

**New Jersey City University  
Board of Trustees Meeting  
February 25, 2013**

**ATTENDING:** Mr. Rafael Perez, Chair  
Ms. Marilyn Bennett, *via teleconference*  
Mr. Gerald Cameron  
Dr. Henry Coleman  
Ms. Karen DeSoto  
Mr. Alvert Hernandez  
Mr. Vij Pawar  
Mr. Owen Ryan, *via teleconference*  
Dr. Edward Whittaker  
Dr. Sue Henderson, *ex officio*

**ABSENT:** Ms. Cynthia Maner Campbell  
Dr. T. Steven Chang  
Mr. Carlos A. Rendo  
Ms. Wanda Webster Stansbury

The meeting was called to order at 6:06 p.m. in Hepburn Hall, Gothic Lounge, Room 202, by Mr. Perez. Ms. Bennett and Mr. Ryan 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 Wednesday, February 20, 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 December 3, 2012 meeting were approved following a motion by Dr. Coleman that was seconded by Ms. DeSoto. (Yes-Mr. Perez, Ms. Bennett, Mr. Cameron, Mr. Pawar, Mr. Ryan; Dr. Whittaker; No-None; Abstention-Mr. Hernandez).

**CHAIRPERSON'S REPORT**

Mr. Perez made a motion to approve the resolution for the Authorization to Confer Degrees for the May 14, 2013 Commencement Exercises. The motion was seconded by Mr. Pawar. (Yes-Ms. Bennett, Mr. Cameron, Dr. Coleman, Ms. DeSoto, Mr. Ryan; Dr. Whittaker; No-None; Abstention-Mr. Hernandez).

## CONFERRAL OF DEGREES

WHEREAS: The Board of Trustees has the authority under [NJSA 18A:64-6(b).] to grant diplomas, certificates or degrees; and

WHEREAS: The faculty and administration of the University will review the credentials of candidates for the baccalaureate or master's degrees to be awarded at the 2013 commencement exercises and will certify that the candidates have met the requirements for these degrees; be it therefore

RESOLVED: That the Board of Trustees of New Jersey City University on this 25<sup>th</sup> day of February 2013, does hereby authorize President Henderson to confer baccalaureate degrees, master's degrees, and the professional diploma at the May 14, 2013 commencement exercises; and be it further

RESOLVED: That authorization is hereby given to Dr. Henderson to award degrees *honoris causa* in keeping with past practice at commencement exercises on May 14, 2013.

Mr. Perez made a motion to approve the Proposed Schedule of Meetings for 2013-2014. The motion was second by Mr. Pawar. (Yes-Ms. Bennett, Mr. Cameron, Dr. Coleman, Ms. DeSoto, Mr. Ryan; Dr. Whittaker; No-None; Abstention-Mr. Hernandez).

### PROPOSED BOARD OF TRUSTEES MEETING DATES 2013-2014

Monday, October 7, 2013  
Monday, December 9, 2013  
Monday, February 24, 2014  
Monday, April 28, 2014  
Monday, June 2, 2014

### PRESIDENT'S REPORT

President Henderson reported on recent accomplishments as well as several initiatives currently underway:

- The NJCU Foundation Board of Directors has confirmed five new members to the board and there are other several members being considered. The new members include John Lahoud, Ana M. Oliveira, Paul A. Silverman, J. Cole Slattery, and Judith Wodynski.  
**Recent Gifts:**
- Dr. George Karnoutsos, class of 1955, made a generous gift of stock valued at approximately \$440,000 to help support scholarships for high-achieving freshmen

accepted into the University's new Honors Program. Dr. Karnoutsos transferred 10,000 shares of Realty Income Stock to the NJCU Foundation on January 18, 2013.

- On February 18, 2013, the Charlotte W. Newcombe Foundation pledged \$100,000 over a four year period to the New Jersey City University Foundation to permanently endow the Charlotte W. Newcombe Endowed Scholarship Fund for Mature Students, which will be awarded to full- and part-time students who have completed at least 60 undergraduate credits, are at least 25 years of age, and maintain a 2.5 grade point average or higher.
  - The NJCU Foundation will match the Newcombe Foundation gift on a 1:1 ratio with funds from the U.S. Department of Education Title V grant received by the University in September 2011.
  - In addition, the NJCU Foundation will proactive seek additional funds in order to match Newcombe Foundation with private donations from NCJU alumni, donors and friends.
- The Doctorate of Education in Educational Technology Leadership will begin in July 2013, focusing on adult learning styles with applications designed to meet the needs of college faculty and administrators. The doctoral program is project-based and designed so that candidates may incorporate their work situations and career goals into their programs.
- The Institute for Student Achievement (ISA) will partner with NJCU to work with high schools to prepare students to be college-ready.

