

**New Jersey City University
Board of Trustees
June 27, 2022**

Public Session

ATTENDING:

Mr. Joseph Scott, Chair
Mr. Luke Visconti, Vice Chair
Dr. Steven Chang (Zoom)
Mr. Edward Fowlkes (Zoom)
Mr. Thyquel Halley, *student trustee voting*
Mr. James Jacobson
Mr. Carlos Lejnieks
Rafael Perez (Zoom)
Dr. Irene Trowell-Harris (Zoom)
Dr. Edward Whittaker (Zoom)
Dr. Sue Henderson, *ex officio*
Mr. Andrés Acebo, Chief of Staff and Secretary to the Board of Trustees

Absent - Ms. Brianna Esteves, *student trustee non-voting*

Mr. Acebo welcomed the public who joined at the NJCU Main Campus – Gothic Lounge.

The meeting was called to order at 5:32 PM by Mr. Acebo.

NOTICE OF MEETING

Mr. Acebo noted that the time, date, location and agenda for this meeting were mailed to the Jersey Journal, the Star-Ledger, Office of the Secretary of State, Senate Majority Office, Council of New Jersey State College Locals and the New Jersey Association of State Colleges and Universities on June 22, 2022. Notice of this meeting was also posted on the University's email system and website.

MINUTES

Mr. Acebo requested a motion to approve the Minutes from the April 25, 2022 Board Meeting. The motion was moved by Mr. Visconti and seconded by Mr. Lejnieks. (Yes-Mr. Scott, Mr. Chang, Mr. Fowlkes, Mr. Halley, Mr. Jacobson, Mr. Lejnieks, Mr. Perez, Dr. Trowell-Harris, Mr. Visconti, Dr. Whittaker; No-None; Abstention-None). The motion passed.

CHAIR'S REPORT

Mr. Scott thanked the members of the Board for their dedicated support of the University's mission, and recognized Mr. Al Ramey, University Counsel, who is retiring after 16 years of service to NJCU. Mr. Scott also reflected on the financial challenges that the University will be confronting and aggressively addressing.

PRESIDENT’S REPORT

Dr. Henderson thanked the Board of Trustees for their dedication to the students and provided a University update, which included recent graduation statistics and information.

REQUEST TO SPEAK

The following individual requested to speak at the public session of the board and were called forward by Mr. Acebo:

Dr. William Calathes, Professor of Criminal Justice and AFT Local Chief Negotiator and Grievance Chair, addressed the challenges the university is facing and a call to action to build back and work collaboratively to save NJCU.

AFT Local President Barbara Hildner addressed the Board noting the Professional Staff is the largest and most diverse group on campus and recognized that all share in the goal to serve our students and the pressing need that the University work collaboratively to address its financial challenges while mitigating the need for retrenchment to the greatest extent possible. Professor Hildner highlighted the ongoing collaborative work and communications and acknowledged Mr. Acebo’s efforts to bring campus constituencies together.

CWA Local 1031 Secretary-Treasurer John Polk addressed the Board noting that the Union participated in the lobbying efforts spearheaded by Mr. Acebo on behalf of the University and Senator Brian Stack’s office. He noted that the CWA calls on its fellow union colleagues to work collaboratively to ensure long term financial stability.

Student and Editor-in-Chief of The Gothic Times Mr. Haresh Oudhnarine, addressed the Board regarding the university’s finances, enrollment, facilities, and an update on rpk final report recommendations.

EXECUTIVE COMMITTEE

Mr. Acebo put forward the request to approve the action items, which included Faculty and Staff Personnel Actions: Professional Staff Promotion, Administrative Corrections: Faculty Promotion , Faculty Sabbatical Leave and New Hires; Faculty, Managerial and Professional Staff as of April 2022. The motion was moved by Mr. Visconti and seconded by Mr. Jacobson (Yes-Mr. Scott, Mr. Chang, Mr. Fowlkes, Mr. Jacobson, Mr. Lejniaks, Mr. Perez, Dr. Trowell-Harris, Mr. Visconti, Dr. Whittaker; No-None; Abstention- Mr. Halley). The motion passed.

1. Personnel | Compensation Topics

Promotion Effective: July 1, 2022

- 1. Stephany Castellanos
Professional Services Specialist 3
Child Care Center

Notes:

- 1. List is sorted alphabetically by last name.

Administrative Corrections

Correction: Faculty Promotion to Rank Effective September 1, 2022

To Associate Professor

1. Dr. Li Xu, Finance

Notes:

1. Dr. Xu's promotion was not included at the April 25, 2022 Board of Trustees Meeting.

Correction: Sabbatical Leave (Half Academic Year Effective Spring 2023

1. Ms. Ashley Lyon, Art

Notes:

1. Ms. Lyon's Sabbatical Leave effective Fall 2022 approved at the April 25, 2022 Board of Trustees Meeting, was changed effective Spring 2023 Semester.

New Hires

Faculty Regular Appointment

1. G Douglass Barrett, Assistant Professor, Tenure Track
Media Arts Center
Effective: 9/1/2022
2. Joseph DiFiglia, Senior Lecturer, Non-Tenure Track 12-Month
Finance
Effective: 7/1/2022
3. Xiaomin Guo, Lecturer, Non-Tenure Track 12-Month
Literacy Education
Effective: 7/1/2022
4. Shamima Khan, Assistant Professor, Tenure Track
Health Science
Effective: 9/1/22
5. Martha Mooke, Assistant Professor, Tenure Track
Music, Dance and Theatre
Effective: 9/1/2022
6. David Weiss, Senior Lecturer, Non-Tenure Track 12-Month
Management
Effective: 7/1/2022

Managerial Temporary Appointments

1. Sheila Harris-Adams, Director of Small Business Development Center
Professional Education Lifelong Learning
Effective: 5/9/2022
2. Jimmy Lau, Director of Enrollment Management
Enrollment Management
Effective: 4/25/2022

