

**The College of New Jersey
Board of Trustees
October 16, 2018
201/106 Trenton Hall
3:00 pm**

Minutes of the Public Meeting Agenda

Present: Jorge Caballero, Chair; Susanne Svizeny, Vice Chair; Carl Gibbs, Fred Keating, Rosie Hymerling, Eleanor Horne, Robert Altman, Rebecca Ostrov, Kathryn Foster, President, Juan Carlos Belmonte, Student Trustee; Rajbir Toor, Alternate Student Trustee; Jana Gevertz, Faculty Representative to the Board; David Prensky, Faculty Representative to the Board; Tim Grant, Staff Representative to the Board; Val Ungarini, Staff Representative to the Board

Not present: Miles Powell, Brian Markison, Treby Williams

I. Announcement of Compliance

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

II. Motion to go into Closed Session

A. It is moved by Ms. Hymerling, seconded by Dr. Altman, that the Board go into closed session to discuss personnel actions including Faculty New Appointments - Temporary, Reappointments – Temporary, Retirements – Emeritus; Staff New Appointments, Change of Status, Resignations, One Year Reappointments; Retirements - Emeritus; pending litigation including: Calogero Paxia v. TCNJ et al.; Ratarsha Willis v. TCNJ; Joseph Gage v. TCNJ; Alexa Madoff v. TCNJ et al.; William Carter vs. TCNJ; Landon Jasmin v. TCNJ; anticipated litigation and real property, items exempt under the Open Public Meetings Act. Closed Session

III. Resumption of Public Session/Pledge of Allegiance

IV. Approval of the Minutes of the July 10, 2018 Public Meeting

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

V. Report of the President

President Foster gave her report. (Remarks attached)

VI. Report of Board Officers

A. Report of the Board Officers Nominating Committee

Dr. Keating reported for the committee and renewed the committee's recommendation in nominating the following slate of officers to take effect at the conclusion of this public meeting.

Chair: Susanne Svizeny
Vice Chair: Rebecca Ostrov

It was moved by Ms. Hymerling, seconded by Mr. Gibbs, that the slate be adopted. The motion carried unanimously.

- B. Reorganization of the Board – comments by the outgoing and incoming chairs of the board will be delayed until the end of the meeting.

VII. Report of the Trustee Member of the TSC Corporation

Mr. Gibbs reported for Mr. Markison.

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

Dr. Altman gave his report.

IX. Report of the Trustee Member of the TCNJ Foundation

Ms. Horne gave her report.

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

Ms. Hymerling gave her report.

XI. New Business

A. Report of the Executive Committee

Mr. Caballero reported for the committee

- 1. Faculty Actions – New Appointments - Temporary, Reappointments – Temporary, Retirements – Emeritus – Attachment A

It was moved by Dr. Altman, seconded by Ms. Ostrov, that the motion be approved. The motion passed unanimously.

- 2. Staff Actions – New Appointments, Change of Status, Resignations, One Year Reappointments; Retirements - Emeritus – Attachment B

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

3. Resolution Appointing a Member to the Board of Directors of the Trenton State College Corporation – Attachment C

It was moved by Ms. Hymerling, seconded by Mr. Gibbs, that the motion be approved. The motion passed unanimously.

4. Resolution Approving the Delegation of Authority and Signature Authority Policy – Attachment D

It was moved by Ms. Svizeny, seconded by Mr. Gibbs, that the motion be approved. The motion passed unanimously.

5. Resolution Delegating Authority to the President and Other College Officers to Approve and Sign Contracts – Attachment E

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

6. The College of New Jersey Board of Trustees Resolution Approving the Revised Staff Emeritus Policy – Attachment F

It was moved by Ms. Svizeny, seconded by Mr. Gibbs, that the motion be approved. The motion passed unanimously.

7. The College of New Jersey Board of Trustees Resolution Approving the Revised Faculty Emeritus Policy – Attachment G

It was moved by Mr. Keating, seconded by Ms. Ostrov, that the motion be approved. The motion passed unanimously.

8. The College of New Jersey Board of Trustees Resolution Honoring Mr. Brad Brewster – Attachment H

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

9. The College of New Jersey Board of Trustees Resolution Honoring Mr. Joe O'Brien – Attachment I

It was moved by Mr. Gibbs, seconded by Ms. Horne, that the motion be approved. The motion passed unanimously.

B. Report of the Mission Fulfillment Committee

Ms. Ostrov, committee chair, reported for the committee.

C. Report of the Governance Committee

Ms. Horne, committee chair, reported for the committee.

D. Report of the Business and Infrastructure Committee

Dr. Altman, committee chair, reported for the committee.

1. Resolution Approving Waivers of Advertising (College Business Purposes) – Attachment J

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

2. Resolution Approving Waivers of Advertising (Facilities and Construction) – Attachment K

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

3. Resolution Concerning Submission of the FY20 Capital Budget Request Totaling \$40,602,000 – Attachment L

It was moved by Ms. Svizeny, seconded by Mr. Gibbs , that the motion be approved. The motion passed unanimously.

4. Resolution Approving Capital Project Budgets – Attachment M

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

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

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

It was moved by Ms. Svizeny, seconded by Mr. Gibbs , that the motion be approved. The motion passed unanimously.

XII. Presentation by Faculty Senate President Amanda Norvell

Dr. Norvell provided the Board with an update on the activities of the Faculty Senate.

XIII. Reorganization of the Board

Chair-elect Svizeny and President Foster offered congratulatory remarks for Mr. Caballero's service as chair of the board and commitment to The College of New Jersey.

