

**New Jersey City University
Board of Trustees Meeting
September 8, 2014**

ATTENDING: Mr. Rafael Perez, Chair
Ms. Marilyn Bennett
Ms. Cynthia Campbell, *via teleconference*
Dr. Steven Chang
Dr. Henry Coleman
Mr. Laquan Law
Mr. Carlos Rendo, *via teleconference*
Mr. Owen Ryan, *via teleconference*
Dr. Sue Henderson, *ex officio*

ABSENT: Mr. Vij Pawar
Dr. Edward Whittaker
Ms. Wanda Webster Stansbury

The meeting was called to order at 6:11 p.m. in the Gilligan Student Union Building, Room 129, by Mr. Perez. Ms. Campbell, 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 September 5, 2014. 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 2, 2014 meeting were approved following a motion by Ms. Bennett that was seconded by Dr. Chang. (Yes-Mr. Perez, Ms. Campbell, Dr. Coleman, Mr. Law, Mr. Rendo, Mr. Ryan; No-None; Abstention-None).

PRESIDENT'S REPORT

President Henderson gave a presentation and reported on recent accomplishments as well as several initiatives currently underway. To highlight other projects in progress, Dr. Henderson called forward the Provost and the Vice President of University Advancement who give presentations on the initiatives currently underway in their respective offices. Dr. Bernard McSherry, Interim Dean in the School of Business was also called forward to present on the School of Business.

CHAIR'S REPORT

Mr. Perez made a motion to approve the resolution to Adopt Charters for the Committees of the Board of Trustees of the university. The motion was seconded by Ms. Bennett. (Yes-Ms. Campbell, Dr. Chang, Dr. Coleman, Mr. Law, Mr. Rendo, Mr. Ryan; No-None; Abstention-None).

RESOLUTION TO ADOPT CHARTERS FOR THE COMMITTEES OF THE BOARD OF TRUSTEES

- WHEREAS:** The Board of Trustees of New Jersey City University (“Board”) is empowered and has the responsibility to provide oversight and governance of New Jersey City University, a public institution of higher education of the State of New Jersey (“University”), and
- WHEREAS:** The Board may from time to time determine to change aspects of the governance process to address the developing needs of the University, and
- WHEREAS:** The various committees of the Board provide a mechanism to allow a thorough and full preliminary examination and review matters within their respective committee charters to support the full Board’s consideration of matters recommended to it for approval or other action; and
- WHEREAS:** The University is engaged in the development and implementation of various initiatives of strategic importance to the University’s future; and
- WHEREAS:** The Administration has provided assistance to the Board by proposing several changes in the charters of Board’s committees including name changes that relate to the core functions of each committee, reassignment of duties and responsibilities to committees to improve their alignment to areas of focus, and creation of a new Facilities and Planning Committee in recognition of the University’s ongoing and projected development of its physical assets consistent with its strategic needs, and
- WHEREAS:** The Nominations and Governance Committee has examined and considered the proposed changes to the charters of the Board’s Committees and recommends adoption of the new charters as appended to this resolution and the full Board having considered the recommendation, be it
- RESOLVED:** That the Board of Trustees of New Jersey City University on the eighth day of September 2014 approves and adopts the appended Board of Trustees Committee Charters.

FINANCE, AUDIT AND PLANNING

Dr. Coleman gave the report for the Finance, Audit and Planning Committee. The following Board Waiver for CRM Student Retention Management Solution was moved by Dr. Coleman and second by Dr. Chang (Yes-Mr. Perez, Ms. Bennett, Ms. Campbell, Mr. Law, Mr. Rendo, Mr. Ryan; No-None; Abstention-None).

**RESOLUTION
BID ADVERTISING WAIVER
CRM Student Retention Management Solution**

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 implement a CRM (customer relationship manager) student retention management solution designed to service students through increased efficiencies and improved personalization, and

WHEREAS: This professional and technical solution is information technology under the New Jersey State College Contracts Law Statute 18A:64-56a.19, and

WHEREAS: The University has requested and reviewed a proposal from Hobsons, Inc. for a 36 month contract in the amount of \$152,000, and

WHEREAS: As permitted by the statute, the University seeks authorization of the Board of Trustees to contract without bidding for information technology solutions, be it therefore

RESOLVED: That the Board of Trustees of New Jersey City University, on this 8th day of September 2014 does hereby authorize the University to contract without bidding for Hobsons, Inc.

Dr. Coleman noted that the *Resolution to Authorize Science Building Overage* was deferred and will be brought for action at a future meeting. No action was taken.

PERSONNEL AND EMPLOYEE RELATIONS

Ms. Bennett gave the report of the Personnel and Employee Relations Committee. She noted that the President had recommended the appointments of faculty and staff as included in the board book. She moved for approval of the President's recommendation. Dr. Coleman second. 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. Campbell, Dr. Chang, Mr. Rendo, Mr. Ryan; No-None; Abstention-Mr. Law).

