



STOCKTON UNIVERSITY

BOARD OF TRUSTEES

Wednesday, February 24, 2021

4:30 p.m. Open Public Meeting

AGENDA

The meeting will open to the public at 12:15 p.m. via Zoom. The link will be posted on the University website on the day of the meeting. Immediately following action on the resolution to meet in closed session, members of the public will be asked to leave the meeting.

The Board will reconvene for the Open Public meeting at 4:30 p.m. via Zoom. Members of the University community and the public who wish to attend virtually should go to the University's website <https://stockton.edu/board-of-trustees/index.html> where login information will be posted the day of the meeting.

Notice of Public Meeting: As required by the Open Public Meetings Act, on September 11, 2020, a notice of this meeting and Public Hearing, the dates, times, and locations of Stockton University Board of Trustees Public Meetings were: (a) posted on the University's website, (b) the Press of Atlantic City and the Daily Journal, (c) and filed with the Secretary of the State of New Jersey, Galloway Township Clerk's Office, and Atlantic County Clerk's Office. A revision to the location of this meeting was sent on February 19, 2021.

1. Call to Order and Roll Call, **Trustee Ciccone, Board Chair**
2. **Action Item:** [Approval of Regular Meeting Minutes of December 9, 2020](#)
3. **Action Item:** [Resolution to Meet in Closed Session](#)

The Board will approve a resolution to meet in closed session to review and discuss concerns related to real estate, personnel, collective bargaining, litigation matters, and items exempt under the Open Public Meetings Act.

4. Call to Order and Roll Call to reconvene open public meeting: **Trustee Ciccone, Board Chair**
5. President's Report: **President Kesselman**

6. Committee Reports

a. Academic Affairs and Planning Committee Report: **Trustee Davis, Chair**

Action Item: Resolutions: Consent Agenda

- [Academic Calendar Year \(Fall 2021 & Spring 2022\)](#)
- [To Offer a Master's Degree in Public Health](#)

b. Student Success Committee Report: **Trustee Valentin, Chair**

Information Item: Spring 2021 Enrollment Report, Robert Heinrich, Chief Enrollment Management Officer

c. Finance and Professional Services Committee Report: **Trustee Ellis, Chair**

Action Items: Resolutions: Consent Agenda

- [FY22 Housing Rents](#)
- [AC Phase II Project - Development, Financing, And Construction and Approval of Master Lease](#)

Action item: Resolutions: [FY21 - FY23 Bid Waiver Contracts](#)

d. Audit Committee Report: **Trustee Dolce, Chair**

e. Buildings and Grounds Committee Report: **Trustee Schoffer, Chair**

f. Development Committee Report: **Trustee Schoffer, Chair**

g. Investment Committee Report: **Trustee Worthington, Chair**

7. University Policy Review: **President Kesselman**

Information Items: Review of University Policies (First Reading)

Revised Policies:

- I-3 Authorizations in Absence of the President
- I-4 Mission Statement
- I-9.5 University Seal
- I-12 Strategic and Annual Planning
- I-16 Open Public Meetings Act
- I-18 Legal Representation of State Employees
- I-50 Code of Ethics
- I-68 Committee on Campus Diversity and Inclusive Excellence
- I-111 Printing of Union Materials
- VI-89 Internal Audit

Deleted Policy:

- VI-67 Contracts with Music Licensing Organization Concerning Licensing & Royalties for Music on Campus

Action Items: Resolutions: [Approval of University Policies \(Second Reading\)](#)

- II-85 Use of University Communication Systems/Tools
- VI-11.4 Employees Who Are Candidates for Public Office
- VI-28 Policy Prohibiting Discrimination in the Workplace
- VI-53 Tuition Waiver for Senior Citizens
- VI-54 Tuition Waiver for National Guard Members
- VI-55 Tuition Waiver for Unemployed Persons – Job Training Program

8. Action Item: Resolution: [Personnel Actions](#), **President Kesselman**

9. Other Business

10. Comments from the Board of Trustees/Public

Members of the public should limit their comments to three minutes and are not permitted to cede their time to another member of the public.

The next regularly scheduled meeting of the Board will be held at 4:30 p.m. on Wednesday, May 5, 2021 on the Galloway Campus in the Board of Trustees Event Room.

Adjournment

**STOCKTON UNIVERSITY
BOARD OF TRUSTEES MEETING
OPEN PUBLIC MINUTES
December 9, 2020**

Trustees Present via Zoom	Mr. Raymond R. Ciccone, CPA, Chair Mr. Andy Dolce, Vice Chair Dr. Nancy Davis Ms. Mady Deininger Mr. Stanley M. Ellis Mr. Leo B. Schoffer, Esq. Ms. Meg Worthington Mr. Tyler Rodriguez, Student Trustee Dr. Harvey Kesselman, President and Ex Officio
Absent	Ms. Nelida Valentin, Secretary Mr. Jaiden Chavis, Student Trustee Alternate
Call to Order	Chair Ciccone called the meeting to order at 12:19 p.m. on Wednesday, December 9, 2020, via Zoom. On December 2, 2020, a special notice of this meeting announcing the change of location, as required by the Open Public Meeting Act, was (a) posted on the University's Website; (b) forwarded to the Bursar's Office at the University, the editors of the <i>Press of Atlantic City, the Daily Journal</i> ; and (c) filed with the Secretary of the State of New Jersey, the Galloway Township Clerk's Office, and the Atlantic County Clerk's Office.
Approval of Open Public Regular Meeting Minutes of December 9, 2020	Upon a motion duly made by Trustee Davis and seconded by Trustee Ellis, the Board voted to adopt the minutes of the December 9, 2020 Open Public Meeting.
Resolution to Meet in Closed Session	Upon a motion duly made by Trustee Worthington and seconded by Trustee Valentin the Board voted to meet in closed session at 12:43 p.m.
Reconvene of Open Public Meeting	Chair Ciccone reconvened the Open Public meeting at 4:30 p.m. via Zoom webinar.
Chair's Remarks	Trustee Ciccone informed the audience that Stockton University had a low number of instances of the coronavirus and acknowledged the leadership provided by President Kesselman.

President's Report	<p>Before President Kesselman gave his report, he asked everyone in attendance to please have a moment of silence for Trustee Michael Jacobson, who passed away in October.</p> <p>President Kesselman read and presented a resolution renaming the Stockton University Board of Trustees Room to the Michael Jacobson Board of Trustees Room and naming Michael Jacobson as Trustee Emeritus. Following the reading of the resolution, President Kesselman called on Sara Jacobson and her family to offer somewords to the Stockton University community.</p> <p>The Jacobson family expressed gratitude to the University for honoring Trustee Michael Jacobson for renaming the Stockton University Board of Trustees Room to the Michael Jacobson Board of Trustees Room, and for naming Michael Jacobson Trustee Emeritus.</p> <p>Chair Ciccone asked for a motion to approve the resolution.</p> <p>Upon a motion duly made by Trustee Dolce and seconded by Trustee Deininger, the Board voted to adopt the resolution.</p> <p>Chair Ciccone offered time for trustees to share words of acknowledgment for Trustee Jacobson's outstanding work. Several trustees expressed their deep appreciation and personal and professional memories of Trustee Jacobson.</p> <p>Lastly, President Kesselman called on Scott Huston to share a video created by Ken Tompkins and Tom Kinsella recognizing of the 50th Anniversary of the original groundbreaking for Stockton University.</p>
Academic Affairs & Planning Committee Report (AA&P)	<p>Trustee Davis called on Susan Davenport, Interim Provost, Executive Vice President and Chief of Staff. She highlighted the proposed changes to the Spring 2021 Semester calendar including:</p> <ul style="list-style-type: none"> • To start the Spring 2021 Semester a week later, Jan. 25th • To cancel classes on President's Day, Feb.15th • To eliminate Spring Break week during Mar.14-21st • To end the Spring Semester as planned on May 7th • To host Commencement on the week of May 10th (tentatively) <p>A resolution to revise the Academic Year calendar for Spring 2021 was presented.</p> <p>Upon a motion duly made by Trustee Dolce and seconded by Trustee Davis, the Board voted to adopt the resolution.</p> <p>In addition:</p> <ul style="list-style-type: none"> • Assistant Professors of Theater, David Reiser and Aaron Moss presented the ways they are incorporating diversify initiatives in their curriculum. • Donnetrice Allison, Director of Strategic Initiatives talked about general education reform to increase opportunities for more courses on race and racism. Additional information will be provided during the May Board of Trustees Meeting.

	<p>Lastly, Trustee Davis thanked Susan Davenport for her report and to the faculty for making the fall semester a success. Trustee Davis mentioned how excited she was to hear about the addition of anti-racism courses.</p>
<p>Student Success Committee Report</p>	<p>Due to Trustee Valentin's absence, Trustee Deininger reported the committee discussed the following matters:</p> <ul style="list-style-type: none"> • Refocusing the committee's purpose and strategies • Racial Injustice Initiatives, Community Conversations, and Collection Action Series and High Impact Practices (HIP), which utilize teaching and learning practices to benefit students from different backgrounds • Stockton's participation in the National Assessment of Campus Collegiate Climate (NACCC) <ul style="list-style-type: none"> ○ Survey used to assess students' perceptions on the racial climate ○ Received a total of 604 responses • Multi-Cultural Center Committee • 2021 University Retention Working Group • Update reports were given: <ul style="list-style-type: none"> ○ Enrollment Management by Robert Heinrich ○ Athletics and Recreation by Kevin McHugh ○ Campus Safety by Adrian Wiggins <p>Lastly, Trustee Deininger called on Nordia Johnson, Interim Director, Academic Achievement, who announced five recipients for the 2021 winter/spring semester Board of Trustees Distinguished Fellowship.</p>
<p>Finance and Professional Services Committee Report</p>	<p>Trustee Ellis provided the Finance and Professional Services Committee report stating that the following budgets were reviewed:</p> <ul style="list-style-type: none"> • The Fiscal Year 2022 Budget Request to the State • The University's Operational Budget Report ending October 2020 <p>Trustee Ellis then presented the following consent agenda resolutions:</p> <ul style="list-style-type: none"> • Appointment of Board Member to the National Aviation Research and Technology Park, Inc. • Reappointment of Board Member to the National Aviation Research and Technology Park, Inc. • Tuition and Fees Discounts Effective for 2021 Summer Session <p>Upon a motion duly made by Trustee Worthington and seconded by Trustee Davis, the Board voted to adopt the resolutions as consent agenda items.</p> <p>Lastly, Trustee Ellis presented the following bid waiver resolution:</p> <ul style="list-style-type: none"> • FY21 Bid Waiver Increase <p>Upon a motion duly made by Trustee Worthington and seconded by Trustee Schoffer, the Board voted to adopt the resolution.</p>

Audit Committee Report	<p>Trustee Dolce reported the following:</p> <ul style="list-style-type: none"> • The Audit Committee last met on October 19, 2020. • Grant Thornton, external auditors for the University, provided an audit update and presented the FY2020 draft financial statements. The audit was substantially complete and there were no findings or material misstatements to date. Completion was pending GASB 75 Other Post- Employment Benefits information from the State and Federal audit guidance relating to the FY2020 CARES Act expenditures. Management anticipates finalizing the audit in late December or early January upon receipt of open items. • Baker Tilly, internal auditors for the University, completed the EEO audit. Baker Tilly provided several recommendations which will be shared with administration for consideration and implementation.
Buildings and Grounds Committee Report	<p>Trustee Schoffer called on Don Hudson, Vice President for Facilities & Operations to provide a summary. Don reported discussions took place on the following:</p> <ul style="list-style-type: none"> • Updates on the Master Plan • Summer 2021 construction projects • Internal capital request for Fiscal Year 2022 • Priority projects include: <ul style="list-style-type: none"> ○ Planning for the Multi-Cultural Center ○ Installation of new intersection light signals at the north entrance of the campus off Pomona Road. This project will be in partnership with Atlantic County and the cost will be split. ○ Improvements to the soccer, track, and lacrosse fields for the athletic facilities. <p>Trustee Schoffer thanked Don and his staff for their work.</p>
Development Committee Report	<p>Trustee Schoffer recognized Dan Nugent, Chief Development Officer and Executive Director of the University Foundation for his leadership and excellent work, including the Stockton University Foundation and the Development Committee.</p> <p>Trustee Schoffer reported the Development and Alumni Relations team has continued their fundraising efforts while working on ways to gather during the COVID-19 health crisis. Since July 2020, more than 430 people have attended various Development office events.</p> <p>Trustee Schoffer also reported:</p> <ul style="list-style-type: none"> • New gift commitments have exceeded \$983,000 to date in FY21. • Major gifts from several donors are anticipated by the end of the calendar year. <ul style="list-style-type: none"> ○ A Planned Giving Program launched in early fall. ○ Marketing materials have been sent to alumni donors and others encouraging them to make a planned giving gift. ○ Goal is to secure one million dollars in the upcoming calendar year. • On September 21st, over 150 golfers attended the Annual Stockton University Golf Classic and raised more than \$94,000. <ul style="list-style-type: none"> ○ 2021 Gala planning includes scenarios for in-person, virtual, and hybrid events. Announcements will be made during the Spring 2021 semester. • A local family pledged to \$20,000 in matching gifts to the Stockton Student Relief Fund. Every dollar of giving through December 31st, will be matched by the donors.

