

**New Jersey City University
Board of Trustees
June 26, 2023**

Public Session Minutes

ATTENDING:

Mr. Luke Visconti, Chair
Mr. Edward Fowlkes (Zoom)
Mr. James Jacobson
Mr. Carlos Lejnieks (Zoom)
Ms. Alejandra Martinez, *student trustee voting*
Mr. Rafael Perez (Zoom)
Dr. Irene Trowell-Harris (Zoom)
Dr. Edward Whittaker (Zoom)
Mr. Andrés Acebo, Interim President *ex officio*
Ms. Rose Mary Reilly, *Secretary to the Board of Trustees*

Absent - Dr. Steven Chang, Ms. Ashley Pottinger, *student trustee non-voting*

Ms. Reilly welcomed the public who joined at the NJCU Main Campus – Gothic Lounge.

The meeting was called to order at 5:34 PM by Ms. Reilly.

NOTICE OF MEETING

Ms. Reilly 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 21, 2023. Notice of this meeting was also posted on the University's email system and website.

APPROVAL OF MINUTES

The April 24, 2023 meeting minutes were amended to reflect that Mr. Rafael Perez was in attendance. Ms. Reilly requested a motion to approve the Minutes from the April 24, 2023 Board Meeting. The motion was moved by Mr. Jacobson and seconded by Mr. Visconti. (Yes-Mr. Visconti, Mr. Jacobson, Mr. Lejnieks, Ms. Martinez, Mr. Perez, Dr. Trowell-Harris, Dr. Whittaker; No-None; Abstention-None; Absent-Dr. Chang). The motion passed.

CHAIR'S REPORT

Mr. Visconti thanked the members of the Board for their dedicated support of the University's mission, and shared his continued commitment as Chair. Mr. Visconti thanked Mr. Andrés Acebo, Interim President, for his dedication and leadership of the University and the students. Mr. Visconti specifically thanked Mr. Jacobson who is resigning as a Board of Trustee effective July 31, 2023, for his support and dedication as a Trustee over the last 9 years and, he stated will be missed.

INTERIM PRESIDENT'S REPORT

UNIVERSITY UPDATE

Interim President Acebo and CFO Kirkpatrick highlighted the significant work that has been accomplished to reduce a structural operating deficit of nearly \$23M down to approximately \$8.1M in under six months. President Acebo highlighted the community and collaborative work that has been the hallmark of the progress. He noted that there is much more work to do but that the course is set and the destination is mission-focused to drive student success as outlined in the University's framework for long-term financial sustainability, mission focus, and student success. He noted that the University has a plan in action.. He thanked the Board of Trustees for their dedication and support to the students and shared his commitment to the Board of Trustees, faculty and staff, union advocates, and student leaders, to continue to work in partnership and come together and serve the community. President Acebo stated that the University continues the work of addressing financial stresses en route to our long-term sustainability while urging the investment in NJCU's future.

He explained that recent meetings community leaders, alumni, and have reinforced their commitment to NJCU and the students the institution serves and champions. He expressed optimism and confidence that special appropriations would be secured, and that university was on the verge of moving from crisis to recovery. Interim President Acebo additionally reported on the growing partnerships with academic institutions and industry business leaders to enhance opportunities for the NJCU students.

FY23 FINANCIAL UPDATE

Mr. Brian Kirkpatrick, Vice President of Administration and Finance, provided an update on the FY24 proposed budget. He explained that NJCU rightsizing of academic and administrative expenses began in January 2023, but the benefits of these reductions have not yet been fully realized but will continue to be realized in FY24 and beyond. Factors affecting FY24 budget developments are a 6% projected decline in enrollment, continued growth in deferred maintenance costs and needs, operating expenses (non-salary) held at or below FY23 levels, tuition and fee increases capped at 3%, and phased implementation of academic rightsizing plan. All unsigned contract agreements have been omitted from the FY24 budget.

FY24 Proposed Budget below

	General Fund	AFT Increase	Grant Match	Debt Service	Capital Funds	Total Budget
Revenues						
State Appropriations	27,906,000	1,499,350				29,405,350
State Paid Fringe Benefits	18,076,652					18,076,652
Tuition & Fees	82,183,421	-				82,183,421
Institutional Scholarships	(13,200,621)					(13,200,621)
Sales & Services	2,533,713					2,533,713
Other Revenues	3,658,503			533,281		4,191,784
Total	\$ 121,157,668	\$ 1,499,350	\$ -	\$ 533,281		\$ 123,190,299
Expenses						
Salaries and Wages	71,473,160	1,499,350	860,001			73,832,511
Staff Benefits	18,076,652		748,925			18,825,577
Supplies, Materials & Equipment	19,209,532		2,200		4,000,000	23,211,732
Services	4,121,022		10,500			4,131,522
Scholarships & Fellowships			65,423			65,423
Debt Service	-			7,342,664		7,342,664
Utilities & Maintenance/Software	3,552,500					3,552,500
Other Expenses	157,233		208,841			366,074
Total	\$ 116,590,099	\$ 1,499,350	\$ 1,895,890	\$ 7,342,664	\$ 4,000,000	\$ 131,328,003
Operating Surplus/Deficit	\$ 4,567,570	\$ -	\$ (1,895,890)	\$ (6,809,383)	\$ (4,000,000)	\$ (8,137,703)

