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# Middlesex College

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Board of Trustees  
Policy Manual

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November 13, 2023

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## **FOREWORD**

Middlesex College is subject to applicable state and federal laws and regulations. This Policy Manual contains statements of policy adopted by the Board of Trustees of Middlesex College. It will be supplemented by the procedures required to implement the policies. The President of the College will develop and apply such procedures consistent with these policies.

**MIDDLESEX COLLEGE  
BOARD OF TRUSTEES POLICY MANUAL**

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## MISSION AND VALUES

### MISSION STATEMENT

The mission of Middlesex College is to provide access to a quality, affordable education for a diverse population, to support student success for lifelong learning, and to strengthen the economic, social, and cultural life of the community.

### VALUES STATEMENT

***Excellence:*** MC values a rigorous and supportive learning environment

***Integrity:*** MC prides itself in fostering an honest and respectful institutional culture

***Diversity:*** MC respects and celebrates acceptance and understanding

***Collaboration:*** MC promotes a culture of cooperation and engagement

***Transparency:*** MC embraces authentic and transparent communication

***Civility:*** MC fosters mutual respect and collegiality

Adopted: June 23, 1999

Revised: October 20, 2002

Revised: 2009

Revised: August 26, 2015

## CODE OF ETHICS

### A. BOARD OF TRUSTEES:

1. Board members will be advocates of community college post secondary public education.
2. Board members will uphold and enforce all laws, New Jersey State Board of Higher Education rules and regulations and judicial orders pertaining to community colleges. Desired changes should be brought about only through legal and ethical procedures.
3. Board members will make decisions which consider the educational welfare of students and the public and will strive to maintain community colleges which meet the individual need of all students regardless of their race, religion, creed, sex or social standing.
4. Board members will join, as appropriate, with fellow board members, College officers/staff, the community and students in a continuing study of the nature, value and direction of contemporary post-secondary education in order to maintain the appropriateness of the education mission of the College.
5. Board members will work to help the community understand the importance of community college education.
6. Board members will strive to ensure that people are accurately informed about the College and will try to interpret to the staff the aspirations of the community for the College.
7. Board members will recognize that their responsibility is not to administer the College but, together with fellow Board members, to provide that it is well administered.
8. Board members will arrive at conclusions in meetings complying with the Open Public Meetings Law.
9. Board members will recognize that authority rests with the whole Board assembled in public meeting and will make no personal promises nor take any private action which may compromise the Board.
10. Board members will refuse to surrender their independent judgement to special interests or partisan political groups or use the College for personal gain or for the gain of friends.
11. Board members will hold confidential matters pertaining to the College which, if disclosed, would violate provisions of the Open Public Meetings Law or other applicable law.
12. Board members will refer complaints to the President and will act on such complaints when appropriate.

### B. The Board and College Officials:

1. A Board member and any College officer/staff shall not participate in any way in a matter in which he or she has a present financial or personal interest (direct or indirect). A Board member shall not vote on any motion or resolution before the Board in which he or she has a present financial or personal interest (direct or indirect).

2. A Board member or officer/staff shall be deemed to have a financial or personal interest in a matter if adoption or defeat of a resolution or motion if adoption or defeat of a resolution or motion or action on a matter by the College would cause the Board member or officer/staff or his/her spouse, children, immediate family or business to derive a monetary gain. Such person shall be deemed to have such a financial or personal interest if that person, or that person's spouse, children or immediate family are employed by or have an interest in a business which would derive a monetary gain as a result of action on a resolution, motion or matter. An interest in a business shall not be deemed to be the ownership of an insignificant number of shares in a publicly held company.
3. No Board member or College officer/staff shall knowingly himself/herself, or by his/her partners or through any corporation which he/she controls or in which he/she owns or controls stock, or by any other person for his/her use or benefit or on his/her account, undertake or execute, in whole or in part, any contract, agreement, sale or purchase made, entered into, awarded to or granted by the College.
4. No Board member or College officer/staff shall engage in, solicit, negotiate for or promise to accept employment or render services to private interests when such employment or services creates a substantial conflict with or substantially impairs the proper discharge or official duties. No board member or College officer/staff shall use college office facilities or supplies other than in the proper discharge of his/her official duties.
5. No member of the Board of Trustees shall be interested directly or indirectly in any contract with or claim against the Board of Trustees.
6. This policy shall be reviewed periodically for the information and guidance of Board members and College officer/staff and any new Board members and College officer/staff shall be given a copy of this policy upon entering on the duties of office.

### C. ADMINISTRATION OF THE POLICY

1. Review of Allegations of Misconduct:
  - (a) Persons desiring to make complaints concerning violations of this Code of conduct should be requested to make such allegations in writing, to present information in support of their allegations and to be available to meet with representative of the Board of Trustees in person.
  - (b) All allegations of violations or misconduct on the part of Board members or College officers/staff shall be referred to the Board of Trustees. All investigations and proceedings related to the resolution of the alleged misconduct shall be handled in accordance with the requirements of the Open Public Meeting Law and other applicable law.
  - (c) Upon receiving such complaint, the Board of Trustees shall initially review the apparent merits of the allegations. Where the complaint is deemed frivolous and without merit, no further action need be taken. If, however, the allegation may have merit, the Board in accordance with law shall initiate an investigation to gather facts upon which to base a conclusion as to the validity of the allegations made.



