

**New Jersey City University
Board of Trustees Meeting
December 14, 2015**

ATTENDING: Mr. Rafael Perez, Chair
Ms. Marilyn Bennett, *via teleconference*
Dr. Henry Coleman
Mr. Edward Fowlkes
Mr. James Jacobson
Mr. Collin Officer, *student trustee*
Mr. Owen Ryan
Mr. Joseph Scott, *via teleconference*
Dr. Edward Whittaker
Dr. Sue Henderson, *ex officio*

ABSENT: Ms. Cynthia Campbell
Dr. Steven Chang
Ms. Lakeasha Gordon
Mr. Vij Pawar
Mr. Carlos Rendo

The meeting was called to order at 6:22 p.m. at the School of Business, Auditorium, Room 202 by Mr. Perez.

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 Secretary of State, Senate Majority Office, Council of NJ State College Locals and the NJ Association of State Colleges and Universities on December 9, 2015. Notice of this meeting was also posted on the University's e-mail system and website.

MINUTES

The Minutes of the September 21, 2015 meeting was approved following a motion by Mr. Perez and second by Dr. Whittaker. (Yes-Ms. Bennett, Dr. Coleman, Mr. Fowlkes, Mr. Jacobson, Mr. Ryan, Mr. Scott; No-None; Abstention-Mr. Officer).

CHAIR'S REPORT

Mr. Perez welcomed Mr. Collin Officer who has been selected by the Student Government Organization to be the non-voting student Board of Trustee Member.

PRESIDENT'S REPORT

President Henderson gave a presentation on recent accomplishments as well as several initiatives currently underway. At the request of Dr. Henderson, an update was provided by Dr. Ronald Hurley, Director of Public Safety, to speak on Emergency Preparedness.

REQUEST TO SPEAK

Mr. Perez called forward Dr. William Calathes to speak on behalf of the AFT regarding several concerns of the faculty. Copies of his remarks were also provided to the members of the board.

ACADEMIC AND STUDENT AFFAIRS

Dr. Whittaker gave the report for the Academic and Student Affairs Committee. He made a motion to approve the Proposal to Confer Departmental Status on the Existing Program in Counseling and Restore the Original Name to the Department of Educational Leadership. The motion was second by Mr. Jacobson. (Yes-Mr. Perez, Ms. Bennett, Dr. Coleman, Mr. Fowlkes, Mr. Ryan, Mr. Scott; No-None; Abstention-Mr. Officer).

**New Jersey City University
Proposal to Confer Departmental Status on the Existing Program in Counseling and
Restore the Original Name to the Department of Educational Leadership**

- WHEREAS:** In Fall 2008, the Counseling Program moved from the School of Arts and Sciences, Psychology Department to the College of Education, with the Department of Educational Leadership. The Counseling Program was established as a program housed in the Department of Educational Leadership and Counseling Program;
- WHEREAS:** The Counseling Program began completing the requirements to become accredited under the Council for Accreditation of Counseling and Related Educational Program (CACREP);
- WHEREAS:** New Jersey City University currently offers a MA in Counseling Program housed in the Department of Educational Leadership and Counseling;
- WHEREAS:** The Counseling Program of the Department of Educational Leadership and Counseling is requesting to become an independent Department; Department of Counselor Education to reflect the accreditation requirements of the Council for Accreditation of Counseling and Related Educational Programs (CACREP);
- WHEREAS:** As of July 2014, the Counseling Program received the two year initial accreditation through the Council for Accreditation of Counseling and Related Educational Programs (CACREP);
- WHEREAS:** The Counseling Program, to be renamed Department of Counselor Education is designed to offer two program options: 48 credit School Counseling Program and 60 credit Clinical Mental Health Counseling Program; be it therefore
- RESOLVED:** that the Counseling Program, to be renamed Department of Counselor Education be administratively separated from the Department of Educational Leadership and Counseling to better enable the Program to be

established as a Department of Counselor Education to promote counselor preparation and counselor identity as required by CACREP-approved programs. Be it further

RESOLVED: that the Counseling Program of the Department of Educational Leadership and Counseling be separated to be renamed the Department of Counselor Education and that the original name of the Department of Educational Leadership be restored to the Educational Leadership Program.

Dr. Whittaker made a motion to approve the proposal for New Graduate Certificate Program for Principal Certificate. The motion was second by Mr. Ryan. (Yes-Mr. Perez, Ms. Bennett, Dr. Coleman, Mr. Fowlkes, Mr. Jacobson, Mr. Scott; No-None; Abstention-Mr. Officer).