Professional Staff Regular Appointments

1. Kenneth Bollwerk, Assistant Director of Operations (Assistant Director 3)
Residence Life
Effective: 5/23/2022
2. Sandy Checo, Academic Advisor (PSS3)
University Advisement Center
Effective: 6/6/22
3. Manica Jacques, Academic Advisor (PSS3)
University Advisement Center
Effective 5/31/2022
4. Vivianne Jimenez, Academic Advisor (PSS3)
University Advisement Center
Effective: 6/6/22
5. Sarah Najdi, OSP/EOF Counselor (PSS4)
Opportunity Scholarship Program
Effective: 6/6/2022
6. Katherine Rufalo, Residence Hall Director (PSS4)
Residence Life
Effective: 6/6/2022
7. Nakiya Santos, OSP/EOF Counselor (PSS4)
Opportunity Scholarship Program
Effective: 6/6/2022

Professional Staff Temporary Appointments

1. Jennifer Macri, Interim Associate Director of Financial Aid (Assistant Director 1)
Financial Aid
Effective: 4/11/2022

Note:

1. As of the last Board meeting held on April 25, 2022
2. List is sorted alphabetically by last name

Mr. Acebo put forward the request to approve the Resolution Authorizing the Procedure for Creating, Merging, or Dissolving Academic Departments. The motion was moved by Mr. Visconti and seconded by Mr. Scott. (Yes-Mr. Scott, Mr. Chang, Mr. Fowlkes, Mr. Halley, Mr. Jacobson, Mr. Lejniaks, Mr. Perez, Dr. Trowell-Harris, Mr. Visconti, Dr. Whittaker; No-None; Abstention- None). The motion passed.

**NEW JERSEY CITY UNIVERSITY
RESOLUTION**

CREATING, MERGING, OR DISSOLVING ACADEMIC DEPARTMENTS

WHEREAS: The Board of Trustees of New Jersey City University has general supervision over New Jersey City University (University) and has authority in matters involving the programs and degree levels to be offered by the University consistent with the University's programmatic mission and institutional plan, N.J.S.A. 18A:64-1 and -6; and

WHEREAS: Consistent with the mission of the University to provide a diverse population with an excellent university education and the institutional strategic plan which provides for the development of academic programs of the highest quality; and

WHEREAS: Each academic department is responsible for designing, creating, and scheduling courses, recommendation of staffing, monitoring the quality of instruction, recruiting students, encouraging professional development activities, evaluating faculty, and revising course offerings as needed; and

WHEREAS: The University recommends the implementation of a policy and procedure for creating, merging, or dissolving academic departments; and

WHEREAS: The University Senate has considered and, on May 2, 2022, has approved the procedure for creating, merging, or dissolving academic departments; and

WHEREAS: The University Senate-Administration Coordinating Committee has considered and, on June 13, 2022, approved the procedure for creating, merging, or dissolving academic programs; be it therefore

RESOLVED: That the Board of Trustees of New Jersey City University on June 27, 2022 hereby establishes and approves the procedure for creating, merging, or dissolving academic departments as set forth in the document attached hereto.

CREATING, MERGING, OR DISSOLVING ACADEMIC DEPARTMENTS

Definition:

A Department is the basic unit of academic administration within the University with functions and responsibilities in the following areas:

1. Initiation and design of courses and programs in areas of professional responsibility;
2. Recommendation of staffing of faculty (full-time and adjunct) and scheduling of courses to the appropriate administrator;
3. Monitoring the quality and instruction of courses and programs in areas of assigned disciplinary or professional responsibility; addition, revision, and deletion of offerings as recommended by its faculty;
4. Creating, revising, deleting course and program offerings based on assessment by its faculty;
5. Recruitment of and counseling of students; conduct of follow-up studies of students;
6. Encouragement of professional development activities;
7. Assessment and evaluation of faculty for retention, tenure, promotion and career development;
8. Administering such assigned management functions as office assignments and budget for instructional equipment, materials, and travel;

Procedure for Creating, Merging or Dissolving Academic Departments:

1. A proposal to change the status of a Department, whether by creating a new Department, dissolving a current Department, or merging two or more Departments, will include:
 - a. A statement of objectives for the change;
 - b. A statement of faculty involvement (from all relevant departments) in the proposed change;
 - c. A statement explaining the relationship of the new Department to the University's strategic plan and its impact on other departments at the University;
 - d. A plan demonstrating the academic quality of the proposed change;
 - e. An explanation of the curricular implications of the proposed change, including for example changes in catalog designation, oversight of programs, course equivalencies for transcripts, etc.
 - f. An explanation of the budgetary implications of the proposed change (including an accounting of the faculty and staff changes entailed in the action requested).
2. The approval process follows the governing protocol established for "New Program Guidelines" (accessible here: https://www.njcu.edu/sites/default/files/pdfs/new_approval_procedures_for_academic_degree_programs_sacc_aprvd_3-2018.pdf). The current protocol was approved by the Senate on 12 February 2018 and by SACC on 28 March 2018.

Senate Impact

1. In the case of a new Department being created, the Department becomes an academic unit of a college according to the above definition and is eligible to elect a senator and alternate to membership of the University Senate.
2. In the case of Departments merging, the new Department retains a single senator and alternate; and a new at-large position is created for every reduction resulting from the merger.