### **ACADEMIC AND STUDENT AFFAIRS**

The following resolution for a Proposed Addition of NJCU as a Partner Institution with UMDNJ-SHRP for the Joint Bachelor of Science Program in Health Information Management was approved following a motion by Mr. Pawar and seconded by Dr. Coleman. (Yes-Mr. Perez, Ms. Bennett, Mr. Cameron, Ms. DeSoto, Mr. Ryan, Dr. Whittaker; No-None; Abstention-Mr. Hernandez).

### **NEW JERSEY CITY UNIVERSITY RESOLUTION**

#### **Proposed Addition of NJCU as a Partner Institution with UMDNJ-SHRP for the Joint Bachelor of Science Program in Health Information Management**

**WHEREAS:** A Memorandum of Understanding was entered on February 15, 2013 by and between New Jersey City University, a public institution of higher education of the State of New Jersey, (hereinafter referred as NJCU) and the University of Medicine and Dentistry of New Jersey, a body corporate and politic of the State of New Jersey, a public entity, on behalf of UMDNJ – School of Health Related Professions (hereinafter referred as UMDNJ-SHRP), to establish a joint Bachelor of Science Program in Health Information Management (hereinafter referred as Joint Program); and

**WHEREAS:** UMDNJ-SHRP is the State's health sciences university with broad responsibilities for healthcare delivery, professional education and basic biomedical, psychosocial, clinical, and public health research; and

**WHEREAS:** NJCU is a four-year, comprehensive university that provides education programs to New Jersey and non-resident students; and

**WHEREAS:** UMDNJ-SHRP proposes to add NJCU as a partner institution in offering the Joint Program, in which UMDNJ-SHRP will provide specialized professional courses, and NJCU will provide general education and prerequisite courses for the Joint Program; and

**WHEREAS:** NJCU, in providing the pre-professional component to the Joint Program, will offer two curriculum options, one of which includes a minor in Computer and Information Systems; and

**WHEREAS:** There is an increased demand for trained health information management professionals, and the addition of NJCU as a partner to the Joint Program will provide opportunities to increase enrollment and offer cost effective education that meet the needs of NJCU students; and

**WHEREAS:** NJCU and UMDNJ-SHRP wish to develop partnerships that build upon the unique strengths of the cooperating institutions; be it therefore

**RESOLVED:** That the Board of Trustees of New Jersey City University on this 25<sup>th</sup> day of February 2013 does hereby reaffirm the terms and conditions of the Memorandum of Understanding; and will award jointly with UMDNJ-SHRP a Bachelor of Science in Health Information Management, with an option for a minor in Computer and Information Systems.

### **FINANCE, AUDIT AND PLANNING**

The Certificate of University Resolution-Investments was moved by Dr. Coleman and seconded by Dr. Whittaker. (Yes-Mr. Perez, Ms. Bennett, Mr. Cameron, Ms. DeSoto, Mr. Pawar, Mr. Ryan; No-None; Abstention-Mr. Hernandez).

<b>CERTIFICATE OF UNIVERSITY RESOLUTION</b>
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### **ACCOUNT INFORMATION**

<b>Account Name</b>	<b>Account Number</b>
Bank of America Money Market	5S7-02N50-1-7 MSS
Bank of America Investments	383981

**CERTIFICATION**

**I HEREBY CERTIFY** that a meeting, duly called, of the Board of Trustees of New Jersey City University at which a quorum was present and voting throughout and that such resolution is now in full force and effect.

**WHEREAS** this University is duly authorized and permitted to:

- (1) Engage in cash and margin transactions in any and all forms of securities as described in the University Investment Policy.
- (2) Establish and maintain an asset management account with debit card, check writing, and margin privileges, from which account funds are directly spent, the responsibility for which is entirely that of the University, such that check writing and debit card privileges will be limited to the following persons designated by the University:

Dr. Sue Henderson

Therefore, the University has removed Dr. Carlos Hernandez from the aforementioned accounts.