Investment Committee Report	<p>Trustee Worthington reported:</p> <ul style="list-style-type: none"> • The Investment Committee met on November 12th, with the University's investment advisors and received a summary of the University's investment performance, asset allocation, and various strategies for moving forward. • As of September 30, 2020, the portfolio balance was \$95.3 million, a gain of \$4.5 million in the third quarter of the calendar year. 																
University Policies	<p>President Kesselman presented the Board with six policies as a First Reading. President Kesselman will recommend these policies for Board approval at the February 24, 2021 meeting:</p> <table border="0"> <tr> <td>II-85</td><td>Use of University Communication Systems/Tools</td></tr> <tr> <td>VI-11.4</td><td>Employees Who Are Candidates for Public Office</td></tr> <tr> <td>VI-53</td><td>Tuition Waiver for Senior Citizens</td></tr> <tr> <td>VI-54</td><td>Tuition Waiver for National Guard Members</td></tr> <tr> <td>VI-55</td><td>Tuition Waiver for Unemployed Persons – Job Training Program</td></tr> <tr> <td>VI-28</td><td>Policy Prohibiting Discrimination in the Workplace</td></tr> </table> <p>Next, President Kesselman recommended Board approval of the following three policies, following their Second Reading:</p> <table border="0"> <tr> <td>I-67</td><td>Disability, Accessibility, and Reasonable Accommodation</td></tr> <tr> <td>VI-45</td><td>Refunds Upon Withdrawal</td></tr> </table> <p>Upon a motion duly made by Trustee Ciccone and seconded by Trustee Deininger, the Board voted to adopt the resolution.</p> <p>President Kesselman called on Susan Davenport to provide a summary report on policies & procedures.</p> <p>Susan reported the University currently has approximately 300 policies and procedures. The goal is to review ten to twelve policies and procedures each month and to make sure they are updated every three years.</p> <p>Lastly, Susan thanked the Policy Management Team for doing a wonderful job reviewing over 100 policies and procedures so far this year.</p>	II-85	Use of University Communication Systems/Tools	VI-11.4	Employees Who Are Candidates for Public Office	VI-53	Tuition Waiver for Senior Citizens	VI-54	Tuition Waiver for National Guard Members	VI-55	Tuition Waiver for Unemployed Persons – Job Training Program	VI-28	Policy Prohibiting Discrimination in the Workplace	I-67	Disability, Accessibility, and Reasonable Accommodation	VI-45	Refunds Upon Withdrawal
II-85	Use of University Communication Systems/Tools																
VI-11.4	Employees Who Are Candidates for Public Office																
VI-53	Tuition Waiver for Senior Citizens																
VI-54	Tuition Waiver for National Guard Members																
VI-55	Tuition Waiver for Unemployed Persons – Job Training Program																
VI-28	Policy Prohibiting Discrimination in the Workplace																
I-67	Disability, Accessibility, and Reasonable Accommodation																
VI-45	Refunds Upon Withdrawal																
Personnel Actions Resolution	<p>President Kesselman announced the Board's review of the Personnel Actions Resolution, which was posted on the University's website for review.</p> <p>Upon a motion duly made by Trustee Ciccone and seconded by Trustee Worthington, the Board voted to adopt the resolution.</p>																

<p>Board Comments/ Comments from the Public</p>	<p>Trustee Ciccone thanked Trustee Stanley Ellis, Trustee Leo Schoffer and Susan Davenport for their contributions to the Board.</p> <p>Trustee Dolce congratulated President Kesselman and his team for their commitment and dedication during this year's challenges brought on by COVID-19.</p> <p>Trustee Worthington shared a tribute to the staff.</p> <p>Trustee Davis echoed Trustee Worthington on the work the University has accomplished and thanked the faculty and students for their amazing job during these difficult times.</p> <p>Trustee Deininger thanked the entire Stockton community.</p> <p>Susan Davenport announced and congratulated the following faculty members on their promotions: Adam Aguiar, Associate Professor of Biology; Benjamin Agyare, Assistant Professor of Physics; Aleksondra Hultquist, Associate Professor of Critical Thinking and First-Year Studies; William Quain, Professor of Hospitality and Tourism Management Studies; Michael Rodriguez, Professor of Political Science; Ekaterina Sedia, Professor of Biology; Ameer Shah, Professor of Health Science; and Edward Siecienski, Professor of Religion.</p> <p>In addition, the following faculty members have received emeritus status and will be recognized at the Spring Commencement: Deb Figart, Distinguished Professor of Economics; Diane Holtzman, Associate Professor of Business Studies, Marketing; Ellen Mutari, Professor of Economics; Sipra Pal, Associate Professor of Physics; Lisa Rosner, Distinguished Professor of History, and Joseph Rubenstein, Professor of Anthropology.</p> <p>Jennifer Potter welcomed Robert Yufer, Procurement Manager to the Division of Finance. She also congratulated Chris Howard, Director of Procurement, Contracting and Risk Management, and Diane Garrison, Executive Director of Budget, Fiscal Planning and Campus Services, on their promotions.</p> <p>Peter Baratta introduced Nicole Suprun as the new Executive Assistant to the Chief Planning Officer and Deputy Chief of Staff.</p> <p>Christopher Catching announced the following promotions: Haley Baum, Dean of Students; Marques Johnson, Director, Residential Education and Student Services; Brian Pluchino, Associate Director, Residential Facilities and Retention; and Nordia Johnson, Director of Academic Achievement Program.</p> <p>Deb Figart thanked everyone for her Emeritus status.</p> <p>Numerous students attending via Zoom shared their concerns about the changes to the 2020-21 Academic Year calendar. The Board acknowledged the students' concerns and indicated additional information will be provided to the students and the Stockton University community. A town hall meeting will be scheduled to follow up on all the students concerns.</p>
--	---

Next Regularly Scheduled Meeting	The next regularly scheduled meeting will be held on Wednesday, May 5, 2021, at 4:30 p.m. in the Michael Jacobson Board of Trustees room on the Galloway campus.
Adjournment	Upon a motion duly made by Trustee Davis and seconded by Trustee Schoffer, the Board voted to adjourn the meeting.

**STOCKTON UNIVERSITY
BOARD OF TRUSTEES**

RESOLUTION

MEET IN CLOSED SESSION

- WHEREAS,** the Open Public Meetings Act (P.L. 1975, Ch. 231) permits public bodies to exclude the public from discussion of any matter as described in subsection 7(b) of the Act, provided that the public body adopts a resolution at a public meeting indicating its intent to hold a closed session; and
- WHEREAS,** subsection 7(b) of the Act contains exclusions for personnel matters; terms and conditions of employment; collective bargaining agreements, including negotiated positions; anticipated or pending litigation; and any matters involving the purchase, lease, or acquisition of real estate property; therefore, be it
- RESOLVED,** that the Stockton University Board of Trustees shall meet in closed session to discuss personnel, collective bargaining, real estate matters, and litigation matters, including recommendations of the President contained in the Personnel Resolution; and, be it further
- RESOLVED,** that the discussion of personnel, collective bargaining, real estate matters, and litigation matters may, or may not, be disclosed to the public during that portion of the meeting which convenes at 4:30 p.m.

February 24, 2021

**STOCKTON UNIVERSITY
BOARD OF TRUSTEES**

RESOLUTION

ACADEMIC YEAR CALENDAR (FALL 2021 & SPRING 2022)

WHEREAS, the Board of Trustees has considered the proposed Academic Year Calendar (Fall 2021 & Spring 2022); therefore, be it

RESOLVED, that the above referenced and attached calendars are adopted.

February 24, 2021

Fall Term 2021 Academic Calendar

Changes may be made in the following calendar, which is not official and should not be used for planning purposes, until it is approved by the Board of Trustees on February 24, 2021.

August 2021

August 5 — Thursday

Registration and orientation for new graduate students

August 12 — Thursday

Registration for graduate non matriculated students

August 23 — Monday

Late registration and orientation for new first-year and transfer students

September 2021

September 1 — Wednesday

Fall Faculty Conference

September 3 — Friday

Registration for undergraduate non-matriculated students

September 6 — Monday

Labor Day holiday

September 7 — Tuesday

Classes begin (full-term and sub-term A)

September 7-13 — Tuesday-Monday

Drop/add period (full-term)

September 11 — Saturday

Saturday classes begin

September 13 — Monday

Deadline to file FERPA hold to prevent release of student information

Deadline to drop full-term and sub-term A course(s) with a 100% refund

September 16 — Thursday

Deadline to withdraw from sub-term A course(s) with a 50% refund (part-time students only)

September 22 — Wednesday

Board of Trustees meeting

September 24 — Friday

Deadline to withdraw from a full-term course(s) with a 50% refund (part-time students only)

October 2021

October 1 — Friday

Deadline to file Fall 2021 graduation application without financial penalty

October 6 — Thursday

Deadline to withdraw from sub-term A course(s) with W grade

October 11 — Monday

Holiday; normal campus operations

October 14 — Thursday

Sub-term A classes end

October 15 — Friday

Spring 2022 pre-registration schedule of classes posted (view only)

October 18 — Monday

Sub-term B classes begin

October 18-20 — Monday-Wednesday

Sub-term B drop/add period

October 20 — Wednesday

Deadline to drop sub-term B course(s) with a 100% refund

October 26 — Tuesday

Preceptorial Advising Day; no classes

October 27-28 — Wednesday-Thursday

Seniors (with 96+ earned credits) and matriculated graduate students preregister

October 30 — Friday

Deadline to withdraw from sub-term B course(s) with a 50% refund (part-time students only)

October 29 - November 1 — Friday-Monday

Juniors (with 64-95 earned credits) preregister

November 2021

November 2 — Tuesday

Election Day holiday; normal campus operations

November 3 — Wednesday

Preceptorial Advising Day; classes begin 3:25 p.m.

November 4-5 — Thursday-Friday

Sophomores (with 32-63 earned credits) preregister

November 8-9 — Monday-Tuesday

First-year students (0-31 earned credits) preregister

November 11 — Thursday

Veterans Day holiday; normal campus operations

November 15 — Monday

Deadline to withdraw from full-term course(s) with a W grade

November 24 — Wednesday

Classes end at 3:25 p.m.