FY23 to FY24 Budget Comparison

	FY 2023 Approved Budget	FY 2024 Proposed Budget	Change in Dollars	% Increase/ Decrease
Revenues				
State Appropriations	33,913,000	29,405,350	(4,507,650)	-13.29%
State Paid Fringe Benefits	19,400,000	18,076,652	(1,323,348)	-6.82%
Tuition & Fees	82,830,872	82,183,421	(647,451)	-0.78%
Institutional Scholarships	(14,000,000)	(13,200,621)	799,379	-5.71%
Sales & Services	2,500,000	2,533,713	33,713	1.35%
Other Revenues	4,242,230	4,191,784	(50,446)	-1.19%
Total	\$ 128,886,103	\$ 123,190,299	\$ (5,695,804)	-4.42%
Expenses				
Salaries and Wages	79,074,505	73,832,511	(5,241,995)	-6.63%
Staff Benefits	19,968,562	18,825,577	(1,142,985)	-5.72%
Debt Service	7,338,041	7,342,664	4,623	0.06%
Operating Expenses	35,171,995	31,327,251	(3,844,744)	-10.93%
Total	\$ 141,553,103	\$ 131,328,003	\$ (10,225,101)	-7.22%
Operating Surplus/Deficit	\$ (12,667,000)	\$ (8,137,703)	\$ 4,529,297	35.76%

Year End Financial Data

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
REVENUES	Audited	Audited	Audited	Budget	Proposed Budget
Tuitions & Fees	99,034,000	96,878,000	92,545,000	82,831,000	82,183,000
Auxiliary Enterprises	3,591,000	1,703,000	2,927,000	2,500,000	2,534,000
Less Institutional Scholarships	(9,576,000)	(10,717,000)	(14,293,000)	(14,000,000)	(13,201,000)
Federal, State & Private Grants	4,544,000	4,262,000	6,265,000		1,499,000
State Appropriation	21,532,000	26,692,000	30,924,000	33,913,000	27,906,000
State Paid Fringe Benefits	24,258,000	25,777,000	23,916,000	19,400,000	18,077,000
Stimulus Funds	5,523,000	27,187,000	16,747,000	-	-
All Other Revenue	3,661,000	1,140,000	3,722,000	4,242,000	4,192,000
Total Revenue	152,567,001	172,922,000	162,753,000	128,886,000	123,190,000
EXPENSES	Audited	Audited	Audited	Budget	Proposed Budget
Salaries and Wages	92,439,000	83,840,000	88,581,000	79,075,000	73,833,000
Fringe Benefits	23,745,000	26,363,000	22,348,000	19,961,000	18,826,000
Insurance	499,000	424,000	478,000	469,000	470,000
Utilities	2,894,000	2,728,000	3,273,000	4,850,000	4,350,000
Other Non-Personnel Expense	27,979,000	26,717,000	23,623,000	20,970,000	23,744,000
CARES/HEERF Direct Payments	3,894,000	6,582,000	7,183,000	5,751,000	
Bad Debt & Other Student Aid	3,626,000	3,461,000	2,284,000	-	
Interest on Debt	6,421,000	5,972,000	6,246,000	-	
Depreciation	10,554,000	10,559,000	10,529,000	10,477,000	10,105,000
Total Expenses	\$ 172,051,000	\$ 166,646,000	\$ 164,545,000	\$ 141,553,000	\$ 131,328,000
Surplus/Deficit	\$ (19,483,999)	\$ 6,276,000	\$ (1,792,000)	\$ (12,667,000)	\$ (8,138,000)

