

**New Jersey City University
Board of Trustees Meeting
December 9, 2013**

ATTENDING: Mr. Rafael Perez, Chair
Ms. Marilyn Bennett, *via teleconference*
Ms. Cynthia Campbell, *via teleconference*
Dr. T. Steven Chang, *via teleconference*
Dr. Henry Coleman
Mr. Alvert Hernandez
Mr. Laquan Law
Mr. Vij Pawar
Mr. Owen Ryan
Dr. Edward Whittaker
Dr. Sue Henderson, *ex officio*

ABSENT: Mr. Carlos Rendo
Ms. Wanda Webster Stansbury

The meeting was called to order at 6:07 p.m. in the Gothic Lounge, Hepburn Hall, Room 202 by Mr. Perez. Ms. Bennett, Ms. Campbell and Dr. Chang participated via teleconference.

NOTICE OF MEETING

Mr. Perez noted that the time, date, location and agenda for this meeting was mailed to the Jersey Journal, The Star Ledger, Office of the New Jersey Secretary of State and the Office of the New Jersey Association of State Colleges and Universities on December 3, 2013. Notice of this meeting was also mailed to the Gothic Times, posted on the University's e-mail system and Website.

MINUTES

The Minutes of the October 7, 2013 meeting were approved following a motion by Mr. Pawar that was seconded by Mr. Ryan. (Yes-Mr. Perez, Ms. Bennett, Ms. Campbell, Dr. Chang, Dr. Coleman, Mr. Hernandez, Dr. Whittaker; No-None; Abstention-Mr. Law).

CHAIR'S REPORT

Mr. Perez introduced and welcomed the new student trustee, Mr. Laquan Law to the Board. Mr. Law will serve as a non-voting member the first year of his two year term.

PRESIDENT'S REPORT

- President Henderson reported on recent accomplishments as well as several initiatives currently underway. To highlight a few of these initiatives, presentations were given presented on the following subject areas; General Education, Moody's Rating, Great Colleges to Work For/Recognition Program and the LSAMP students' work.

ACADEMIC AND STUDENT AFFAIRS

Dr. Whittaker gave the report for the Academic and Student Affairs Committee. The following resolution for the Policy Revision, Undergraduate Grade Re-computation Policy was moved by Dr. Whittaker and seconded by Mr. Ryan (Yes-Mr. Perez, Ms. Bennett, Ms. Campbell, Dr. Chang, Dr. Coleman, Mr. Hernandez, Mr. Pawar; No-None; Abstention-Mr. Law).

RESOLUTION

POLICY REVISION

UNDERGRADUATE GRADE RECOMPUTATION POLICY

WHEREAS: New Jersey City University proposes revisions of the current Undergraduate Grade Re-computation Policy to streamline and facilitate the process for NJCU students; and

WHEREAS: The Academic Standards Committee reviewed the current policy and recommends revisions of the policy to include an automatic grade re-computation that removes the necessity for the student to file a form with the Registrar to enact the re-computation of the GPA; and

WHEREAS: The proposed policy revisions are consistent with sound academic practice at many accredited four-year institutions in the State of New Jersey; and

WHEREAS: The proposed revised policy will be outlined in all University materials, including the Undergraduate Catalog, and will have an effective date of fall 2014 semester; and

WHEREAS: The proposed policy revisions have met all the reviews of the University Senate, academic officers of the University, and the Senate-Administration Coordinating Committee (SAAC); and

WHEREAS: The Academic and Student Affairs Committee of the Board of Trustees has reviewed the proposed policy revisions and adds its endorsement to the proposal; be it therefore

RESOLVED: That the Board of Trustees of New Jersey City University on this 9th day of December 2013 hereby approves the revisions of the Undergraduate Grade Re-computation Policy.

The following resolution for the Academic Fresh Start Policy was moved by Dr. Whittaker and seconded by Mr. Ryan (Yes-Mr. Perez, Ms. Bennett, Ms. Campbell, Dr. Chang, Dr. Coleman, Mr. Hernandez, Mr. Pawar; No-None; Abstention-Mr. Law).

