article V Officers

### Section 1 Officers

The Board of Trustees shall organize annually at the September meeting or at the first meeting of the academic year. At this meeting the Board shall elect a Chair, a Vice-Chair, and a Secretary. The Board may elect such other officers as the needs of the Board may from time to time require.

**a. Chair**

The Chair will, when present, preside at all meetings of the Board of Trustees. The Chair will be the Chief Executive Officer of the Board and will have general supervision of the affairs of the Board, subject to the approval of the Board of Trustees. The Chair, or Vice-Chair, shall continue to sign all reports, documents and/or instruments of any nature required to be filed or executed by law. The Chair will report to the Board of Trustees from time to time all matters coming to her/his notice, relating to the interests of The College, that should be brought to the attention of the Board.

**b. Vice-Chair**

The Vice-Chair shall have and exercise all the powers and duties of the Chair in case of her/his absence or inability to act, and will perform other duties as may be prescribed from time to time by the Board of Trustees.

**c. Secretary**

The Secretary shall attend meetings of the Board of Trustees, sign all minutes and other documents as required. The Secretary to the Board, a member of the president's staff, shall cause recording of all notes and minutes of all public proceedings in a book to be kept for that purpose. Taped public meetings are only for the purpose of assisting the recording of the minutes and shall be archived for one operating year. The approved minutes are the only official record of the Board meeting. The Secretary will cause to be given notice of all Public Meetings of the Board of Trustees and will cause the affixing of The College Seal to all documents that may require it, and will cause to be prepared and filed such reports and statements as may be required by law. The Secretary shall cause to be forwarded to the Archival Section of The College Library or other designated Archival facility a copy of the minutes, and to any others as may be required from time to time by the Board of Trustees, after such minutes have been approved by the Board of Trustees.

## **Article VI Committees and Representatives**

### **Section 1 Standing Committees**

The Board of Trustees has the power to create Standing Committees reporting directly to the Board to aid it in carrying on the business of The College. The existence, duties and functions of Standing Committees may be abolished, changed, altered or added to, and new or additional Standing Committees may be created from time to time at the Board's



discretion. The following Standing Committees, with their general areas of responsibility, are hereby created:

**Committee on Academic Affairs:**

- a. program proposals
- b. program reviews
- c. other curricular matters

**Committee on Finance and Construction:**

- a. budget
- b. investments
- c. audit
- d. construction

**Committee on Development and College Relations**

- ~~a. campus life~~
- a. development
- b. government relations
- c. college relations
- ~~e. admissions~~

**Committee on Student Life**

- a. campus life
- b. athletics
- c. residence
- d. campus wellness
- e. admissions

**Executive Committee**

- a. personnel
- b. annual Board evaluation
- c. annual Presidential evaluation

The officers of the Board of Trustees, together with the Chairs of the Standing Committees, will constitute the Executive Committee. The membership of the Executive Committee will not consist of less than five nor exceed half of the members with full voting rights.

**Section 2 Representatives**

The Board of Trustees has the power to appoint representatives to various external bodies to provide College advice and comment to these bodies. The existence, duties and functions of these representatives may be abolished, changed, altered, or added to, and new or additional representatives may be created from time to time at the Board's discretion. Representatives to the following bodies are hereby created:

**Trenton State College Corporation**

- a. attends corporation meetings
- b. represents the interests of the Board of Trustees
- c. reports to the Board of Trustees on the activities of the Corporation

**The College of New Jersey Foundation**

- a. serves on the Executive board of the Foundation
- b. attends Foundation meetings
- c. represents the interests of the Board of Trustees
- d. reports to the Board of Trustees on the activities of the Foundation

***New Jersey Association for State Colleges and Universities* State College  
Governing Boards Association**

- a. attends meetings
- b. represents The College's interests
- c. reports to the Board of Trustees on the activities of the Association

The Chair of the Board of Trustees shall, immediately after her/his designation as such, appoint the members of the Standing Committees and the representatives. Members of committees and representatives shall serve a maximum of six years. They may serve on other committees. The Chair and Vice-Chair will be ex-officio members of each Standing Committee. The President of The College will also be an ex-officio member of each Standing Committee.

The Chair of the Board of Trustees will appoint from among the public members of the Board the members of a committee on Nominations, subject to the consent of the Board of Trustees. Its membership will not exceed three. The Committee on Nominations will report to the Board of Trustees annually, at least one month prior to the September Board meeting or the first meeting of the academic year.

**Section 3 Administrative, Faculty and Student Committees**

The Board of Trustees has the power to authorize, and authorizes the President of The College, to create administrative, faculty and student committees for the purpose of advising and assisting in carrying on the business and functions of The College.

