

**New Jersey City University  
Board of Trustees Meeting  
October 7, 2013**

**ATTENDING:** Mr. Rafael Perez, Chair  
Ms. Marilyn Bennett  
Dr. Henry Coleman  
Mr. Vij Pawar, *via teleconference*  
Mr. Alvert Hernandez  
Mr. Carlos Rendo, *via teleconference*  
Mr. Owen Ryan, *via teleconference*  
Dr. Sue Henderson, *ex officio*

**ABSENT:** Dr. T. Steven Chang  
Ms. Cynthia Campbell  
Dr. Edward Whittaker  
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. Mr. Pawar, Mr. Rendo, 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 October 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 June 17, 2013 meeting were approved following a motion by Dr. Coleman that was seconded by Ms. Bennett. (Yes-Mr. Perez, Mr. Hernandez, Mr. Pawar, Mr. Rendo, Mr. Ryan; No-None; Abstention-None).

**PRESIDENT'S REPORT**

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

- The Inauguration of NJCU's Twelfth President was held on Friday, September 20, 2013. Visitors from California, Georgia, Florida, Washington and our surrounding states were impressed with what they saw, beginning with the stunning beauty of the campus. The ceremony went off without a hitch and the fifty flags of all nations clearly showcased one of our greatest strengths – our diversity. Speakers from far and wide who celebrated with us added to the gravity of the occasion. The day ended with a concert on the waterfront attended by friends of NJCU, students, faculty and most importantly – community members eager to see the talent of NJCU and enjoy an evening overlooking Manhattan and listening to works from the greats like Louis Armstrong and Dizzy Gillespie, and others.

- The fall semester is off to a great start with increase in our enrollment.
- The first cohort of the Honors Program kicked off this semester.

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

Dr. Coleman gave the report for the Finance, Audit and Planning Committee. The following resolution for the FY 2013 Financial Statements and Report from External Auditors was moved by Dr. Coleman and seconded by Ms. Bennett (Yes-Mr. Perez, Mr. Hernandez, Mr. Pawar, Mr. Rendo, Mr. Ryan; No-None; Abstention-None).

### **RESOLUTION**

#### **ACCEPTANCE OF FISCAL YEAR 2013 AUDITED FINANCIAL STATEMENTS**

**WHEREAS:** Pursuant to the Higher Education Restructuring Act of 1994, 18A:3B-48(b)(1), in which the University's Board of Trustees shall establish an audit committee to assist the Board in ensuring and safeguarding the integrity of the University's financial statements; and

**WHEREAS:** Pursuant to 18A:3B-50(b-c) of the Restructuring Act of 1994, the University's independent auditors shall report their findings to the audit committee, and the audit committee shall report the findings of the independent auditor and management's evaluation of those findings to the University's Board of Trustees; and

**WHEREAS:** The State of New Jersey Office of Management and Budget, under the authority of N.J.S.A. 52:27B-46, requires signed copies of the audited financial statements from its component units by October 31, 2013 in order to complete the State's Comprehensive Annual Financial Statement Report; and

**WHEREAS:** Under Governmental Accounting Standards Board Statement No. 14, the University is considered a component unit of the State of New Jersey for financial reporting purposes; and

**WHEREAS:** The University's independent auditors, KPMG LLP, presented the fiscal year 2013 financial statements and audit results to the Finance, Audit and Planning Committee, indicating that an unmodified opinion would be issued and that there are no findings to report; be it therefore

**RESOLVED:** That the Board of Trustees on this 7th day of October 2013 does hereby accept the New Jersey City University Fiscal Year 2013 Financial Statements.

The following resolution for the Final FY 2014 Budget was moved by Dr. Coleman and seconded by Mr. Hernandez (Yes-Mr. Perez, Ms. Bennett, Mr. Pawar, Mr. Rendo, Mr. Ryan; No-None; Abstention-None).