Deadline to withdraw from sub-term B course(s) with a W grade

November 25 — Thursday

Thanksgiving holiday; University closed

November 26 — Friday

No classes

November 27 — Saturday

No Saturday classes

December 2021

December 6 — Monday

Graduate Research Symposium; Graduate classes scheduled only on Monday evenings from 6:00 - 9:50 p.m. do not meet

December 8 — Wednesday

Board of Trustees meeting

December 10 — Friday

Fall term classes end

December 13-17 — Monday-Friday

Final week

December 17 — Friday

Term ends

December 20 — Monday

Grades due for graduating students by 12 noon

December 22 — Wednesday

Grades due for non-graduating students by 5 p.m.

December 24 — **January 2** — Friday-Sunday

Holiday break; University closed

December 31 — Friday

New Year's Day Holiday

Spring Term 2022 Academic Calendar

Changes may be made in the following calendar, which is not official and should not be used for planning purposes, until it is approved by the Board of Trustees on February 24, 2021.

January 2022

January 14 — Friday

Registration for undergraduate non-matriculated students (Spring and Summer)

Registration for graduate non-matriculated students

January 17 — Monday

Dr. Martin Luther King, Jr. holiday; University closed

January 18 — Tuesday

Classes begin (full-term and sub-term A)

January 18-24 — Tuesday-Monday

Drop/add period (full-term and sub-term A)

January 22 — Saturday

Saturday classes begin

January 24 — Monday

Deadline to drop full-term and sub-term A course(s) with a 100% refund

Deadline to file FERPA hold to prevent release of student information

January 27 — Thursday

Fall 2022 pre-registration schedule of classes posted (view only)

February 2022

February 1 — Tuesday

Deadline to file Spring 2022 graduation application without financial penalty

February 2 — Tuesday

Deadline to withdraw from sub-term A course(s) with a 50% refund (part-time students only)

February 9 — Wednesday

Deadline to withdraw from full-term course(s) with a 50% refund (part-time students only)

February 21 — Monday

President's Day holiday; normal campus operations

February 23 — Wednesday

Board of Trustees meeting

February 25 — Friday

Deadline to withdraw from sub-term A course(s) with a W grade

March 2022

March 3— Thursday

Sub-term A classes end

March 4 — Friday

Sub-term B classes begin

March 4-7— Friday-Monday

Sub-term B drop/add period

March 7 — Monday

Deadline to drop sub-term B course(s) with a 100% refund

March 13-20 — Sunday-Sunday

Spring break

March 21 — Monday

Deadline to withdraw from sub-term B course(s) with a 50% refund (part-time students only)

March 29 — Tuesday

Preceptorial Advising Day; no classes

March 30 - 31 Wednesday-Thursday

Seniors (with 96+ earned credits) and matriculated graduate students preregister

April 2022

April 4-5 — Monday-Tuesday

Juniors (with 64-95 earned credits) preregister

April 6 — Wednesday

Preceptorial Advising Day; No classes

April 7-8 — Thursday-Friday

Sophomores (with 32-63 earned credits) preregister

April 7 — Thursday

Deadline to withdraw from full-term course(s) with a W grade

Final deadline to file Spring 2022 graduation application

April 11-12 — Monday-Tuesday

First-year students (with 0-31 earned credits) preregister

April 15 — Friday

Holiday; normal campus operations

April 19 — Tuesday

Deadline to withdraw from sub-term B course(s) with a W grade

April 29 — Friday

Spring term classes end

May 2022

May 2-6 — Monday-Friday

Final week

May 4 — Wednesday

Board of Trustees meeting

May 6 — Friday

Term ends

May 9 — Monday

Grades due for graduating students by 12 noon

May 12 — Thursday

Grades due for non-graduating students 12 noon

Note: Doctoral, Master's, and Baccalaureate Commencement ceremony schedule will be posted on the Commencement website.

**STOCKTON UNIVERSITY
BOARD OF TRUSTEES**

RESOLUTION

TO OFFER A MASTER OF PUBLIC HEALTH DEGREE

- WHEREAS,** the University mission statement affirms a goal to “help our students develop the capacity for continuous learning and the ability to adapt to changing circumstances in a multicultural and interdependent world;” and
- WHEREAS,** Stockton graduates enter an increasing global world where protecting and improving the health of people and their communities is the utmost importance. At its core, public health education trains future professionals to analyze the health of entire population and to identify current or future threats that these populations may face; and
- WHEREAS,** students with training in Public Health work in a variety of fields, settings, and industries; and
- WHEREAS,** the Stockton University School of Health Sciences is uniquely prepared to deliver high-quality, interdisciplinary education, evidence-based graduate coursework in Public Health; and
- WHEREAS,** such a program responds to the demonstrated market demands in southern New Jersey and the New York, New Jersey, Pennsylvania, and Delaware region; and
- WHEREAS,** the shared governance bodies of the University recommend the proposed Master of Public Health to the Board of Trustees for its endorsement; therefore, be it
- RESOLVED,** that the Board of Trustees approves and authorizes the Stockton University administration to notify the New Jersey higher education community of Stockton’s intent to offer the Master of Public Health degree and, subsequent to review by the Academic Issues Committee and the New Jersey Presidents’ Council, take all necessary steps to implement the academic offering.

February 24, 2021

EXECUTIVE SUMMARY

Master of Public Health (MPH)

Description of the New Academic Offering & Rationale for Adding this Offering

The proposed Master of Public Health Degree is designed to educate and prepare students to be competent, well prepared public health professionals ready to address the needs of communities and populations at risk for health-related issues or barriers. This graduate Master of Public Health (MPH) program will provide our students with the foundational skills, education, and expertise necessary to be ready to work in a variety of public health employment settings including state and county health departments, non-profit agencies, hospital population health departments/offices, wellness centers, and academic institutions. Graduates will have gained the necessary academic and professional skills necessary to enter the workforce as entry-level public health professionals. Offering an MPH program, housed within the School of Health Sciences at Stockton University, will allow our institution to provide a quality, graduate-level educational experience in the health field that is a non-clinical option. Unlike our current graduate-level programs in clinical fields (i.e. Physical Therapy, Occupational Therapy, Communication Disorders, and Nursing), a graduate option within the field of public health allows those who are not seeking a clinical career to gain the education and knowledge necessary to work within the broader field of public health. For those working professionals who in clinical fields (i.e. Physicians, Nurses, Dietitians, etc.) who wish to advance their education in the area of community and public health, this degree can provide them with the educational credentials and experience to expand their present career.

Demand for the New Offering

Hanover market analysis shows compelling information and data that indicates not only the need for public health professionals within our community, but the growth and demand of the public health job market. In addition to the Hanover data, the US Department of Labor Bureau of Labor Statistics estimates a 16% increase in job prospects between the years of 2016 and 2026 for Health Educators and Community and Public Health Workers, further confirming the positive growth expected for public health professionals. To evaluate whether current Stockton University students, as well as community sites and professionals, would support an MPH program at Stockton University, a survey was distributed to current students enrolled at Stockton University, alumni of Stockton University, as well as professionals within the community. Approximately 48.8% of alumni indicated interest in graduate school in fields related to public health and 59.66% of current students surveyed showed a strong interest in an MPH program.

Brief Overview of the Curriculum

To be eligible for admission into the MPH program, students must meet one or more of the following criteria. Completed Bachelor's degree from an accredited institution with a cumulative GPA of 3.0 or higher with at least one undergraduate course in Biology **AND** one undergraduate course in Statistics; or Completed Bachelor's degree from an accredited institution with a cumulative GPA of 3.0 or higher **AND** at least 2 years of professional experience in public health related work. Students must complete a total of 42 credits. All courses must be completed with a final grade of "B" or higher. Additionally, as part of their required coursework all students must complete a 200-hour practicum that is related to their public health area of interest. Those courses marked with an asterisk (*) are courses that will be offered in a 1-week summer intensive on-campus format. All other courses will be offered in an online.

Learning Outcomes

The MPH program is designed in accordance with the Council on Education for Public Health [CEPH 2016 Accreditation Criteria](#) standards, and will be assessed via the following methods:

- Graduates will demonstrate competence in the Foundational Public Health Knowledge learning objectives.
- Graduates will demonstrate competence in the MPH Foundational Competencies

- Graduates will demonstrate competence in the Program Competencies,

At completion of this program, students will be able to:

- Demonstrate an understanding of the purpose and application of the public health principles of biostatistics, epidemiology, public health administration, environmental health, and social and behavior sciences for the protection and betterment of the public's wellbeing.
- Explain the importance of cultivating cultural competency as a means of identifying and addressing the impact of healthcare disparities on the health risks and disease burden of communities and populations of people.
- Review, evaluate, critique, and apply peer-reviewed research and evidence-based practices in the field of public health.
- Design, implement, assess, and evaluate community health educational programs.

STOCKTON UNIVERSITY MASTER OF PUBLIC HEALTH (MPH)			
Curriculum Worksheet		42 Program Credits*	
Courses (Year 1) -21 credits		Courses (Year 2) - 21 credits	
Fall		Fall	
PUBH 5XXX Environmental Public Health	(3)	PUBH 5XXX Public Health Practicum 200-hour Field Practicum	(3)
PUBH 5XXX Biostatistics	(3)	PUBH 5XXX Community Health Program Planning, Assessment, and Evaluation	(3)
PUBH 5XXX Epidemiology	(3)	PUBH 5XXX Capstone I – Planning & Proposal	(3)
Spring		Spring	
PUBH 5XXX Grant Writing	(3)	Elective Course	(3)
PUBH 5XXX Community Health Education: Theory & Practice	(3)	PUBH 5XXX Capstone II – Project Implementation & Evaluation	(3)
Elective Course	(3)	Elective Course	(3)
Summer		Summer	
PUBH 5XXX* Current Issues in Public Health	(3)	PUBH 5XXX* Cultural Competency & Health Disparities	(3)
Students should consult their preceptor on a regular basis to ensure completion of all graduation requirements. A full-time student could apply to graduate the second summer of enrollment.			

Students will be able to choose from a variety of elective courses as part of their degree requirements to aid students in tailoring their educational experience to their specific areas of personal and professional interest. Courses that can be counted as elective courses include:

- Community & Public Health Nutrition
- Sexual Health
- Public Health Approaches to Understanding Substance Use & Addiction
- Global Health

Students are required by CEPH to complete a minimum of 200 hours of a Public Health Practicum. Students will be eligible to enroll in the Public Health Practicum after they have completed at least 21 credits within the MPH program. Practicum experience can take place in a number of different settings including Food Banks, Health Agencies (local, state, and federal), Hospitals, Academic Settings, Non-Profit Organizations, Governmental Offices, and Wellness Centers, providing that the nature of the practicum experience is fully in line with meeting all necessary objectives.

Practicum can be completed at the same location at which a student may already be employed if the practicum experience falls outside of their already assigned work responsibilities.