APPOINTMENTS

1. Dr. Grace Wambu, Assistant Professor, Educational Leadership and Counseling
2. Dr. Frederic Mynard, Associate Professor, Mathematics
3. Dr. Kaixuan Bu, Program Assistant (Part-time), Geoscience/Geography
4. Dr. Vaibhavee Agaskar, Assistant Professor, Educational Leadership and Counseling
5. Ms. Asheenia Johnson, Program Assistant (Temporary appointment), Grants and Sponsored Programs
6. Ms. Melissa Lombardi, Demonstration Teacher (Temporary appointment),
A. Harry Moore
7. Ms. Jannika Hantho, Demonstration Specialist 3 (Temporary appointment)
A. Harry Moore School
8. Ms. Katrine Pinkpank-Conley, Demonstration Teacher (Temporary appointment)
A. Harry Moore School
9. Ms. Cinthia Diaz, Professional Services Specialist 4, Vice President for Student Affairs
10. Mr. Robert Cole, Professional Services Specialist 4, Athletics
11. Ms. Jaclyn Timko, Professional Services Specialist 4, Athletics
12. Mr. John Sateja, Assistant Professor (Temporary appointment), Marketing Department
13. Ms. Veronica Garcia, Professional Services Specialist 4, Admissions
14. Mr. Amjad Khan, Professional Services Specialist 4, Campus Life
15. Ms. Lynn Zisa, Professional Services Specialist 3 (Acting Director Temporary, half-time appointment), M. Jerry Weiss Center
16. Mr. Russell Staples, Assistant Director 2 (Temporary appointment), Margaret Williams Theater
17. Ms. Tamara Cunningham, Interim Assistant to the Vice President (Temporary appointment), Vice President of Academic Initiatives and Services
18. Ms. Betsey McPeake, Professional Services Specialist 1 (Assistant to the Dean, Part-time, Temporary appointment), College of Professional Studies
19. Dr. Karen DeSoto, Assistant Professor (Temporary appointment), Political Science
20. Mr. Frederick Smith, Interim Director (Temporary appointment), Library
21. Ms. Colleen Koty, Program Assistant (Temporary, Part-time appointment), Harborside School of Business
22. Ms. Alfa Rodriguez, Program Assistant (Temporary appointment), Nursing
23. Mr. Lake Trusso, Instructor (Temporary appointment), Philosophy
24. Dr. Pam Russell, Demonstration Specialist 3 (Temporary appointment), A. Harry Moore School
25. Dr. William Bajor, Acting Director (Temporary appointment), Continuing Education
26. Dr. Cheryl Swider, Acting Director of University Outreach (Temporary appointment), College of Professional Studies
27. Dr. Jean Georgiou, Assistant Professor (Temporary appointment), Counseling
28. Dr. Denise Carvalho, Assistant Professor, Art
29. Ms. Bridget Porta, Assistant Professor, Nursing
30. Mr. Daniel Searano, Professional Services Specialist 4, Admissions
31. Ms. Laura Rifkin, Assistant Professor (Temporary, part-time appointment), Marketing
32. Ms. Tracy Riley, Assistant Professor (Temporary appointment), Women's Studies
33. Mr. Jason Roque, Professional Services Specialist 2, Media Arts

34. Dr. Khalid Lachheb, Assistant Professor (Temporary appointment), Modern Languages
35. Ms. Theta Pavis, Professional Services Specialist 4 (Temporary appointment),
College of Arts and Sciences
36. Ms. Abigail Dalmau, Administrative Assistant (Temporary appointment),
Business Administration
37. Ms. Jacintha Griffith, Demonstration Specialist (Temporary appointment),
A. Harry Moore School
38. Dr. Mary Fortier, Associate Professor (Temporary appointment), Nursing
39. Dr. Don Taylor, Assistant Professor (Temporary appointment), Business Administration –
Finance
40. Mr. Daniel Elwell, Vice President University Advancement
41. Mr. Christopher Versace, Assistant Professor (Temporary appointment),
Business Administration – Finance
42. Ms. Angela Ramos, Program Assistant (Temporary appointment),
Health Sciences

The following resolution to approve the Managerial Salaries for the 2014-2015 academic year was moved by Ms. Bennett and second by Dr. Chang. (Yes-Mr. Perez, Ms. Campbell, Dr. Coleman, Mr. Rendo, Mr. Ryan; No-None; Abstention-Mr. Law).

**RESOLUTION
MANAGERIAL SALARIES 2014-2015**

WHEREAS: The University administration has recommended and requested authorization to award performance based increases for managerial employees effective FY 2014 as determined subject to the limitation that the total of awarded increases shall not exceed 2% of total FY 2012 and 2% of total FY 2013 managerial salaries; and

WHEREAS: The Compensation Committee of the Board has reviewed the recommendation of the University administration and supports its implementation; be it therefore

RESOLVED: That the Board of Trustees of the New Jersey City University on the eighth day of September 2014 authorizes the President of the University to determine and award performance based salary increases effective FY 2014 subject to the limitation that the total of awarded increases shall not exceed 2% of total FY 2012 and 2% of total FY 2013 managerial salaries; and be it further

RESOLVED: That the attached compensation schedule setting the minimum and maximum salaries for all managerial positions for FY2014 is approved.

NEW BUSINESS

Ms. Bennett made a motion to approve the committee membership nominations for the *Nominating and Governance Committee* and was second by Dr. Chang. (Yes-Mr. Perez, Ms. Campbell, Dr. Coleman, Mr. Law, Mr. Rendo, Mr. Ryan; No-None; Abstention-None). The membership committee includes:

Board of Trustees - Nominating and Governance Committee

- Mr. Rafael Perez, Chair
- Dr. Henry Coleman, Vice Chair
- Ms. Cynthia Campbell, Secretary

NEXT MEETING

The next Board meeting will be held on December 8, 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 Dr. Coleman. The motion passed. (Yes-Ms. Bennett, Ms. Campbell, Dr. Chang, Mr. Law, Mr. Rendo, Mr. Ryan; No-None; Abstention-None).

ADJOURNMENT

There being no further business to come before the Board, Mr. Perez adjourned the meeting at 7:02 p.m.

Respectfully submitted,

Virginia Melendez
Secretary to the Board of Trustees