C&I Approved: March 30, 2022

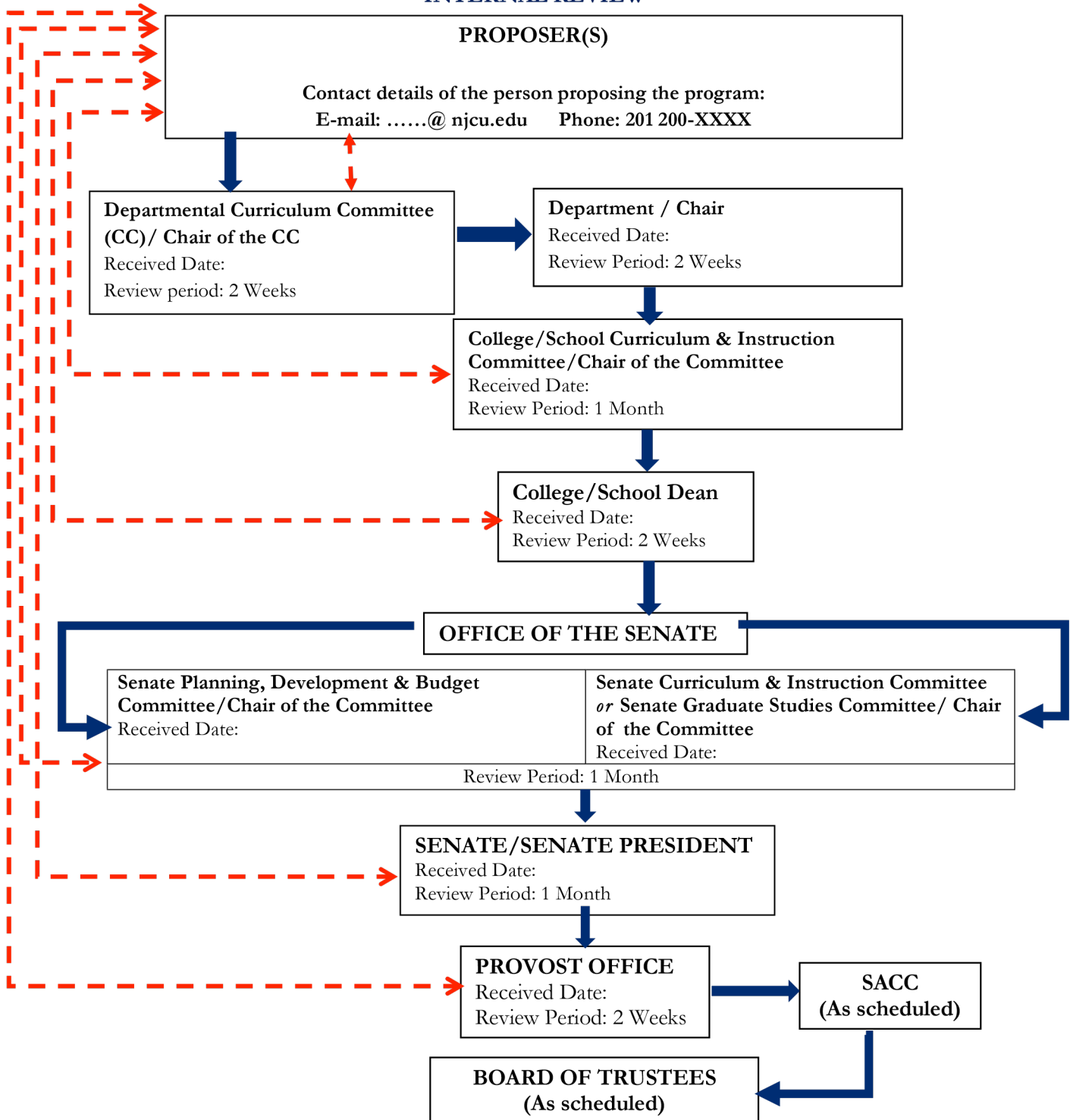
PD&B Approved: April 19, 2022

Senate Approved: May 2, 2022

SACC Approved:

NEW APPROVAL PROCEDURES FOR ACADEMIC DEGREE PROGRAMS

INTERNAL REVIEW



Explanations:

- **Dark Blue (Thick, Solid line): Moving Forward**
- **Red (Thin, Dashed line): Returned for Comments and Modifications**

- *Modified version will be returned to the corresponding level*

New Approval Procedures for Academic Degree Programs, Internal Review

CHECKLIST * electronic workflow is in progress

REVIEWER		Received DATE	Comments with Notification DATE	PROPOSER	
Department Curriculum Committee			<ul style="list-style-type: none"> • Accepted as is • Modifications <input type="radio"/> Minor revision <input type="radio"/> Major Revision DATE:	Received DATE:	Resubmission DATE
Department / Chair			<ul style="list-style-type: none"> • Accepted as is • Modifications <input type="radio"/> Minor revision <input type="radio"/> Major Revision DATE:	DATE:	Resubmission DATE
College/School Curriculum & Instruction Committee			<ul style="list-style-type: none"> • Accepted as is • Modifications <input type="radio"/> Minor revision <input type="radio"/> Major Revision DATE:	DATE:	Resubmission DATE
College/School Dean			<ul style="list-style-type: none"> • Accepted as is • Modifications <input type="radio"/> Minor revision <input type="radio"/> Major Revision DATE:	DATE:	Resubmission DATE
Concurrent Submissions	Senate Planning, Development and Budget Committee		<ul style="list-style-type: none"> • Accepted as is • Modifications <input type="radio"/> Minor revision <input type="radio"/> Major Revision DATE:	DATE:	Resubmission DATE
	Senate Curriculum & Instruction Committee / Graduate Studies Committee		<ul style="list-style-type: none"> • Accepted as is • Modifications <input type="radio"/> Minor revision <input type="radio"/> Major Revision DATE:	DATE:	Resubmission DATE
Senate President			<ul style="list-style-type: none"> • Accepted as is • Modifications <input type="radio"/> Minor revision <input type="radio"/> Major Revision DATE:	DATE:	Resubmission DATE
Provost Office			<ul style="list-style-type: none"> • Accepted as is • Modifications <input type="radio"/> Minor revision <input type="radio"/> Major Revision DATE:	DATE:	Resubmission DATE

Explanations:

- Minor revisions are returned to the chair of the corresponding committee for review
- Major revisions are returned to the corresponding committee for review

3

Instructions with Further Explanations

The attached flowchart and checklist were developed as part of the new approval procedures for academic degree programs. These guidelines summarize the necessary steps and provide an expected timeline. The flowchart is color-coded: the **dark blue (thick, solid)** lines represent a proposal moving forward, while the **thin red arrows (dashed lines)** depict comments and modifications.