**RESOLUTION**

**FINAL FISCAL YEAR 2014 BUDGET**

**WHEREAS:** State Colleges and Universities have been authorized to establish revenue, expense and capital budget projections for the 2013/2014 fiscal year; and

**WHEREAS:** The New Jersey City University Board of Trustees on June 17, 2013 did approve the tuition rates, room and board rates, and rates for other fees for the 2013/2014 academic year based upon the final fiscal year 2014 Appropriations Act; and

**WHEREAS:** The Governor approved the final State budget which provided the University with an appropriation of \$26,056,000; and

**WHEREAS:** The University prepared a final budget for fiscal year 2014 based on final State appropriation, tuition increases, and final State budget which projects revenues and expenses at \$182,550,530, and capital expenditures of \$9,297,708; and

**WHEREAS:** The Finance, Audit and Planning Committee has reviewed the final fiscal year 2013/2014 revenue, expense and capital budget projections and recommends adoption, be it therefore

**RESOLVED:** That the New Jersey City University Board of Trustees on this 7th day of October, 2013 does hereby approve the fiscal year 2013/2014 Revenue, Expense and Capital Budgets.

Dr. Coleman noted that the Approval of Draft FY 2015 State Budget Request was listed on the agenda as an action item, but was in fact for information purposes only. No action was taken.

The following resolution for the HarrisonRand Advertising Board Waiver was moved by Dr. Coleman and seconded by Ms. Bennett (Yes-Mr. Perez, Mr. Hernandez, Mr. Pawar, Mr. Rendo, Mr. Ryan; No-None; Abstention-None).

**RESOLUTION**

**AWARD OF CONTRACT TO  
HARRISONRAND ADVERTISING**

**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:** As permitted by the statute, the University seeks authorization of the Board of Trustees to enter a contract which exceeds the bid threshold without bidding with HarrisonRand Advertising for the provision of professional consulting services

involving the University student enrollment, marketing and advertising campaign;  
and

**WHEREAS:** The contract for these services shall be in total amount not to exceed \$600,000 over the next nine months; and

**WHEREAS:** Whenever and wherever possible, the University intends to test the appropriateness of dealing with any given contract vendor by seeking alternate bids for the goods and services with other vendors, if available, and

**WHEREAS:** The University is requesting a bid advertising waiver which will help ensure the continued efficient and effective operation of the University, be it therefore

**RESOLVED:** That the Board of Trustees of New Jersey City University on this 7<sup>th</sup> day of October 2013 does hereby approve the award of a contract to HarrisonRand Advertising as provided in the proposal attached to this resolution.

The following resolution for the LKS Associates Board Waiver was moved by Dr. Coleman and seconded by Mr. Hernandez (Yes-Mr. Perez, Ms. Bennett, Mr. Pawar, Mr. Rendo, Mr. Ryan; No-None; Abstention-None).

## **RESOLUTION**

### **AWARD OF CONTRACT TO LKS ASSOCIATES**

**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:** As permitted by the statute, the University seeks authorization of the Board of Trustees to enter a contract which exceeds the bid threshold without bidding with LKS Associates for the provision of consulting services involving fundraising development, and professional consulting services related to the University's speakers series; and

**WHEREAS:** The contract for these services shall be in a total amount not to exceed \$96,000 over the next 18 months; and

**WHEREAS:** Whenever and wherever possible, the University intends to test the appropriateness of dealing with any given contract vendor by seeking alternate bids for the goods and services with other vendors, if available, and

**WHEREAS:** The University is requesting a bid advertising waiver which will help ensure the continued efficient operation of the University, be it therefore

**RESOLVED:** That the Board of Trustees of New Jersey City University on this 7<sup>th</sup> day of October 2013 does hereby approve the award of a contract to LKS Associates as provided in the proposal attached to this resolution.

Dr. Coleman brought forward a new resolution to be acted upon as discussed at the meeting of the Finance, Audit and Planning Committee. The following resolution for the Authorization for Waiver of Advertising for Personnel Recruitment Consultant Services was moved by Dr. Coleman and seconded by Ms. Bennett (Yes-Mr. Perez, Mr. Hernandez, Mr. Pawar, Mr. Rendo, Mr. Ryan; No-None; Abstention-None).

## **RESOLUTION**

### **AUTHORIZATION FOR WAIVER OF ADVERTISING FOR PERSONNEL RECRUITMENT CONSULTANT SERVICES**

**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:** As permitted by the statute, the University seeks authorization of the Board of Trustees to retain a search firm for the position of senior vice president and provost and enter a contract which exceeds the bid threshold without bidding for the provision of professional consulting services involving personnel recruitment and related search services; and

**WHEREAS:** The contract for these services shall be in total amount not to exceed \$85,000; and

**WHEREAS:** Whenever and wherever possible, the University intends to test the appropriateness of dealing with any given contract vendor by seeking alternate bids for the goods and services with other vendors, if available, and

**WHEREAS:** The University is requesting a bid advertising waiver which will help ensure the continued efficient and effective operation of the University, be it therefore

**RESOLVED:** That the Board of Trustees of New Jersey City University on this 7<sup>th</sup> day of October 2013 does hereby authorize the University to retain a search firm without advertising for bids provided the contract amount for personnel recruitment and search services shall not exceed \$85,000 and the University shall obtain quotes per usual procedure for the provision of these services.