XIV. Adjournment

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

Be It

Resolved: That the next public meeting of The College of New Jersey Board of Trustees, will be held on Tuesday, December 4, 2018 at a time and location to be announced.

Be It

Further

Resolved: That this meeting be adjourned.

Respectfully submitted,

Heather M. Fehn

Chief of Staff and Secretary to the Board of Trustees

New Appointments – Faculty - Temporary

Jeffrey Charney	Physics Effective: August 4, 2018
David Copestakes	Art & Art History Effective: August 4, 2018
John DeGood	Computer Science Effective: August 4, 2018
Mona Abdalla Elhelbawy	Electrical & Computer Engineering Effective: August 4, 2018
Ellen Farr	Special Ed, Language & Literacy Effective: August 4, 2018
John Farrell	Health & Exercise Science Effective: August 4, 2018
Jina Lee	English Effective: August 4, 2018
Susan McManimon	Communication Studies Effective: August 4, 2018
Natasha Peterson	Public Health Effective: August 4, 2018
Ellen Renn	Nursing Effective: August 4, 2018
Renata Schiavo	Communication Studies Effective: August 4, 2018
Colleen Silk	Nursing Effective: September 1, 2018
Corinne Zupko	Counselor Education Effective: August 4, 2018

Reappointments – Faculty - Temporary

Amy Pacini	Nursing Effective: August 4, 2018
Colleen Pedrotty	Nursing Effective: August 4, 2018

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Retirements – Emeritus - Faculty

Joanne Billmers

Chemistry
Effective: August 1, 2018

Claire Lindberg

Nursing
Effective: September 1, 2018

Bruce Stout

Criminology
Effective: September 1, 2018

Resignations - Faculty

Jacqueline Ioli

Nursing
Effective: August 3, 2018

Lynette Mawhinney

Elementary/Early Childhood Education
Effective: August 16, 2018

New Appointments - Staff

Linda Amerigo	Assistant Director 3 Support for Teacher Education Programs Effective Date: July 30, 2018
David Dow	Assistant Director 2 Athletics Effective Date: July 30, 2018
Kristina Farr	Manager Conferences & Event Services Effective Date: September 4, 2018
Deborah King	Professional Services Specialist 2 Nursing Effective Date: July 23, 2018
Erik Lopez	Controller Treasurer's Office Effective Date: September 10, 2018
Mark A. Mehler	Director Student Affairs Effective Date: September 4, 2018
Alex Turpin	Professional Services Specialist 2 Counseling & Psychological Services Effective Date: September 4, 2018
Aimee Wardlee	Assistant Director 3 Fraternity & Sorority Life Effective Date: September 4, 2018
Melody Willoughby-Baiardi	Professional Services Specialist 1 Counseling & Psychological Services Effective Date: September 4, 2018

New Appointments - Temporary - Staff

John D'Angelo	Interim Vice President for Facilities Management Effective Date: October 1, 2018
Christine-Ann Zelenak	Interim Assistant Dean School of the Arts & Communication Effective Date: July 9, 2018

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Change of Status - Staff

Hue-Sun Ahn	Counseling & Psychological Services From: Professional Services Specialist 1 To: Assistant Director Effective Date: August 4, 2018
Cynthia Fulford	Support for Teacher Education Programs From: Program Assistant To: Assistant Director 4 Effective Date: September 24, 2018
Joe Hadge	Health & Wellness From: Professional Services Specialist 2 To: Professional Services Specialist 1 Effective Date: July 1, 2018
Livia Lazzaro	Public Health From: Program Assistant To: Professional Services Specialist 2 Effective Date: July 16, 2018

Resignations - Staff

Kimberly M. Fawkes	Nursing Effective Date: July 21, 2018
Sherritta Hughes	Counseling & Psychological Services Effective Date: July 1, 2018
Yolanda Nelson	Nursing Effective Date: August 4, 2018
William Robert Petrick	Residential Education & Housing Effective Date: August 4, 2018

Reappointments (Effective: October 1, 2018 – September 30, 2019)

Lisa Angeloni	Vice President Enrollment Management
Sharon Blanton	Chief Information Officer, Vice President for Information Technology and Campus Safety
John Donohue	Vice President College Advancement

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Reappointments (Effective: October 1, 2018 – September 30, 2019) – continued

Heather Fehn	Chief of Staff/Secretary to the BOT President's Office
Thomas Mahoney	Vice President & General Counsel General Counsel
Gregory Pogue	Vice President Human Resources
Lloyd Ricketts	Vice President & Treasurer Treasurer's Office

Reappointments (Effective: July 1, 2018 – June 30, 2019)

Agnieszka Baczyk	Associate Director Human Resources
Elizabeth Bapasola	Assistant Vice President Student Affairs

Retirements – Emeritus - Staff

Virginia C. Brown	Support for Teacher Education Programs Effective Date: August 1, 2018
Curtis Michael Heuring	Administration Effective Date: August 15, 2018
Michael E. Mensch	User Support Services Effective Date: September 1, 2018

Reappointments (Effective: July 1, 2019 to June 30, 2023)

Cecilia Colbeth	Professional Services Specialist 4 Women's, Gender & Sexuality Studies
Mary Sanders	Professional Services Specialist 4 Communications, Marketing & Brand Management

Reappointments (Effective: July 1, 2019 to June 30, 2024)

Ann Fallon

Project Specialist
Nursing

Lisa Simeus

Assistant Director 2
Student Accounts

Brad Stober

Professional Services Specialist 1
Enterprise Infrastructure

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

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

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

Mr. John D'Angelo, President, the Trenton State College Corporation, to a director term for the Corporation effective 10/1/18 through 6/30/19

**The College of New Jersey Board of Trustees
Resolution Delegation of Authority and Signature Authority Policy**

Whereas: Pursuant to Chapter 64 of Title 18A of the New Jersey Statutes, the Board of Trustees (“Board”) of The College of New Jersey (the “College”) has the power and duty to supervise and oversee the conduct of the College; and

Whereas: Executive and administrative power is vested in the President by N.J.S.A. 18A:64-8 for the management and conduct of the College in all departments, branches and divisions, and for the execution and enforcement of the bylaws, rules, regulations and orders governing the management, conduct and administration of the College.