Capital Maintenance Items

Building	Request	Justification	Estimated Cost
Rossey Hall	HVAC Infrastructure Replacement of Air Cooled Chiller Assembly and Components	30 yr.+ Steam Chiller requires replacement. NJCU is currently renting an air-cooled chiller for 128k annual. Aged HVAC infrastructure is causing unhealthy conditions for our students, faculty, and staff when optimal temps cannot be managed.	\$ 1,250,000
Hepburn Hall	Boiler - Deaerator Tank Assembly	Jurisdictional Violations issued due to 30 yr.+ deaerator tank requires replacement. Certificates of Operation cannot be issued until the violation(s) are resolved	700,000
Hepburn Hall	Refurbish High Pressure Water Tube Boiler#2 and Sub-Assemblies and Controls	Jurisdictional violations are pending due to failure of high pressure steam boilers - NJCU is required to operate a primary and secondary boiler with additional backups.	2,000,000
Hepburn Hall	Steam and Condensate Underground Piping from Boiler Plant to Supplied Buildings	Jurisdictional Violations are pending due to underground steam and condensate piping- NJCU is required to ensure compliance with FM Global concerns for lack of or no heat to building that can potentially cause freeze exposure and property damages.	800,000
Campus-Wide	HVAC Building Management System (BMS) - Upgrades and Repairs - data and mechanical	Aged HVAC infrastructure is causing unhealthy conditions for our students, faculty, and staff when optimal temps cant be managed - upgrades in infrastructure will avoid break-downs	2,000,000
Campus-Wide	Elevator Infrastructure Upgrades - Campus Wide - complete refurbish	Risk of ADA Violations can happen due to aged infrastructure causing several elevators to break-down making repairs difficult due to obsolete parts.	3,000,000
Guarini Library	HVAC Infrastructure Replacement of Air Cooled Chiller Assembly and Components	Aged HVAC infrastructure is causing unhealthy conditions for our students, faculty, and staff when optimal temps cant be managed - upgrades in infrastructure will avoid break-downs	1,250,000
Rossey Hall Library	HVAC Infrastructure Replacement of Air Cooled Chiller Assembly and Components	Aged HVAC infrastructure is causing unhealthy conditions for our students, faculty, and staff when optimal temps cant be managed - upgrades in infrastructure will avoid break-downs	1,000,000
Resident Halls	Vodra Hall, Co-Op Hall, and West Campus Village - Capital Infrastructure Upgrades	HVAC, mechanical, elevators, and furniture require upgrades and replacement due to both age and breakdowns.	10,000,000
		Total	\$ 22,000,000

REQUESTS TO SPEAK

The following individuals requested to speak at the public session of the board and were called forward by Ms. Reilly:

Interim President shared a message from Assemblywoman Angela McKnight who was unable to attend as she was in Trenton working on the State budget and advocating for NJCU. She shared her support of NJCU as the university has been essential to education in Jersey City for almost a century, providing thousands of residents with a quality, affordable public education.

Assemblywoman McKnight noted that NJCU has a long-standing mission to promote higher education and ensure access to education to as broad a population as possible.

Assemblywoman Annette Chaparro addressed the Board. Advocating for NJCU, she shared the importance for the State to support NJCU wholeheartedly, and not just put a band-aid on it. She noted that 60% of the students are from Hudson County, and 60% are from Latino, Black, and Brown families. She stressed we cannot add to their struggles, and stressed that Interim President Acebo is doing everything in his power to fix what was left behind and doing an amazing job.

AFT Local President Barbara Hildner addressed the Board, recognizing Interim President Acebo's efforts in bringing the Faculty, Staff and Unions together to work collectively on the priorities of the University.

Dr. Gloria Boseman addressed the Board and shared her ongoing concern regarding the need to increase minority faculty hires.

EXECUTIVE COMMITTEE

Ms. Reilly put forward the request to approve the action items, which included Faculty and Professional Staff Reappointments, and Managerial and Professional Staff New Hires, as of June 2023. The motion was moved by Mr. Visconti and seconded by Mr. Jacobson (Yes-Mr. Visconti, Mr. Jacobson, Mr. Lejniaks, Ms. Martinez, Mr. Perez, Dr. Trowell-Harris, Dr. Whittaker; No-None; Abstention-None; Absent-Dr. Chang). The motion passed.

1. Personnel | Compensation Topics

Managerial Regular Appointments

Jonelle Knox, Assistant Provost for Student Success and Retention
VP Academic Affairs
Salary: \$ 130,000
Effective: 6/12/2023

Joseph Yeck, Director, Event Services
VP Student Affairs
Salary: \$ 85,000.00
Effective: 7/1/2023

Managerial Temporary Appointments

Patricia Altomonte, Associate Vice President, Finance
VP Administration & Finance
Salary: \$ 155,000
Effective: 6/5/2023

Brian Kirkpatrick, Vice President for Administration and Finance
VP Administration & Finance
Salary: \$250,000
Effective: 5/22/2023

Ira Thor, Associate Vice President Marketing & Communications
Marketing & Communications
Salary: \$141,450.00
Effective: 5/1/2023

Professional Staff Regular Appointments

Lawrence Ladutke, Director, Development
Development
Salary: \$ 127,622.42
Effective: 7/1/2023

Tatiana Reyes, Asst Director Graduate Admissions (Prof Serv Specialist 2)
Admissions
Salary: \$ 69,984.76
Effective: 4/24/2023