Upon completing its investigation, the Board shall prepare a report containing its findings and conclusions. This report shall provide the basis for the Board to take appropriate action in accordance with law with respect to the allegations.

- (d) Whenever any College officer/staff or Board member is found to have violated these ethical standards, the Board shall take appropriate action. For college officer/staff, such action may range from a letter of reprimand to the discharge of the involved College officer/staff but any such discharge shall be in accordance with procedures provided by law or contract.

D. Definitions:

1. College officer/staff means the Middlesex College President, Vice Presidents, Chief Financial Officer, Controller, Executive Director of Facilities Management, College Deans, Director of Purchasing and Inventory, and the Executive Director of Information Technology.
2. Board member means a member of the Board of Trustees of Middlesex College.

Approved: Board of Trustees  
March 12, 1986

Revised: November 10, 2021

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.1.0

Area: Administration

Adopted: December 20, 1966

Revised: November 16, 2015

Revised: November 10, 2021

**Description: College Seal**

The Board of Trustees adopts this design for the College Seal.



**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.3.0

Area: Administration

Adopted: April 21, 1981

Revised: August 25, 1993

Revised: November 28, 2007

Revised: November 14, 2011

Revised: November 13, 2012

**Description: Equal Opportunity / Affirmative Action**

Middlesex College is firmly committed to a policy of Equal Opportunity and Affirmative Action. The College will implement this policy to assure that the educational programs, activities, services, benefits and employment opportunities offered by the College are available to all persons, regardless of sex, race, creed, national origin, ancestry, nationality, color, marital status, civil union or domestic partnership status, affectional or sexual orientation, gender identity, age, handicap (and/or disability), service in the armed forces, atypical hereditary cellular or blood trait, genetic information, refusal to submit to genetic tests, or refusal to make available results of genetic tests, in accordance with state and federal laws.

*This policy is supplemented by and implemented by Procedure No. 3.3.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.4.0

Area: Administration

Adopted: January 13, 1982

Revised in format only: November 16, 2009

**Description: Archives Charter**

Middlesex College Archives is the sole and official archival agency of Middlesex College. Its purpose is to collect, secure, organize, preserve, and provide access to institutional records and other appropriate materials which document the history and activities of Middlesex College by whatever resources available.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.6.0

Area: Administration

Adopted: July 10, 1985

Revised: November 16, 2009

Revised: November 14, 2011

Revised: December 18, 2017

**Description: Indemnification**

1. The New Jersey Tort Claims Act, N.J.S.A. 59:1-1 permits indemnification of public employees by Middlesex College in accordance with its terms.
2. The Board of Trustees hereby provides indemnification to its College employees, officers, and members of the Board of Trustees as permitted by law.

*This policy is supplemented by and implemented by Procedure No. 3.6.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.7.0

Area: Administration

Adopted: February 17, 1987

Revised: August 25, 1999

Revised: November 18, 2007

Revised: November 16, 2009

**Description: Sexual Harassment**

Sexual harassment in any form is against the law and will not be tolerated by Middlesex College. The College is committed to the belief that all individuals who work at or attend the College have the right to enjoy an environment that is free of inappropriate conduct and communications based on the employee's or student's gender.

Middlesex College opposes sexual harassment in any form, by any employee, student, or representative of the College, regardless of whether the victim or actor is male or female. Such conduct will not be tolerated and this policy will be vigorously enforced. Violation of this policy is a serious matter and will be dealt with accordingly.

*This policy is supplemented by and implemented by Procedure No. 3.7.0.  
Related policies can be found in Policy No. 3.8.0 and Policy No. 3.28.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.8.0

Area: Administration

Adopted: November 28, 2007

Revised: November 14, 2011

Revised: November 13, 2012

**Description: Harassment / Discrimination**

Middlesex College is committed to the belief that any employee, student, or representative of the College has the right to enjoy an environment that is free of bullying and inappropriate conduct or communications. The College opposes discrimination and harassment in any form on the basis of sex, race, creed, national origin, ancestry, nationality, color, marital status, civil union or domestic partnership status, affectional or sexual orientation, gender identity, age, handicap (and/or disability), service in the armed forces, atypical hereditary cellular blood trait, genetic information, refusal to submit to genetic tests, or refusal to make available results of genetic tests, whether by any employee or student of Middlesex College, or by any other party dealing with the College. This policy will be vigorously enforced. Violation of this policy is a serious matter, and will be dealt with accordingly.

*This policy is supplemented by and implemented by Procedure No. 3.8.0.  
Related policies can be found in Policy No. 3.7.0 and Policy No. 3.28.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.9.0

Area: Administration

Adopted: March 17, 1987

Revised: November 15, 2010

Revised: November 13, 2012

Revised: December 18, 2017

**Description: Confidentiality of Library Records**

The confidentiality of library records will be adhered to in compliance with rules promulgated in accordance with N.J.S.A.18A:73-43.2 as well as any other federal and state statutes or regulations.

*This policy is supplemented by and implemented by Procedure No. 3.9.0.*



**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.10.0

Area: Administration

Adopted: June 16, 1990

Revised: November 14, 2011

**Description: Use and Abuse of Drugs and Alcohol**

Middlesex College will make every effort to provide an environment that is free of the problems associated with the use and abuse of alcohol and controlled substances. The abuse of such substances is inconsistent with the behavior expected of employees and subjects our students, other employees, and the College to unacceptable risks that would undermine the College's ability to operate effectively and efficiently. Working while under the influence of alcohol or drugs can seriously affect job performance, as well as jeopardize the safety of that employee and other employees. Noncompliance with this policy may result in disciplinary action.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.11.0

Area: Administration

Adopted: June 22, 1994

Revised: November 16, 2009

Revised: November 14, 2011

**Description: Diversity**

Middlesex College reaffirms its commitment to equal opportunity for students, faculty, staff, and other members of the College community; and renews its pledge to seek to maintain a community that promotes mutual respect and individuality.