Whereas: Inherent within this power and certain powers delegated by the Board of Trustees to the President and, in limited instances, certain powers delegated to certain other College officers is the authority to sign contracts binding the College and to delegate and permit the further delegation of such authority not otherwise retained by the Board of Trustees or other state administrative agencies or officials; and

Whereas: The Attached Delegation Of Authority and Signature Authority Policy (the “Delegation Policy”) sets forth the delegation of authority requirements, which further identifies those individuals with signatory authority and the College’s expectations of individuals who sign contracts on its behalf and sets forth procedures for proper delegation of authority and execution of contracts to minimize financial, legal and related risk for the betterment of the College.

**Therefore,
Be It**

Resolved: The Board of Trustees of The College of New Jersey hereby approves the Delegation Policy.

Section:	I.1.3	
Title:	Delegation of Authority and Signature Authority	
Effective Date:	October 16, 2018	
Approved By:	Board of Trustees	
Responsible Unit:	Office of the President (609) 771-2104; hfehn@tcnj.edu	
Related Documents:	<ol style="list-style-type: none"> 1. N.J.S.A. 18A:64-8 - describes the powers and duties of the President "for the execution and enforcement of the bylaws, rules, regulations and orders governing the management, conduct and administration of the College, including the authority to sign contracts binding the College and to delegate and permit further delegation of such authority." 2. Board of Trustees Resolution Approved on July, 8, 2014 Delegating Authority to the President and Other College Officers 3. Board of Trustees Resolution- Schedule "A" 	
History:		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
1.0	October 16, 2018	New policy; Initial Release

I. INTRODUCTION

Executive and administrative power is vested in the President by N.J.S.A. 18A:64-8 for the management and conduct of The College of New Jersey ("TCNJ" or the "College") in all departments, branches and divisions, and for the execution and enforcement of the bylaws, rules, regulations and orders governing the management, conduct and administration of the College. Inherent within this power and certain powers delegated by the Board of Trustees to the President and, in limited instances, certain powers delegated to certain other College officers (the "Designated Officer" or "Designated Officers") by the Board of Trustees (the "Designated Officer Authority") is the authority to sign contracts binding the College and to delegate and permit the further delegation of such authority not otherwise retained by the Board of Trustees or other state administrative agencies or officials. This policy sets forth the delegation of authority requirements, which identifies those individuals with signatory authority and the College's expectations of individuals who sign contracts on its behalf to minimize financial, legal and related risk for the betterment of the College.

II. DEFINITIONS

Contract: A “Contract” for the purposes of this policy means an agreement between two or more entities or persons (the “Parties” to the Contract) that establishes rights and responsibilities of the Parties to each other including the creation of legally binding obligations to do or not to do certain things (e.g., convey or permit the use of goods (or other types of property: real, personal, intangible) or provide services for consideration). A Contract will generally answer the following questions about a transaction: (i) Who are the parties, (ii) What will a Party do or cause to be done (e.g., provide goods or services), (iii) When will that Party do it (at or by a particular time or within a particular time period), (iv) How will that Party do it, (v) For whom (generally, the other Party) will that Party do it, (vi) For how much (i.e., the consideration, monetary or otherwise to be paid or provided by the other Party), and (vii) What remedies are available to address a breach by one party or to otherwise resolve a dispute between the parties. A Contract may be titled or referred to as a contract, an agreement, a grant or sub-grant, a memorandum of understanding, a memorandum of agreement, a promise to pay, a list of terms and conditions or other similar terminology.

Reports: Reports include but are not limited to registrations, applications, proposals, data, certifications, reports and the like.

Delegation: The authorization of an individual (or a job title) to make, negotiate, accept, offer, agree to, enter into, award, execute and take other such appropriate actions with respect to Contracts; and develop, file, disseminate, submit, make and take other such appropriate actions with respect to Reports.

III. POLICY

1. Delegation of Authority granted by the President

a. Consistent with the requisite executive and administrative power vested in the President is the authority to delegate and permit the further delegation of such authority. This delegation (including without limitation the authority to sub-delegate) is made subject to the required approval and signature authorizations referenced in any applicable delegation of authority to the President by the Board of Trustees (as it may be amended from time to time), and to approval by or concurrence of the Board of Trustees, President and/or other College officers as may be required by statute or applicable College policy (including, without limitation, the Policy Framework) or applicable delegation.

2. Delegation of Authority granted by a Designated Officer

b. Any delegation of Designated Officer Authority by a Designated Officer (including without limitation the authority to sub-delegate) is made subject to the required approval and signature authorizations referenced in the applicable delegation of authority to the Designated Officer by the Board of Trustees (as it

may be amended from time to time), and to approval by or concurrence of the Board of Trustees, President and/or other College officers as may be required by statute or applicable College policy (including, without limitation, the Policy Framework) or applicable delegation.

