MEMORANDUM

TO: CSCC

FROM: Steering Committee

RE: Use of Campus Property

DATE: March 6, 2019

Background
On January 28, 2019, the Steering Committee received a letter from the HSS Chairs Council expressing their concern that the locations that have been designated as public use areas may interfere with the educational mission of the College. The HSS Chairs Council asked that the Use of Campus Property Policy be reviewed with specific attention to how public use of campus property impacts students in their daily activities (e.g., in walking to and from classes or studying in College buildings or utilizing residential facilities).

This policy was recently edited by the General Counsel (April 2018). The non-substantive edits were not made to the text of the policy, but rather involved changes to the "Related Documents" section: replacement of the Use of Campus Property Map with an updated map (prepared by the Administrator in consultation with CPUC and approved by the President in accordance with Section III.1.a. of the Use of Campus Property Policy); deletion of the link to the Campus Map (which confusingly and in error had been included in addition to the Use of Campus Property Map); and the addition of the Rules.

Charge
In accordance with the timeline below, Steering asks CSCC to read and provide comments on the Use of Campus Property Policy and related documents. In this review, CSCC should consider the questions raised by the HSS Chairs Council which specifically focus on 1) how campus property may be used and by whom, and 2) the definition and designation of public use areas. CSCC should seek input from, Faculty Senate, the Council of Deans, Academic Leaders, Student Affairs, Campus Police, Facilities & Administrative Services, and Student Government, as well as other individuals and offices deemed appropriate by CSCC. CSCC should raise all concerns or questions brought out through these discussions with the General Counsel. After working with the General Counsel on edits or changes to the policy, CSCC should then seek testimony on the preliminary recommendation. In communicating its final recommendation to Steering, CSCC should make explicit the process used in the review of this policy and from whom testimony was gathered.

Timeline
CSCC should begin work immediately on the charge, with the goal of submitting a final recommendation to Steering by mid Fall 2019.

Testimony Tier: Faculty and Staff: Tier III
> The issue requires a high degree of testimony from the campus community. The assigned council or committee should consult with relevant individuals and groups in developing a preliminary recommendation. The completed preliminary recommendation should then be made available to the relevant stakeholder groups. Testimony should be solicited in the form of both written and oral feedback, as well as approval by the appropriate representative bodies.

TCNJ Governance Processes

Step 1–Steering issues a charge

Step 2-Governance prepares a Preliminary Recommendation
Once the appropriate standing committee or council has received the charge, it should start by collecting data needed to make a preliminary recommendation. It should receive input from affected individuals and all relevant stakeholder groups prior to making a preliminary recommendation. For issues that have broad implications or that affect a large number of individuals, initial testimony should be solicited from the campus community at large. For some issues, sufficient initial testimony may come from input through committee membership or solicitation from targeted constituent groups. When, in the best judgment of the committee, adequate clarity of the principles contributing to the problem are known, a preliminary recommendation should be drafted and disseminated to the campus community.

Step 3–The Relevant Stakeholders provide Testimony
Once a preliminary recommendation has been completed, the standing committee or council should seek testimony from the campus community. The testimony should be gathered in accordance with the Testimony Tier (see below) assigned to the issue by Steering.
For issues that require public testimony from the campus community, the chair of the standing committee or council should approach the president of the appropriate representative bodies to schedule the next available time slot at a meeting of that body.
Testimony should be gathered in a way that allows stakeholders to weigh in fully on the issue. Members of the standing committee or council that wrote the preliminary recommendation should be present to hear and record the testimony.

Step 4–Governance prepares a Final Recommendation

Once the standing committee or council has received appropriate testimony, it should revise the preliminary recommendation into a final recommendation. Once the final recommendation is complete, the standing committee or council should use sound judgment to determine whether or not more public testimony is required. If, in its feedback to the original preliminary recommendation, a stakeholder representative body requests to review an issue again, the committee or council is bound to bring it back to that body. If a full calendar year has passed since the formal announcement of the preliminary recommendation, the committee must re-submit a preliminary recommendation to the campus community. When the committee or council has completed the final recommendation, it should forward it to the Steering Committee. The final recommendation should be accompanied by a cover memo that summarizes the initial charge, how testimony was gathered and the nature of that testimony, and how the committee responded to that testimony, including a description of how the preliminary recommendation evolved as a result of testimony.

Step 5–Steering considers the Final Recommendation

Step 6–The Provost and/or President and Board consider the Final Recommendation

Step 7–Steering notifies the Campus Community Testimony

For a complete description of all steps and of the testimony tiers, see Governance Structures and Processes, 2017 Revision, pages 21–24.