**NOW THEREFORE BE IT RESOLVED** that this University update its accounts in its name with the above listed entities and that any one of the person designated above or their successors in office, may, on behalf of this University or any one of them acting individually, be and they are hereby authorized to (1) give orders in the said account or accounts for the purchase, sale, or other disposition of stocks, bonds, and other securities, (2) sign acknowledgements of the correctness of all statements of accounts, and (3) make, execute, and deliver under the University seal any and all written endorsements and documents necessary or proper to effectuate the authority hereby conferred; the within authorization to each of said officers to remain in full force and effect until written notice of the revocation thereof shall have been received.

**SIGNATURE**

**I FURTHER CERTIFY** that the following are the signatures of the officers authorized by the foregoing resolution to act for this organization:

TRUSTEES

\_\_\_\_\_

Chair

\_\_\_\_\_

Date

\_\_\_\_\_

Vice Chair

\_\_\_\_\_

Date

\_\_\_\_\_

Treasurer

\_\_\_\_\_

Date

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of said University this

(AFFIX CORPORATE SEAL HERE)

\_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Secretary

The following resolution for a Board Waiver for Environmental Sampling and Testing was approved following a motion by Dr. Coleman and seconded by Mr. Pawar. (Yes-Mr. Perez, Ms. Bennett, Mr. Cameron, Ms. DeSoto, Mr. Ryan, Dr. Whittaker; No-None; Abstention-Mr. Hernandez).

**NEW JERSEY CITY UNIVERSITY  
RESOLUTION  
BID ADVERTISING WAIVER –  
ENVIRONMENTAL SAMPLING AND TESTING**

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 \$30,700 except under circumstances specified in the statute where bids may be waived, and

WHEREAS: The New Jersey Department of Environmental Protection (NJDEP) advised the University that an investigation is required to be completed prior to further remediation and infrastructure site work being performed on the West Campus Property, and

WHEREAS: In the interest of the University beginning remediation and completing all necessary paperwork for New Jersey Environmental Infrastructure Trust (NJEIT) Funding within the prescribed deadline, it will not be prudent to delay the environmental investigation for the project, and

WHEREAS: The University requested and reviewed proposals from TetraTech Environmental Engineers to conduct the investigation of the West Campus property in the amount of \$177,500 and for linear construction investigation for the storm and sanitary infrastructure installation in the amount of \$55,000, collectively \$232,500, and

WHEREAS: As permitted by the statute, the University seeks authorization of the Board of Trustees to contract without bidding to vendors for environmental sampling and testing services for the West Campus property, be it therefore

RESOLVED: That the Board of Trustees of New Jersey City University, on this 25th day of February 2013 does hereby authorize the University to contract without bidding to vendors for environmental sampling and testing services for the West Campus property.

The following resolution for the Higher Education Capital Facilities program was approved following a motion by Dr. Coleman and seconded by Dr. Whittaker. (Yes-Mr. Perez, Ms. Bennett, Mr. Cameron, Ms. DeSoto, Mr. Pawar, Mr. Ryan; No-None; Abstention-Mr. Hernandez).

**RESOLUTION**

APPROVING AND AUTHORIZING THE UNDERTAKING AND IMPLEMENTATION OF PROJECTS CONSISTING OF THE WEST CAMPUS ACADEMIC BUILDING, THE SCIENCE BUILDING ADDITION AND RENOVATION, AND CAPITAL RENEWAL AND DEFERRED MAINTENANCE, INFORMATION TECHNOLOGY INFRASTRUCTURE

IMPROVEMENTS, AND INSTRUCTIONAL TECHNOLOGY UPGRADES AND AUTHORIZING THE FINANCING OF ALL OR A PORTION OF THE PROJECTS THROUGH PROGRAMS MADE AVAILABLE BY THE STATE OF NEW JERSEY FOR NEW JERSEY INSTITUTIONS OF HIGHER EDUCATION AND OTHER AVAILABLE FUNDING SOURCES; APPROVING AND AUTHORIZING THE FORM OF THE APPLICATIONS FOR THESE PROJECTS TO THE SECRETARY OF HIGHER EDUCATION FOR PARTICIPATION IN SUCH PROGRAMS AS ARE APPLICABLE TO THE PROJECTS WITH SUCH CHANGES AS ARE APPROVED BY THE OFFICERS OF THE INSTITUTION DESIGNATED HEREIN AND THE SUBMISSION OF THE APPLICATIONS TO THE SECRETARY OF HIGHER EDUCATION; APPROVING AND AUTHORIZING THE EXECUTION AND DELIVERY OF ANY AND ALL AGREEMENTS IN CONNECTION WITH UNDERTAKING, IMPLEMENTING AND FINANCING THE PROJECTS IN THE FORMS APPROVED BY THE OFFICERS OF THE INSTITUTION EXECUTING SUCH AGREEMENTS; AND DESIGNATING AND AUTHORIZING THE OFFICERS OF THE INSTITUTION TO TAKE THE AFOREMENTIONED ACTIONS AND TO TAKE ANY AND ALL SUCH OTHER ACTIONS DEEMED NECESSARY OR DESIRABLE TO UNDERTAKE, IMPLEMENT AND FINANCE THE PROJECTS