3. Sub-delegation of Authority

- a. The President delegates unto each Vice President the authority to sub-delegate, as appropriate, portions of the authority delegated to the Vice President (by the President) to other College employees at not less than the director level who directly report to the Vice President; provided, however, that no sub-delegatees shall have the power to assign or sub-delegate such authority without the express approval of the President and cognizant Vice President.
- b. In limited circumstances, the signature of a duly authorized designee who directly reports to the Vice President (e.g., a dean reporting to the Provost) may substitute for the Vice President's signature if that Vice President has expressly delegated signature authority to that designee for that type and dollar amount of Contract, consistent with the authority delegated to the Vice President by the President.
- c. An individual may only delegate authority that has already been granted to him or her and delegations can only be made within the same division or department. Sub-delegations are not permitted unless expressly authorized in the written delegation. The sub-delegation must be in writing. Sub-delegation of Designated Officer Authority requires the concurrence of the President. Delegations of authority may be essential for efficient and effective operations; however, the delegating officials retain overall responsibility for matters delegated to personnel under their supervision.

4. Interim Authority

- a. An individual who has been properly designated to a position in an interim capacity to act in place of the incumbent of a position for a time that incumbent is temporarily unavailable (e.g., on sick leave or vacation) has the full authority of the position for the relevant time period.

5. Procedure for Proper Delegation of Authority

- a. Delegations of authority must be in writing.
- b. Delegator's (positions authorized to designate others to exercise authority to sign Contracts) shall make delegations to official College positions, not individuals.

- c. The delegation must include:
 - i. The delegator's official title;
 - ii. Delegatee's official title and department;
 - iii. The type and area of contracts subject to the delegation;
 - iv. Any limitations on the delegation, such as dollar amount limits; and
 - v. Whether sub-delegation of the authority is permissible and to what extent.
- d. A copy of the executed delegation must be transmitted promptly to the Chief of Staff. The Chief of Staff shall maintain a matrix showing the positions that have been delegated for covering certain areas.
- e. A delegation may be modified or revoked at any time by the delegator. However, such modification or revocation shall be in writing and shall promptly be delivered to the delegatee and the Chief of Staff. As a matter of sound administrative practice, delegators shall periodically review and evaluate their delegations.

6. Executing a Contract

- a. An individual has authority to execute Contracts on behalf of the College only if:
 - i. The Bylaws of the Board of Trustees grant such authority;
 - ii. A resolution of the Board of Trustees grants such authority; or
 - iii. There has been a valid and effective delegation of authority in accordance of Section 2., (see Delegation of Authority Matrix for persons delegated authority to execute certain contracts).
- b. By signing a Contract on behalf of the College, the signatory represents that s/he:
 - i. is acting within their delegated authority;
 - ii. in good faith is satisfied that the Contract and the obligations or promises within the Contract document generally conform to applicable law and College policy¹;

¹ Including (i) the State College Contracts Law, N.J.S.A. 18A:64-52 *et seq.* (e.g., Board approval of waiver of public bidding for certain contracts involving excepted subject matter); (ii) applicable public contracting laws, rules and regulations, including N.J.S.A. 52:15C-10 (advance notification to the State Comptroller of the commencement of any procurement process involving consideration or an expenditure of \$10,000,000 or more); (iii) other applicable law; (iv) applicable College procurement policy and procedures; and (v) other applicable College policy.

- iii. in good faith is satisfied that the terms of the agreement are stated accurately, completely and in adequate detail;
- iv. has no reason to believe that an impermissible conflict of interest exists as a result of entering into the contract;
- v. in good faith is satisfied that the substance of the promises and obligations undertaken by the College are appropriate and outweigh the potential risks to the College in the undertaking and are in the best interest of the College;
- vi. has consulted, where appropriate, other specialized personnel within the College (e.g., Information Technology, Risk Management, General Counsel); and
- vii. has no reason to believe that the agreement conflicts with existing College agreements.

7. Unauthorized Contracts

- a. It is the responsibility of any individual executing a contract on behalf of the College to ensure that they have clear authority to do so. If an individual is uncertain whether they are authorized to sign a particular contract, they should consult with their supervisor.
- b. The College does not recognize contracts signed by College employees as binding on the College unless the employee who signed the contract has duly delegated signatory authority. Employees who sign contracts purporting to bind the College without authority properly delegated may be personally subject to legal action by the other party to the Contract and may be subject to disciplinary action by the College.

8. Ethics Rules

- a. Any individual entering into a contract on behalf of the College must accordingly exercise their authority in a manner consistent with the New Jersey Conflicts of Interest Law, the New Jersey Uniform Ethics Code, and other State Ethics Commission rules and guidelines (collectively “Ethics Rules”).

BOARD OF TRUSTEES DELEGATION OF AUTHORITY

The Board of Trustees of The College of New Jersey hereby delegates its statutory authority to: invest and reinvest funds of the institution; retain legal counsel of the institution's choosing; accept grants or contributions of money or property; and make, negotiate, enter into and/or award contracts or agreements, including without limitation those involving acquisition or disposal or other conveyance of an interest in real property; or do such other acts related to such investment, reinvestment, retention, acceptance, contracts or agreements in the manner described below.