The checklist will ensure that proposer(s) and relevant committees keep track of submitted proposals. Proposer(s) and committee chairs are expected to acknowledge the received dates, while proposer(s) are asked to record resubmission dates. Modified proposals are expected to be returned to the levels at which requests for modifications are made.

Once proposals are reviewed, committees should provide any necessary feedback to the proposer(s). Proposals may be “accepted as is” and move forward to the next step. If a proposal is “accepted with minor revisions,” then the revised version of the proposal will be re-examined by the relevant committee chair. If a proposal is returned for “major revisions,” then it will be re-examined by the relevant committee.

All approving parties will be notified and receive a copy of the revised proposal if significant changes are made after approval at a given level.

The clock on the expected timeline will stop during summer and winter breaks.

The chair’s signature indicates that majority of the department has approved the proposal.

The committee must, within the specified timeframe, approve a program or return the program for comments or modification. In such case, timelines shall be binding. However, a committee chair may ask for a one-time extension (for two weeks). The reasons for not completing the review process within a specified timeframe should be elaborated upon clearly by a committee chair. Required approval for an extension can be granted by the President of the University Senate or Senate Liaison of the Office of the Provost. The deadlines are binding, and this process applies to all undergraduate and all graduate degree programs which are not yet approved.

As approved by the University Senate April 12, 2010 (and then approved by SACC February 2011), program proposer(s) must adhere to the structure outlined in the current Academic Issues Committee Manual of the NJ Presidents’ Council (<http://njpc.org/>).

Finance and Audit Committee

Mr. Durant provided a year-end review on FY22. He noted that the University’s unaudited FY22 financials projected a \$13.8M year-end deficit driven by continued declining enrollment and its impact on net-tuition revenue and yet to be realized cost-containment right-sizing needs. Mr. Durant recommended the adoption of a FY23 interim 90-day budget to aggressively and affirmatively address the fiscal exigency. He noted that the University would be moving towards a modified-cash budget to conservatively address liquidity constraints considering projected and necessarily budgeted enrollment decline that only appreciates revenue when realized rather on standard accrual expectations. The FY23 90-day interim budget will focus on a \$20M+ anticipated deficit based on projected enrollment decline and modified-cash budget standards.

Mr. Acebo put forward the request to approve the Resolution Authorizing the FY 2023 Tuition and Fee Schedule. The motion was moved by Mr. Jacobson and seconded by Mr. Visconti. (Yes-Mr. Scott, Mr. Chang, Mr. Fowlkes, Mr. Halley, Mr. Jacobson, Mr. Lejnieks, Mr. Perez, Dr. Trowell-Harris, Mr. Visconti, Dr. Whittaker; No-None; Abstention- None). The motion passed.

**BOARD RESOLUTION
TUITION AND FEE RATE
2022/2023 ACADEMIC YEAR**

- WHEREAS: The State Colleges and Universities have been authorized to establish tuition and fee rates and set rates for room and board, and
- WHEREAS: The tuition and fee increases are contingent on the final approved State budget, and
- WHEREAS: The University administration has recommended a tuition increase of 3.0% for undergraduate, graduate, and doctoral rates for the 2022/2023 academic year, and
- WHEREAS: The Finance and Audit Committee has reviewed the proposed tuition and fee rate structure and fiscal year 2023 budget and recommended adoption, be it therefore
- RESOLVED: That the New Jersey City University Board of Trustees on June 27, 2022 hereby approves the tuition and fee rate structure, as attached to this resolution, for the 2022/2023 academic year.

**New Jersey City University
FY 2023 Tuition and Fees Recommendation**

	FY22		FY23 Potential 3.00% Increase	
	<u>In-state</u>	<u>Out-of-state</u>	<u>In-state</u>	<u>Out-of-state</u>
	Undergraduate Tuition			
Tuition Per Credit	433.15	776.20	446.15	799.50
Tuition Per Semester	6,496.90	11,642.20	6,691.80	11,991.45
Accelerated Nursing				
Tuition Per Semester	11,391.70	15,715.85	11,733.45	16,187.35
Nursing Fee Per Semester	1,304.60	1,304.60	1,343.75	1,343.75
BFA-Dance NJCU/Joffrey Ballet				
Tuition Per Credit	433.15	433.15	446.15	446.15
Tuition Per Semester	6,496.90	6,496.90	6,691.80	6,691.80
Graduate On-site				
Tuition Per Credit	774.45	1,234.75	797.70	1,271.80
Graduate Online				
Tuition Per Credit	774.45	774.45	797.70	797.70
DSc. Security Studies				
Tuition Per Credit	1,116.35	1,116.35	1,149.85	1,149.85
Tuition Per Semester	6,697.90	6,697.90	6,898.85	6,898.85
Program Fee Per Credit	110.90	110.90	114.25	114.25
Program Fee Per Semester	665.50	665.50	685.45	685.45
Ed.D. Educational Tech Leadership				
Tuition Per Credit	1,116.35	1,116.35	1,149.85	1,149.85
Tuition Per Semester	6,697.90	6,697.90	6,898.85	6,898.85
Program Fee Per Credit	110.90	110.90	114.25	114.25
Program Fee Per Semester	665.50	665.50	685.45	685.45
Ed.D. Community College Leadership				
Tuition Per Credit	983.45	983.45	1,012.95	1,012.95
Mandatory Fees				
Student Activity Fee Per Credit	2.90	2.90	3.00	3.00
Student Activity Fee Per Semester	87.50	87.50	90.15	90.15
	FY 2022		FY2023 Potential 3.00% Increase	
	<u>In-state</u>	<u>Out-of-state</u>	<u>In-state</u>	<u>Out-of-state</u>
Meal Plans⁽²⁾			2,407.40	
G1	2,337.30	2,337.30		2,407.40