**WHEREAS:** The Board of Trustees (the “Board”) of New Jersey City University (the “Institution”) desires to approve the undertaking, implementation and financing of the West Campus Academic Building, the Science Building Addition and Renovation, Capital Renewal and Deferred Maintenance, Information Technology Infrastructure Improvements and Instructional Technology Upgrades (the “Projects”);

**WHEREAS:** The West Academic Building Project consists of classroom, support, and office space for programs that focus on Music, Dance and Theater along with general classroom space for use by other departments. This new academic building will be constructed on the University's West Campus property, a Brownfield site, which will be remediated in 2013; and

**WHEREAS:** The Science Building Addition and Renovation Project consist of the renovation of three existing chemistry laboratories, classrooms, office, and support spaces in the existing Science Building. An addition to the facility would be constructed to add state of the art teaching labs for the Physics, Geosciences, and Biology programs as well as research labs for individual or small group research; and

**WHEREAS:** The Capital Renewal and Deferred Maintenance Project consists of capital renewal and deferred maintenance items identified by the 2009 Facilities Condition Assessment, the 2010 Campus Energy Audit, and subsequent evaluations and inspections by engineering professionals. This project will continue to improve the existing campus facilities, promote energy efficiency, and increase system reliability for delivery of academic programs; and

**WHEREAS:** The Information Technology Infrastructure Improvements consist of telecommunications equipment, linkages, and the installation associated with the

upgrade of the existing networking infrastructure. The new infrastructure will establish a converged networking environment and enhance connectivity in support of higher education; and

**WHEREAS:** The Instructional Technology Upgrades consist of scientific, technical, computer and instructional equipment that support and enhance teaching and learning; and

**WHEREAS:** The Board desires to approve the aggregate costs of the Projects paid and or financed through all sources in an amount not to exceed \$94.0 million; and

**WHEREAS:** The Board desires to finance all or a portion of the Projects through one or more of the hereinafter defined Programs made available by the State of New Jersey (the "State") for certain projects of New Jersey institutions of higher education (the "Programs"); and

**WHEREAS:** The Programs are the Building Our Future Bond Act, (P.L. 2012, c.41 (the "GO Bond Act"); the Higher Education Fund Capital Improvement Fund Act, N.J.S.A. 18A:72A-72 *et seq.* ("CIF"); the Higher Education Equipment Leasing Fund Act, N.J.S.A. 18A: 72A-40 *et seq.* ("ELF"); the Higher Education Technology Infrastructure Fund Act, N.J.S.A. 18A:72A-59 *et seq.* ("HETI"); and the Higher Education Facilities Trust Fund Act, N.J.S.A. 18A: 72A- 49 *et seq.* ("HEFT"); and

**WHEREAS:** The Board has determined that the Projects will assist in serving the needs of its students and providing a benefit to the Institution; and

**WHEREAS:** The Board desires to approve financing of all or portions of the Projects through the GO Bond Act, CIF, ELF, HETI and HEFT; and

**WHEREAS:** Portions of the Projects may also be financed by bonds issued by the New Jersey Educational Facilities Authority which bear tax-exempt interest for federal income tax purposes ("Tax-Exempt Bonds"), commercial loans or funds otherwise available to the Institution; and

**WHEREAS:** In order to provide maximum flexibility and most efficient borrowing costs, the Board wishes to authorize financing the Projects through GO Bond Act, CIF, ELF, HETI and HEFT (the "Proposed Programs"), issuance of Tax-Exempt Bonds, commercial loans and funds otherwise available to the Institution or any combination thereof (the "Financing Structure"); and