1. Limitations on Delegations: The below delegations of authority are made subject to the required approval and signature authorizations as set forth in "Schedule A" and any other approval, restriction or requirement mandated by: (i) the State College Contracts Law, *N.J.S.A. 18A:64-52 et seq.* (e.g., Board approval of waiver of public bidding for certain contracts involving excepted subject matter); (ii) applicable public contracting laws, rules and regulations, including *N.J.S.A. 52:15C-10* (advance notification to the State Comptroller of the commencement of any procurement process involving consideration or an expenditure of \$10,000,000 or more); and (iii) other applicable law.
2. To the President: Requisite executive and administrative power is vested in the President by *N.J.S.A. 18A:64-8* for the management and conduct of the college in all departments, branches and divisions, and for the execution and enforcement of the bylaws, rules, regulations and orders governing the management, conduct and administration of the College. Inherent within this power is the authority to sign contracts binding the College, and to delegate and permit the further delegation of such authority not otherwise retained by the Board of Trustees or other State administrative agencies or officials.

Without limiting such powers of the President, the Board hereby expressly delegates the following powers to the President or his/her designee:

- a. The authority to accept from any government or governmental department, agency, or other public or private body or from any other source grants or contributions of money or property on behalf of the college;
- b. The authority to make, negotiate, enter into and/or award without public advertising for bids or bidding any and all contracts or agreements not relating

to the performance of any work or the furnishing or hiring of materials or supplies;

- c. The authority to dispose of personal property not needed for College purposes pursuant to Subdivision I of the State College Contracts Law, *N.J.S.A. 18A:64-78*; and
- d. The authority to enter into a public-private partnership agreement for certain building and facilities projects approved by the Board in accordance with *N.J.S.A. 18A:64-85*.

The above powers may be further sub-delegated by the President, in his/her discretion, to appropriate officers of the College having responsibility for the respective areas to which the powers relate.

The Board also hereby ratifies and reaffirms its prior delegation of authority to the President set forth in current Board of Trustees policies and resolutions (including, without limitation, the *Governance Document, Reappointment and Promotions Document* and *Settlement of Litigation, Claims and Separation Agreement Policy*) that are not inconsistent with this delegation of authority or the Delegation of Authority and Signatory Authority Policy

- 3. To the Contracting Agent: In accordance with the “State College Contracts Law,” *N.J.S.A. 18A:64-52, et seq.*, the Board hereby designates the Treasurer or, in the Treasurer’s absence, the Treasurer’s deputy in charge, as the College’s Contracting Agent.

The Contracting Agent is authorized to perform the following, consistent with applicable purchasing and contracting policies and procedures of the College:

- a. Make, negotiate, enter into and/or award without public advertising for bids or bidding any purchase, contract or agreement for the performance of any work or the furnishing or hiring of materials or supplies pursuant to Section 3 of Subdivision B of the State College Contracts Law, *N.J.S.A. 18A:64-54*; and
- b. Make, negotiate, enter into and/or award after public advertising for bids and bidding any purchase, contract or agreement for the performance of any work or the furnishing or hiring of materials or supplies pursuant to Section 4 of Subdivision B of the State College Contracts Law, *N.J.S.A. 18A:64-55*; and
- c. Make, negotiate, enter into and/or award without public advertising for bids or bidding any purchase, contract or agreement for the performance of any work or

the furnishing or hiring of materials or supplies pursuant to Section 5 of Subdivision B of the State College Contracts Law, *N.J.S.A.* 18A:64-56 and to prepare the appropriate resolution for approval by this Board to award such contracts or agreements; and

- d. Make, negotiate, enter into and/or award, without public advertising for bids or bidding, any purchase, contract or agreement when an emergency affecting the health, safety or welfare of occupants of college property requires the immediate delivery of the materials or supplies or the performance of work in accordance with Section 6 of Subdivision B of the State College Contracts Law, *N.J.S.A.* 18A:64-57; provided that the Board is presented with a report of any such purchase, contract or agreement at the next regularly scheduled Board meeting; and
 - e. Make, negotiate, enter into and/or award any purchase, contract or agreement for materials; supplies or equipment pursuant to a contract or contracts entered into on behalf of the State of New Jersey pursuant to Section 9 of Subdivision B of the State College Contracts Law, *N.J.S.A.* 18A:64-60; and
 - f. Prepare public advertising for the solicitation of bids and bidding, to receive bids and bidding and to award purchases, contracts and/or agreements for the performance of any work or the furnishings of any materials or supplies related thereto; and
 - g. Evaluate and make a final determination regarding any protest of the award or denial of a contract, bid, or proposal.
4. To the Vice President for Facilities Management: The Board hereby delegates to the Vice President for Facilities Management (or, in the absence of the Vice President for Facilities Management, such other officer designated by the President) the authority to approve change orders for construction contracts and, in accordance with Subdivision H of the State College Contracts Law, *N.J.S.A.* 18A:64-75, the authority to oversee, prepare, develop and/or draw all plans and specifications for the erection, alteration, improvement or repair of College buildings.
- a. With the prior approval of the President, the above powers may be further sub-delegated by the Vice President of Facilities Management; and
 - b. The Board hereby ratifies and reaffirms any prior delegations of authority to the Vice President for Facilities Management set forth in current Board of Trustees

policies and resolutions that are not inconsistent with this delegation of authority or the Delegation of Authority and Signatory Authority Policy.

5. To the Treasurer: The Board hereby delegates to the Treasurer (or, in the absence of the Treasurer, the Treasurer's deputy in charge):
 - a. The authority to invest and reinvest funds of the College pursuant to *N.J.S.A. 18A:3B-6(g)*; and
 - b. The authority to prepare and certify financial statements of the institution in accordance with *N.J.S.A. 18A:3B-6(k)*; and
 - c. The above powers are in addition to any powers that may have been delegated to the Treasurer acting within the capacity of the Contracting Agent; and
 - d. The Board hereby ratifies and reaffirms any prior delegations of authority to the Treasurer set forth in current Board of Trustees policies and resolutions that are not inconsistent with this delegation of authority or the Delegation of Authority and Signatory Authority Policy.