MCC is committed to fostering a community in which a diverse student, faculty, and staff population can work and learn in an atmosphere of tolerance, civility, and respect for the rights and responsibilities of each individual.

As an academic institution, MCC welcomes the open exchange of ideas and opinions and cherishes each person's freedom of speech and expression within the campus. The College seeks to continue fostering a civil and tolerant atmosphere which permits the reasonable expression of and debate about divergent beliefs and opinions.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.12.0

Area: Administration

Adopted: September 28, 1994

Revised: November 16, 2009

Revised: November 13, 2012

**Description: AIDS Non-Discrimination**

Middlesex College shall not discriminate against any employee, student, or representative of the College, based on a diagnosis of AIDS, or asymptomatic Human Immunodeficiency Virus (HIV) infection. Middlesex College shall provide educational programs to members of the College community to increase awareness of HIV infection for the purpose of preventing further spread of the disease.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.13.0

Area: Administration

Adopted: June 26, 2002

Revised and renumbered: November 16, 2009

Revised: November 14, 2011

**Description: Open Public Records Act**

Pursuant to the New Jersey Open Public Records Act, (OPRA) N.J.S.A. 47:1A-1, et seq., a Custodian of Government Records shall be appointed.

*This policy is supplemented by and implemented by Procedure No. 3.13.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.14.0

Area: Administration

Adopted: December 28, 1995

Revised: November 16, 2009

Revised: November 14, 2011

**Description: Conflict of Interest in Grant Supported Activities**

Any parties engaged in the design, conduct, or reporting of research or educational activities supported by federal, state or local funds, shall comply with applicable federal, state and local statutes and regulations regarding conflict of interest and financial disclosure.

*This policy is supplemented by and implemented by Procedure No. 3.14.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.15.0

Area: Administration

Adopted: September 26, 2007

**Description: Institutional Review Board**

The Board of Trustees of Middlesex College authorizes the College administration to establish an Institutional Review Board (IRB) charged with reviewing any College research activities.

*This policy is supplemented by and implemented by Procedure No. 3.15.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.16.0

Area: Administration

Adopted: November 16, 2009

Revised: November 14, 2011

Revised: September 17, 2018

**Description: Acceptable Use of Computer Network, Resources and Facilities**

Middlesex College provides computing resources, services and facilities to support instruction, administration, and other mission-related activities. The use of these resources is a privilege extended to students, faculty, staff, community members, and affiliates of the College. Users of these resources, whether affiliated with the College or not, must comply with all College policies and are responsible for behaving in an ethical, legal, secure, and non-disruptive manner.

The College has implemented Acceptable Use Guidelines to assure that technology infrastructure and all related computing resources remain safe, secure, robust, and in compliance with applicable state and federal laws.

*This policy is supplemented by and implemented by Procedure No. 3.16.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.17.0

Area: Administration

Adopted: November 16, 2009

**Description: Procedures Developed Pursuant to Various Policies**

Many of the policies enunciated herein explicitly call for the development of related procedures. For other policies there is an implicit need for procedures to fully implement the policy.

The President is authorized to adopt and implement procedures to effectuate policies.

All such procedures shall be accumulated in a Procedures Manual and shall refer to the policy to which it applies.



**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.18.0

Area: Administration

Adopted: November 16, 2009

Revised: November 13, 2012

Reviewed and Revised: November 13, 2023

**Description: Records Retention**

Middlesex College recognizes that the efficient management of records, regardless of their form or medium, is essential to support its core functions, to preserve institutional history, comply with its legal and regulatory obligations, and to contribute to the effective overall management of the institution. Middlesex College's record retention policies and procedures are designed to comply with N.J.S.A. 47:3-16 et seq., as well as any other federal and state statutes or regulation.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.19.0

Area: Administration

Adopted: June 23, 2010

Revised: September 24, 2014

Reviewed: November 13, 2023

**Description: Smoking**

Middlesex College is committed to providing a healthy environment for its students, employees, and visitors. Therefore, the use of any tobacco, nicotine, or related product (including e-cigarettes) whether smoked, inhaled, chewed, or in any way ingested or consumed, is prohibited in all locations owned, leased, or otherwise utilized for College purposes, including College vehicles.

At any Middlesex College location, smoking and other prohibited activities noted above are permitted only in an individual's personal vehicle.

*This policy is supplemented by and implemented by Procedure No. 3.19.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.20.0

Area: Administration

Adopted: October 27, 2010

Reviewed: November 13, 2023

**Description: Permission for Use of Alcohol on Campus**

The President shall adopt procedures concerning the permitted use of alcohol on campus, in College controlled facilities, and at College events.

*This policy is supplemented by and implemented by Procedure No. 3.20.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.21.0

Area: Administration

Adopted: October 27, 2010

Revised: November 14, 2011

Revised: November 13, 2012

Reviewed: November 13, 2023

**Description: Health Information Privacy**

Middlesex College is firmly committed to full compliance with the Health Insurance Portability and Accountability Act (HIPAA – Public Law 104-919).