**WHEREAS:** The Board wishes to approve the form of the Applications to be submitted to the Secretary of Higher Education (the "Secretary") for the Proposed Programs for the Projects, and to designate and authorize officers of the Institution to take necessary and desirable actions to undertake, implement and submit to the Secretary the Applications for the Projects; and



**WHEREAS:** The Board hereby approves the Long Range Facilities Plan and Information Technology Strategic Plan of the Institution in the form attached hereto as Exhibits A and B, respectively, and authorizes and directs the officers designated in this resolution to include the Long Range Facilities Plan and Information Technology Strategic Plan in the Applications approved herein; and

**WHEREAS:** The Board desires to authorize certain officers of the Institution to determine the Financing Structure which is most economically advantageous to the Institution provided the Financing Structure includes utilization of the Proposed Programs, and take all action necessary or beneficial to accomplish the financing of the Projects including the financing of capitalized interest, if any, and other costs of issuing any debt including, Tax-Exempt Bonds or other financings (“Financing Costs”); and

**WHEREAS:** The Board reasonably expects to reimburse expenditures for costs of the Projects paid prior to issuance of Tax-Exempt Bonds or any debt bearing interest which is exempt from gross income for federal income tax purposes which will fund applicable Projects and Programs;

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

**SECTION 1.** The Board approves the Projects and authorizes the undertaking, implementation and financing of the Projects in a maximum aggregate amount not to exceed \$94.0 million (including Financing Costs) and approves the Long Range Facilities Plan and Information Technology Strategic Plan of the Institution in the form attached hereto as Exhibits A and B, respectively.

**SECTION 2.** The Board approves the financing of all or any portion of the Projects through the Go Bond Act, CIF, ELF, HETI and HEFT. The Board approves the Applications for funding of the Projects through such Programs in the form submitted to the Board and authorizes and directs the herein defined Designated Officers to submit such Applications to the Secretary with such changes, modifications and additions as are approved by the Designated Officers and such changes, modifications and additions shall be conclusively evidenced by the submission of the Applications to the Secretary. The Board expressly directs and authorizes the Designated Officers to submit the Long Range Facilities Plan and Information Technology Strategic Plan in the Applications for any Programs for which it is required. The Board acknowledges and agrees that approval of the Applications and receipt of funds pursuant to the Programs will obligate the Institution to: (a) provide funds for the operation and maintenance of the Projects, (b) contribute to the cost of the Projects; (c) pay all or a portion of debt service on Tax-Exempt Bonds issued to fund the Proposed Programs as applicable; and (d) fulfill other conditions imposed under the Programs and hereby directs and authorizes the Designated Officers to certify such acknowledgement and agreement as part of the submitted Applications. The Designated Officers are hereby authorized and directed to fulfill all conditions of the Proposed Programs including without limitation providing for the operation and maintenance of the Project and using available funds of the Institution to pay for such operation and maintenance and to satisfy conditions of the

Proposed Programs to contribute to the cost of Projects and/or debt service on Tax-Exempt Bonds issued to fund the Proposed Programs from available funds of the Institution.

**SECTION 3.** The Board further approves the financing of all or any portion of the Projects with Tax-Exempt Bonds, commercial loans and other funds available to the Institution and through the Financing Structure determined to be most economically advantageous to the Institution by the President and Vice President of Administration and Finance (the "Designated Officers"). The Designated Officers are expressly authorized and directed to determine such Financing Structure provided that the Financing Structure includes utilization of Programs which are approved by the Secretary for financing the Projects.

**SECTION 4.** The Board Chair, the Board Secretary, the President and Vice President of Administration and Finance (each an "Authorized Officer") are each hereby authorized and directed to approve, execute and deliver any and all agreements necessary to undertake, implement and finance the Projects and any and all other financing documents and instruments in the form approved by the Authorized Officers executing the same in the name of and on behalf of the Board/Institution, in as many counterparts as may be necessary, and to affix or impress the official seal of the Institution thereon and to attest the same and such execution and attestation will be conclusive evidence of the approval of the form and content of such agreements and other documents and instruments necessary to undertake, implement and finance the Projects and to pay Financing Costs including through the financing thereof. The Authorized Officers are further authorized and directed to do and perform such other acts and to take such other actions as may be necessary or required, or which may be deemed to be appropriate to implement the purposes of this resolution to undertake, implement and finance the Projects and Financing Costs and the payment and/or repayment thereof.