RESOLUTION

ACADEMIC FRESH START POLICY

- WHEREAS:** New Jersey City University management recommends the adoption of the Academic Fresh Start Policy to facilitate the return to NJCU of those students who had left because of academic difficulty but have demonstrated the potential to succeed as described in the proposed policy; and
- WHEREAS:** The Academic Standards Committee was charged to establish and recommend the implementation of the Academic Fresh Start Policy; and
- WHEREAS:** The proposed policy will be outlined in all University materials, including the Undergraduate Catalog, and will have an effective date of fall 2014 semester; and
- WHEREAS:** The proposed policy has met all the reviews of the University Senate, academic officers of the University, and the Senate-Administration Coordinating Committee (SAAC); and
- WHEREAS:** The Academic and Student Affairs Committee of the Board of Trustees has reviewed the proposed policy and adds its endorsement to the proposal; be it therefore
- RESOLVED:** That the Board of Trustees of New Jersey City University on this 9th day of December 2013 hereby approves the adoption of the Academic Fresh Start Policy.

The following resolution for the Academic Foundations Grading Policy was moved by Dr. Whittaker and seconded by Mr. Ryan (Yes-Mr. Perez, Ms. Bennett, Ms. Campbell, Dr. Chang, Dr. Coleman, Mr. Hernandez, Mr. Pawar; No-None; Abstention-Mr. Law).

RESOLUTION

POLICY REVISION
ACADEMIC FOUNDATIONS GRADING POLICY

- WHEREAS:** New Jersey City University proposes revisions of the current Academic Foundations Grading Policy to streamline and facilitate the process for NJCU students; and

WHEREAS: The Academic Standards Committee was charged to review the proposal of the Basic Literacies Committee (formerly the Academic Foundations Committee) to revise the current Academic Foundations Policy dated April 2, 2012, which computes F grades in non-degree credit Academic Foundations courses in the student's grade point average (GPA) while A-D grades are not; and

WHEREAS: The Academic Standards Committee recommends the proposed policy revision to exclude all grades, including the F grades, from non-degree credit courses from being calculated into a student's GPA; and

WHEREAS: The proposed revised policy will be outlined in all University materials, including the Undergraduate Catalog, and will have an effective date of fall 2014 semester; and

WHEREAS: The proposed policy revision has met all the reviews of the University Senate, academic officers of the University, and the Senate-Administration Coordinating Committee (SAAC); and

WHEREAS: The Academic and Student Affairs Committee of the Board of Trustees has reviewed the proposed policy revision and adds its endorsement to the proposal; be it therefore

RESOLVED: That the Board of Trustees of New Jersey City University on this 9th day of December 2013 hereby approves the revision of the Academic Foundations Grading Policy.

FINANCE, AUDIT AND PLANNING

Dr. Coleman gave the report for the Finance, Audit and Planning Committee. The following resolution for the FY 2015 State Budget Request was moved by Dr. Coleman and seconded by Mr. Pawar (Yes-Mr. Perez, Ms. Bennett, Ms. Campbell, Dr. Chang, Mr. Hernandez, Mr. Ryan, Dr. Whittaker; No-None; Abstention-Mr. Law).

RESOLUTION

FISCAL YEAR 2015 STATE BUDGET REQUEST

WHEREAS: State Colleges and Universities in New Jersey are required to submit an annual budget request to the State Department of Treasury, Office of Management and Budget (OMB); and

WHEREAS: New Jersey City University has prepared a budget request for fiscal year 2015; and

WHEREAS: The projected State OMB appropriations target for budgeting purposes for fiscal year 2015 is \$26,056,000; and

WHEREAS: The University has prepared budget initiatives totaling \$10,647,143 to request funding for eight high priority programs; be it therefore

RESOLVED: That the New Jersey City University Board of Trustees on this 9th day of December, 2013 does hereby approve the budget request for fiscal year 2015 of \$36,703,143 which includes priority initiatives of \$10,647,143.

The following resolution for the Bid Advertising Waiver – Bloomberg Educational Terminals & Licenses was moved by Dr. Coleman and seconded by Dr. Whittaker (Yes-Mr. Perez, Ms. Bennett, Ms. Campbell, Dr. Chang, Mr. Hernandez, Mr. Pawar, Mr. Ryan; No-None; Abstention-Mr. Law).