**Article VII  
Amendments**

These bylaws may be amended, repealed or added to in any manner not inconsistent with the laws of the State of New Jersey, by the affirmative vote of a majority of the Board of Trustees at any Public Meeting of the Board of Trustees, provided that a copy has been furnished to each member of the Board of Trustees by the Secretary, and the public notified of impending changes, at least 10 days before the meeting at which the vote is to

occur. Prior to such notice all proposed amendments of these bylaws shall be considered by the Board of Trustees in consultation with the President.

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Mr. Walter Chambers  
Board Chair

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Mrs. Patricia Rado  
Board Secretary

## **Resolution To Redesignate the Degree Awarded to Engineering Science Students**

- Whereas:** The College of New Jersey mission is to educate leaders of New Jersey and the nation and to prepare students to excel in their chosen fields of study; and
- Whereas:** All students studying engineering at The College of New Jersey receive a Bachelor of Science in Engineering Science; and
- Whereas:** The engineering students at The College of New Jersey are required to select an engineering specialization; and
- Whereas:** The course requirements for each engineering specialization supported by The College of New Jersey are very different; and
- Whereas:** The curricula for the Computer, Electrical, and Mechanical engineering specializations at The College of New Jersey are similar to those required at other state and public institutions that grant separate degrees in Computer, Electrical, and Mechanical Engineering; and
- Whereas:** The Engineering Science program at The College of New Jersey must satisfy the same accreditation criteria as those programs at other institutions that grant different degrees for each area of engineering; and
- Whereas:** The College of New Jersey engineering students have repeatedly demonstrated that they can compete against the nation's most competitive engineering schools and bring back First Place awards from prestigious competitions such as the NASA Lunar Rover Competition and SAE Mini-Baja East Competition; and
- Whereas:** The first time passing rate of the Fundamentals of Engineering examination by The College of New Jersey engineering graduates between 1997 and 2000 is 73% to 86% as compared to 45% to 58% for the entire State of New Jersey; and
- Whereas:** The Industrial Advisory Council of the School of Engineering has indicated that The College of New Jersey engineering graduates may be at a disadvantage because industry does not understand the title Engineering Science.
- Therefore  
Be It  
Resolved:** That The College of New Jersey Board of Trustees approves the redesignation of the degree title that is awarded to the engineering students from a Bachelor of Science in Engineering Science to a Bachelor of Science in Computer Engineering, a Bachelor of Science in Electrical Engineering, and a Bachelor of Science in Mechanical Engineering, effective with the graduating class of 2002.

March 7, 2002

**Resolution Approving  
The College of New Jersey  
Conditional Readmission Policy**

- Whereas:** Degree-seeking students who left The College of New Jersey with a grade point average below 2.0 (or below the required average for their intended program of study) may apply for readmission to TCNJ under a Conditional Readmission Policy;
- Whereas:** To be eligible for conditional readmission, a student must not have been enrolled at TCNJ for a period of at least three years and must provide evidence that the problems responsible for his or her initial failure at TCNJ have been resolved;
- Whereas:** The committee tasked to hear admissions appeals will review applications for Conditional Readmission and the Dean of the appropriate School to which the candidate seeks admission will also review and approve the application;
- Whereas:** Those approved shall be conditionally admitted and allowed to take 24 semester hours under this status. The student will be assigned to the appropriate office for advisement, so that courses can be scheduled that will meet the internal transfer requirements of the intended major/program of study;
- Whereas:** At the completion of 24 semester hours, students will be re-reviewed for full admission to TCNJ;
- Whereas:** For those granted full admission, no grades received for previous academic work prior to conditional admission will be included in the calculation for current GPA, and only academic work with grades of C or better will be credited toward requirements for the present degree program;
- Whereas:** The student's historical transcript will remain intact, but grades from previous work will not be factored into the student's grade-point average;
- Whereas:** Students may utilize this policy one time;
- Whereas:** To receive a bachelor's degree, and any honors associated with it, under this policy, a student must complete a minimum of 42 semester hours at The College of New Jersey.
- Therefore  
Be It  
Resolved:** That The College of New Jersey Board of Trustees approves the Conditional Readmission Policy, effective Spring, 2002.

March 7, 2002

**The College of New Jersey Board of Trustees  
Resolution Approving  
the Minor Approval Process**

- Whereas: Currently The College of New Jersey has no formal process for approving program minors; and
- Whereas: The College's emphasis on creating interdisciplinary programs is facilitated by the development of new minors; and
- Whereas: The approval process should be balanced so as to provide a review that is careful and prudent while also facilitating the creation of new minors in a prompt and straightforward manner; and
- Whereas: The approval process for a minor should be similar to but less intensive than the process for the approval of a major.

Therefore,  
Be it Resolved

That:

The Minor Approval Process should consist of five phases:

Phase I: Initial Program Proposal – which requires new minor proposals to include a clear rationale, need and demand for the program, and a brief description.