STOCKTON UNIVERSITY
BOARD OF TRUSTEES
RESOLUTION
FY22 HOUSING RENTS

WHEREAS, the Board of Trustees of Stockton University is responsible for approving the annual rental rates for student housing; and

WHEREAS, the University is recommending that housing rates be increased to support operating and capital needs; therefore, be it

RESOLVED, that the Stockton University Board of Trustees approves the following rents at Stockton University for FY22:

	<u>Type</u>	<u>Fall 2020 & Spring 2021 Rates Per Semester</u>	<u>Fall 2021 & Spring 2022 Rates Per Semester</u>
Housing 1	4 Person Shared Apartment	-	\$5,002
	5 Person Shared Apartment	\$3,966	\$4,006
Housing 2	Single	\$4,985	\$5,085
	Double	\$4,305	\$4,348
	Triple	\$3,119	\$3,150
Housing 3	Single	\$5,033	\$5,134
	Double	\$4,282	\$4,325
	Reduced Rate Double	\$3,523	\$3,558
Housing 4	4 Person Shared Apartment	\$5,204	\$5,256
Housing 5	4 Person Private Apartment	\$6,041	\$6,162
Chris Gaupp	Double	\$4,433	\$4,477
	Triple	\$3,652	\$3,689
Atlantic City	Studio	\$5,894	\$6,012
	2 Person Private	\$5,702	\$5,816
	4 Person Shared	\$5,158	\$5,210
	4 Person Private	\$5,513	\$5,623
	6 Person Private	\$4,927	\$5,026
	Weighted Average	\$4,317	\$4,374
	\$ Increase		\$57
	% Increase		1.32%

12 Month Housing Rents

Winter: \$630

Summer: \$1,913

Family Housing Atlantic City (Per Month)

2 Bedroom Apartment: \$1,553

Winter/Summer Daily Rate

Stockton Students Bed: \$30

Non-Stockton Students Bed: \$40

Faculty/Staff Bed: \$55

Housing Fees

New Student Non-Refundable Deposit: \$150

Renewal Non-Refundable Deposit: \$50

Housing Cancellation: \$500

February 24, 2021

**STOCKTON UNIVERSITY
BOARD OF TRUSTEES
RESOLUTION**

APPROVING AND AUTHORIZING THE DEVELOPMENT, FINANCING, AND CONSTRUCTION OF THE ATLANTIC CITY CAMPUS PHASE II PROJECT; AND AUTHORIZING AND APPROVING THE MASTER LEASE AGREEMENT AND ALL OTHER DOCUMENTS NECESSARY OR DESIRABLE TO EFFECTUATE THE DEVELOPMENT, FINANCING, AND CONSTRUCTION OF THE PROJECT

- WHEREAS,** The Board of Trustees (the “Board”) of Stockton University (the “University”) desires to authorize and approve the development, financing and construction of a residential facility on property located nearby the University’s current Atlantic City campus and consisting of approximately 135,000 square feet and containing housing for approximately 416 students (the “Atlantic City Campus Phase II Project”); and
- WHEREAS,** The Board has determined to develop the Atlantic City Campus Phase II Project with a total estimated cost of \$69,300,000 through a Master Lease Agreement with Atlantic City University Housing Associates, LLC, a single purpose limited liability company wholly owned by the Atlantic City Development Corporation (the “Developer”); and
- WHEREAS,** On February 16, 2021, the Casino Reinvestment Development Authority (“CRDA”) approved a loan in the amount of \$10,000,000 to finance a portion of the costs of the Atlantic City Campus Phase II Project; and
- WHEREAS,** The University and the Developer plan to finance the costs of the Atlantic City Campus Phase II Project with (a) approximately \$59,300,000 of tax-exempt bonds (“Bonds”) to be issued by The Atlantic County Improvement Authority (the “ACIA”) and (b) a \$10,000,000 loan from the CRDA (“CRDA Loan”); and
- WHEREAS:** The Bonds and the CRDA Loan will be secured by annual rent payments made by the University to the Developer under the Master Lease Agreement, which payments are a general obligation of the University and which the Developer will assign to the ACIA and the CRDA to pay debt service on the Bonds and the CRDA Loan, respectively; and
- WHEREAS:** The Board desires to authorize certain officers of the Board and the University to approve the form of and to execute and deliver the Master Lease Agreement and all other documents necessary or desirable to effectuate the development, financing and construction of the Atlantic City Campus Phase II Project, and to take such other action as may necessary or appropriate in connection with the development, financing and construction thereof.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF STOCKTON UNIVERSITY AS FOLLOWS:

- SECTION 1.** The Board hereby approves and authorizes the development, financing and construction of the Atlantic City Campus Phase II Project through the Master Lease Agreement with the Developer;
- SECTION 2.** The President and the Vice President for Administration and Finance (the “Authorized Officers”), on behalf of the University, with the advice of the Board Chair and the Office of General Counsel, are hereby authorized to negotiate and approve the Master Lease Agreement between the University and the Developer and all agreements, contracts, documents and certificates as may be necessary or appropriate to develop, finance and construct the Atlantic City Campus Phase II Project. The Board hereby authorizes the Board Chair, the Board Vice Chair, the President, or the Vice President for Administration and Finance (the “Authorized Officers”), to execute and deliver the Master Lease Agreement in the name of and on behalf of the University, and to attest to the same, such execution and attestation to be conclusive evidence of the approval of the form and content of the Master Lease Agreement; and
- SECTION 3.** Each of the Authorized Officers are hereby authorized and directed to execute, deliver and approve such other agreements, documents, and certificates and to do and perform such other actions as may be necessary or required or which the Developer may deem necessary or appropriate to develop, finance and construct the Atlantic City Campus Phase II Project, including payment of the costs to fulfill the purposes of this Resolution and to effectuate the execution and delivery of the Master Lease Agreement, to issue the Lease Revenue Bonds, to obtain the CRDA Loan, any documentation necessary to issue and sell the Lease Revenue Bonds and to set forth the terms and conditions of the CRDA Loan. Any Authorized Officer is hereby authorized and directed, for and on behalf of and in the name of the University, to attest and deliver said documentation and to affix the seal of the University to said documentation as applicable; and
- SECTION 4.** All resolutions, orders and other actions of the University in conflict with the provisions of this Resolution to the extent of such conflict are hereby superseded, repealed or revoked; and
- SECTION 5.** Any and all prior actions of the Board and any Authorized Officer in furtherance of the development of the Atlantic City Campus Phase II Project are hereby ratified and confirmed; and
- SECTION 6.** This Resolution shall take effect immediately.

February 24, 2021

**STOCKTON UNIVERSITY
BOARD OF TRUSTEES
RESOLUTION**

FY21 - FY23 BID WAIVER CONTRACTS

- WHEREAS,** the State College Contracts Law, N.J.S.A. 18A:64-52 et seq., authorizes college Boards of Trustees to approve waivers of the public bid process for procurement of specified goods and services in furtherance of the missions of the state colleges; and
- WHEREAS,** the Board of Trustees finds the following purchases, contracts and agreements have met the criteria for award without public bid under the provisions of N.J.S.A. 18A:64-56; therefore, be it
- RESOLVED,** that the Stockton University Board of Trustees authorizes the President or the President's designee to enter into a contract with the vendors indicated below, under the bid waiver provisions of the State College Contracts Law.

Vendors & Categories

FY and Amount

Professional Services

Cooper Levenson, P.A. (521026) FY21: \$50,000

Cooper Levenson will provide legal services with respect to the Atlantic City Phase II Project. Proposals were received through an RFP process. Cooper Levenson was selected based on the firm's knowledge, experience, and lowest rate proposal. (Reference: N.J.S.A. 18A:64-56 (a) [01])

Sykes O'Connor Salerno Hazaveh PA dba SOSH Architects (521027) FY21: \$55,000

This bid waiver from the Office of Facilities Planning and Construction will provide Schematic Designs for the Big Blue Sports Center Expansion in accordance with the University's Master Plan. The partial schematic design will incorporate all aspects of the building and the repurposing of spaces within the existing complex. This expansion will add approximately 18,000 to 25,000 square feet to the existing Big Blue Athletic Center. (Reference: N.J.S.A. 18A:64-56 (a) [01])

OCA Architects (521028) FY21: \$147,625

This bid waiver from the Office of Facilities Planning and Construction will provide Architecture, Interior Design, Landscape Architecture, Mechanical, Electrical, Plumbing and Fire Protection design services for a new Multicultural Center in accordance with the University's Master Plan. The proposed Multicultural Center will be located on the Main Campus in Galloway, repurposing space in the F-Wing 000 Level. OCA will produce 3-D photo-realistic images and videos of the spaces from information gathered from site visits. OCA will also prepare the construction specifications and documentation for a publicly advertised procurement, attend pre-bid conferences, prepare necessary addendum changes to bid documents, monitor the construction project and provide contract administration. (Reference: N.J.S.A. 18A:64-56 (a) [01])

Original Material & Supplies

Reading & Language Arts Centers Inc. dba Brainspring (521023) FY21: \$61,352

SRI & ETTC will host a professional development training program in Orton-Gillingham Phonics First and Structures Level I for the Atlantic City School System. The training program will be livestreamed and includes implementation materials. The school system pays a registration fee, which covers all program costs, and the University earns a small administrative fee. Orton-Gillingham is a proprietary program for phonics instruction in the middle school grades. (Reference: N.J.S.A. 18A:64-56 (a) [03])

Textbooks, Subscriptions & Other Educational Materials

American Chemical Society (521022)

FY21-FY23: \$120,000

This three-year bid waiver will allow the Library to use electronic databases and selected electronic journals – specifically, Academic Core Plus Package and SciFinder Scholar – through the American Chemical Society (ACS), a proprietary software system. Academic Core Plus Package provides online access to fifteen ACS journals utilized by academic institutions. SciFinder Scholar provides access to references, substances and reactions in chemistry and related sciences. Included are several chemical abstract databases such as CASREACT, CHEMLIST, and CHEMCAT which permit faculty and students to search by topic, author, CAS Registry Numbers, patent number, chemical structure formula and CAS abstract number. (Reference: N.J.S.A. 18A:64-56 (a) [06])

Professional Consulting Services

Sightlines LLC (521025)

FY21-FY22: \$78,000

In 2011, Stockton joined the American College and University President's Climate Commitment – an initiative that addresses greenhouse gas and the University's carbon footprint. Sightlines (aka Gordian) performed the initial study as well as subsequent reports. As such, Sightlines has amassed a comprehensive database of information critical to the development of future reports, making them a unique sole source provider for the University's climate commitment. This bid waiver is for both a Sustainability Benchmarking and Analysis and a Return on Physical Assets (ROPA) study to be performed by Sightlines LLC. The Sustainability Benchmarking and Analysis will include data collection for FY15 through FY21 and will provide the University with information regarding its green programs, as well as the ability to benchmark our performance with over 50 other member institutions through Sightlines' Member Portal. Stockton is committing to a two-year agreement with a one-year optional renewal for FY23 for this study. The Return on Physical Assets service will help the University balance operational goals, capital renewal and deferred maintenance. Sightlines will conduct onsite collection of space, capital and operations data to create a minimum five-year performance trend. The data will be processed using Sightlines' Quantify, Verify, Quality (QVQ) Process, benchmarks will be created to identify areas of opportunity and improvements, and presentations of findings and strategic recommendations will be developed. Stockton is committing to a one-year agreement with a two-year optional renewal for FY22 & FY23 for the ROPA analysis. (Reference: N.J.S.A. 18A:64-56 (a) [15])

Entertainment

Degy Booking International Inc. (521024)

FY21: \$151,250

This bid waiver will provide the musical artists for the annual music concert planned by the Stockton Entertainment Team (S.E.T.) for the student body. The genre and artist lists are selected through surveys issued to the student body, after which an acceptable artist is selected within the budget. This year's concert will be virtual and will be held April 21 through April 24, 2021. (Reference: N.J.S.A. 18A:64-56 (a) [16])

February 24, 2021



MEMORANDUM

TO: Harvey Kesselman, President

FROM: Susan Davenport, Interim Provost and Executive Vice President

DATE: February 24, 2021

SUBJECT: Recommendation to Revise University Policy

I am pleased to request revisions and deletions of policies for Board consideration and review as recommended by policy administrators:

Revised Policies:

- I-3 Authorizations in Absence of the President
- I-4 Mission Statement
- I-9.5 University Seal
- I-12 Strategic and Annual Planning
- I-16 Open Public Meetings Act
- I-18 Legal Representation of State Employees
- I-50 Code of Ethics
- I-68 Committee of Campus Diversity and Inclusive Excellence
- I-111 Printing of Union Materials
- VI-89 Internal Audit

Deleted Policy:

- VI-67 Contracts with Music Licensing Organization Concerning Licensing & Royalties for Music on Campus

I recommend the Board of Trustees conduct a First Reading at the February 24, 2021 meeting, followed by approval of the recommendation for a Second Reading and vote at the May 5, 2021 meeting.