**SECTION 5.** This Resolution is a declaration of the official intent of the Institution that the Institution reasonably expects and intends to reimburse expenditures for costs of the Projects paid prior to issuance Tax-Exempt Bonds or other tax-exempt debt issued to fund the Projects/Programs "Applicable Tax-Exempt Debt" in accordance with Treasury Regulation Section 1.150-2 and that the maximum principal amount of the Tax-Exempt Debt expected to be issued to finance costs of the Projects including amounts to be used to reimburse expenditures for such costs paid prior to the issuance of the such Tax-Exempt Debt is \$94.0 million (including Financing Costs).

**SECTION 6.** All resolutions, orders and other actions of the Board of the Institution in conflict with the provisions of this resolution to the extent of such conflict are hereby superseded, repealed or revoked.

**SECTION 7.** This Resolution shall take effect immediately; and be it further

**RESOLVED:** That no further approvals by the Board are necessary to implement this Resolution.

## **PERSONNEL AND EMPLOYEE RELATIONS**

Dr. Whittaker gave the report of the Personnel and Employee Relations Committee. He noted that the President had recommended the appointment of several administrative and professional staff and faculty as included in the board book. He moved for approval of the President's recommendation. Mr. Pawar 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, Dr. Coleman, Ms. DeSoto, Mr. Ryan; No-None; Abstention-Mr. Cameron, Mr. Hernandez).

### **APPOINTMENTS**

1. Dr. Michael Chumer, D.Sc. Program Director (Temporary part-time appointment) Professional Security Studies
2. Ms. Margaret Gray, Assistant Professor (Temporary appointment), Nursing
3. Dr. Vaibhavee Agaskar, Assistant Professor (Temporary appointment), Educational Leadership and Counseling

### **CANDIDATES WITH LESS THAN THREE YEARS OF SERVICE AND PART-TIME EMPLOYEES MANAGERIAL ADMINISTRATORS WITH CONCURRENT RANK**

#### **To the 4th Year Effective September 1, 2013**

1. Dr. Tracey Duncan, Assistant Professor, Educational Leadership
2. Dr. Wanda Rutledge, Assistant Professor, Business Administration

#### **To the 3<sup>rd</sup> Year Effective September 1, 2013**

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. Mr. Bernard McSherry, Assistant Professor, Business Administration
6. Dr. Erin O'Neill, Assistant Professor, Health Science
7. Dr. Yumiko Ogawa, Assistant Professor, Education Leadership & Counseling
8. Dr. Joyce Wright, Associate Professor, Nursing

#### **To the 2nd Year Effective September 1, 2013**

1. Dr. Robert Aslanian, Assistant Professor, Chemistry
2. Dr. John Bragg, Assistant Professor, Elementary/Second Education
3. Dr. Terry Kamps, Assistant Professor, Biology
4. Mr. Damian Prince, Assistant Professor, Business Administration

**One –year or Half-year Appointment (Non Tenure Track) Evaluation to the Dean’s Level  
Only Not Eligible for Reappointment**

1. Ms. Asmaa Bouyard, Instructor, Mathematics
2. Mr. David Dunkel, Instructor, Literacy Education
3. Mr. Bernard Selman, Instructor, Psychology
4. Ms. MaryAnn Zimmerman, Assistant Professor, Health Science

**Part-time Faculty Eligible for Reappointment Consideration for the Period  
(September 1, 2013-June 30, 2014 Evaluation Not Required)**

1. Dr. Gilles Bernard, Assistant Professor, Music, Dance, Theater
2. Mr. Nick Eferiades, Assistant Professor, Media Arts
3. Mr. Robert Foster, Assistant Professor, Media Arts
4. Mr. Robert Romeo, Assistant Professor, Music, Dance, Theater

**Managerial Administrators Holding Academic Rank Annual Appointment  
July 1, 2013 June 30, 2014**

1. Dr. Sandra Bloomberg, Dean, College of Professional Studies
2. Dr. Joanne Bruno, Vice President, Academic Affairs
3. Ms. Maria Cobarrubias, Executive Assistant to the President
4. Dr. Allan DeFina, Dean, College of Education
5. Dr. Barbara Feldman, Dean, College of Arts and Sciences
6. Dr. Melanie McDonald, Associate Dean, College of Professional Studies
7. Dr. Francis Moran, Associate Dean, College of Arts and Sciences
8. Dr. Deborah Woo, Assistant Vice President, Academic Affairs