G5	2,337.30	2,337.30	2,407.40	2,407.40
Housing⁽²⁾				
CO-OP - Double	4,530.45	4,530.45	4,666.35	4,666.35
Vodra - Double	4,530.45	4,530.45	4,666.35	4,666.35
Vodra - Single	5,332.60	5,332.60	5,492.60	5,492.60
West Campus Village - Double	5,332.60	5,332.60	5,492.60	5,492.60
West Campus Village - Single	5,912.15	5,912.15	6,089.50	6,089.50

Notes

(1) All numbers rounded to the nearest \$0.05

**New Jersey City University FY 2023 Tuition and Fees
Recommended Program & Course Fee Increases**

<u>Name of Course</u>		<u>Type of Course Fee</u>	FY22	FY2023 Recommended Increase
ART 111	3-D Design	Lab/Material Fee	50.00	125.00
ART 125	Ceramics and Civilization	Lab/Material Fee	45.00	60.00
ART 150	Empower Tools	Lab/Material Fee	45.00	50.00
ART 185	Computer Graphics	Lab/Material Fee	15.00	65.00
ART 207	Painting Fundamentals	Lab/Material Fee	15.00	65.00
ART 212	Metalsmithing I	Lab/Material Fee	50.00	150.00
ART 216	Sculpture I	Lab/Material Fee	65.00	225.00
ART 218	Jewelry I	Lab/Material Fee	50.00	125.00
ART 219	Life Drawing	Lab/Material Fee	25.00	100.00
ART 222	Ceramics II	Lab/Material Fee	100.00	125.00
ART 230	Photography I	Lab/Material Fee	75.00	160.00
ART 235	Illustration I	Lab/Material Fee	120.00	130.00
ART 236	Advanced Illustration	Lab/Material Fee	15.00	65.00
ART 237	Typography	Lab/Material Fee	20.00	65.00
ART 238	Drawing for Designers and Illustrators	Lab/Material Fee	65.00	80.00
ART 241	Self: I as Body	Lab/Material Fee	50.00	125.00
ART 243	Rendering Techniques	Lab/Material Fee	180.00	190.00
ART 244	Large Format Photography	Lab/Material Fee	75.00	150.00
ART 283	Communication Design Techniques	Lab/Material Fee	15.00	65.00
ART 303	Ceramics III	Lab/Material Fee	100.00	125.00
ART 304	Ceramics Sculpture	Lab/Material Fee	100.00	125.00
ART 305	Life Drawing II	Lab/Material Fee	25.00	100.00
ART 307	Relief Printing	Lab/Material Fee	65.00	100.00
ART 308	Intaglio Printing	Lab/Material Fee	65.00	100.00
ART 309	Introduction to Printmaking: Screen Printing	Lab/Material Fee	65.00	100.00
ART 310	Digital Illustration	Lab/Material Fee	15.00	65.00
ART 311	Lithography and Digital Printing	Lab/Material Fee	65.00	100.00
ART 312	Metalsmithing II	Lab/Material Fee	50.00	150.00
ART 315	Book and Magazine Design	Lab/Material Fee	15.00	65.00
ART 316	Sculpture II	Lab/Material Fee	65.00	225.00
ART 319	Jewelry II	Lab/Material Fee	50.00	125.00
ART 320	Classical Animation	Lab/Material Fee	15.00	20.00
ART 324	Casting for Jewelers	Lab/Material Fee	50.00	150.00
ART 343	Advertising Design	Lab/Material Fee	15.00	65.00
ART 344	Advanced Advertising Design	Lab/Material Fee	15.00	65.00
ART 350	Photography II	Lab/Material Fee	75.00	150.00
ART 351	Color Photography	Lab/Material Fee	75.00	150.00
ART 353	Documentary Photojournalism	Lab/Material Fee	75.00	110.00
ART 354	Photographics	Lab/Material Fee	75.00	110.00
ART 356	Advanced Darkroom Techniques	Lab/Material Fee	75.00	150.00

ART	358	Advanced Digital Imaging	Lab/Material Fee	75.00	110.00
ART	402	Sculpture III	Lab/Material Fee	75.00	225.00
ART	404	Figure Painting	Lab/Material Fee	25.00	100.00
ART	406	Advances Ceramics	Lab/Material Fee	100.00	125.00
ART	409	Enameling for Jewelers	Lab/Material Fee	50.00	125.00
ART	410	Advanced Jewelry	Lab/Material Fee	50.00	125.00
ART	412	Advanced Printmaking	Lab/Material Fee	65.00	100.00