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.22.0

Area: Administration

Adopted: October 27, 2010

Revised: November 14, 2011

Revised: November 14, 2022

**Description: Facility Naming**

The Board of Trustees recognizes the appropriateness and value of naming College facilities in recognition of those who have rendered extraordinary service to Middlesex College by way of financial contributions or otherwise. All naming opportunities are negotiable and the College recognizes that, notwithstanding this Policy, the Board of Trustees of the College retains its discretion to make exceptions or alter criteria or conditions as appropriate to the circumstances.

*This policy is supplemented by and implemented by Procedure No. 3.22.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.23.0

Area: Administration

Adopted: March 30, 2011

Reviewed: November 13, 2023

**Description: Presidential Expense Review**

The Board of Trustees of Middlesex College appoints the Vice Chairman of the Board to review quarterly the expenses of the Office of the President, and to report such review.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.24.0

Area: Administration

Adopted: October 24, 2012

**Description: Disabilities**

The College shall ensure that the provision of any, and all, public services are administered in compliance with all state and federal laws. The College shall provide reasonable accommodations except where such accommodations would result in a fundamental alteration in the nature of the College's services, programs or activities, impose an undue financial and administrative burden or may impose a threat to the health and safety of others.

*This policy is supplemented by and implemented by Procedure No. 3.24.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.25.0

Area: Administration

Adopted: October 24, 2012

Reviewed: November 13, 2023

**Description: Consensual Relationships**

Consensual romantic or dating relationships create an apparent or actual conflict of interest if one of the parties has the responsibility for supervision, evaluating or directing the other or has the power to influence the other person's educational or employment status. Therefore:

1. No employee may report functionally or administratively to a person to whom he/she is engaged in a consensual dating or romantic relationship; and
2. No instructor may teach or evaluate a person to whom he/she is engaged in a consensual dating or romantic relationship.

*This policy is supplemented by and implemented by Procedure No. 3.25.0.*



**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.26.0

Area: Administration

Adopted: October 24, 2012

Reviewed: November 13, 2023

**Description: Supervision or Teaching of Relatives**

To avoid any actual or apparent conflict of interest:

1. No employee may report functionally or administratively to a relative.
2. No instructor may teach or evaluate a relative.

*This policy is supplemented by and implemented by Procedure No. 3.26.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.27.0

Area: Administration

Adopted: October 24, 2012

Reviewed: November 13, 2023

**Description: Campus Demonstrations and Gatherings**

Middlesex College promotes intellectual inquiry and exchange in a respectful and civil manner. The safety of all participants is of utmost importance and the College will not approve any demonstration that will disrupt the mission or orderly operation of the College. Middlesex College does not tolerate disruptive behavior at any event.

*This policy is supplemented by and implemented by Procedure No. 3.27.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.28.0

Area: Administration

Adopted: September 24, 2014

Revised: May 27, 2015

**Description: Violence Against Women Act and the Campus Sexual Violence Act**

Middlesex College is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. It strongly condemns sexual offenses, will not tolerate sexual offenders, and supports those who have been victimized.

Sexual assaults are serious violations of the college's student judicial code, faculty standards and college employee policies. They are crimes under state and federal laws and punishable by fines and/or imprisonment. In addition, these actions are subject to civil suit for damages.

Each academic year new students will receive sexual misconduct information through presentations given during the new student orientation or by other effective methods. Each academic year, new faculty will receive information about sexual misconduct during faculty orientation.

*This policy is supplemented by and implemented by Procedure No. 3.28.0.  
Related policies can be found in Policy No. 3.7.0 and Policy No. 3.8.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.29.0

Area: Administration

Adopted: February 24, 2016

Revised: November 20, 2019

Revised: November 10, 2021

**Description: Sex / Gender Harassment, Discrimination and Misconduct**

Middlesex College will promptly respond any time the College has actual knowledge of an allegation of sexual harassment prohibited under Title IX which occurred in a College education program or activity and was committed by a current College student, employee and/or third-party covered by this Policy.

*This Policy is supported and implemented by Procedure 3.29.0*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 3.30.0

Area: Administration

Adopted: November 10, 2021

**Description: Information Security**

Middlesex College is committed to collecting, handling, storing and using critical information and data properly and securely. The use of any Middlesex College data or information, in any format, for any purpose other than conducting College business is strictly forbidden. The President or their designee will cause to be developed an Information Security Program to create administrative, technical and physical safeguards for the protection of the College's information assets including those covered by applicable federal and state regulations. This Program must comply with The Financial Services Modernization Act of 1999, 15 U.S.C. §6801 and the regulations thereunder at 16 C.F.R. Part 314. The Board of Trustees will provide support for the Information Security Program and guidance for its ongoing direction.

*This Policy is supported and implemented by Procedure 3.30.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 4.1.0

Area: Human Resources

Adopted: November 4, 1968

Revised: November 28, 2007

Revised: December 17, 2014

**Description: Collective Bargaining - Faculty**

The Board of Trustees recognizes the American Federation of Teachers, Local 1940 (AFL-CIO), as the collective bargaining unit for the full-time faculty.