New Graduate Certificate Program for Principal Certificate

WHEREAS: The Department of Educational Leadership and Counseling in the Deborah Cannon Partridge Wolfe College of Education at New Jersey City University has proposed a new graduate certificate program for the Principal Certificate; and

WHEREAS: The NJCU Principal Certificate Program is designed for teachers with at least five years of teaching experience who hold a valid master's degree in an educational field, and who are ready to lead New Jersey public schools as highly qualified principals; and

WHEREAS: The proposal for the new Principal Certificate program of study has met all the reviews of: the Department of Educational Leadership and Counseling; the College of Education Curriculum Committee; the Senate Graduate Studies Committee; the Senate Planning, Development and Budget Committee; academic officers of the University and all notice requirements; and

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

RESOLVED: That the Board of Trustees of New Jersey City University on this 14th day of December 2015 hereby approves the proposal to offer the NJCU Principal Certificate Program.

Dr. Whittaker noted that the Committee provided a document entitled *Enrollment Projections 2016-2020*, which was included in the board book for informational purposes only, no action was taken.

A presentation was also made by Dr. Jimmy Jung, Interim Vice President for Student Affairs on the *NJCU Enrollment Management Plan 2016-2020*. The *Guided Pathways to Student Success* presentation was postponed.

FINANCE AND AUDIT

Mr. Ryan gave the report for the Finance and Audit Committee. He made a motion to approve the resolution Authorizing the Administration to apply for Capital Grant. The motion was second by Dr. Whittaker. (Yes-Mr. Perez, Ms. Bennett, Dr. Coleman, Mr. Fowlkes, Mr. Jacobson, Mr. Scott; No-None; Abstention-Mr. Officer).

RESOLUTION

APPROVING AND AUTHORIZING THE UNDERTAKING AND IMPLEMENTATION OF PROJECTS CONSISTING OF THE NURSING LAB EXPANSION AND RENOVATION AT THE BDI, AND PHASE II SCIENCE BUILDING RENOVATION AND EXPANSION 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 Nursing Program Expansion at the BDI, and the Science Building Expansion and Renovation – Phase II (the “Projects”);

WHEREAS: The Nursing Program is currently located on the 4th floor of Rossey Hall, with a total of about 15,400 sf. According to enrollment data, there are about 400 students in the program with 65 courses available. The current space includes (1) large classroom with (6) simulation labs, approximately 1970 sf, (5) general classrooms ranging from 340 to 600 sf, (2) conference rooms (280 sf and 340 sf), (9) offices ranging from 95 sf to 140 sf, and access to various other classrooms and labs, particularly relating to biology, etc. The space currently used by the BDI includes 6,420 sf on the first floor (plus a “black box theater) and 13,730 sf on the second, totaling 20,150 sf (gross). This represents a 30% increase in space and

will allow the Nursing Program to increase and improve its capacity and its course offerings; and

WHEREAS: In order to advance the delivery of STEM education and provide students with an educational experience that prepares them for the 21st century workforce, NJCU proposes to further expand and renovate the Science Building facilities and technology infrastructure. The University proposes to add the following; a new Animal Sciences Research Facility (Vivarium); a new Next Generation Science Center; 8-10 classrooms outfitted with Lecture Capture technology; Monitor and Display Boards located throughout the Science Building; Computational Chemistry Lab; Redesign and Upgrade of the Academic Technology Services computer labs in the Professional Studies Building; Nuclear Magnetic Resonance Equipment (NMR); 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 \$10 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"); 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, and CIF; 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, and CIF (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 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 \$10 million (including Financing Costs).

SECTION 2. The Board approves the financing of all or any portion of the Projects through the Go Bond Act, CIF. 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 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 \$10 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.

Mr. Ryan noted that the Committee included the following reports in the board book as informational only, no action was taken:

- *Annual Submission of FY 2017 Institutional Budget Priorities*
- *GASB 68 Update*
- *Composite Financial Index and “Stress Testing” article*
- *Draft FY 2015 University Financial Statements*

FACILITIES AND PLANNING

Dr. Coleman gave the report for the Facilities and Planning Committee. The Committee provided two documents entitled *Update on Major Capital Projects* and *Update on Facilities Master Plan*, which was included in the board book for informational purposes only, no action was taken.

PERSONNEL AND EMPLOYEE RELATIONS

Mr. Jacobson gave the report of the Personnel and Employee Relations Committee. He noted that the President recommended faculty and professional staff appointments, managerial appointments and candidates for reappointment as included in the board book. Mr. Jacobson made a motion to approve the President’s recommendations. Dr. Coleman seconded the motion. (Yes-Mr. Perez, Ms. Bennett, Mr. Fowlkes, Mr. Ryan, Mr. Scott, Dr. Whittaker; No-None; Abstention-Mr. Officer).