**Managerial Administrators Annual Appointment July 1, 2013-June 30, 2014**

1. Mr. Andrew Christ, Assoc. Vice President, Facilities and Construction Management
2. Mr. Durwin Coppock, Managerial Assistant Director 2, Public Safety
3. Mr. Michael D’Aquila, Director 2, Facilities and Construction Management
4. Mr. Alexis Delgado, Associate Director 2, Opportunity Scholarship Program
5. Dr. Sue Gerber, Associate Director 3, Assessment
6. Mr. Craig Katz, Associate Director 2, University Advisement Center
7. Ms. Jacynthe Mailly-Murphy, Managing Assistant Director 1, Controller’s Office
8. Ms. Jane McClellan, Director 2, Alumni
9. Mr. Michael Perna, Associate Director, Office of Marketing
10. Ms. Lorianne Summers, Director 2, Development Office

**Managerial Appointment Evaluation to the Dean or 1<sup>st</sup> Level Supervisor Only Not Eligible  
for Reappointment Consideration (One-Year or Half Year Appointment)**

1. Ms. Maria Soares, Assistant Director 1, University Academic Advisement

**Professional Staff Eligible for Reappointment Evaluation Effective July 1, 2013-June 30, 2014**

1. Ms. Jennifer Arroyo, Program Assistant, Children's Learning Center
2. Mr. Barry Goldman, Professional Services Specialist 3, Music, Dance, Theater
3. Ms. Leah Jackson, Professional Services Specialist 4, University Advisement Center
4. Ms. Christal Harry, Professional Services Specialist 4, Admissions
5. Ms. Tricia Koufodontis, Program Assistant, Children's Learning Center
6. Ms. Ashley Kumar, Professional Services Specialist 4, Admissions
7. Ms. Lorena Laverde, Assistant Director 2, University Advisement Center
8. Ms. Jaclyn Lenez, Professional Services Specialist 3, Grants & Sponsored Programs
9. Dr. Alfredo Lowe, Professional Services Specialist 1, Counseling Center
10. Mr. Tashfeen Majid, Assistant Director 3, Academic Computing
11. Ms. Alison Maysilles, Professional Services Specialist 4, University Advisement Center
12. Ms. Amy Mulligan, Professional Services Specialist 3, Athletics
13. Mr. Jonathan Ng, Professional Services Specialist 4, Financial Aid
14. Ms. Venida Rodman-Jenkins, Professional Services Specialist 1, Women's Center
15. Mr. Arron Rodriguez, Professional Services Specialist 4, Admissions
16. Ms. Maria Rolon, Professional Services Specialist 3, The Learning Communities
17. Mr. Jamie Rudolph, Professional Services Specialist 4, Grants & Sponsored Programs
18. Ms. Yamara Salazar, Professional Services Specialist 4, Residence Life
19. Ms. Anna Scanniello, Professional Services Specialist 3, Fire Science
20. Ms. Elizabeth Scott, Professional Services Specialist 3, University Advisement Center
21. Ms. Denise Serpico, Professional Services Specialist 2, College of Professional Studies
22. Mr. Patrick Snyder, Professional Services Specialist 4, Athletics
23. Ms. Theresa Spataro, Professional Services Specialist 4, Dean of Professional Studies
24. Ms. Frecia Tapia, Professional Services Specialist 3, College of Education
25. Mr. Frank Vance, Professional Services Specialist 4, Athletics
26. Mr. Daniel Ward, Assistant Director 1, Online Learning
27. Mr. Leonard Williams, Professional Services Specialist 4, Admissions
28. Mr. Malvanie Williams, Professional Services Specialist 4, Campus Life
29. Mr. Wesley Wilson, Professional Services Specialist 3, Math Department
30. Ms. Heather Woodbridge, Professional Services Specialist 4, Admissions

**Professional Staff Not Eligible for Reappointment Evaluation to the Dean or 1<sup>st</sup> Level Supervisor Only (One-year or Half-year Appointment)**

1. Ms. Victoria Fletcher, Professional Services Specialist 4, NJ Youth Corps

**Part-time Professional Staff Eligible for Reappointment Consideration for the Period July 1, 2013-June 30, 2014 Evaluation Not Required**

1. Mr. Thomas Lee II, Assistant Director 4, Athletics
2. Mr. Peter Vincent, Professional Services Specialist 4, Athletics