RESOLUTION

BID ADVERTISING WAIVER – BLOOMBERG EDUCATIONAL TERMINALS & LICENSES

WHEREAS: Pursuant to the New Jersey State Contracts Law (NJSA 18A: 64-52 et seq.) the University must advertise for bids on all contracts for goods and services which exceed \$32,100 except under circumstances specified in the statute where bids may be waived, and

WHEREAS: The University would like to purchase Bloomberg educational terminals and licenses for used by the School of Business, and

WHEREAS: These educational terminals and licenses can only be purchased from Bloomberg, which has been deemed a sole source provider of these educational terminals and licenses under the New Jersey State College Contracts Law Statute 18A:64-56a.19, and

WHEREAS: The University has requested and reviewed a proposal from Bloomberg for a twelve month contract in the amount of \$63,000, and

WHEREAS: As permitted by the statute, the University seeks authorization of the Board of Trustees to contract without bidding to vendors deemed as sole source providers of technology goods and services, be it therefore

RESOLVED: That the Board of Trustees of New Jersey City University, on this 9th day of December 2013 does hereby authorize the University to contract without bidding for Bloomberg educational terminals and licenses.

The following resolution to Establish Policy for Auxiliary Corporations Formed with Board of Trustees Approval was moved by Dr. Coleman and seconded by Mr. Ryan (Yes-Mr. Perez, Ms. Bennett, Ms. Campbell, Dr. Chang, Mr. Hernandez, Mr. Pawar, Dr. Whittaker; No-None; Abstention-Mr. Law).

**RESOLUTION TO ESTABLISH POLICY FOR AUXILIARY
CORPORATIONS FORMED WITH BOARD OF TRUSTEES
APPROVAL UNDER THE PUBLIC COLLEGE
ORGANIZATION ACT (N.J.S.A. 18A:64-26 ET SEQ.) AND
THE NEW JERSEY NON-PROFIT CORPORATION ACT
(N.J.S.A. 15A:1-1 ET SEQ.)**

WHEREAS, The Legislature of the State of New Jersey has authorized the public universities and colleges of the State of New Jersey to establish one or more auxiliary organizations allowed by law and approved by the board of trustees; and

WHEREAS, The Administration has requested and recommended that it receive authorization to form an auxiliary organization with name NJCU Auxiliary Services Corporation (“Services Corporation”) or such other similar name which conforms with the requirements of the New Jersey Non-Profit Corporation Act (N.J.S.A. 15A:1-1 et seq.) (“Non-profit Act”); and

WHEREAS, Under the Public College Organization Act (N.J.S.A. 18A:64-26 et seq.) (“Act”) the formation of the Services Corporation is subject to Board of Trustees approval; and

WHEREAS, The Services Corporation is subject to the oversight and policy of the Board of Trustees; now, therefore, be it

RESOLVED, This ninth day of December, 2013 the Board of Trustees hereby adopts the Policy on Approved Auxiliary Non-Profit Corporations appended hereto.

The following resolution to authorize the Establishment of the NJCU Auxiliary Services Corporation was moved by Dr. Coleman and seconded by Mr. Hernandez (Yes-Mr. Perez, Ms. Bennett, Ms. Campbell, Dr. Chang, Mr. Pawar, Mr. Ryan, Dr. Whittaker; No-None; Abstention-Mr. Law).

**RESOLUTION TO ESTABLISH THE NJCU AUXILIARY
SERVICES CORPORATION UNDER THE PUBLIC COLLEGE
ORGANIZATION ACT (N.J.S.A. 18A:64-26 ET SEQ.) AND
THE NEW JERSEY NON-PROFIT CORPORATION ACT
(N.J.S.A. 15A:1-1 ET SEQ.)**

WHEREAS, The Legislature of the State of New Jersey has authorized the public universities and colleges of the State of New Jersey to establish one or more auxiliary organizations allowed by law and approved by the board of trustees; and

WHEREAS, The Administration has requested and recommended that it receive authorization to form an auxiliary organization with name NJCU Auxiliary Services Corporation (“Services Corporation”) or such other similar name which conforms

with the requirements of the New Jersey Non-Profit Corporation Act (N.J.S.A. 15A:1-1 et seq.) (“Non-profit Act”); and