The Board of Trustees recognizes the Middlesex College Chapter of the United Adjunct Faculty of New Jersey, Local 2222 NJSFT, AFT (AFL-CIO), as the collective bargaining unit for the part-time faculty.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 4.2.0

Area: Human Resources

Adopted: July 15, 1969

Revised: November 28, 2007

Revised: November 14, 2011

**Description: Collective Bargaining –Teamsters**

The Board of Trustees recognizes Local #11, affiliated with the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America, as the collective bargaining unit for the custodians, warehouse, grounds, and maintenance employees.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 4.3.0

Area: Human Resources

Adopted: January 15, 1974

Revised: November 28, 2007

Revised: November 14, 2011

**Description: Collective Bargaining - Technical / Clerical**

The Board of Trustees recognizes the American Federation of State, County and Municipal Employees, Local 2269, as the collective bargaining unit for the technical and clerical employees.



**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 4.4.0

Area: Human Resources

Adopted: May 16, 1972

Revised: November 28, 2007

**Description: Collective Bargaining – Police Officers**

The Board of Trustees recognizes the Fraternal Order of Police, Lodge 85, as the collective bargaining unit for the full-time commissioned police officers and sergeants.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 4.5.0

Area: Human Resources

Adopted: June 30, 1980

Revised: November 28, 2007

Revised and renumbered: November 16, 2009

Revised: November 14, 2011

Revised: November 20, 2013

Reviewed: November 13, 2023

**Description: Outside Employment**

The Board of Trustees establishes guidelines regarding outside employment by full-time employees.

In accordance with New Jersey Administrative Code (N.J.A.C. 9A:3-1.3), a full-time employee may engage in outside employment only if the outside employment does not:

- a. Constitute a conflict of interest
- b. Occur at a time when the employee is expected to perform his or her primary work obligation at the College
- c. Diminish the employee's efficiency in performing his or her primary work obligation at the College

*This policy is supplemented by and implemented by Procedure No. 4.5.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 4.6.0

Area: Human Resources

Adopted: December 21, 1976

Revised: November 28, 2007

Revised and renumbered: November 16, 2009

Revised: November 14, 2011

Reviewed: November 13, 2023

**Description: Contracts for Professional Staff**

The Board of Trustees has reviewed “The State and County College Tenure Act,” N.J.S.A. 18A:60-6 et seq and has determined that it is in the best interest of the College to award one year contracts to members of the professional staff.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 4.7.0

Area: Human Resources

Adopted: July 21, 1970

Revised: November 17, 1970

Revised and renumbered: November 16, 2009

Revised: November 14, 2011

Reviewed: November 13, 2023

**Description: Police Officers**

All police officers at the College shall be appointed pursuant to the terms of Chapter 211 of the Laws of 1970; and the College Administration shall file the necessary papers with the Edison Police department, as prescribed by the law, to implement this action.

*This policy is supplemented by and implemented by Procedure No.4.7.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 4.8.0

Area: Human Resources

Adopted: March 24, 1965

Revised: November 28, 2007

Revised and renumbered: November 16, 2009

Reviewed: November 13, 2023

**Description: Participation in New Jersey State Retirement System**

To the extent permitted by law, employees shall be eligible to participate in the appropriate New Jersey State retirement system.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 4.9.0

Area: Human Resources

Adopted: December 20, 1966

Revised: November 28, 2007

Renumbered: November 16, 2009

**Reviewed: November 13, 2023**

**Description: Tuition – Employees and Dependents**

Free tuition shall be extended to employees, and defined eligible dependents, pursuant to the various bargaining unit agreements and employee handbooks.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 4.10.0

Area: Human Resources

Adopted: February 20, 1968

Revised: November 28, 2007

Revised and renumbered: November 16, 2009

Reviewed and Revised : November 13, 2023

**Description: Salary Reduction Agreements**

The Chief Financial Officer, acting as payroll certifying agent on behalf of the Board of Trustees, is directed to enter into employee salary reduction agreements.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 4.11.0

Area: Human Resources

Adopted: December 16, 1980

Revised: November 28, 2007

Renumbered: November 16, 2009

Reviewed: November 14, 2022

**Description: Agreement to Provide Tax Sheltered Investment Opportunities**

The administration is directed to enter into an agreement with State approved vendors to provide supplemental retirement annuities. It is understood that the College will make no contribution to this program other than providing recordkeeping services in accordance with the agreement. Employee contributions will be limited to that sum permitted pursuant to N.J.S.A. 18A: 66-190.



**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 4.12.0

Area: Human Resources

Adopted: December 21, 1982

Revised: November 28, 2007

Renumbered: November 16, 2009

Reviewed: November 14, 2022

**Description: Employee Exchange Agreements**

In support of its commitments to provide opportunities for revitalization and renewal of its faculty and staff, and to provide alternative means for staff development, the Board of Trustees may provide for the implementation of a program for employee exchanges.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 4.13.0

Area: Human Resources

Adopted: July 28, 1993

Revised: November 28, 2007

Revised and renumbered: November 16, 2009

Revised: November 14, 2011

Revised: November 20, 2013

Reviewed: November 14, 2022

**Description: Family and Medical Leave Act**

The Board of Trustees authorizes the establishment of a comprehensive family and medical leave program in accordance with applicable federal and state statutes and regulations.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 4.14.0

Area: Human Resources

Adopted: July 21, 1970

Revised: November 28, 2007

Renumbered: November 16, 2009

Reviewed and Revised: November 14, 2022

**Description: Duty Weapons**

Only members of the Police Department shall carry duty weapons on the Edison Campus and in other College buildings at the discretion of the President, provided that only those who are graduates of the training course supported by the New Jersey Police Training Commission be authorized to carry duty weapons, and provided also that all statutes applicable to the carrying of duty weapons be complied with.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 4.15.0