### **PERSONNEL AND EMPLOYEE RELATIONS**

Ms. Bennett gave the report of the Personnel and Employee Relations Committee. She noted that the President had recommended the appointment of administrative and professional staff and faculty as included in the board book. She moved for approval of the President's

recommendation. Dr. Coleman 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, Mr. Pawar, Mr. Rendo, Mr. Ryan; No-None; Abstention-Mr. Hernandez).

### APPOINTMENTS

1. Ms. Aparna Saini, Professional Services Specialist, University Advisement Center
2. Ms. Alfa Rodriguez, Program Assistant (Temporary appointment), Nursing
3. Dr. Cheryl Swider, Interim Associate Dean (Temporary appointment), College of Professional Studies
4. Mr. Frederick Smith, Interim Director (Temporary appointment), Library
5. Mr. William Fellenberg, Interim Vice President (Temporary appointment), University Advancement
6. Ms. Lynn Zisa, Professional Services Specialist 3 (Acting Director, Temporary appointment), M. Jerry Weiss Center
7. Ms. Michelle Rosen, Assistant Professor, Literacy Education
8. Dr. Barbara Blozen, Associate Professor, Nursing
9. Ms. Lisa Aliche, Professional Services Specialist 4, NJ Youth Corps
10. Ms. Tamara Cunningham, Interim Assistant to the Vice President (Temporary appointment), Vice President of Academic Affairs
11. Mr. Joseph Tetteh, Director 4 (Temporary appointment), Business Development Incubator
12. Ms. Betsey McPeake, Professional Services Specialist 1 (Assistant to the Dean, Part-time, Temporary appointment), College of Professional Studies
13. Ms. Kirsten Kotraba, Demonstration Specialist 3, A. Harry Moore School
14. Dr. Melanie McDonald, Associate Professor, Business Administration – Management
15. Mr. Hugo Morales, Associate Director 1 (Temporary appointment), Communications and Marketing
16. Mr. Michael Perna, Director 2 (Temporary appointment), Communications and Marketing
17. Dr. Karen DeSoto, Assistant Professor (Temporary appointment), Political Science
18. Mr. Guillermo de Veyga, Managing Assistant Director 2 (Temporary appointment), Professional Security Studies
19. Ms. Marcela Kepicova, Instructor (Half-year, temporary appointment), Educational Leadership and Counseling
20. Ms. Joyce Monroe, Instructor, Modern Languages
21. Ms. Jannika Hantho, Demonstration Specialist 3, A. Harry Moore School
22. Ms. Beatrice Keseru, Program Assistant, Health Sciences
23. Dr. Karen Weiser, Assistant Professor, English
24. Ms. Dana Trusso, Instructor, Philosophy & Religion
25. Mr. Quoc Tu, Instructor (Half-time, Temporary appointment), Fitness, Exercise and Sports
26. Ms. Melissa Martirano, Instructor, Business Administration-Marketing
27. Ms. Maria Soares, Managing Assistant Director 1 (Temporary Appointment), Academic Affairs

28. Ms. Veronica Garcia, Professional Services Specialist 4 (Temporary appointment),  
Admissions

**NEXT MEETING**

The next Board meeting will be held on December 9, 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 Ms. Bennett. The motion passed. (Yes-Mr. Hernandez, Dr. Coleman, Mr. Pawar, Mr. Rendo, Mr. Ryan; No-None; Abstention-None).

**ADJOURNMENT**

There being no further business to come before the Board, Mr. Perez called for a motion to adjourn, the motion was moved by Ms. Bennett and was seconded by Mr. Hernandez. The motion passed. (Yes-Mr. Perez, Dr. Coleman, Mr. Pawar, Mr. Rendo, Mr. Ryan; No-None; Abstention-None). Mr. Perez adjourned the meeting at 6:23 p.m.

Respectfully submitted,

Virginia Melendez  
Secretary to the Board of Trustees