6. To the General Counsel: The Board hereby delegates to the General Counsel (or, in the absence of the General Counsel, the General Counsel's deputy in charge):
 - a. The authority to retain legal counsel of the institution's choosing in accordance with *N.J.S.A. 18A:3B-6(h)*; and
 - b. The Board hereby ratifies and reaffirms any prior delegation of authority to the General Counsel set forth in set forth in current Board of Trustees policies and resolutions (including, without limitation, the *Settlement of Litigation, Claims and Separation Agreement Policy* and *Policy Framework*) that are not inconsistent with this delegation of authority or the Delegation of Authority and Signatory Authority Policy.

Resolution Delegating Authority to the President and Other College Officers to Approve and Sign Contracts

Whereas: Pursuant to Chapter 64 of Title 18A of the New Jersey Statutes, the Board of Trustees (“Board”) of The College of New Jersey (the “College”) has the power and duty to supervise and oversee the conduct of the College; and

Whereas: Pursuant to N.J.S.A. 18A:64-8 the President of the College “shall have such powers as shall be requisite, for the executive management and conduct of the college in all departments, branches and divisions, and for the execution and enforcement of the bylaws, rules, regulations and orders governing the management, conduct and administration of the college”; and

Whereas: By resolution dated July 8, 2014 (the “2014 Delegation”), the Board delegated its statutory authority to invest and reinvest funds of the institution; retain legal counsel of the institution’s choosing; accept grants or contributions of money or property; and make, negotiate, enter into and/or award contracts or agreements, or do such other acts related to such contracts or agreements in the manner described in the Board of Trustees Delegation of Authority incorporated therein (the “2014 Delegation”); and

Whereas: Since the time of the 2014 Delegation, the committee structure of the Board of Trustees and other aspects of College governance have changed pursuant to a revision of the Bylaws; and

Whereas: Since the time of the 2014 Delegation, the Higher Education Restructuring Act of 1994 has been amended, notably with the addition of 18A:3B-6.2 (effective March 13, 2017) regarding the regulation of certain real property by public institutions of higher education; and

Whereas: The Board wishes to ratify, clarify and expand upon the 2014 Delegation, consistent with current applicable law.

**Therefore,
Be It**

Resolved: The Board of Trustees of The College of New Jersey hereby delegates its statutory authority to: invest and reinvest funds of the institution;

retain legal counsel of the institution's choosing; accept grants or contributions of money or property; and make, negotiate, enter into and/or award contracts or agreements, including without limitation those involving acquisition or disposal or other conveyance of an interest in real property; or do such other acts related to such investment, reinvestment, retention, acceptance, contracts or agreements in the manner described in the document entitled "Board of Trustees Delegation of Authority" attached hereto as "Attachment 1A" and incorporated herein by reference (the "2018 Delegation"), which 2018 Delegation hereby replaces and supersedes the 2014 Delegation.

**The College of New Jersey Board of Trustees
Resolution Approving a Revised Staff Emeritus Policy**

Whereas: The College of New Jersey's *Policy Framework* calls for the regular review of College policies; and,

Whereas: The Emeritus Staff policy was last reviewed in 2001; and,

Whereas: The Committee on Faculty Affairs was asked to review the policy to ensure its consistency with current practice and to make any other changes to the policy deemed appropriate; and,

Whereas: The Committee on Faculty Affairs has updated the language of the policy to reflect current practices and changes in technology.

Therefore,
Be It

Resolved That: The attached policy be approved and replace all previous documents.

Section:	II.1.9	
Title:	Emeritus Status – Staff	
Effective Date:	October 4, 2001	
Approved By:	Provost, Board of Trustees	
Responsible Unit:	Academic Affairs (609-771-3080, academic@tcnj.edu)	
Related Documents:		
History:		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
2.0	October 16, 2018	
1.0	October 4, 2001	Approved by Board of Trustees: October 4, 2000; Approved by Provost: April, 2001; Recommended by Committee on Faculty Affairs: March, 2001

I. INTRODUCTION

This policy provides a definition and qualifications for staff to obtain Emeritus Status.

II. DEFINITIONS

N/A

III. POLICY

A. Rights and Privileges of Emeritus Staff

1. Full staff rights and privileges to all resources of the R. Barbara Gitenstein Library and recreational facilities.
2. Full staff rights and privileges to attend College social, cultural and athletic events.
3. Where deemed applicable, identified in the College bulletin and on websites where staff are listed.
4. Placement on mailing lists for College news publications.
5. Retention of TCNJ email account
6. Permanent ID card, with parking privileges.

B. Eligibility for Emeritus Staff Status

1. Having retired from service at The College of New Jersey, as set forth by the statutes governing The College's retirement plan.
2. Having served, as a full-time staff member, at The College of New Jersey for a period of at least ten years.

**The College of New Jersey Board of Trustees
Resolution Approving a Revised Faculty Emeritus Policy**

Whereas: The College of New Jersey's *Policy Framework* calls for the regular review of College policies; and,

Whereas: The Emeritus Faculty policy was last reviewed in 2001; and,

Whereas: The Committee on Faculty Affairs was asked to review the policy to ensure its consistency with current practice and to make any other changes to the policy deemed appropriate; and,

Whereas: The Committee on Faculty Affairs has updated the language of the policy to reflect current practices and changes in technology.