WHEREAS, Under the Public College Organization Act (N.J.S.A. 18A:64-26 et seq.) (“Act”) the Services Corporation may engage in operations and functions allowed by law and approved by this Board of Trustee including but not limited to operation of a student center, operation of a bookstore, and management of student dormitories; and

WHEREAS, The Administration has determined that the Services Corporation will be of assistance to the overall implementation of the University mission by allowing for the further improvement of University operations and business processes, providing opportunities for new revenue, and providing enhanced flexibility and options to address University needs and purposes; and

WHEREAS, Under the Act, the Services Corporation’s commercial services and operations are required to be self-supporting; and

WHEREAS, Under the Act, the Services Corporation shall be a body corporate and politic, with corporate succession and shall not in any manner, directly or indirectly, pledge the credit of the State or this University; and

WHEREAS, Under the Act, the surplus funds from the commercial operations of the Service Corporation shall be used for the educational purposes of this University; and

WHEREAS, In the establishment of the Services Corporation, the University shall provide for appropriate policies, processes, and procedures for the Services Corporation’s compliance with all requirements under the Act; now, therefore, be it

RESOLVED, This ninth day of December, 2013 the President, the Vice President for Administration and Finance, the University Counsel and such other University personnel as may be designated by the President or the Vice President, with the approval of the President, are authorized to take such actions as may be necessary and appropriate including service as incorporators and members of the Board of Directors of the Services Corporation and other similar tasks as may be required or permitted by law to establish the Services Corporation for the benefit of the University as provided under the Act and the Non-profit Act; and be it further

RESOLVED, That the Services Corporation shall be required to file such reports with the Board of Trustees as may be required by law; and be it further

RESOLVED, That the President shall notify the Board of Trustees of the establishment of the Services Corporation at a public meeting of the Board of Trustees next following its establishment.

The following resolution to Establish Policy for Settlement of Litigation, Claims, and Separation Agreement was moved by Dr. Coleman and seconded by Mr. Ryan (Yes-Mr. Perez, Ms. Bennett, Ms. Campbell, Dr. Chang, Mr. Hernandez, Mr. Pawar, Dr. Whittaker; No-None; Abstention-Mr. Law).

**RESOLUTION TO ESTABLISH POLICY FOR SETTLEMENT
OF LITIGATION, CLAIMS, AND SEPARATION AGREEMENT**

WHEREAS, In the course of the conduct of the business of the New Jersey City University (“University”), the University may become involved in disputes or claims involving its rights or those of others; and

WHEREAS, Some of these contests may result in litigation in court or administrative agencies or in the assertion of opposing claims regarding University and other rights; and

WHEREAS, In the best interest of the University it may be necessary or appropriate to resolve litigation or other claims or disputes by agreement or settlement; and

WHEREAS, It is appropriate provide for and establish a policy to provide authority and guidance for exercise of the settlement or resolution authority of the University, now, therefore, be it

RESOLVED, This ninth day of December, 2013 that the Board of Trustees hereby adopts the Settlement of Litigation, Claims, and Separation Agreement Policy appended hereto.

Dr. Coleman reported that the Moody’s Rating Update, Capital Project Update and the Insourcing of the Internal Audit Function Job Description was also included in the board book for informational purposes only.

PERSONNEL AND EMPLOYEE RELATIONS

Mr. Pawar gave the report of the Personnel and Employee Relations Committee. He noted that the President had recommended the appointment of administrative and professional staff and faculty as included in the board book. He moved for approval of the President’s recommendation. Mr. Ryan seconded. The Chair asked whether there was any further discussion. There being none, the Chair called for a vote and the motion passed. (Yes-Mr. Perez, Ms. Bennett, Ms. Campbell, Dr. Chang, Dr. Coleman, Mr. Pawar, Mr. Ryan, Dr. Whittaker; No-None; Abstention-Mr. Hernandez and Mr. Law).