Leonard Williams, Associate Director, Male Initiatives (Correction to start date)
Campus Life
Salary: \$96,640.50
Effective: 5/8/2023

Professional Staff Temporary Appointments

Brendan Guzman, Head Men's Coach– Prof Serv Spec 3
Athletics
Salary: \$60,454.95
Effective: 5/22/2023

Ms. Reilly put forward the request to approve the NJCU Resolution Regarding Squier Hall License Agreement. The motion was moved by Mr. Jacobson and seconded by Mr. Visconti (Yes-Mr. Visconti, Mr. Jacobson, Mr. Lejnieks, Ms. Martinez, Mr. Perez, Dr. Trowell-Harris, Dr. Whittaker; No-None; Abstention-None; Absent-Dr. Chang). The motion passed.

NEW JERSEY CITY UNIVERSITY

RESOLUTION REGARDING SQUIER HALL LICENSE AGREEMENT

WHEREAS: In August 2021, New Jersey City University (“University”) opened its Fort Monmouth Campus, located in Oceanport, New Jersey. The Fort Monmouth Campus maintains Squier Hall, a state-of-the-art facility featuring 15 classrooms, a nursing education center, a cybersecurity computer lab, and other spaces; and

WHEREAS: RWJ BARNABAS HEALTH, INC. (“RWJBH”) has expressed its interest in the use of a portion of the Squier Hall facilities. The University and RWJBH seek to enter into a License Agreement for said use, which includes (among other items) an initial 5 year term, a 5 year option to renew, and RWJBH monthly payments to the University; and

WHEREAS: RWJBH further seeks to begin its use of the building in the late Summer/Fall 2023; and now be it therefore

RESOLVED: That the New Jersey City University Board of Trustees, on June 26, 2023, does hereby approve and authorize that the University President negotiate and execute a license agreement with RWJBH, and any and all other agreements/documents in furtherance of the License Agreement and to effectuate its purpose.



Secretary to the Board of Trustees

June 26, 2023

Ms. Reilly put forward the request to approve the NJCU Resolution Authorizing the University to Negotiate and Seek Approval to Monetize Existing Ground Lease Interest. The motion was moved by Mr. Jacobson and seconded by Mr. Visconti (Yes-Mr. Visconti, Mr. Jacobson, Mr. Lejnieks, Ms. Martinez, Mr. Perez, Dr. Trowell-Harris, Dr. Whittaker; No-None; Abstention-None; Absent-Dr. Chang). The motion passed.

NEW JERSEY CITY UNIVERSITY

**RESOLUTION AUTHORIZING THE UNIVERSITY TO SEEK APPROVAL FROM THE
NEW JERSEY STATE HOUSE COMMISSION TO DIVEST ITSELF FROM
CERTAIN GROUND LEASES**

WHEREAS: Pursuant to N.J.S.A. 52:20-1 et seq., the New Jersey State House Commission (“Commission”) controls the sale and leasing of state owned properties; and

WHEREAS: New Jersey City University (“University”) is currently the landlord pursuant to the terms of two (2) ground leases: one is for property located at 23 University Place (Block 2) in Jersey City and the other is for property located at 26 University Place (Block 3) in Jersey City (the properties are aka Rivet 1 and Rivet 2); and

WHEREAS: In light of recent fiscal issues, the University now seeks to monetize the 2 ground leases by divesting itself of these 2 ground leases and selling the properties; and

WHEREAS: The University also seeks to gain approval for these transactions from the Commission; and now therefore be it

RESOLVED: That the Board of Trustees of the University approve and authorize the President and other necessary University personnel to take all necessary steps to request and obtain approval from the Commission.



Secretary to the Board of Trustees

June 26, 2023

Ms. Reilly put forward the request to approve the NJCU Resolution Authorizing an Amended Lease Agreement with University Academy Charter School. The motion was moved by Mr. Visconti and seconded by Mr. Jacobson; (Yes-Mr. Visconti, Mr. Jacobson, Mr. Lejnieks, Ms. Martinez, Mr. Perez, Dr. Trowell-Harris, Dr. Whittaker; No-None; Abstention-None; Absent-Dr. Chang). The motion passed.

NEW JERSEY CITY UNIVERSITY

**RESOLUTION AUTHORIZING AN AMENDED LEASE AGREEMENT WITH
UNIVERSITY ACADEMY CHARTER SCHOOL**

WHEREAS: The New Jersey City University (“University”) entered into a Lease Agreement for property located at 275 West Side Avenue, in Jersey City, New Jersey with University Academy Charter School (“Charter School”) in May 2002; and

WHEREAS: The University also entered into an Affiliation Agreement with the Charter School on December 8, 2014; and

WHEREAS: It does not appear that the 2003 Lease Agreement has been amended; and

WHEREAS: The University now seeks to negotiate and amend the Lease Agreement with the Charter School; and now therefore be it

RESOLVED: That the Board of Trustees of the University approve and authorize the University President to negotiate and execute an Amended Lease Agreement with University Academy Charter School, and any and all other agreements/documents in furtherance of the Amended Lease Agreement and to effectuate its purpose.