Therefore,
Be It

Resolved That: The attached policy be approved and replace all previous documents.

Section:	II.1.11
Title:	Emeritus status-faculty
Effective Date:	
Approved By:	Board of Trustees
Responsible Unit:	Academic Affairs (609-771-3080, academic@tcnj.edu
History:	
Related Documents:	

I. INTRODUCTION

This policy sets out eligibility for faculty emeritus status and lists the privileges that go with that status.

II. DEFINITIONS

N/A

III. POLICY

Rights and Privileges of Emeriti Faculty

1. The emeritus title awarded will be the highest title held by the faculty member. For the purpose of address and listing in college publications, the titles of Professor Emeritus and Librarian Emeritus will be used for all faculty emeritus ranks.
2. Full faculty rights and privileges to all resources of the R. Barbara Gitenstein Library and recreational facilities.
3. Full faculty rights and privileges to attend College social, cultural and athletic events.
4. Listing in the College bulletin and identified as “Emeritus Faculty” on applicable department websites.
5. Placement on mailing lists for college news publications.
6. Retention of TCNJ email account.

7. Permanent ID card, with parking privileges.
8. Eligibility for external research grants with the approval and cooperation of the appropriate department.

Eligibility for Emeritus Faculty Status

Eligibility criteria for Emeritus Faculty Status is indicated below. The faculty member is required to:

1. Be tenured at the time of retirement
2. Have served full time for at least ten years at The College of New Jersey
3. Have attained one of the following titles:
 - a. Associate Professor
 - b. Professor
 - c. Librarian I
 - d. Librarian II
 - e. Assistant Professor (hire date must be prior to 1990)
4. Have taken full retirement from the College as set forth by the statutes governing The College of New Jersey retirement plan.

Procedures

All eligible retired faculty become Emeritus faculty by authority of the Board of Trustees.

IV. RELATED DOCUMENTS

V. HISTORY

Approved by Board of Trustees: October 4, 2001

**Resolution Honoring
Mr. Bradley Brewster
For Service to
The College of New Jersey
Board of Trustees**

Whereas: Mr. Bradley Brewster has provided important service as a gubernatorially appointed member of The College of New Jersey Board of Trustees since June 2010; and

Whereas: Throughout his tenure, Mr. Brewster has providing guidance and expertise to the Trustees and the College's administration; and

Whereas: During his time on the Board, Mr. Brewster participated as a member of the Finance and Investments, Academic Affairs, College Advancement, Governance and Audit, Risk Management & Compliance Committees. Mr. Brewster also served as the Chair of the Building and Grounds Committee and Vice Chair of the Business and Infrastructure and Mission Fulfillment Committees; and

Whereas: Mr. Brewster has generously given his time to attend, participate, support, and coach a wide variety of student academic and athletic activities and faculty lectures throughout his time on the Board.

Therefore,
Be It Resolved: That The College of New Jersey Board of Trustees extends its appreciation to Mr. Brewster for his years of service to The College of New Jersey; and to the citizens of New Jersey, and thanks him for his continued support of the college.

**Resolution Honoring
Mr. Joseph O'Brien
For Service to
The College of New Jersey
Board of Trustees**

- Whereas: Mr. Joseph O'Brien has provided invaluable service as a Staff Representative to The College of New Jersey Board of Trustees since July 2014; and
- Whereas: Throughout his tenure, Mr. O'Brien has been an esteemed representative to the Board, providing guidance and expertise to the Trustees and the College's administration; and
- Whereas: Mr. O'Brien participated as a member of the College Advancement, Academic Affairs, Finance and Investments, Student Life & Enrollment Management and the Business and Infrastructure Committees; and
- Whereas: Mr. O'Brien currently serves as President of TCNJ's Staff Senate, the official representative body of all non-faculty staff, and a group he has been a member of throughout the past ten years. Through his involvement in the Staff Senate he has contributed to the advancement of the College's mission and campus governance process.
- Whereas: Mr. O'Brien also sits on the Athletic Advisory Program Council, the Human Resources and Staff Development Council as well as the President's Climate Commitment Committee, ensuring that the work will continue to benefit the College and its staff, for many years to come; and
- Whereas: Mr. O'Brien continues to be a hands on Supervisor for Information Technology, managing all facets of Computer Operations; and has generously given his time to attend, participate and support a wide variety of student academic activities and lectures throughout his time on the Board.
- Therefore,
Be It Resolved: That The College of New Jersey Board of Trustees extends its appreciation to Mr. O'Brien for his years of service as a Staff Representative to The College of New Jersey Board of Trustees and thanks him for his continued support of the College.

October 16, 2018

**Resolution Honoring
Mr. Joseph O'Brien
For Service to
The College of New Jersey Board of Trustees**

- Whereas: Mr. Joseph O'Brien has provided invaluable service as a Staff Representative to The College of New Jersey Board of Trustees since July 2014; and
- Whereas: Throughout his tenure, Mr. O'Brien has been an esteemed representative to the Board, providing guidance and expertise to the Trustees and the College's administration; and
- Whereas: Mr. O'Brien participated as a member of the College Advancement, Academic Affairs, Finance and Investments, Student Life & Enrollment Management and the Business and Infrastructure Committees; and
- Whereas: Mr. O'Brien currently serves as President of TCNJ's Staff Senate, the official representative body of all non-faculty staff, and a group he has been a member of throughout the past ten years. Through his involvement in the Staff Senate he has contributed to the advancement of the College's mission and campus governance process.
- Whereas: Mr. O'Brien also sits on the Athletic Advisory Program Council, the Human Resources and Staff Development Council as well as the President's Climate Commitment Committee, ensuring that the work will continue to benefit the College and its staff, for many years to come; and
- Whereas: Mr. O'Brien continues to be a hands-on Supervisor for Information Technology, managing all facets of Computer Operations; and has generously given his time to attend, participate and support a wide variety of student academic activities and lectures throughout his time on the Board.