FACULTY AND PROFESSIONAL STAFF APPOINTMENTS

(Hire date from September 2, 2015 – November 30, 2015)

Professional Staff Appointments:

1. Ms. Stephany Castellanos, Professional Services Specialist 4 – *Emergency Hire*
Child Care Center - Effective: 11/02/2015
2. Mr. Joseph Falco, Professional Services Specialist 3 – *Emergency Hire*
University Advisement Center - Effective: 09/23/2015
3. Ms. Isabel Casais, Professional Services Specialist 2, NJCU School of Business
Effective: 09/21/2015
4. Ms. Alfa Rodriguez Lopez, Program Assistant – *Emergency Hire*
Grants Office - Effective: 10/05/2015
5. Ms. Bernadette Schery, Program Assistant – *Emergency Hire*
Grants Office (0.5 FTE) - Effective: 09/21/2015

MANAGERIAL APPOINTMENTS

(Hire date from September 15, 2015 – November 30, 2015)

1. Ms. Ana Aponte, Director – *Emergency Hire*
Childcare Center - Effective: 10/19/2015
2. Ms. Gail Marquis, Director for Community Outreach – *Emergency Hire*
NJCU Business Development Incubator - Effective: 10/19/2015
3. Ms. Cathleen Palace, Director 3, Director of Development, University Advancement

Effective: 11/03/2015

CANDIDATES FOR REAPPOINTMENT

Faculty To the 6th Year and Tenure Effective September 1, 2016

1. Dr. Richard Cosgrove, Assistant Professor, Professional Security Studies
2. Dr. Desamparados Fabra Crespo, Assistant Professor, Music, Dance and Theater
3. Dr. Corey Frost, Assistant Professor, English
4. Dr. Mary McGriff, Assistant Professor, Literacy Education
5. Dr. Erin O'Neill, Assistant Professor, Health Science
6. Dr. Yumiko Ogawa, Assistant Professor, Counseling Program
7. Dr. Joyce Wright, Associate Professor, Nursing

Faculty To the 5th Year Effective September 1, 2016

1. Dr. Robert Aslanian, Assistant Professor, Chemistry
2. Dr. John Bragg, Assistant Professor, Elementary/Secondary Education
3. Dr. Terry Kamps, Assistant Professor, Biology

Faculty To the 4th Year Effective September 1, 2016

1. Dr. Vaibhavee Agaskar, Assistant Professor, Counseling Program
2. Dr. Barbara Blozen, Associate Professor, Nursing
3. Dr. Christopher Carnahan, Assistant Professor, Educational Technology
4. Dr. Reed Carroll, Associate Professor, Biology
5. Dr. Natalia Coleman, Assistant Professor, Biology
6. Dr. Sonya Donaldson, Assistant Professor, English
7. Dr. John Donnellan, Assistant Professor, Management
8. Dr. Wayne Eby, Assistant Professor, Mathematics
9. Mr. Aaron Ho, Assistant Professor, Criminal Justice
10. Dr. Bumjung Kim, Assistant Professor, Chemistry
11. Ms. Melissa Martirano, Assistant Professor, Marketing
12. Dr. Vanashri Nargund-Joshi, Assistant Professor, Elementary/Secondary Education
13. Ms. Janet Pihlbald, Assistant Professor, Art
14. Ms. Michelle Rosen, Assistant Professor, Literacy Education

Professional Staff for Reappointment Consideration for a Multiyear Contract up to Five Years in Length (July 1, 2016 – June 30, 2021)

1. Mr. Ashraf Elbaz, Professional Service Specialist 1, Library Services
2. Ms. Jennifer Macri, Assistant Director 2, Financial Aid
3. Ms. Debra McClary, Administrative Assistant 1, Dean of Professional Studies
4. *Ms. Deja Neal, Program Assistant, College Bound
6. Ms. Katrina Smith-Younger, Assistant Director 2, Financial Aid
7. Mr. Robert Quinones, Assistant Director 2, Campus Life
8. *Mr. Manny Vazquez, Assistant Director 4, College Bound
9. Ms. Evelyn Villatoro, Professional Services Specialist 3, Registrar

*grant-funded positions

Professional Staff for Reappointment Consideration for a Multiyear Contract up to Four Years in Length (July 1, 2016 – June 30, 2020)

1. Ms. Jennifer Arroyo, Professional Services Specialist 4, Child Care Center
2. Dr. Alfredo Lowe, Professional Services Specialist 1, Counseling Center

NEXT MEETING

The next Board meeting will be held on February 22, 2015. 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, Mr. Fowlkes, Mr. Jacobson, Mr. Ryan, Mr. Scott, Dr. Whittaker; No-None; Abstention-Mr. Officer).

ADJOURNMENT

Mr. Perez made a motion to adjourn the meeting. The motion was second by Mr. Jacobson. (Yes-Ms. Bennett, Dr. Coleman, Mr. Fowlkes, Mr. Ryan, Mr. Scott, Dr. Whittaker; No-None; Abstention-Mr. Officer). There being no further business to come before the Board, Mr. Perez adjourned the meeting at 7:13 p.m.

Respectfully submitted,

Virginia Melendez
Secretary to the Board of Trustees