Policy I-3: Authorizations in Absence of the President

Summary of Key Changes

The Policy has been updated as follows:

- Updated the Policy Administrator from the Office of the President to the Executive Vice President and Chief of Staff;
- Removed language regarding brief absences of the President;
- Updated authority in absence of the President and in concurrent absence of the President and Executive Vice President;
- Updated notification of absence from the Chancellor of Higher Education to the Chair of the Board of Trustees.

STOCKTON UNIVERSITY



POLICY

Authorizations in Absence of the President

Policy Administrator: Executive Vice President and Chief of Staff
Authority: N.J.S.A. 18A: 64-6
Effective Date: January 30, 1975; February 16, 2011, TBD
Index Cross-References:
Policy File Number: I-3
Approved By: Board of Trustees

During extended absences of the President from the University, e.g., vacation, illness, out-of-state travel, etc., the President shall designate the Executive Vice President as Acting President and shall so notify the Chair of the Board of Trustees. In the concurrent absence of both the President and Executive Vice President, the Provost shall be so designated.

Review History:

	Date
Policy Administrator	10/19/2020
Divisional Executive	10/19/2020
General Counsel	11/20/2020
Cabinet	12/03/2020
President	12/03/2020
Board of Trustees	

Policy I-4: Mission Statement

Summary of Key Changes

The Policy has been updated as follows:

- Updated the New Jersey Administrative Code citation in the “Authority” reference.

STOCKTON UNIVERSITY



POLICY

Mission Statement

Policy Administrator: Office of the President
Authority: N.J.S.A. 18A: 64-6 and 64-8; N.J.A.C. 9A:1-1.6
Effective Date: January 29, 1975; February 16, 2011; July 5, 2017; TBD
Index Cross-References:
Policy File Number: I-4
Approved By: Board of Trustees

Mission

Stockton University's mission is to develop engaged and effective citizens with a commitment to life-long learning and the capacity to adapt to change in a multi-cultural, interdependent world. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences and professional education.

Review History:

	Date
Policy Administrator	12/01/2020
Divisional Executive	12/07/2020
General Counsel	01/05/2021
Cabinet	01/14/2021
President	01/25/2021
Board of Trustees	

Policy I-9.5: University Seal

Summary of Key Changes

The Policy has been updated as follows:

- Changed language pertaining to the “Rampant Lion.”

STOCKTON UNIVERSITY



POLICY

University Seal

Policy Administrator: Office of the President

Authority: N.J.S.A. 18A:64-6a

Effective Date: December 10, 2003; February 16, 2011; February 18, 2015; TBD

Index Cross-References:

Policy File Number: I-9.5

Approved By: Board of Trustees

- I. The New Jersey State College Autonomy Laws of 1986 and the Higher Education Restructuring Act of 1994 gave New Jersey State Colleges/Universities a high degree of self-governance by decentralizing authority and decision making from state government to the respective state college/university boards of trustees and administrators, including the authority to adapt and use a corporate seal.
- II. The Board of Trustees authorized the adoption of the new Stockton University Corporate Seal as per N.J.S.A. 18A:64-6a on February 18, 2015.
- III. See Corporate Seal attached.

STOCKTON UNIVERSITY SEAL



LOGO:

The original logo of Stockton State College as approved by the first Board of Trustees. The ribbon highlights the year in which the college was established.



RAMPANT LION:

This represents courage and strength.



BOOK AND CANDLE:

This is a symbol of the enlightenment to be gained through lifelong learning.



TREE:

This image characterizes the Pinelands locale of Stockton's campus.



OSPREY:

Stockton's official mascot, native to our region and saved from extinction through the efforts of Stockton faculty, now names our renowned athletic teams.



COLOR USAGE:

In keeping with the motto "An Environment for Excellence," blue is incorporated to represent the sky. Gold (ink or foil) compliments the blue and adds an additional element of elegance. It also emphasizes the concept of educational enlightenment.

Review History:

	Date
Policy Administrator	12/01/2020
Divisional Executive	12/07/2020
General Counsel	01/05/2021
Cabinet	01/14/2021
President	01/25/2021
Board of Trustees	

Policy I-12 – Strategic and Annual Planning

Summary of Key Changes

The Policy has been updated as follows:

- Minor grammatical edits.

STOCKTON UNIVERSITY



POLICY

Strategic and Annual Planning

Policy Administrator: Chief Planning Officer

Authority: N.J.S.A. 18A:64-8

Effective Date: January 20, 1977; February 16, 2011, December 5, 2018; TBD

Index Cross-References: Procedure 1161: Strategic and Annual Planning

Policy File Number: I-12

Approved By: Board of Trustees

Under the direction of the President, the Chief Planning Officer:

- Directs, manages and coordinates the strategic planning process for the University;
- Translates the President's agenda into actionable and quantitative plans as it relates to the University's strategic planning process;
- Communicates and implements the President's agenda so that internal and external stakeholders understand the University's priorities and goals and how they support the University's mission;
- Ensures that divisional, departmental, and unit planning efforts reflect the President's agenda, institutional priorities, and the University's mission, vision, and values;
- Maintains an inclusive planning process, partners with institutional leadership, special committees, and works with other university stakeholders to execute and manage strategic plans and key initiatives.

Review History:

	Date
Policy Administrator	10/13/2020
Divisional Executive	10/19/2020
General Counsel	12/07/2020
Cabinet	12/16/2020
President	12/16/2020
Board of Trustees	

Policy I-16: Open Public Meetings Act

Summary of Key Changes

The Policy has been updated as follows:

- Updated the list of posting locations and combined the list into one section

STOCKTON UNIVERSITY



POLICY

Open Public Meetings Act

Policy Administrator: Office of the President
Authority: N.J.S.A. 18A:64-6
Effective Date: March 3, 1977; February 16, 2011; TBD
Index Cross-References:
Policy File Number: I-16
Approved By: Board of Trustees

It is a policy of the University to comply with and to conduct public meetings in accordance with the New Jersey's Open Public Meetings Act, N.J.S.A. 10:4-6 *et seq.*

Notices of public meetings are posted on the University's website, forwarded to the Press of Atlantic City and the Daily Journal (which both serve as official newspapers of the Board of Trustees) and filed with the Office of the Secretary of the State of New Jersey, the Galloway Township Clerk's Office, and the Atlantic County Clerk's Office as required by the Open Public Meetings Act.

Review History:

	Date
Policy Administrator	12/01/2020
Divisional Executive	12/07/2020
General Counsel	01/05/2021
Cabinet	01/14/2021
President	01/25/2021
Board of Trustees	

Policy I-18: Legal Representation of State Employees

Summary of Key Changes

The Policy has been updated as follows:

- Updated statutory citations.
- Minor grammatical edits.

STOCKTON UNIVERSITY



POLICY

Legal Representation of State Employees

Policy Administrator: General Counsel

Authority: N.J.S.A. 59:10A-1

Effective Date: April 9, 1975; September 18, 2013; TBD

Index Cross-References:

Policy File Number: I-18

Approved By: Board of Trustees

Unless subject to a statutory exception, "the Attorney General shall, upon the request of an employee or former employee of the State, provide for the defense of any action brought against such State employee or former State employee" for an act or omission **in the scope of their employment.** N.J.S.A. 59:10A-1. The Attorney General may decline such representation if the Attorney General determines it is more probable than not that an exception to such representation exists. Those three exceptions are:

1. The acts or omission was not within the scope of employment,
2. The act or failure to act was because of actual fraud, willful misconduct or actual malice, or
3. The defense of the action would create a conflict of interest between the State and the employee or former employee.

N.J.S.A. 59:10A-2. The Attorney General for the State of New Jersey has discretionary authority to furnish a defense for all State employees or former State employees in any other actions or proceedings including charges of criminal activity when the Attorney General determines that it is in the best interest of the State to do so. N.J.S.A. 59:10A-

3. The Attorney General for the State of New Jersey decides whether State employees accused of criminal or disorderly persons offenses related to State employment should be provided with legal representation by the State of New Jersey.

Requests for representation shall be made by the employee or former employee in writing to the University President. In the event a request for representation is made to the President, appropriate inquiry will be made, and documentation gathered if necessary. The President or designee will make recommendations on the matter to the Attorney General.

Review History:

	Date
Policy Administrator	12/14/2020
Divisional Executive	12/14/2020
General Counsel	12/14/2020
Cabinet	01/14/2021
President	01/25/2021
Board of Trustees	

Policy I-50: Code of Ethics

Summary of Key Changes

The Policy has been updated as follows:

- Updated the title of the Office of Diversity and Inclusion.
- Made minor formatting changes.

STOCKTON UNIVERSITY



POLICY

Code of Ethics

Policy Administrator: Chief Officer for Diversity and Inclusion

Authority: N.J.S.A. 52:13D-23; N.J.S.A. 52:13D-12 et seq.

Effective Date: November 17, 1975; February 16, 2011; September 26, 2018; TBD

Index Cross-References: Policy

File Number: I-50

Approved By: Board of Trustees

Pursuant to N.J.S.A. 52:13D-23, the New Jersey State Ethics Commission has adopted the Uniform Ethics Code to govern and guide the conduct of State officers and employees and special State officers and employees in the Executive Branch of State Government.

The State Ethics Commission's Plain Language Guide explains the ethics rules and laws found in the New Jersey Conflicts of Interest Law (N.J.S.A. 52:13D-12 et. seq.), which are applicable to all University Trustees, officers, and employees.

Review History:

	Date
Policy Administrator	10/14/2020
Divisional Executive	10/14/2020
General Counsel	11/24/2020
Cabinet	12/03/2020
President	12/03/2020
Board of Trustees	

Policy I-68: Committee on Campus Diversity and Inclusive Excellence

Summary of Key Changes

The Policy has been updated as follows:

- Updated name of the Office of Diversity and Inclusion
- Edited formatting

STOCKTON UNIVERSITY



POLICY

Committee on Campus Diversity and Inclusive Excellence

Policy Administrator: Chief Officer for Diversity and Inclusion

Authority: N.J.S.A. 18A:64-6

Effective Date: March 20, 1981; February 16, 2011; September 21, 2016; TBD

Index Cross-References: Procedure No. 1210 Internal Procedures of the Committee on Campus Diversity and Inclusive Excellence

Policy File Number: I-68

Approved By: Board of Trustees

The Committee on Campus Diversity and Inclusive Excellence ("Committee") serves as an advisory body to the President and Chief Officer for Diversity and Inclusion on matters of campus diversity and inclusion. The Committee shall assist the University in enacting its commitment to diversity and inclusion as articulated in the University's mission, vision, and values statements and the Statement on Diversity, Equity, and Inclusion.

Review History:

	Date
Policy Administrator	10/13/2020
Divisional Executive	10/13/2020
General Counsel	12/07/2020
Cabinet	12/16/2020
President	12/16/2020
Board of Trustees	

Policy I-111: Printing of Unions Materials

Summary of Key Changes

The Policy has been updated as follows:

- Cross reference to Procedure 1102 was removed because Procedure 1102 was deleted in Dec. 2019 after the Executive Director of University Relations & Marketing determined that it was no longer necessary (content was incorporated into Procedure 1104 to eliminate redundancy).
- Updated position titles and deleted bullet titles.