Therefore,

Be It That The College of New Jersey Board of Trustees extends its appreciation to Mr.

Resolved: O'Brien for his years of service as a Staff Representative to The College of New Jersey Board of Trustees and thanks him for his continued support of the College.

Resolution Approving Waivers Of Advertising For College Business Purposes

Whereas: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$33,300; and

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

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

**Therefore,
Be It**

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

VENDOR	PURPOSE	FUNDING SOURCE
Council on International Education (CIEE) \$92,000	Winter Study Aboard – London and Stratford, UK	Program Fees
Blackboard Inc. \$98,440	Blackboard Analytics Data Warehouse Support	College Operating
Ex Libris Inc. \$96,620	Integrated Online Library System, Cloud Subscription- Alma and Primo SaaS applications	College Operating
GreyHeller \$137,461	Application Security Platform – protection for the entire PeopleSoft Implementation	College Operating

Novacoast Inc. \$311,850	Novell Academic License Agreement, Vibe Identity Management, Sentinel Log Manager annual software licenses and maintenance	College Operating
Symplicity Corp. \$132,541	Insight with Early Alert and CARE Network and Advocate Complete	College Operating
B-Line Medical \$74,331	SimCapture software licenses and maintenance for simulated healthcare education	College Operating
Digital Measures, LLC \$53,600	Activity Insight annual software licenses and maintenance	College Operating
Ewing Township \$75,000	Annual Contribution to Ewing Township	Housing Operating

**Resolution Approving Waivers
of Advertising
Business and Infrastructure Committee
(Facilities and Construction)**

Whereas: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$33,300; and

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

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

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

VENDOR	PURPOSE	FUNDING SOURCE
State of New Jersey Department of Community Affairs \$149,147	Plan and permit fees	Asset Renewal Reserves Institutional Reserves Bonds
DLB Associates \$62,150	Design services associated with electrical feeder replacement	Asset Renewal Reserves
Suburban Consulting Engineers \$107,707	Design services associated with athletic field turf replacement	Asset Renewal Reserves

**Resolution Concerning Submission of the
FY 2020 Capital Budget Request
Totaling \$40,602,000**

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 FY 2020 – 2026 capital budget request prepared in accordance with the FY 2020 – 2026 Division of Budget and Accounting planning guidelines has been reviewed with the Business and Infrastructure Committee of The College of New Jersey Board of Trustees; and

Whereas: The Business and Infrastructure Committee of the Board has recommended its approval;

**Therefore, Be
It Resolved:** That the Board of Trustees approves the Capital Budget Request totaling \$40,602,000 for fiscal year 2020 and \$252,377,000 for the seven-year term of 2020 – 2026.

October 16, 2018

FY 2020 Capital Budget Request

Project Title	FY 2020	FY 2021	FY 2022	FY 2023-2026	Total
Compliance ADA, Various Buildings	\$ 100	\$ 100	\$ 100	\$ 700	\$ 1,000
Asbestos Compliance, Various Buildings	\$ 563	\$ 564	\$ 563	\$ 2,066	\$ 3,756
Asset Renewal-Academic & Administrative	\$ 9,839	\$ 4,565	\$ 3,192	\$ 15,425	\$ 33,021
Central Utility Plant Capacity	\$ 3,500	\$ -	\$ -	\$ -	\$ 3,500
Business School Program	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000
West Library Renovation	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
Jogging Trail	\$ 1,600	\$ -	\$ -	\$ -	\$ 1,600
Observatory	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000
Trenton Hall Renovation	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
Recreation Center Renovation	\$ -	\$ -	\$ 27,500	\$ -	\$ 27,500
Packer Hall Renovation	\$ -	\$ -	\$ -	\$ 96,000	\$ 96,000
New Athletics & Rec Center Field House	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000
	\$ 40,602	\$ 5,229	\$ 32,355	\$ 174,191	\$ 252,377

October 16, 2018

Resolution Approving Capital Project Budgets

Whereas: The College Administration recommends that the following capital and operating projects be undertaken which are consistent with the mission and strategic plan of the College; and

Whereas: The estimated project cost is greater than one million dollars or of special interest; and

Whereas: The individual projects and their respective budgets have been reviewed and are recommended by the Business and Infrastructure Committee, a subcommittee of The College of New Jersey Board of Trustees; and

Therefore, Be It Resolved That: The College of New Jersey Board of Trustees approves the following projects and associated budgets for purposes as designated herein.

PROJECT NAME	AMOUNT	ANTICIPATED COMPLETION DATE	FUNDING SOURCE
Underground Piping Replacement Liberty Mechanical DLB Associates	\$510,972	November 2018	Asset Renewal Reserves
Travers Wolfe Elevators	\$247,744	Fall 2020	Asset Renewal Reserves

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

Whereas: State College Contracts Law permits waivers of advertising for specified purchases in excess of \$33,300, and

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

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

**Therefore,
Be It**

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

VENDOR	PURPOSE	FUNDING SOURCE
Norris McLaughlin & Marcus, P.A. \$185,000	Professional Legal Services	College Operating