ART	422	Packaging Design	Lab/Material Fee	15.00	65.00
ART	425	Digital Illustration II	Lab/Material Fee	15.00	65.00
ART	444	Photography as a Fine Art	Lab/Material Fee	25.00	65.00
ART	447	Corporate Publication Design	Lab/Material Fee	15.00	65.00
ART	448	Information Design	Lab/Material Fee	15.00	65.00
ART	520	Foundations and Goals in Art Education	Lab/Material Fee	15.00	75.00
ART	616	Advertising Design I	Lab/Material Fee	15.00	65.00
ART	617	Advanced Advertising Design	Lab/Material Fee	15.00	65.00
ART	626	Studio Sculpture	Lab/Material Fee	75.00	115.00
ART	627	Printmaking I	Lab/Material Fee	65.00	100.00
ART	628	Advanced Printmaking and Book Arts	Lab/Material Fee	65.00	100.00
ART	633	Ceramics I	Lab/Material Fee	50.00	100.00
ART	634	Ceramics II	Lab/Material Fee	100.00	125.00
ART	635	Jewelry I	Lab/Material Fee	50.00	125.00
ART	636	Jewelry II	Lab/Material Fee	50.00	125.00
ART	637	Photography I	Lab/Material Fee	75.00	150.00
ART	638	Advanced Photography	Lab/Material Fee	75.00	150.00
ART	641	Life Drawing Studio	Lab/Material Fee	25.00	100.00
ART	662	Preparation of Art for Printing	Lab/Material Fee	15.00	65.00
ART	663	Typography	Lab/Material Fee	15.00	65.00
ART	664	Illustration	Lab/Material Fee	15.00	65.00
ART	665	Advanced Illustration	Lab/Material Fee	15.00	65.00
ART	669	Metalsmithing I	Lab/Material Fee	50.00	150.00
BIOL	130	Principles of Biology I	Lab/Material Fee	25.00	35.00
BIOL	131	Principles of Biology II	Lab/Material Fee	25.00	35.00
BIOL	230	Cell Biology	Lab/Material Fee	25.00	35.00
BIOL	231	Comparative Anatomy	Lab/Material Fee	25.00	35.00
BIOL	236	Principles of Anatomy and Physiology I	Lab/Material Fee	25.00	35.00
BIOL	237	Principles of Anatomy and Physiology II	Lab/Material Fee	25.00	35.00
BIOL	301	General Physiology	Lab/Material Fee	25.00	35.00
BIOL	303	Microbiology	Lab/Material Fee	25.00	35.00
BIOL	304	Genetics	Lab/Material Fee	25.00	35.00
BIOL	305	Histology	Lab/Material Fee	25.00	35.00
BIOL	402	Ecology	Lab/Material Fee	25.00	35.00
BIOL	418	Scanning Electron Microscopy	Lab/Material Fee	25.00	35.00

BIOL 450	Biology Research	Lab/Material Fee	25.00	35.00
CHEM 225	Forensic Science Lab	Lab/Material Fee	35.00	50.00
CHEM 307	Bio Chem I	Lab/Material Fee	35.00	50.00
CHEM 308	Biochemistry II	Lab/Material Fee	35.00	50.00
CHEM 412	Inorganic Chemistry Lab	Lab/Material Fee	35.00	50.00
CHEM 430	Spectroscopic Identification of Organic Compounds	Lab/Material Fee	35.00	50.00
CHEM 2205	Analytical Chemistry Laboratory	Lab/Material Fee	35.00	50.00
CHEM 2208	Organic Chemistry II Lab	Lab/Material Fee	35.00	50.00
CHEM 3305	Phy Chem I Rec/Lab	Lab/Material Fee	35.00	50.00
CHEM 3306	Phy Chem II Rec/Lab	Lab/Material Fee	35.00	50.00
CHEM 3316	Instr Meth Of Analysis Lab	Lab/Material Fee	35.00	50.00

Mr. Acebo put forward the request to approve the Resolution Authorizing the FY 2023 New Program and Course Fees in Support of a Doctoral Program in Community College Leadership and Graduate and Undergraduate Programs in Music, Art, Biology, and Chemistry. The motion was moved by Mr. Jacobson and seconded by Mr. Scott. (Yes-Mr. Scott, Mr. Chang, Mr. Fowlkes, Mr. Halley, Mr. Jacobson, Mr. Lejnieks, Mr. Perez, Dr. Trowell-Harris, Mr. Visconti, Dr. Whittaker; No-None; Abstention- None). The motion passed.

**NEW JERSEY CITY UNIVERSITY
RESOLUTION**

**AUTHORIZATION CONCERNING THE ESTABLISHMENT AND APPROVAL
OF FEES IN SUPPORT OF: A DOCTORAL PROGRAM IN COMMUNITY
COLLEGE LEADERSHIP AND GRADUATE AND UNDERGRADUATE
PROGRAMS IN MUSIC, ART, BIOLOGY, AND CHEMISTRY**

WHEREAS: The boards of trustees of the State colleges and universities are empowered to establish fees in support of the performance of their respective institution missions, N.J.S.A. 18A:3B-6c; and

WHEREAS: New Jersey City University provides: a doctoral program in Community College Leadership requiring a program fee; graduate and undergraduate programs in music (instrumental, vocal, and performance) which require a practice facility's fee; programs in applied music which may require support via piano accompaniment or the electronic music laboratory, which matters require fee support; and programs in Art, Biology, and Chemistry which have associated laboratory and materials requirements which require fee support; and

WHEREAS: The Administration recommends the establishment of fees to support the specialized costs and requirements of these academic programs; and

WHEREAS: The Finance and Audit Committee of the Board of Trustees of New Jersey City University has considered the Administration's proposal for the establishment and approval of fees related to the specialized costs and requirements of the academic programs, be it therefore

RESOLVED: That the Board of Trustees of New Jersey City University on June 27, 2022 hereby establishes and approves the fees for the academic programs, for the purposes and in the amounts described in the schedule attached hereto; and be it further

RESOLVED: That the President may establish policies and procedures concerning the imposition and use of fees related to specialized costs and requirements of academic programs; and be it further

RESOLVED: That the President may from time to time review the adequacy and appropriateness of the fees established by this resolution and make adjustments and shall include the fees, as adjusted, in the schedule of fees submitted as a part of the Board of Trustees' annual review and approval of tuition and fees.

New Jersey City University FY 2023 Tuition and Fees Public Hearing

New Program & Course Fees

DOCTORAL PROGRAMS

Ed.D. in Community College Leadership Program

Description of Fee

Program Fee

Amount per Credit

49.00

GRADUATE PROGRAMS

Performance-Multi-Style Strings, M.M.