POLICY

Printing of Union Materials

Policy Administrator: Executive Director of University Relations & Marketing

Authority: N.J.S.A. 18A: 64-6; 18A: 64-8

Effective Date: July 23, 1980; February 16, 2011; July 6, 2016; TBD

Index Cross-References: Procedure 1104: Printing and Copying Services

Policy File Number: I-111

Approved By: Board of Trustees

The State of New Jersey recognizes certain unions and associations as representatives for groups of University employees. This recognition is for purposes of collective negotiations concerning the terms and conditions of employment. Further, the State, acting for the University, has agreed to permit usage of support facilities for union or association officials, with reimbursement at cost for these privileges. The printing or duplicating of certain union materials is included as one of these privileges.

The provisions of Procedure 1104: Printing and Copying Services, apply to all requests from within the University for printing or duplicating services.

- a. A screening process is used in the print shop to prevent the misuse of valuable University resources. The process requires print shop employees to obtain approval from the Executive Director of University Relations & Marketing prior to processing any materials which might be:
 1. Intended for off-campus distribution.
 2. Viewed as unrelated to University business.
- b. Political materials relating to off-campus organizations or personnel are not to be printed or duplicated using University resources. This type of material must be printed or duplicated by external establishments.
- c. Materials which should be processed and paid for by the union or association must relate to the broad area of "terms and conditions of employment." This is the phraseology used to describe the area of representation provided by the unions, and services are based on the same criterion.

Review History:

	Date
Policy Administrator	11/17/2020
Divisional Executive	12/07/2020
General Counsel	01/05/2021
Cabinet	01/14/2021
President	01/25/2021
Board of Trustees	

Policy VI-89: Internal Audit

Summary of Key Changes

The Policy has been updated as follows:

- Added reference to Procedure 6421 Internal Audit Procedures and Standards
- Updated the Executive Vice President's title to Executive Vice President and Chief of Staff

STOCKTON UNIVERSITY



POLICY

Internal Audit

Policy Administrator: Executive Vice President and Chief of Staff
Authority: N.J.S.A. 18A:64-6
Effective Date: May 3, 2017; TBD
Index Cross-References: Procedure 6421 Internal Audit Procedures and Standards
Policy File Number: VI-89
Approved By: Board of Trustees

The Internal Audit policy establishes guidance and standards that govern the University's internal audit process. The Internal Audit provides independent and objective reviews and assessments of the business activities, operations, financial systems, and internal accounting controls of the University. The Internal Audit accomplishes this purpose through the conduct of operational, financial, regulatory and performance audits, selected as a result of a comprehensive risk analysis and assessment process. The risk assessment plan is reviewed and approved by the Audit Committee of the Board of Trustees and the President of the University.

Review History:

	Date
Policy Administrator	12/01/2020
Divisional Executive	12/07/2020
General Counsel	01/05/2021
Cabinet	01/14/2021
President	01/25/2021
Board of Trustees	

**Policy VI-67: Contracts with Music Licensing Organizations Concerning Licenses
& Royalties for Music on Campus**

Summary of Key Changes

The Policy is being recommended to be deleted:

- The Policy was adopted in 1978 and contains a summary of the provisions of the Copyright Revision Act of 1976. The University is subject to the requirements of the federal copyright law, regardless of the policy. It is not necessary to recite provisions of copyright law in a University policy.



POLICY

Contracts with Music Licensing Organization Concerning Licensing & Royalties for Music On Campus

Policy Administrator: Office of the President

Authority: P.L. 94-553, 90 Statute 2541 (October 19, 1976); The Copyright Revision Act

Effective Date: May 4, 1978

Index Cross References: Procedure 6617: Licensing and Payment of Royalties for Nondramatic Musical Attractions

Policy File Number: VI-67

Approved By: Board of Trustees

POLICY:

A. General Background. The Copyright Revision Act of 1976 became effective on January 1, 1978. Under the old copyright law, public performances of musical compositions were subject to control by the copyright owner of the music only in cases where the performance was "for profit." The new statute has removed this general "not for profit" exception and has substituted in its stead certain very specific exemptions.

B. Exemption Applicable to University.

1. Of the seven legal exemptions in Section 110 of the 1976 Act, three pertain directly to public performances of music at the university. Briefly, the exemptions applicable to the performances of non-dramatic musical works are:

- a. a general exemption covered in paragraph 4 below;
- b. in face-to-face teaching activities, and
- c. during instructional broadcasting.

2. The face-to-face teaching exemption requires the following elements:

- a. instructors or pupils,
- b. face-to-face teaching activities,
- c. a non-profit educational institution, and
- d. a classroom or similar place devoted to instruction.

The language of Section 110 (1) does not cover performances by musicians brought into the classroom from outside. The word "instructors" is not broad enough to cover such musicians. (Source: House Report No. 94-1476, 94th Congress, 2nd Session - 1976)

3. ~~The combining of the two exemptions (face-to-face teaching and instructional broadcasting) is intended to cover the various methods by which performances of music are used in the course of "systematic instructions." Systematic instructions (House Report No. 94) means teaching of material which is integral to the curriculum; it does, not include performances, whatever their cultural or intellectual value that merely entertain.~~
4. ~~The generally worded exemption (clause 4 of Section 110) is a catch-all clause of particular application to colleges and universities. This clause exempts from the copyright laws:~~
 - a. ~~direct performances before an audience, (whether by live performance, the playing of records or operation of a receiving apparatus) of a non-dramatic literary and musical work;~~
 - b. ~~without any direct or indirect commercial advantage;~~
 - c. ~~without the payment of any fee or other compensation for the performance to any of its performers, promoters; or organizers.~~

~~In explanation, the term "non-dramatic" is used to contrast with performances of an opera, musical, comedy, oratorio and the like. The dramatic or non-dramatic use of a single musical composition must be determined on a case-by-case basis by evaluating the several elements of the performance, including whether the performance aids in telling a story.~~

~~C. The Effect of the New Law~~

1. ~~The effect of Section 110 of the 1976 Copyright Act to expand the rights of authors. The basic rule is that performances must be paid for with free enjoyment of music limited to private use (private defined very narrowly), and conforming to the limited exemptions of Section 110.~~
2. ~~The consent of the copyright owner is required if:~~
 - a. ~~the performance is given or sponsored by a profit-making enterprise (even if the public is not charged for seeing or hearing the performance), or~~
 - b. ~~an admission charge is made either directly or indirectly (see note below), or~~
 - c. ~~if the performers/musicians are paid.~~

~~Note: Regarding admissions charges, a possible exemption may be obtained under these conditions. If the net admissions proceeds are used for educational purposes and not for financial gain, the copyright fees may be waived by the copyright owner after an opportunity is given for the owner to object. If the objection is made the~~

~~fee is to be paid. The principle is that the owner should not be compelled to donate to a cause which he as author may object.~~

~~D. — Where Are Fees Paid~~

- ~~1. — The 1976 Act legitimized performing rights organizations by defining them (Section 116 (c) (3), 1976 Act). They are associations or corporations that license the public performance of non-dramatic musical works on behalf of the copyright owners, such as ASCAP, BMI, and SESAC.~~
- ~~2. — Each of the three licensing associations listed above has developed provisions for collecting fees. Each has included the option of having users pay on a performance basis or for a "blanket license." Considering the number, the range of usage, and the administrative detail, it appears the university would be best served by blanket licensing, at least with the current pricing structure:~~
- ~~3. — The blanket license provisions would cover the following range of non-dramatic musical activities or attractions, form, and style, unless the performer costs or fees exceed \$1,000:~~

~~Concerts; Symphonic presentations; Stage shows; Coffee houses; Dances; Discos; Sporting events; Radio stations; Piped music; Rock; Pop, Country; Broadway; Film, Jazz; Soul; Music in Stadiums, Theaters; Auditoriums; and like.~~
- ~~4. — Consideration of the number and type of musical activities will dictate whether blanket licenses will be obtained from the three licensees.~~

~~E. — Major Concerts~~

- ~~1. — In addition to the annual fees paid for blanket licenses, there are to be paid fees to two of the three licensing groups for each concert where admission is charged and where the performers are paid a total of \$1,000 or more. These performances are termed as "major" concerts and the fees are generally based on two factors: the seating capacity (or audience present) and the highest price of admission, exclusive of tax.~~
- ~~2. — The specific rates for licensing major concerts are provided in the contracts furnished by ASCAP, BMI, and SESAC.~~

Review History:

	Date
Policy Administrator	01/06/2021
Divisional Executive	01/06/2021
General Counsel	01/06/2021
Cabinet	01/14/2021
President	01/25/2021
Board of Trustees	

**STOCKTON UNIVERSITY
BOARD OF TRUSTEES**

RESOLUTION

APPROVAL OF ACTION FOR UNIVERSITY POLICY

- WHEREAS,** the Board of Trustees is responsible for establishing the policies of Stockton University; and
- WHEREAS,** the policies of the University continue to be reviewed by appropriate offices and individuals, with updates and revisions proposed as needed; and
- WHEREAS,** the proposed development of policies of the University have been further reviewed utilizing input from interested parties; and
- WHEREAS,** the review of policies resulted in a recommendation by policy administrators to adopt the following updated policy:
- II-85: Use of University Communication Systems/Tools
 - VI-11.4: Employees Who Are Candidates for Public Office
 - VI-28: Policy Prohibiting Discrimination in the Workplace
 - VI-53: Tuition Waiver for Senior Citizens
 - VI-54: Tuition Waiver for National Guard Members
 - VI-55: Tuition Waivers for Unemployed Persons – Job Training Program
- The Board of Trustees has completed a first review of this policy action on December 9, 2020 and therefore be it
- RESOLVED,** that the Board of Trustees approves adoption of the policy as recommended.



POLICY

Use of University Communication Systems/Tools

Policy Administrator: Chief Information Officer

Authority: N.J.S.A. 18A:64-6; N.J.S.A. 18A: 64-7

Effective Date: TBD

Index Cross-References: Procedure 4155: Procedure for Using University Communication Systems/Tools to Disseminate Messages to the Stockton Community; Procedure 4200: Acceptable Usage Standards of Computing and Communication Technology; Policy I-19 Political Issues and Correspondence

Policy File Number: II-85

Approved By: Board of Trustees

Introduction:

This Policy defines the use of University group communication systems and tools to communicate with employees and students about Stockton University business, issues, or emergencies. Such group communication systems and tools are sent from University systems including email, cellular/smart phones, and other devices or platforms to most, or all, faculty, staff, and/or students.

This Policy recognizes the importance of electronic communication tools to the operation of the University while safeguarding its faculty, students, and staff from disruption of University business and mailbox clutter caused by misuse of large-scale communications. This Policy does not apply to communications within individual University units and divisions, like programs and schools.

1. APPROPRIATE USE:

The University may use group communication tools to correspond with employees and students about official University business that requires immediate notification or warrants special attention, as well as in the event of emergencies. All other mass communications to employees or students must be authorized by the appropriate approver (refer to Procedure 4155) and limited to matters affecting the majority of the designated group.

The following examples illustrate communications deemed appropriate for dissemination to most or all of the campus community:

- Emergency messages, campus alerts, and health and safety information.

- Campus operations messages about information technology services, human resources, and facilities that affect the Stockton community.
- Messages about major campus-wide events (e.g., Convocation, Commencement, Faculty Assemblies, athletic championships).
- Messages related to University policies or procedures.
- Announcements from the Board of Trustees, President, Provost, or other University leadership.
- Communications required by law.