Secretary to the Board of Trustees

June 26, 2023

FINANCE AND AUDIT COMMITTEE

Ms. Reilly put forward the request to approve the NJCU Resolution Establishing Tuition and Fee Rates for the 2023/2024 Academic Year. The motion was moved by Mr. Jacobson and seconded by Mr. Visconti (Yes-Mr. Visconti, Mr. Jacobson, Mr. Lejniaks, Ms. Martinez, Mr. Perez, Dr. Trowell-Harris, Dr. Whittaker; No-None; Abstention-None; Absent-Dr. Chang). The motion passed.

**NEW JERSEY CITY UNIVERSITY
RESOLUTION ESTABLISHING TUITION AND FEE RATES FOR THE
2023/2024 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 Finance and Audit Committee has reviewed the tuition and fee rate increases and fiscal year 2024 budget and recommended adoption; and

WHEREAS: The Board adopts a tuition and fee increase of three (3) percent and a room and board increase of up to three (3) percent for the 2023/2024 academic year; and

WHEREAS: The Board also adopts the proposed new program fees appended hereto for the 2023/2024 academic year; and be it therefore

RESOLVED: That the New Jersey City University Board of Trustees on June 26, 2023 hereby approves the tuition and fee rate structure, as attached to this resolution, for the 2023/2024 academic year.



Secretary to the Board of Trustees
June 26, 2023





New Jersey City University
Board of Trustees
2039 Kennedy Boulevard Jersey
City, NJ 07305-1597 njcu.edu

NOTICE OF PUBLIC HEARING
FY2024 Tuition and Fees Schedule
Monday, April 24, 2023 @ 3:00 p.m.
Gilligan Student Union Building Multi-Purpose Room C

Recommendation:

That for the FY2024, the Board of Trustees adopts one of the following tuition and fees schedules and authorize the Administration to implement and administer a budget based upon the approved schedule, State appropriations and such other sources of funding which the University may receive. The tuition and fees schedules recommendation for consideration by the Board of Trustees anticipate scenarios of no increase or from a 1% to 3% increase in tuition. Proposed new program and course fees will also be presented. The schedules are attached.

Individuals that wish to present testimony on the proposed tuition and fee increases for FY2024 will have an opportunity during the meeting. In accordance with established University policy, individuals must a request to speak form accessible at <https://www.njcu.edu/about/administration-governance/board-trustees/speakerrequest-form>. A copy of the terms for addressing New Jersey City University's Board of Trustees may be obtained at the following link:

<https://www.njcu.edu/about/administration-governance/board-trustees/termsaddressing-new-iersev-city-universitys-board-trustees>. Please specify FY2024 Tuition and Fee Hearing as the subject.

The hearing is held in compliance with the requirements of the New Jersey Higher Education Restructuring Act of 1994. The Board of Trustees will act on the FY2024 tuition and fees proposals at its meeting on June 26, 2023.

Joseph Scott, Chair Board of Trustees

New Jersey City University
FY2024 Tuition and Fee Hearing
 Rate Increase Scenarios for Fiscal Year 2024
 Prepared by: Office of Budget & Planning