Area: Human Resources

Adopted: November 16, 2009

Revised: November 14, 2011

Reviewed: November 14, 2022

**Description: Whistleblower Policy**

All employees and students are encouraged to act in good faith to report suspected or actual wrongful conduct. The College is committed to protecting individuals from interference with making a protected disclosure and from retaliation for having made a protected disclosure or for having refused an illegal order as defined in the procedure implemented to effectuate this policy pursuant to N.J.S.A. 34:19-3.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 4.16.0

Area: Human Resources

Adopted: November 16, 2009

Reviewed: November 14, 2022

**Description: Presidential Search**

When there is vacancy, or the Board anticipates a vacancy, in the Office of the College President, the Board shall appoint a presidential search committee consistent with procedures promulgated by the Board.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 4.17.0

Area: Human Resources

Adopted: December 18, 2017

**Description: Vice Presidential Appointments**

The President shall nominate Vice Presidential candidates to the Board. The Board may refer the nomination to the Human Resources Committee to review the search process and the nominee, and to recommend to the Board to either appoint or reject the Presidential nominee. The Board shall either appoint or reject the nominee.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 4.18.0

Area: Human Resources

Adopted: June 16, 2021

**Description: Remote Work**

Middlesex College offers the possibility of working remotely to non-union employees whose positions do not require a consistent on-campus presence and whose work can be seamlessly performed at locations other than workspaces provided by the College. A remote work arrangement allows an employee to work part of the workweek without being physically present on campus if approved by his or her supervisor and benefits the College and the community it serves. The College can terminate the remote work arrangement with the employee at its discretion.

The President shall cause to be developed a procedure governing the implementation of remote work arrangements. Upon completion, implementation of this procedure will be monitored by the Division of Human Resources.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 4.19.0

Area: Human Resources

Adopted: November 14, 2022

**Description: Accommodations for Nursing Mothers**

Federal law requires employers to provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express breast milk. The Departments of Health & Safety and Human Resources are charged with establishing locations and a procedure for their use that is consistent with the requirements established by this legislation.

*This Policy is supported and implemented by Procedure 4.19.0.*



**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 4.20.0

Area: Human Resources

Adopted: November 13, 2023

**Description: Required Training for Compliance with Relevant Statutes and Regulations**

The College has a need for all employees to receive training in areas specific to their position to maintain compliance with Federal and State statutory requirements and regulatory guidance. The Human Resources Department will identify subject areas where such trainings are necessary to maintaining compliance and create training materials or contract with external groups to provide trainings material/instructional sessions as appropriate.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 5.1.0

Area: Finance

Adopted: June 25, 1974

Revised: November 16, 2009

Reviewed: November 14, 2022

**Description: Investment of Funds**

Available College funds will be invested in such a manner as to secure the highest interest rates for periods of time consistent with demands on these funds for College operations.

Investments shall be in accordance with regulations and statutes issued by the State of New Jersey, N.J.S.A. 17:9-41 et seq.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 5.2.0

Area: Finance

Adopted: February 20, 1973

Revised: November 16, 2009

Revised: December 18, 2017

Reviewed: November 14, 2022

**Description: Commercial Operation on Campus**

All rights to sell, or offer to sell, goods or services at retail on the Middlesex College campus can only be authorized by the President or President's designee

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 5.3.0

Area: Finance

Adopted: April 12, 1973

Revised: July 19, 1983

Revised and renumbered: November 16, 2009

Revised: November 14, 2011

Revised: December 18, 2017

Reviewed: November 14, 2022

**Description: Tuition – Senior Citizens of Middlesex County**

Middlesex County residents who are 65 years or older may register for certain courses on a space-available basis and have the tuition and late registration fees waived. Any individual course fees will not be waived.

*This policy is supplemented by and implemented by Procedure No.5.3.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 5.5.0

Area: Finance

Adopted: September 20, 1983

Revised and renumbered: November 16, 2009

Reviewed: November 14, 2022

**Description: Imprest Cash Fund**

Imprest Cash funds can be used for the efficient purchase of goods and services in an amount not to exceed \$100.

**MIDDLESEX COLLEGE**

## BOARD POLICY

**Policy No. 5.6.0**

Area: Finance

Adopted: November 6, 1978

Revised: 1983, 85, 87, 89, 91, 93, 02

Revised and renumbered: November 16, 2009

Revised: November 14, 2011

Revised: December 18, 2017

Reviewed: November 14, 2022

**Description: Purchasing**

Purchasing processes will be in conformity with the terms and requirements of the County College Contracts Law, N.J.S.A. 18A:64A-25.1 et seq.

*This policy is supplemented by and implemented by Procedure No. 5.6.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 5.7.0

Area: Finance

Adopted: January 4, 1979

Revised: March 26, 2003

Revised and renumbered: November 16, 2009

Revised: November 14, 2016

Reviewed: November 14, 2022

**Description: Campus Housing**

President's Residence – The campus residence at 105 Hof Road is designated as the residence of the President. This house is constructed to accommodate the personal living requirements of the President, as well as events to maintain communication with campus personnel, the Board of Trustees, and community support and related groups. Tenancy of the President's residence is a condition of employment, provided rent-free, and includes utilities and maintenance of house and grounds as specified in the President's employment contract.