Description of Fee

Practice Room Fee

Amount per Student

80.00

Performance-Classical Instrumental, M.M.

Practice Room Fee

80.00

Performance-Classical Vocal, M.M.

Practice Room Fee

80.00

Performance-Composition, M.M.

Practice Room Fee

80.00

Performance-Jazz, M.M.

Practice Room Fee

80.00

Performance-Multiple Woodwinds, M.M.

Practice Room Fee

80.00

Amount per Student

UNDERGRADUATE PROGRAMS

Music, BA

Description of Fee

Practice Room Fee

80.00

Music, Minor

Practice Room Fee

80.00

Music-Music Business, B.A.

Practice Room Fee

80.00

Music-Music Education, B.M.

Practice Room Fee

80.00

Music-Musical Theatre, B.A.

Practice Room Fee

80.00

Performance-Classical-Instrumental (other than piano), B.M

Practice Room Fee

80.00

Performance-Classical-Instrumental (piano), B.M.

Practice Room Fee

80.00

Performance-Classical-Voice, B.M.

Practice Room Fee

80.00

Performance-Jazz Studies, B.M.

Practice Room Fee

80.00

Amount per Student

SPECIALIZED COURSE FEES

ART 110 2-D Design

Description of Fee

Lab/Material Fee

65.00

ART 115 Drawing Studio I

Lab/Material Fee

65.00

ART 145 Websites for Everyone

Lab/Material Fee

50.00

ART 213 Technical Drawing

Lab/Material Fee

65.00

ART 233 Preparation of Art for Printing

Lab/Material Fee

65.00

ART 245 Color Theory

Lab/Material Fee

150.00

ART 270 Acts of Resistance: DIY + Making

Lab/Material Fee

75.00

ART	271	Body Adornment	Lab/Material Fee	50.00
ART	280	Creative Cartoons and Comics	Lab/Material Fee	20.00
ART	300	Portrait Painting	Lab/Material Fee	50.00
ART	357	Digital Imaging in Photography	Lab/Material Fee	110.00
ART	451	Location Photography	Lab/Material Fee	75.00
ART	621	Painting Studio I	Lab/Material Fee	65.00
ART	667	Advanced Ceramics	Lab/Material Fee	125.00
ART	668	Advanced Jewelry	Lab/Material Fee	125.00
ART	670	Advanced Metalsmithing	Lab/Material Fee	150.00
BIOL	232	Invertebrate Zoology	Lab/Material Fee	35.00
BIOL	406	Molecular Genetics	Lab/Material Fee	35.00
CHEM	220	Environmental Chemistry	Lab/Material Fee	50.00
CHEM	420	Food Chemistry	Lab/Material Fee	50.00
CHEM	425	Nanomaterial and Microelectronic Fabrication	Lab/Material Fee	50.00
CHEM	1110	Introduction to Nanotechnology Laboratory	Lab/Material Fee	50.00
MDT	122	Applied Music I	Piano Accompaniment Fee	260.00
MDT	123	Applied Music II	Piano Accompaniment Fee	260.00
MDT	222	Applied Music III	Piano Accompaniment Fee	260.00
MDT	223	Applied Music IV	Piano Accompaniment Fee	260.00
MDT	268	Computer Music I	Electronic Music Lab Fee	50.00
MDT	269	Computer Music II	Electronic Music Lab Fee	50.00
MDT	322	Applied Music V	Piano Accompaniment Fee	260.00
MDT	323	Applied Music V	Piano Accompaniment Fee	260.00
MDT	324	Applied Music VI	Piano Accompaniment Fee	260.00
MDT	325	Applied Music VI	Piano Accompaniment Fee	260.00
MDT	422	Applied Music VII	Piano Accompaniment Fee	260.00
MDT	423	Applied Music VII	Piano Accompaniment Fee	260.00
MDT	424	Applied Music VIII	Piano Accompaniment Fee	260.00

MDT	425	Applied Music VIII	Piano Accompaniment Fee	260.00
MDT	507	Graduate Computer Music	Electronic Music Lab Fee	50.00
MDT	512	Technology in Music Performance and Composition	Electronic Music Lab Fee	50.00
MDT	621	Graduate Applied Music Major I	Piano Accompaniment Fee	260.00
MDT	622	Graduate Applied Music Major II	Piano Accompaniment Fee	260.00
MDT	623	Graduate Applied Music Major III	Piano Accompaniment Fee	260.00
MDT	629	Graduate Applied Music Major IV	Piano Accompaniment Fee	260.00

Mr. Acebo put forward the request to approve the Resolution Authorizing the FY 2023 Bid Advertising Annual Waivers. The motion was moved by Mr. Jacobson and seconded by Mr. Scott. (Yes-Mr. Scott, Mr. Chang, Mr. Fowlkes, Mr. Halley, Mr. Jacobson, Mr. Lejnieks, Mr. Perez, Dr. Trowell-Harris, Mr. Visconti, Dr. Whittaker; No-None; Abstention- None). The motion passed.

**BOARD RESOLUTION
BID ADVERTISING ANNUAL WAIVERS FISCAL YEAR 2023**

- 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 \$100,000 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 contract without bidding with vendors that the University expects to do business within Fiscal Year 2023 because there are no alternatives and/or the State allows for waivers, 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 for the attached list of such vendors and estimated expenditure amounts for Fiscal Year 2023 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 27th day of June 2022 does hereby approve the attached list of bid advertising waivers for Fiscal Year 2023.

TO: Members of the Finance and Audit Committee

FROM: Aaron Aska, Chief Operating Officer

DATE: June 15, 2022

RE: Fiscal Year 2023 Waivers of Advertising

The New Jersey State College Contracts Law requires that the University advertise for bids on all contracts for goods and services which exceed \$100,000. Exceptions may be authorized by the Board of Trustees under certain circumstances such as establishing contracts with vendors that are sole source providers and it is not practicable for the University to bid, or for the existence of proprietary products. In the last several years, in order to make the waiver process more efficient, the University requested pre-approval of the bid advertising waivers anticipated for the fiscal year.