TUITION CATEGORY	FY23 Actual		FY24 Potential 1.0% Increase		FY24 Potential 2.0% Increase		FY24 Potential 3.0% Increase	
	In-state	Out-of-state	In-state	Out-of-state	In-state	Out-of-state	In-state	Out-of-state
Undergraduate Tuition								
Tuition Per Credit	\$ 446.15	\$ 799.50	\$ 450.61	\$ 807.50	\$ 455.07	\$ 815.49	\$ 459.53	\$ 823.49
Tuition Per Semester	\$ 6,691.80	\$ 11,991.45	\$ 6,758.72	\$ 12,111.36	\$ 6,825.64	\$ 12,231.28	\$ 6,892.55	\$ 12,351.19
Accelerated Nursing								
Tuition Per Semester	\$ 11,733.45	\$ 16,187.35	\$ 11,850.78	\$ 16,349.22	\$ 11,968.12	\$ 16,511.10	\$ 12,065.45	\$ 16,672.97
Nursing Fee Per Semester	1,343.75	1,343.75	1,357.19	1,357.19	1,370.63	1,370.63	1,384.06	1,384.06
Graduate On-site								
Tuition Per Credit	\$ 797.70	\$ 1,271.80	\$ 805.68	\$ 1,284.52	\$ 813.65	\$ 1,297.24	\$ 821.63	\$ 1,309.95
Graduate Online								
Tuition Per Credit	\$ 797.70	\$ 797.70	\$ 805.68	\$ 805.68	\$ 813.65	\$ 813.65	\$ 821.63	\$ 821.63
DSc. Security Studies								
Tuition Per Credit	\$ 1,149.85	\$ 1,149.85	\$ 1,161.35	\$ 1,161.35	\$ 1,172.85	\$ 1,172.85	\$ 1,184.35	\$ 1,184.35
Tuition Per Semester	6,898.85	6,898.85	6,967.84	6,967.84	7,036.83	7,036.83	7,105.82	7,105.82
Program Fee Per Credit	114.25	114.25	115.39	115.39	116.54	116.54	117.68	117.68
Program Fee Per Semester	685.45	685.45	692.30	692.30	699.16	699.16	706.01	706.01
Ed.D. Educational Technology Leadership								
Tuition Per Credit	\$ 1,149.85	\$ 1,149.85	\$ 1,161.35	\$ 1,161.35	\$ 1,172.85	\$ 1,172.85	\$ 1,184.35	\$ 1,184.35
Tuition Per Semester	6,898.85	6,898.85	6,967.84	6,967.84	7,036.83	7,036.83	7,105.82	7,105.82
Program Fee Per Credit	114.25	114.25	115.39	115.39	116.54	116.54	117.68	117.68
Program Fee Per Semester	685.45	685.45	692.30	692.30	699.16	699.16	706.01	706.01
Ed.D. Community College Leadership								
Tuition Per Credit	\$ 1,012.95	\$ 1,012.95	\$ 1,023.08	\$ 1,023.08	\$ 1,033.21	\$ 1,033.21	\$ 1,043.34	\$ 1,043.34
Program Fee Per Credit	\$ 49.00	\$ 49.00	\$ 49.49	\$ 49.49	\$ 49.98	\$ 49.98	\$ 50.47	\$ 50.47
Mandatory Fees								
Student Activity Fee Per Credit	3.00	3.00	3.03	3.03	3.06	3.06	3.09	3.09
Student Activity Fee Per Semester	90.15	90.15	91.05	91.05	91.95	91.95	92.85	92.85
Housing								
West Campus Village - Double	\$ 5,492.60	\$ 5,492.60	\$ 5,547.53	\$ 5,547.53	\$ 5,602.45	\$ 5,602.45	\$ 5,657.38	\$ 5,657.38
West Campus Village - Single	6,089.50	6,089.50	6,150.40	6,150.40	6,211.29	6,211.29	6,272.19	6,272.19
Vodra & CO-OP - Double	4,666.35	4,666.35	4,713.01	4,713.01	4,759.68	4,759.68	4,806.34	4,806.34
Vodra - Single	5,492.60	5,492.60	5,547.53	5,547.53	5,602.45	5,602.45	5,657.38	5,657.38
Meal Plans								
G1	\$ 2,407.40	\$ 2,407.40	\$ 2,431.47	\$ 2,431.47	\$ 2,455.55	\$ 2,455.55	\$ 2,479.62	\$ 2,479.62
G5	2,407.40	2,407.40	2,431.47	2,431.47	2,455.55	2,455.55	2,479.62	2,479.62

Film Stock and Development Fee

Start Date: Fall 2023

Initiator: Professor Marcin Ramocki. Chair, Department of Media Arts

Rationale:

Historically, the Media Arts Department budget covered student consumables in film production courses. This includes the procurement and development of 16mm film stock. Given the decline in departmental budgets over the past few years, the Media Arts Department can no longer guarantee coverage of these items. In Fall 2022, this delayed the purchase of film stock, which negatively impacted the student experience. Going forward, film production courses will include a film stock and development fee.

There are three courses in the catalog, for which this new fee will apply:

1. **MEDI 312 Film Production 1 (3 Credits)**

This course introduces 16mm film production to students. Students learn the theoretical and practical applications of reflex viewing and focusing, editing, and montage through a progression of lecture/discussions and exercises of increasing complexity.

Pre-Requisite(s): MEDI 110 and MEDI 210

Fee: \$75.00 per student

2. **MEDI 333 Film Production 11 (3 Credits)**

This course is an advanced production course in which students create a sound sync movie. Students have the opportunity to explore the potential of sound on film and to discover the possibilities of manipulating time and space through the editing process. A major emphasis will be placed on the technical and aesthetic problems involved in lighting design, pre-production planning and post-production editing. Professional, standard 16mm equipment is used in all phases of production.

Pre-Requisite(s): MEDI 110 Foundations of Media Design, MEDI 210 Audio Production, and MEDI 312 Film Production 1

Fee: 75.00 per student

3. **MEDI 417 Advanced Cinematography: Film Practicum (3 Credits)**

This is an advanced seminar designed to expand the filmmakers' skill in budgeting, production management, lighting, cinematography, filters, gels and various film stocks. Technical aspects from choice of lens to roles and responsibilities of the camera crew are examined.