2. INAPPROPRIATE USE:

Messages that exemplify inappropriate use of University systems and tools in disseminating information to faculty, staff, or students include:

- Messages not directly related to the University's mission.
- Any communications that are commercial in nature, unless directly related to University business.
- Promotional, political, or lobbying activities as prohibited by Policy I-19, other University policy or procedure, or State law.
- Job postings or research recruitment.
- Marketing or advertising of programs, majors, courses, products, or events offered or sponsored by schools, departments, or organizations within the University which could be disseminated through alternate communication channels that target their specific audiences.
- Solicitations for contributions, charities, or participation in activities that are neither sponsored by the University, the University Foundation, or the New Jersey Employee Charitable Campaign, or related to University business.
- Solicitations for non-University businesses.
- Messages that contain discriminatory content, obscenity, are defamatory, or infringe on privacy.
- Messages that violate University policies or procedures.
- Messages that express or disseminate personal opinions or confidential information.

Review History:

	Date
Policy Administrator	10/08/2020
Divisional Executive	10/09/2020
General Counsel	10/14/2020
Cabinet	10/22/2020
President	10/26/2020
Board of Trustees	

Policy VI-11.4: Employees Who Are Candidates for Public Office

Summary of Key Changes

The Policy has been updated as follows:

- Changed the Policy Administrator from the Director of Human Resources to the Chief Officer for Diversity and Inclusion;
- Added contact information for the Hatch Act Unit of the U.S. Office of Special Counsel;
- Added language pertaining to restrictions to employees for certain treasury or other positions which require filing reports with or representation before a State agency;
- Added restrictions to State time, resources, and materials to support political activities.



POLICY

Employees Who Are Candidates for Public Office

Policy Administrator: Chief Officer for Diversity and Inclusion

Authority: N.J.A.C. 19:61-5.9

Effective Date: December 4, 1975; May 30, 2009; August 10, 2010; February 16, 2011; October 8, 2020; TBD

Index Cross-References:

Policy File Number: VI-11.4

Approved By: Board of Trustees

Stockton University's Chief Officer for Diversity and Inclusion serves as the University's Ethics Liaison Officer.

I. POLICY:

- A. Any employee who plans to qualify and run for a public office should notify the University's Ethics Liaison Officer and their Divisional Executive in writing ten days prior to qualifying for public office. This notification allows for the Divisional Executive and the Ethics Liaison Officer to screen for conflicts of interest. The employee is not required to identify their political party when giving such notification.
- B. If an employee's State position is federally funded, there may be prohibitions against their candidacy for certain elected offices. Prior to registering as a candidate, the employee must contact the Hatch Act Unit of the U.S. Office of Special Counsel at (800) 854-2824 for a determination.
- C. State employees are prohibited from serving as campaign treasurers due to the reporting and representation requirements of that position. Service in any other campaign position that requires filing reports with, or representation before, a State agency is also prohibited.
- D. State time, resources and materials may not be used for political activity.

Before qualifying for a public office, University employees should review their plans as a potential candidate with the employee's Divisional Executive to determine if the requirements for conducting the campaign or the requirements of the position, if elected, will interfere with the employee's duties. If such a determination is made, the employee should either resign from employment or request a leave of absence without pay for such period of time as is determined by the employee's Divisional Executive to be in the best interest of the University.

Review History:

	Date
Policy Administrator	07/17/2020
Divisional Executive	08/21/2020
General Counsel	08/24/2020
Cabinet	10/08/2020
President	10/08/2020
Board of Trustees	

Policy VI-28: Policy Prohibiting Discrimination in the Workplace

Summary of Key Changes

The Policy has been updated as follows:

- Updated for consistency with the August 19, 2020 revisions to the New Jersey State Policy Prohibiting Discrimination in The Workplace.
- Identifies pregnancy as a stand-alone protected category.
- Clarifies that posts on social media whether made on a business or personal device are subject to the policy.
- Expands “extension of the workplace” to include social media posts that are made outside of the workplace.
- Includes sexual assault as a form of sexual harassment.
- Advises employees they have the right to file a criminal complaint if they believe they have been subjected to unwelcome sexual physical contact, as well as filing an EEO complaint.
- Clarifies that EEO investigations should be maintained as confidential records to the extent practicable.
- Updated confidentiality provision.
- Requires additional training for persons responsible for handling complaints involving discrimination and harassment.

STOCKTON UNIVERSITY



POLICY

Policy Prohibiting Discrimination in the Workplace*

Policy Administrator: Chief Officer for EEO and Compliance

Authority: N.J.A.C. 4a:7-3.1 & 3.2

Effective Date: December 16, 1999; June 3, 2005; August 20, 2007; February 16, 2011; TBD

Index Cross-References: Procedure 6360: Procedures for Internal Complaints Alleging Discrimination in the Workplace

Policy File Number: VI-28

Approved By: Board of Trustees

I. POLICY

A. Protected Categories

Stockton University is committed to providing every University employee and prospective University employee with a work environment free from prohibited discrimination or harassment. Under this policy, forms of employment discrimination or harassment based upon the following protected categories are prohibited and will not be tolerated: race, creed, color, national origin, nationality, ancestry, age, sex/gender, pregnancy, marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability.

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

*This policy is a replica of the New Jersey State Policy Prohibiting Discrimination in the Workplace except that it includes a statement on Consensual Relationships.

B. Applicability

Prohibited discrimination/harassment undermines the integrity of the employment relationship, compromises equal employment opportunity, debilitates morale and interferes with work productivity. Thus, this policy applies to all employees and applicants for employment in State departments, commissions, State colleges or universities, agencies and authorities. Stockton University will not tolerate harassment or discrimination by anyone in the workplace including supervisors, co-workers, and employees of Gubernatorial Transition Offices or persons doing business with the University. This policy also applies to both conduct that occurs in the workplace and conduct that occurs at any location that can be reasonably regarded as an extension of the workplace (any field location, any off-site business-related social function, or any facility where University business is being conducted and discussed). This policy also applies to posts on any social media site and/or election device, personal or business that adversely affects the work environment defined by the State Policy.

This policy also applies to third party harassment. Third party harassment is unwelcome behavior involving any of the protected categories referred to in (A) above that is not directed at an individual but exists in the workplace and interferes with an individual's ability to do their job. Third-party harassment based upon any of the aforementioned protected categories is prohibited by this policy.

II. PROHIBITED CONDUCT

A. Defined

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

It is also a violation of this policy to use derogatory or demeaning references regarding a person's race, gender, age, religion, disability, affectional or sexual orientation, ethnic background, or any other protected category set forth in I(A) above: A violation of this policy can occur even if there was no intent on the part of an individual to harass or demean another.

Examples of behaviors that may constitute a violation of this policy include, but are not limited to:

- Discriminating against an individual with regard to terms and conditions of employment because of being in one or more of the protected categories referred to in I(A) above;
- Treating an individual differently because of the individual's race, color, national origin or other protected category, or because an individual has the physical, cultural, or linguistic characteristics of a racial, religious, or other protected category;

- Treating an individual differently because of marriage to, civil union to, domestic partnership with, or association with persons of a racial, religious or other protected category; or due to the individual's membership in or association with an organization identified with the interests of a certain racial, religious or other protected category; or because an individual's name, domestic partner's name, or spouse's name is associated with a certain racial, religious or other protected category;
- Calling an individual by an unwanted nickname that refers to one or more of the above protected categories, or telling jokes pertaining to one or more protected categories;
- Using derogatory references with regard to any of the protected categories in any communication;
- Engaging in threatening, intimidating, or hostile acts toward another individual in the workplace because that individual belongs to, or is associated with, any of the protected categories; or
- Displaying or distributing material (including electronic communications) in the workplace that contains derogatory or demeaning language or images pertaining to any of the protected categories.

B. Sexual Harassment

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

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

- Generalized gender-based remarks and comments;
- Unwanted physical contact such as intentional touching, grabbing, pinching, brushing against another's body or impeding or blocking movement;
- Sexual physical contact that involves any form of coercion, force, or lack of consent, such as sexual assault;

- Verbal, written or electronic sexually suggestive or obscene comments, jokes or propositions including letters, notes, e-mail, text messages, invitations, gestures or inappropriate comments about a person's appearance;
- Visual contact, such as leering or staring at another's body; gesturing; displaying sexually suggestive objects, cartoons, posters, magazines or pictures of scantily-clad individuals; or displaying sexually suggestive material on a publicly-accessed platform, e.g., bulletin board, locker room wall, screen saver;
- Explicit or implicit suggestions of sex by a supervisor or manager in return for a favorable employment action such as hiring, compensation, promotion, or retention;
- Suggesting or implying that failure to accept a request for a date or sex would result in an adverse employment consequence with respect to any employment practice such as performance evaluation or promotional opportunity; or
- Continuing to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior.

III. CONSENSUAL RELATIONSHIPS

Because the relationship between supervisor/supervisee is central to the working relationship, it is essential to establish that a standard of expected conduct in that relationship goes beyond the proscription against sexual harassment. With respect to sexual relations in particular, what might appear to be consensual, even to the parties involved, may in fact not be so. On this basis, any sexual relations between supervisor and a subordinate of that supervisor are inappropriate. Any person in a supervisory capacity or a position of authority enters at their peril into sexual relations with a subordinate.

IV. EMPLOYEE RESPONSIBILITIES

Any employee who believes that they have been subjected to any form of prohibited discrimination/harassment, or who witnesses others being subjected to such discrimination/harassment, is encouraged to promptly report the incident(s) to a supervisor or directly to the University's Chief Officer for EEO and Compliance or to any other persons designated by the University to receive workplace discrimination complaints. A person who wishes to take action about prohibited sexual physical contact can file a criminal complaint with the Stockton Police Department or with law enforcement of the municipality where the incident occurred. That person can also make a criminal report and a report to their supervisor/manager and/or Equal Employment Opportunity/Affirmative Action (EEO/AA) Officer; one does not have to choose one or the other.

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

V. SUPERVISOR RESPONSIBILITIES

Supervisors shall make every effort to maintain a work environment that is free from any form of prohibited discrimination/harassment. Supervisors shall immediately refer allegations of prohibited discrimination/harassment to the University's Chief Officer for EEO and Compliance, or any other individual designated by the University to receive complaints of workplace discrimination/harassment. A supervisor's failure to comply with these requirements may result in administrative and/or disciplinary action, up to and including termination of employment. For purposes of this section, and in the State of New Jersey Model Procedures for Processing Internal Complaints Alleging Discrimination in the Workplace ("Model Procedures", N.J.A.C. 4A:7-3.2), a supervisor is defined broadly to include any manager or other individual who has authority to control the work environment of any other staff member (for example, a project leader) as defined in N.J.A.C. 4A:7-3.1(e).

VI. DISSEMINATION

The University shall annually distribute the policy described in this section, or a summarized notice of it, to all its employees, including part-time and seasonal employees. The policy, or summarized notice of it, shall also be posted in conspicuous locations throughout the buildings and grounds of the University (that is, on bulletin boards or in the University's intranet site). The Department of the Treasury shall distribute the policy to Statewide vendors/contractors, whereas the University shall distribute the policy to vendors/contractors with whom the University has a direct relationship.

VII. COMPLAINT PROCESS

The University shall follow the Model Procedures with regard to reporting, investigating, and where appropriate, remediating claims of discrimination/harassment. See N.J.A.C. 4A:7-3.2. The University is responsible for designating an individual or individuals to receive complaints of discrimination/harassment, investigating such complaints, and recommending appropriate remediation of such complaints. In addition to the Chief Officer for EEO and Compliance, the University shall designate an alternate person to receive claims of discrimination/harassment.

All investigations of discrimination/harassment claims shall be conducted in a way that respects, to the extent possible, the privacy of all the persons involved. The investigations shall be conducted in a prompt, thorough and impartial manner. The results of the investigation shall be forwarded to the University President to make a final decision as to whether a violation of the policy has been substantiated.