Other Campus Residences – The remaining campus residences may be rented at fair market value, with preference given to College full-time employees. The College administration may determine that one or more of these other campus residences be kept vacant or used for lawful non-residential purposes.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 5.8.0

Area: Finance

Adopted: November 16, 2009

Revised: November 14, 2011

Reviewed: November 14, 2022

Revised: November 13, 2023

**Description: Change Order for Construction Contracts**

Change orders on Board approved contracts for \$1,000,000 or more for the construction, reconstruction, alteration, repair or improvement of buildings and infrastructure (“construction contract”) must be approved by the Board of Trustees.

As timing of change order approvals may affect progress of the construction contract, a change order in an amount less than \$50,000 may be approved by the Chair of the Facilities Committee of the Board of Trustees. In addition, a change order in an amount less than \$25,000 may be approved by the Executive Director of Facilities Management.

Any change order authorized by the Chair of the Facilities Committee of the Board of Trustees or the Executive Director of Facilities Management shall be presented to the Board of trustees for ratification at its next scheduled meeting.

*This policy is supplemented by and implemented by Procedure No. 5.8.0.*



**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 5.9.0

Area: Finance

Adopted: November 16, 2009

Revised: November 20, 2013

Reviewed and Revised: November 14, 2022

**Description: Chargeback Eligibility**

Middlesex County residents seeking to attend another New Jersey county college because Middlesex College does not offer a particular course or program of study may be eligible to receive Chargeback approval for the in-county tuition rate in accordance with the regulations and statutes of the State of New Jersey.

Residents of other New Jersey counties may attend Middlesex College at the in-county tuition rate provided their home county authorizes the Chargeback in accordance with the regulations and statutes of the State of New Jersey.

*This policy is supplemented by and implemented by Procedure No. 5.9.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 5.10.0

Area: Finance

Adopted: November 16, 2009

Revised: November 14, 2011

Revised: November 13, 2012

Reviewed and Revised: November 14, 2022

**Description: Student Scholarships**

In accordance with federal and state law, the Middlesex College Foundation's Scholarship Office is authorized to develop comprehensive plans and processes for the obtaining scholarship grants and evaluating scholarship eligibility.

The President shall determine in which programs the College will participate.

*This policy is supplemented by and implemented by Procedure No. 5.10.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 5.11.0

Area: Finance

Adopted: November 16, 2009

Revised: November 14, 2011

Revised: November 20, 2013

Reviewed: November 10, 2021

**Description: Tuition and Fee Deferred Payment Plan**

The President is authorized to establish a deferred payment plan.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 5.12.0

Area: Finance

Adopted: November 16, 2009

Reviewed: November 10, 2021

**Description: Disposal of College Property**

The disposal of College property shall comply with applicable statutes (N.J.S.A. 18A:64A-12 and N.J.S.A. 18A:64A-25.27).

*This policy is supplemented by and implemented by Procedure No. 5.12.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 5.13.0

Area: Finance

Adopted: November 16, 2009

Revised: November 14, 2011

Revised: November 20, 2013

Reviewed and Revised: November 10, 2021

**Description: Grants**

Middlesex College recognizes the value of developing proposals to external agencies in order to obtain funds for programs which are consistent with the mission of the College. The College encourages all members of the faculty and staff to participate in such programs that relate to their areas of expertise and interest. All grant applications must be coordinated through the Grants Department. No grant or grant application will be submitted to a possible funding source without the approval of the President. The purpose of the grant shall be consistent with the mission of the College and should be aligned with current strategic goals and priorities

*This policy is supplemented by and implemented by Procedure No. 5.13.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 5.14.0

Area: Finance

Adopted: November 16, 2009

Reviewed and Revised: November 10, 2021

**Description: Business Functions**

The President is responsible to the Board of Trustees for the proper conduct of all business functions of the College. The authority to supervise these functions is delegated to the Chief Financial Officer of the College.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 5.15.0

Area: Finance

Adopted: March 15, 1966

Revised and Renumbered: November 15, 2010

Revised: November 14, 2011

Revised: November 20, 2013

Reviewed: November 10, 2021

**Description: Malpractice Insurance–Allied Health Credit and Non-Credit**

Students enrolled in all credit and non-credit allied health programs are required to have malpractice insurance. Such insurance must be obtained through the College.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 5.16.0

Area: Finance

Adopted: November 13, 2023

**Description: Course Repeats and Financial Aid Eligibility**

Federal financial aid regulations limit the number of times a student may repeat a course funded by federal financial aid.

Students may receive federal financial aid for:

- A course that was previously failed or withdrawn, regardless of the number of times the course was attempted and failed. Students may repeat a failed course until it is passed with eligible federal financial aid; and
- A course previously passed. A previously passed course may only be repeated once.

Students may not receive federal financial aid for future attempts to complete a specific course if they have completed that course twice and earned a passing grade at least once.

Repeated courses may impact financial aid eligibility as it can have consequences on a student's Satisfactory Academic Progress (SAP) calculation. The Financial Aid Department will implement these rules for students, and inform both Academic Advising and the Division of Academic Affairs regarding any adjustments to rules related to financial aid eligibility.



**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 6.1.0

Area: Academic Affairs

Adopted: September 14, 1970

Revised: November 16, 2009

Renumbered: November 15, 2010

Reviewed: November 10, 2021

**Description: Academic Freedom**

Faculty members shall have the freedom within their subject area to report the truth as they see it in the classroom, and to report the truth as they see it in the reports of research activities. There shall be no restraints which would impair the faculty member's ability to present their subject matter in this context.