Pre-Requisite(s): MEDI 110 MEDI 210 and MEDI 312.

Fee: \$40.00 per student

The basis for the proposed course fees is as follows: In MEDI 312 and MEDI 333, a students' average consumption of film is a little over one roll (which costs \$65 per roll). In MEDI 417, students work on a film collaboratively, with film stock and development costs of about \$560.00. The fees should go into effect beginning with the Fall 2023 term.

Chemistry Department

The Chemistry Department would like to raise the fees of CHEM 1105, General Chemistry I Recitation/Laboratory (2 credits), CHEM 1106 Chemistry II Recitation/Laboratory (2 credits), and CHEM 2207 Organic Chemistry I Laboratory (1 credit) to \$50.00 to match the fees for other Chemistry courses. These courses were inadvertently left off last year's list.

This change would go into effect in Fall 2023.

Music, Dance, and Theatre

MDT is not requesting an increase in fees. Instead of calling the Applied Music fee a "piano accompaniment fee," the department would like to change the name to "Applied Music Fee." The fee will remain at \$260. The name change would go into effect in Fall 2023.

The name change applies to the following courses:

MDT 122 Applied Music I MDT
123 Applied Music I I
MDT 222 Applied Music III
MDT 223 Applied Music IV
MDT 322 Applied Music V
MDT 323 Applied Music VI
MDT 324 Applied Music ^../I
MDT 422 Applied Music Vil
MDT 423 Applied Music Vil
MDT 424 Applied Music Vill
MDT 425 Applied Music Vill
MDT 621 Graduate Applied Music Major I
MDT 622 Graduate Applied Music Major I I
MDT 623 Graduate Applied Music Major III
MDT 629 Graduate Applied Music Major IV

Ms. Reilly put forward the request to approve the NJCU Resolution of Bid Advertising Annual Waivers for Fiscal Year 2024. The motion was moved by Mr. Visconti and seconded by Mr. Jacobson (Yes-Mr. Visconti, Mr. Jacobson, Mr. Lejnieks, Ms. Martinez, Mr. Perez, Dr. Trowell-Harris, Dr. Whittaker; No-None; Abstention- None; Absent-Dr. Chang). The motion passed.



Office of the Vice President of Administration and Finance

TO: Members of the Finance and Audit Committee

FROM: Brian Kirkpatrick, Vice President of Administration and Finance

DATE: June 12, 2023

RE: Fiscal Year 2024 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 2024. Attached is a list of anticipated waivers and associated amounts from fiscal year 2023, 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 2024. 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

RESOLUTION OF BID ADVERTISING ANNUAL WAIVERS FOR FISCAL YEAR 2024

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 2024 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 2024 which will help ensure the continued efficient operation of the University; and be it therefore

RESOLVED: That the Board of Trustees of New Jersey City University on this 26th day of June 2023 does hereby approve the attached list of bid advertising waivers for Fiscal Year 2024.



Secretary to the Board of Trustees

June 26, 2023

Ms. Reilly put forward the request to approve the NJCU Resolution Regarding the Fiscal Year 2024 Budget. The motion was moved by Mr. Jacobson and seconded by Mr. Visconti (Yes-Mr. Visconti, Mr. Jacobson, Mr. Lejnieks, Ms. Martinez, Mr. Perez, Dr. Trowell-Harris, Dr. Whittaker; No-None; Abstention-None; Absent-Dr. Chang). The motion passed.

NEW JERSEY CITY UNIVERSITY

RESOLUTION REGARDING THE FISCAL YEAR 2024 BUDGET

WHEREAS: State Colleges and Universities have been authorized to establish revenue, expense, and capital budget projections for the FY24; and

WHEREAS: The New Jersey City University Board of Trustees on June 26, 2023, approved the tuition rates, room and board rates, and rates for other fees for the 2023/2024 academic year; and

WHEREAS: The University prepared its operating and capital budgets for FY24 based on projected State appropriation and tuition and fee increases, which projects total operating revenues and expenses and capital expenditures as outlined in the attached FY24 budget proposal; and

WHEREAS: The Board of Trustees has reviewed the FY24 budget projections at its June 26, 2023 meeting and recommends adoption; and

WHEREAS: The University will provide regular financial updates throughout the fiscal year to the Board of Trustees and recommend any necessary adjustments in furtherance of cost containment strategies; now be it therefore

RESOLVED: That the New Jersey City University Board of Trustees on June 26, 2023 does hereby approve the FY24 Operating and Capital Budgets.