The University is requesting approval of the waivers that are required for fiscal year 2023. Attached is a list of anticipated waivers and associated amounts from fiscal year 2022, the total amount of purchase orders issued and the related amounts expended, as well as a brief justification and the estimated expenditure for fiscal year 2023. While this list includes all anticipated waivers at this time, it is possible that additional waiver requests may be submitted during the course of the fiscal year if needed.

The University continues to proactively evaluate existing purchasing contracts to seek additional opportunities for bidding where feasible. It is the University’s intent to continue to test the choice of vendors that we engage contractually by seeking alternate bids whenever possible.

New Jersey City University Annual Waiver Request Fiscal Year 2023

	NJ Statute	Vendor	Waiver Description	FY22 Request	FY22 Paid	FY23 Request	Department	Justification	Years Active
1	18A:64-56a.08	Jersey City Municipal Utilities Authority	Supply of water and sewage service. Board of Public Utilities jurisdiction regarding pricing.	\$600,000	\$580,000	\$600,000	Facilities & Construction	Board of Utilities Jurisdiction	10+
2	18A:64-56a.08	PSE&G	Supply electricity and transmission of natural gas and electricity.	\$1,200,000	\$1,200,000	\$1,200,000	Facilities & Construction	Board of Utilities Jurisdiction	10+
3	18A:64-56a.6	EBSCO Subscription Service and Publishing	Library databases, scholarly journal subscriptions, e-books and print books	\$225,000	\$150,000	\$175,000	Library	Copyrighted Library Materials. Current and archival issues of journals and multidisciplinary databases	10+
4	18A:64-56a.19	CBord, Inc.	Software maintenance fees, database management fees, entitlement credits, help desk fees and access hardware needs and replacements.	\$150,000	\$150,000	\$130,000	Business Services	Proprietary - Sole Source: Software licensing and maintenance for card access, campus card program. Mobile apps: GetFoods, MobileID and GetFunds.	10+
5	18A:64-56a.19	Oracle PeopleSoft, Inc.	Software maintenance and support fees for applications that power the University’s information systems: Oracle Budget Enterprise Planning Management (EPM) System , Oracle PeopleSoft Enterprise Resource Planning System (ERP) system including Campus Solutions (Student Administration), Human Capital Management, Financial Management, eProcurement and Enterprise Campus Portal , Oracle’s Taleo Talent Acquisition System	\$425,000	\$425,000	\$687,500	Information Technology	Information Technology- Proprietary - Sole Source - Enterprise information systems are critical to University administrative functions. These integrated systems manage the information between all business functions.	10+

Mr. Acebo put forward the request to approve the Resolution Authorizing the FY 2023 Interim Operating Budget. The motion was moved by Mr. Visconti and seconded by Mr. Jacobson. (Yes-Mr. Scott, Mr. Chang, Mr. Fowlkes, Mr. Halley, Mr. Jacobson, Mr. Lejnieks, Mr. Perez, Dr. Trowell-Harris, Mr. Visconti, Dr. Whittaker; No-None; Abstention- None). The motion passed.

**BOARD RESOLUTION
FISCAL YEAR 2022/2023 INTERIM BUDGET**

WHEREAS: State Colleges and Universities have been authorized to establish revenue, expense, and capital budget projections for the 2022/2023 fiscal year; and

WHEREAS: The New Jersey City University Board of Trustees on June 27, 2022 approves the tuition rates, room and board rates, and rates for other fees for the 2022/2023 academic year; and

WHEREAS: Due to circumstances which could not be anticipated, together with the low but still developing enrollment projections and the continuing uncertainty in still developing information relevant and necessary for an accurate estimate of available revenues including the University's base appropriation; and

WHEREAS: The University has prepared an interim budget for the first three months (July 1, 2022 through September 30, 2022) of fiscal year 2022/2023 in the amount of \$29,302,074 in order to provide a financial structure to support necessary operational and capital expenditures during the interim period and address an enrollment impacted fiscal emergency during which time it is anticipated that data and information necessary for making reasonable estimates or projections of enrollment and available revenues will become available to permit development and approval of a final budget for fiscal year 2022/2023; and

WHEREAS: The Finance and Committee has reviewed the interim budget and recommends adoption, be it therefore

RESOLVED: That the New Jersey City University Board of Trustees on June 27, 2022 does hereby approve the fiscal year 2022/2023 Interim Budget.

OLD BUSINESS

Nothing to report

NEW BUSINESS

Nothing to report

NEXT MEETING

The next Board meeting will be held on September 12, 2022. Mr. Acebo requested 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 motion was moved by Mr. Visconti and seconded by Mr. Lejnieks. (Yes-Mr. Scott, Mr. Chang, Mr. Fowlkes, Mr. Halley, Mr. Jacobson, Mr. Lejnieks, Mr. Perez, Dr. Trowell-Harris, Mr. Visconti, Dr. Whittaker; No-None; Abstention- None). The motion passed.

The minutes of the executive session will become available to the public when there is no longer a need for confidentiality regarding these matters.

ADJOURNMENT

There being no further business to come before the Board, Mr. Acebo requested a motion for the board to adjourn the meeting. The motion was moved by Mr. Scott and seconded by Mr. Visconti. (Yes-Mr. Scott, Mr. Chang, Mr. Fowlkes, Mr. Halley, Mr. Jacobson, Mr. Lejnieks, Mr. Perez, Dr. Trowell-Harris, Mr. Visconti, Dr. Whittaker; No-None; Abstention- None). The motion passed and the meeting was adjourned.

Respectfully submitted,

Andrés Acebo
Chief of Staff and Assistant Counsel (Labor)
Secretary to the Board of Trustees