The College adopts the 1940 Statement of Principles on Academic Freedom and Tenure (as amended) promulgated by the American Association of University Professors.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 6.2.0

Area: Academic Affairs

Adopted: April 20, 1976

Revised: October 25, 1995

Revised: April 23, 2003

Revised: June 25, 2003

Revised: November 15, 2010

Reviewed: November 10, 2021

**Description: Degree and Certificate Requirements**

The College is authorized to award degrees of Associate in Arts, Associate in Science, Associate in Applied Science, and Associate in Fine Arts, and to award certificates to students who have successfully completed the curriculum requirements of approved programs, including general education, as established by the Board of Trustees and as periodically modified through the academic approval process.

*This policy is supplemented by and implemented by Procedure No. 6.2.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 6.3.0

Area: Academic Affairs

Adopted: May 18, 1982

Revised: November 15, 2010

Reviewed: November 10, 2021

**Description: Honorary Degree Associate Degree in Humane Letters**

The Board of Trustees authorizes the establishment of an Associate Degree in Humane Letters to be awarded when deemed appropriate by the Board.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 6.4.0

Area: Academic Affairs

Adopted: December 13, 1982

Revised: November 15, 2010

Reviewed: November 10, 2021

**Description: Library Collection**

The materials collection, whether in print or electronic media, shall be designed primarily to support the academic programs authorized by the Board of Trustees, including non-credit offerings. Access on-site to materials will be allowed to those who are not students, faculty, or other employees of the College to the extent that it does not impact the use by the College community.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 6.5.0

Area: Academic Affairs

Adopted: November 14, 2022

**Description: Posthumous Degrees**

The College may grant degrees and certificates posthumously. If it is determined that a deceased student has met criteria developed by the Division of Student and Enrollment Services to be awarded a degree or certificate posthumously, the President (or designee) has the authority to grant the degree posthumously.

A member of the armed forces killed in the line of duty who was an active Middlesex College student at the time of his/her death or an inactive Middlesex College student due to deployment at the time of death, shall be eligible to receive the posthumous degree/certificate without regard to required criteria.

*This Policy is supported and implemented by Procedure 6.5.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 7.1.0

Area: Student Affairs

Adopted: October 17, 1972

Revised: November 20, 1979

Revised: April 23, 2003

Revised and Renumbered: November 15, 2010

Revised: November 14, 2011

Reviewed and Revised: November 10, 2021

**Description: Tuition and Fee Rates**

The Board of Trustees shall approve the schedule of tuition and fees for in-county and out-of-county residents after a public hearing.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 7.2.0

Area: Student Affairs

Adopted: December 19, 1972

Revised: May 21, 1974

Revised: August 19, 1975

Revised: October 2, 1979

Revised and Renumbered: November 15, 2010

Reviewed: November 10, 2021

**Description: Code of Student Conduct**

The President shall cause to be developed a code of student conduct and related procedures.

*This policy is supplemented by and implemented by Procedure No. 7.2.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 7.3.0

Area: Student Affairs

Adopted: April 19, 1966

Revised March 16, 1976

Revised June 28, 1995

Revised and Renumbered: November 15, 2010

Revised: November 14, 2011

Reviewed: November 10, 2021

**Description: Admissions**

The President shall cause to be developed admissions regulations and procedures that are consistent with the College's vision and mission. Admission to some programs may be on a selective basis. Overall enrollment may be limited due to insufficient funds or other resources.

*This policy is supplemented by and implemented by Procedure No. 7.3.0.*



**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 7.4.0

Area: Student Affairs

Adopted: October 21, 1981

Revised and Renumbered: November 15, 2010

Revised: November 14, 2011

Reviewed: November 10, 2021

**Description: Student Privacy Rights**

Middlesex College is firmly committed to full compliance with The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), and other applicable federal and / or state privacy laws.

*This policy is supplemented by and implemented by Procedure No. 7.4.0.*

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 7.5.0

Area: Student Affairs

Adopted: November 10, 2021

**Description: Experiential Learning**

Some programs at Middlesex College require that students complete experiential learning, which is defined as an educational experience that partners with an off-campus entity, which may include an off-campus location. Middlesex College is committed to upholding professional and ethical standards and etiquette for all students completing requirements for experiential learning, including those standards established within Middlesex College's Code of Student Conduct. Each department and/or program coordinator will establish the procedures and standards for the program's experiential learning requirements.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 7.6.0

Area: Student Affairs

Adopted: November 10, 2021

**Description: Prior Learning Assessment**

Students may earn credit for prior learning gained through coursework completed at regionally accredited higher educational institutions, for earning a passing score on national standardized exams such as Advanced Placement or CLEP exams, or specialized/professional training and licensures/certifications which have been earned. Other types of non-traditional or work experiences will be evaluated on an individual basis. The President or their designee will have administrative procedures developed to implement this policy that are consistent with the College's vision and mission.

**MIDDLESEX COLLEGE**

## BOARD POLICY

Policy No. 8.1.0

Area: College Foundation

Adopted: December 21, 1965

Revised: January 18, 1966

Revised: November 16, 2009

Reviewed and Revised: November 10, 2021

**Description: Middlesex College Foundation, Inc.**

Middlesex College Foundation, Inc. is the primary fundraising arm for the College.