**A. Harry Moore School Faculty Annual Appointment to the 4<sup>th</sup> Year  
Effective September 1, 2013**

1. Ms. Adrianna Ciro, Demonstration Specialist 1
2. Ms. Deborah Katz, Demonstration Specialist 3
3. Ms. Robin Karpenski, Demonstration Specialist 3
4. Ms. Dawn Welker, Demonstration Specialist 3

**A. Harry Moore Faculty Annual Appointment to the 3<sup>rd</sup> Year  
Effective September 1, 2013**

1. Ms. Nancy Moussa, Demonstration Specialist 3

**A. Harry Moore School Not Eligible for Reappointment Evaluation to The Dean or 1<sup>st</sup>  
Level Supervisor Only (One-year or Half-Year Appointment)**

1. Mr. Littlefinger Andrek, Demonstration Specialist 4
2. Ms. Kirsten Kotraba, Demonstration Specialist 3

**Librarian to the 4<sup>th</sup> Year Effective July 1, 2013**

1. Ms. Jocelyn Castillo, Librarian 3
2. Mr. John Porcaro, Librarian 3

**LEAVE OF ABSENCE**

1. Dr. Melanie McDonald  
Associate Dean in College of Professional Studies  
Leave of Absence with salary for the period  
July 1, 2013 – August 31, 2013

**MANAGERIAL SALARIES 2012-2013**

**WHEREAS:** Managerial salary increases are performance-based and are generally awarded annually on the recommendation of the President of the University; and

**WHEREAS:** The University administration has recommended managerial employees receive increases for FY 2013 ranging from 0 to 2% with the overall increases for all managerial employees not to exceed 2% of FY2012 salaries; and

**WHEREAS:** The Personnel and Employees Relations Committee of the Board finds this recommendation consistent with managerial salary practices within the state college/university system; be it therefore

**RESOLVED:** That the Board of Trustees of the New Jersey City University on the twenty fifth day of February 2013 authorizes the President of the University to award salary increases for FY2013 from 0 to 2% with the overall total dollar increases not to exceed 2% of FY2012 managerial salaries; and be it further

**RESOLVED:** That the enclosed compensation schedule setting the minimum and maximum salaries for all managerial positions for FY2012 is approved.

### **RECLASSIFICATIONS**

Effective July 1, 2013

1. Ms. Dorene Johnson  
OSP  
From: Program Assistant  
To: Professional Services Specialist 4
  
2. Ms. Theresa Sparto  
College of Professional Studies  
From: Professional Services Specialist 4  
To: Professional Services Specialist 3

### **Salary Adjustments for Unclassified Managerial Employees**

**WHEREAS:** Salary adjustments for unclassified managerial employees are made on the recommendation of the President of the University; and

**WHEREAS:** The President has recommended the unclassified managerial employees listed below for salary adjustments to the annual salaries indicated:

Virginia Melendez, Confidential Secretary  
President's Office - \$81,426.00  
Effective: September 1, 2012

Lisa Norcia, Affirmative Action  
President's Office - \$81,481.77  
Effective: July 1, 2012

**WHEREAS:** The Personnel and Employee Relations Committee of the Board finds this recommendation consistent with unclassified managerial employee salary practices within the state college/university system; be it therefore

**RESOLVED:** That the Board of Trustees of New Jersey City University on this twenty-fifth day of February 2013, authorizes the President of the University to adjust the unclassified managerial employee salaries as recommended.

**ANNOUNCEMENTS**

Professor William Calathes from the Criminal Justice Department and AFT President addressed the Board regarding the managerial salary increases.

**NEXT MEETING**

The next Board meeting will be held on April 22, 2013. 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, Mr. Cameron, Dr. Coleman, Ms. DeSoto, Mr. Ryan, Dr. Whittaker; No-None; Abstention-Mr. Hernandez).

**ADJOURNMENT**

There being no further business to come before the Board, Mr. Perez made a motion to adjourn, the motion was seconded by Mr. Pawar. The motion passed. (Yes-Ms. Bennett, Mr. Cameron, Dr. Coleman, Ms. DeSoto, Mr. Ryan, Dr. Whittaker; No-None; Abstention-None). Mr. Perez adjourned the meeting at 6:38 p.m.

Respectfully submitted,

Virginia Melendez  
Secretary to the Board of Trustees