Phase II: Review by Dean – which requires that prior to full development of a proposal, the appropriate Dean (or Deans in the case of cross-disciplinary minors) review the initial proposal, considering whether the proposed minor is consistent with the mission of the college and whether it can be reasonably supported through reallocation of available resources.

Phase III: Development of Full Proposal – which requires that the full proposal include a detailed outline of the curriculum as well as a specific and realistic statement of needed resources such as instructional support, library resources, equipment and technical support, and facilities..

Phase IV: School Curriculum Committee and Governance – which requires that the proposal be submitted to the school curriculum committee for approval. If recommended by the school committee, the minor is submitted to the Committee on Academic Programs for information and comment, before being sent to the Provost for final approval; and

Phase V.: Which requires that the Provost grant final approval of the minor ensuring that it is consistent with the mission of the college and can be supported through reallocation of available resources. Upon approval, the Academic Affairs Committee of the Board of Trustees is notified.

Therefore,  
Be it Resolved

That:

The process for developing and approving new minor programs be approved for implementation effective March 7, 2002.

March 7, 2002

**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 \$18,600, 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:

<b>VENDOR</b>	<b>PURPOSE</b>	<b>FUNDING SOURCE</b>
Oak Hall \$23,815.00	Caps and gowns for commencement	College Operating
PeopleSoft Corporation \$150,000.00	Consulting services for the Human Resources PeopleSoft implementation	Institutional Reserves

**March 7, 2002**

**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 \$18,600, 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:

<b>VENDOR</b>	<b>PURPOSE</b>	<b>FUNDING SOURCE</b>
Alltell Corporation \$69,000.00	Network equipment upgrades	College Operating
Alltell Corporation \$102,135.00	New network equipment for the Science Building	1996A EFA Bond Issue
IBM \$215,000.00	New enterprise server	College Operating
Sprint \$115,200.00	Internet service provider for increased network bandwidth	College Operating
Dell Computers \$546,250.00	Desktop and laptop computers	College Operating

March 7, 2002



**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 \$18,600, 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:

<b>VENDOR</b>	<b>PURPOSE</b>	<b>FUNDING SOURCE</b>
CRW Graphics \$25,861.50	Printing of the Search Mini-Viewbook	College Operating
Artefact Design \$27,700.00	Design of the TCNJ Viewbook	College Operating

March 7, 2002

RESOLUTION APPROVING WAIVERS  
OF ADVERTISING  
FOR CONSTRUCTION CONTRACTING PURPOSES

WHEREAS: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$18,600, 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
Kinsey & Associates \$180,160.00	Civil engineering & landscape architectural services for the Carlton Avenue Fields, and Grounds Maintenance Building & Lake Ceva Dam Replacement projects	May 2002 Bond Issue 1992E EFA Bond Issue 1996A EFA Bond Issue
Public Service Electric & Gas \$20,943.20	Relocation of gas services for the construction of the Forcina Parking Garage	May 2002 Bond Issue
Sky-Skan, Inc. \$210,000.00	Planetarium multimedia equipment for the Science Complex	Higher Education Equipment Leasing Fund
Tompkins, McGuire, Wachenfeld & Barry \$15,000.00	Professional legal services for the Science Complex project	1996A EFA Bond Issue
Trauner Consulting Services \$85,000.00	Professional consulting for construction claims services for the new School of Business project	1999A EFA Bond Issue
Wagner-Hohns-Inglis, Inc. \$25,000.00	Professional consulting for construction claims services for the Science Complex project	1996A EFA Bond Issue
Environmental Connection \$49,230.00	Environmental engineering services for the micro-biological/mold remediation for the Science Complex	1996A EFA Bond Issue

March 7, 2002

**Resolution Honoring  
2001-2002  
Faculty Fellows  
for Outstanding Service to  
The College of New Jersey**

- Whereas:** Faculty and staff serving as Faculty Fellows exhibit exemplary support and service to the First Year Experience at The College of New Jersey; and,
- Whereas:** Faculty Fellows are an essential component of the First Year Experience, a unique program to The College of New Jersey; and,
- Whereas:** Faculty Fellows model dedication to free inquiry and open exchange, to excellence in teaching, creativity, scholarship, and citizenship, thereby promoting the mission of The College of New Jersey; and,
- Whereas:** Faculty Fellows support the well being of students by assuming additional mentoring and programming responsibilities outside of the classroom; and,
- Whereas:** Faculty Fellows further the education of their students by promoting an active living/learning environment at The College of New Jersey.
- Therefore,  
Be It  
Resolved:** That The College of New Jersey Board of Trustees commends the 2001 – 2002 Faculty Fellows for their service to The College.

March 7, 2002