APPOINTMENTS

1. Ms. Asheenia Johnson, Program Assistant (Temporary appointment), Grants and Sponsored Programs
2. Ms. Melisaa Lombardi, Demonstration Teacher (Temporary appointment), A. Harry Moore
3. Ms. Jacqueline Matthews, Program Assistant (Temporary, Part-time appointment), Health Sciences

4. Ms. Colleen Koty, Program Assistant (Temporary, Part-time appointment), Harborside School of Business
5. Mr. Joey Mosca, Professional Services Specialist 3 (Temporary appointment), Media Arts
6. Mr. Scott Siegel, Professional Services Specialist 3, Student Government Office

REAPPOINTMENTS

Faculty to the 6th Year Effective September 1, 2014

1. Ms. Denise Branchizio, Assistant Professor, Nursing
2. Dr. Yi Yu Chen, Assistant Professor, Business Administration
3. Mr. Marc Dalio, Assistant Professor, Music, Dance, Theatre
4. Dr. Alina Gharabegian, Assistant Professor, English
5. Dr. Max Herman, Assistant Professor, Sociology/Anthropology
6. Dr. Axia Said-Mohand, Assistant Professor, Modern Languages
7. Dr. Timothy White, Assistant Professor, History

Faculty to the 5th Year Effective September 1, 2014

1. Dr. Wilbur Baker, Assistant Professor, Music, Dance, Theater
2. Dr. Jennifer Bryan, Assistant Professor, Criminal Justice
3. Dr. Tracey Duncan, Assistant Professor, Educational Leadership/Counseling
4. Dr. Nurdan Duzgoren-Aydin, Associate Professor, Geoscience/Geography
5. Dr. Wanda Rutledge, Assistant Professor, Business Administration
6. Dr. Debra Scardaville, Associate Professor, Nursing
7. Dr. Louise Stanton, Assistant Professor, Political Science

Faculty to the 4th Year Effective September 1, 2014

1. Dr. Richard Cosgrove, Assistant Professor, Professional Security Studies
2. Dr. Desamparados Fabra Crespo, Assistant Professor, Music, Dance, Theater
3. Dr. Corey Frost, Assistant Professor, English
4. Dr. Mary McGriff, Assistant Professor, Literacy Education
5. Dr. Bernard McSherry, Associate Professor, Business Administration
6. Dr. Erin O'Neill, Assistant Professor, Health Sciences
7. Dr. Yumiko Ogawa, Assistant Professor, Educational Leadership/Counseling
8. Dr. Joyce Wright, Associate Professor, Nursing

Professional Staff Annual Appointment Effective July 1, 2014-June 30, 2015

1. Ms. Jennifer Fox, Assistant Director 1, Online Learning
2. Dr. Lawrence Ladutke, Professional Services Specialist 1, Development
3. Ms. Huyen Le, Professional Services Specialist 4, Dean of Professional Studies
4. Ms. Sharon Lu, Assistant Director 3, Financial Aid

5. Ms. Sonaliz Morel, Professional Services Specialist 1, Alumni
6. Ms. Jennifer Mullan, Professional Services Specialist 2, Counseling Center
7. Ms. Ana Palma, Professional Services Specialist 4, Children's Learning Center
8. Ms. Ann Marie Stoebling, Professional Services Specialist 4, Athletics

NEXT MEETING

The next Board meeting will be held on February 24, 2014. Mr. Perez made a motion for the board to move into executive session prior to the public session in order to discuss confidential personnel matters and contractual matters. The minutes of the executive session will become available to the public when there is no longer a need for confidentiality regarding these matters. The motion was seconded by Mr. Pawar. The motion passed. (Yes-Ms. Bennett, Ms. Campbell, Dr. Chang, Dr. Coleman, Mr. Hernandez, Mr. Ryan, Dr. Whittaker; No-None; Abstention-Mr. Law).

ADJOURNMENT

There being no further business to come before the Board, Mr. Perez made a motion to adjourn and was seconded by Dr. Whittaker. The motion passed. (Yes-Ms. Bennett, Ms. Campbell, Dr. Chang, Dr. Coleman, Mr. Hernandez, Mr. Pawar, Mr. Ryan; No-None; Abstention-Mr. Law). Mr. Perez adjourned the meeting at 6:59 p.m.

Respectfully submitted,

Virginia Melendez
Secretary to the Board of Trustees