Where a violation of this policy is found to have occurred, the University shall take prompt and appropriate remedial action to stop the behavior and deter its reoccurrence. The University shall also have the authority to take prompt and appropriate remedial action, such as moving two employees apart, before a final determination has been made regarding whether a violation of this policy has occurred.

The remedial action taken may include counseling, training, intervention, mediation, and/or the initiation of disciplinary action up to and including termination of employment.

The University shall maintain a written record of the discrimination/harassment complaints received. Written records consisting of the investigative report and any attachments, including witness statements, shall be maintained as confidential records to the extent practicable and appropriate and will maintain so indefinitely.

VIII. PROHIBITION AGAINST RETALIATION

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

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

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

IX. FALSE ACCUSATIONS AND INFORMATION

The burden is on the complainant to articulate a sufficient nexus between the alleged conduct and a protected category pursuant to the State Policy. An employee who knowingly makes a false accusation of prohibited discrimination/harassment or knowingly provides false information in the course of an investigation of a complaint, may be subjected to administrative and/or disciplinary action, up to and including termination of employment. Complaints made in good faith, however, even if found to be unsubstantiated, shall not be considered a false accusation.

X. CONFIDENTIALITY

All complaints and investigations shall be handled, to the extent possible, in a manner that will protect the privacy interests of those involved. To the extent practical and appropriate under the circumstances, confidentiality shall be maintained throughout the investigatory process. In the course of an investigation, it may be necessary to discuss the claims with the person(s) against whom the complaint was filed and other persons who may have

relevant knowledge or who have a legitimate need to know about the matter. All persons interviewed, including witnesses, shall be directed not to discuss any aspect of the investigation with others in light of the important privacy interests of all concerned. Failure to comply with this confidentiality directive may result in administrative and/or disciplinary action, up to and including termination of employment. In order to protect the integrity of the investigation, minimize the risk of retaliation against the individuals participating in the investigative process, and protect the important privacy interests of all concerned, the EEO/AA Officer/Investigator shall request that all persons interviewed, including witnesses, not discuss any aspect of the investigation with others, unless there is a legitimate business reason to disclose such information.

XI. ADMINISTRATIVE AND/OR DISCIPLINARY ACTION

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

XII. TRAINING

The University shall provide all new employees with training on the policy and procedures set forth in this section within a reasonable period of time after each new employee's appointment date. Refresher training shall be provided to all employees, including supervisors, within a reasonable period of time. The University shall also provide supervisors with training on a regular basis regarding their obligations and duties under the policy and regarding procedures set forth in this section.

State employees responsible for managing and investigating complaints of harassment or discrimination, in consultation with the Division of EEO/AA and another organization with expertise in response to and prevention of sexual violence, such as the Department of Law and Public Safety and the New Jersey Coalition Against Sexual Assault, shall receive additional training. Each State employee who receives such additional training shall complete a refresher course every three years.

Review History:

	Date
Policy Administrator	11/05/2020
Divisional Executive	11/05/2020
General Counsel	11/11/2020
Cabinet	11/19/2020
President	11/23/2020
Board of Trustees	

Policy VI-53: Tuition Waivers for Senior Citizens

Summary of Key Changes

The Policy has been updated as follows:

- Made minor grammatical and formatting changes;
- Updated 'Review History' box;
- Added 'Authority: N.J.S.A. 18A:64-6.13.'
- Updated authority

STOCKTON UNIVERSITY



POLICY

Tuition Waiver for Senior Citizens

Policy Administrator: Bursar
Authority: N.J.S.A. 18A:64-13
Effective Date: November 22, 2010; February 16, 2011; TBD
Index Cross-References:
Policy File Number: VI-53
Approved By: Board of Trustees

Senior Citizens who are age 65 and older and who have been a legal resident of the State of New Jersey for the twelve months prior to enrollment may register for courses and have the tuition waived. Fees are not waived. Registration is permitted if seats are available on the first day of class and tuition-paying students constitute the minimum number of students required for the course.

Review History:

	Date
Policy Administrator	06/20/2020
Divisional Executive	07/01/2020
General Counsel	11/16/2020
Cabinet	11/20/2020
President	11/23/2020
Board of Trustees	

Policy VI-54: Tuition Waiver for National Guard Members

Summary of Key Changes

The Policy has been updated as follows:

- Revised verbiage regarding the maximum credit coverage during the summer semester versus the rest of the year;
- Made minor grammatical and formatting changes;
- Updated 'Review History' box.
- Added author

STOCKTON UNIVERSITY



POLICY

Tuition Waiver for National Guard Members

Policy Administrator: Bursar
Authority: N.J.S.A. 18A:64-13
Effective Date: November 22, 2010; February 16, 2011; TBD
Index Cross-References:
Policy File Number: VI-54
Approved By: Board of Trustees

Any member of the New Jersey National Guard in good standing with their respective unit shall be permitted to enroll in courses and receive a waiver for applicable tuition charges only. The waiver will cover assessed tuition up to the maximum credits provided under the flat rate billing standard during fall and spring semesters and up to 16 credits in the summer semesters. The value of the waiver is to be determined by actual credit enrollment numbers less allowable funding programs first applied (including but not limited to PELL, SEOG, TAG, Post 911, Tuition Assistance, etc.).

Any children or a surviving spouse of a member of the New Jersey National Guard who completed Initial Active Duty Training and was killed in the performance of their duties while on active duty with the New Jersey National Guard shall be permitted to attend courses under the flat rate billing standard during fall and spring semester and up to 16 credits during the summer tuition free (excluding fees) if seats are available on the first day of class and tuition-paying students constitute the minimum number of students required for the course.

Review History:

	Date
Policy Administrator	06/29/2020
Divisional Executive	07/01/2020
General Counsel	10/07/2020
Cabinet	11/20/2020
President	11/23/2020
Board of Trustees	

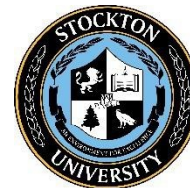
Policy VI-55: Tuition Waivers for Unemployed Persons: Job Training Program

Summary of Key Changes

The Policy has been updated as follows:

- Clarified language regarding program qualifications;
- Made minor grammatical and formatting changes;
- Updated 'Review History' box.

STOCKTON UNIVERSITY



POLICY

Tuition Waivers for Unemployed Persons: Job Training Program

Policy Administrator: Bursar

Authority: N.J.S.A. 18A:64-13.2 & N.J.A.C. 12:23

Effective Date: March 1, 2006; October 12, 2010; February 16, 2011; TBD

Index Cross-References:

Policy File Number: VI-55

Approved By: Board of Trustees

The purpose of the tuition waiver program is to enable certain unemployed individuals to enroll, without payment of tuition and fees, in a job training program, certificate program, or degree program which shall provide them with an identifiable job skill and shall assist them in gaining reemployment. A course of instruction does not assist the individual in gaining reemployment if the individual already possesses identifiable job skills, unless those skills need to be upgraded in order for the individual to reach a level of self-sufficiency. Identifiable job skill means an identifiable marketable skill in a labor demand occupation. For more information, refer to the "Eligible Coursework" section on page 2 of this policy.

This policy applies to eligible individuals who are legal residents of the State of New Jersey.

Only one degree or one degree-bearing professional certificate from Stockton University may be earned under this tuition waiver program with the course of study determined by the Department of Labor to lead to a job in a labor demand occupation as defined in N.J.S.A. 34:1A-86. Tuition may be waived from one or more courses while earning the degree or professional certificate over a period of semesters. Tuition waivers will not be accepted in cohort-based graduate programs. Once a degree or professional certificate has been earned, future participation in the unemployment waiver program is prohibited. Should an individual earn a degree from the University under this program and wish to take additional courses or pursue a graduate degree, a degree-bearing professional certificate, or a second undergraduate degree, the individual will be financially responsible for tuition and appropriate fees.

PROOF OF ELIGIBILITY

Persons seeking to enroll under the job training program shall submit to the Bursar's Office:

- Documentation from the New Jersey Department of Labor One-Stop Career System verifying their past presence in the labor market for at least two years and their unemployed status or receipt of a layoff notice. Proof of eligibility shall be dated no earlier than 30 days prior to the University's course registration day for eligible individuals for the semester in which the job training course is taken.

ELIGIBILITY FOR FINANCIAL AID

- Each eligible individual seeking to enroll in credit courses under this program is responsible for filing a Free Application for Federal Student Aid (FAFSA) financial aid application and providing the University with all information necessary to determine possible financial aid eligibility. The application must be filed on or before the day of registration. If additional information is required, it must be provided within five (5) days of the request or the waiver will be denied. If an individual is ineligible for State or Federal financial aid due to a default on a student loan, enrollment in the tuition waiver program is prohibited.
- In determining eligibility for financial aid, the University shall first consider both State and Federal sources of aid including grants, scholarships and any other sources of financial aid (other than loans) available to the institution's general student population.
- When financial aid (other than loans) is not sufficient to pay the full amount of tuition and fees at the University, the student shall be entitled to have the remaining amount of tuition and fees waived by the University.

ELIGIBLE COURSEWORK

- All credit-bearing course offerings are eligible under this program (with the exception of cohort-based graduate programs as noted previously). However, a given course or program shall focus on an identifiable job skill or prerequisite skills for the specific job skill as indicated in the individual's Employability Development Plan approved by the One-Stop Career Center.
- Only those courses in which enrollment space is available on the first day of classes and tuition-paying students constitute the minimum number required for the course shall be open to eligible individuals under this program. Individuals are not eligible for permits in closed course sections or enrollment in an independent study. Students are not permitted to be "wait listed" for a course on the day of registration.
- The University is permitted to designate a separate registration period for eligible individuals seeking to enroll in the program after the registration period for tuition-paying students is complete.

The University has designated the first day of class each semester or summer sub-term for registration. If a student chooses to register earlier, they will forfeit the right to have their tuition charges waived under this program.

EMPLOYMENT DURING SEMESTER

- Any individual participating in this program who obtains employment subsequent to the commencement of the semester shall be permitted to complete the semester in progress as a participant in the program.

APPLICATION OF GENERAL INSTITUTIONAL RULES

- Students participating under this program shall be governed by those procedures and rules applicable to the University's regularly-enrolled student population, including rules regarding academic progress and standards for the admission of students into specific degree programs at the undergraduate and graduate level.

FINANCIAL OBLIGATION OF ELIGIBLE STUDENTS

- There is a \$20 registration fee per academic term.
- Students are responsible for the cost of equipment, materials, textbooks and laboratory or equipment usage fees required for a specific course or program, as well as fees which are dedicated to self-sustaining funds, such as parking fines, other optional user fees and other fees as determined by the Bursar's office.

REGISTRATION

- Students are required to meet with Stockton University staff prior to enrollment. Undergraduate students must meet with Academic Advising staff while graduate students must meet with the Office of Graduate Studies staff prior to the day of registration. These offices will review the student's One-Stop Center's Employability Development Plan to determine the relevant courses.
- A registration hold will be placed on the accounts of students using an unemployment waiver and released on the day designated for registration.
- Students may drop, not add, courses during the designated drop/add period for all students. Students may only change a course or course section through 11:59 p.m. on the day they register.

Review History:

	Date
Policy Administrator	06/29/2020
Divisional Executive	07/01/2020
General Counsel	10/07/2020
Cabinet	11/20/2020
President	11/23/2020
Board of Trustees	

STOCKTON UNIVERSITY

Board of Trustees

February 24, 2021

PERSONNEL ACTIONS RESOLUTION

BE IT RESOLVED that the Board of Trustees accepts and approves the following recommendations concerning personnel actions, subject to and contingent on the appropriation of funds by the State of New Jersey and receipt by the University.