Secretary to the Board of Trustees

June 26, 2023

MISSION COMMITTEE

Ms. Reilly put forward the request to approve the NJCU Resolution Regarding the Departmental Mergers. The motion was moved by Mr. Visconti and seconded by Mr. Jacobson Jacobson (Yes- Mr. Visconti, Mr. Jacobson, Mr. Lejnieks, Ms. Martinez, Mr. Perez, Dr. Trowell-Harris, Dr. Whittaker; No-None; Abstention-None; Absent- Dr. Chang). The motion passed.

NEW JERSEY CITY UNIVERSITY

RESOLUTION

Merging the Department of Health Science and the Department of Fitness, Exercise, and Sport Science and the Merger of the Department of Philosophy and Religion and the Department of History

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 merger of the Department of Health Science and the Department of Fitness, Exercise, and Sport Science to become the Department of Population Health and Exercise Science; and

WHEREAS: The University recommends the merger of the Department of Philosophy and Religion and the Department of History, to become the Department of History, Philosophy and Religion; and

WHEREAS: The University Senate has considered and, on November 16, 2022, approved the merger of the Department of Health Science and the Department of Fitness, Exercise, and Sport Science to become the Department of Population Health and Exercise Science; and

WHEREAS: The University Senate has considered and, on November 16, 2022, approved the merger of the Department of Philosophy and Religion and the Department of History, to become the Department of History, Philosophy and Religion; and be it therefore

RESOLVED: That the Board of Trustees of New Jersey City University on June 26, 2023, hereby approves the merger of the Department of Health Science and the Department of Fitness, Exercise, and Sport Science and the merger of the Department of Philosophy and Religion and the Department of History, to become the Department of History, Philosophy and Religion.

A handwritten signature in black ink, appearing to read "DM Ray". The signature is written in a cursive style with a large, stylized "D" and "M" at the beginning.

Secretary to the Board of Trustees
June 26, 2023

Ms. Reilly put forward the request to approve the NJCU Resolution Granting Professor Emeritus Status to Dr. Carrie Robinson. The motion was moved by Mr. Visconti and seconded by Mr. Jacobson Jacobson (Yes-Mr. Visconti, Mr. Jacobson, Mr. Lejnieks, Ms. Martinez, Mr. Perez, Dr. Trowell-Harris, Dr. Whittaker; No-None; Abstention-None; Absent-Dr. Chang). The motion passed.



**NEW JERSEY CITY UNIVERSITY
RESOLUTION GRANTING PROFESSOR EMERITUS STATUS**

WHEREAS: Pursuant to New Jersey City University (“University” or “NJCU”) personnel policies, board bylaws, and prevailing statutory authority, the Board of Trustees upon recommendation of the Faculty and Professional Staff Affairs Committee of the University Senate, the Senior Vice President and Provost, and President of the University may provide emeritus/emerita status to a retired professor should it desire to recognize meritorious performance; and

WHEREAS: The University Mission Committee of the Board of Trustees has endorsed the recommendation of Professor Carrie Robinson, for her exceptional scholarship and service to NJCU and the profession of Education.

RESOLVED: That the Board of Trustees of New Jersey City University on this 26th day of June 2023 hereby designates Dr. Carrie Robinson as Professor Emerita of New Jersey City University with all the rights, duties, and privileges thereunto appertaining.

A handwritten signature in black ink, appearing to read 'DM Reilly', is written above a horizontal line.

Secretary to the Board of Trustees
June 26, 2023

Ms. Reilly put forward the request to approve the NJCU Resolution Granting the Distinguished Faculty Award to Dr. Sabine Roehr. The motion was moved by Mr. Jacobson and seconded by Mr. Visconti Jacobson (Yes-Mr. Visconti, Mr. Jacobson, Mr. Lejnieks, Ms. Martinez, Mr. Perez, Dr. Trowell-Harris, Dr. Whittaker; No-None; Abstention-None; Absent-Dr. Chang). The motion passed.

**NEW JERSEY CITY UNIVERSITY
RESOLUTION GRANTING DISTINGUISHED FACULTY AWARD**

WHEREAS: Pursuant to New Jersey City University (“University” or “NJCU”) personnel policies, board bylaws, and prevailing statutory authority, the Board of Trustees upon recommendation of the Faculty and Professional Staff Affairs Committee of the University Senate, Senior Vice President and Provost, and President of the University; may provide faculty members a Distinguished Service Award to a retired professor, who has demonstrated commitment to the University, its mission and its students, should it desire to recognize meritorious performance; and

WHEREAS: The University Mission Committee of the Board of Trustees has endorsed the recommendation of Professor Sabine Roehr for her outstanding research, teaching, and service as a faculty member at NJCU.

RESOLVED: That the Board of Trustees of New Jersey City University on this 26th day of June 2023 hereby designates Dr. Sabine Roehr as Distinguished Faculty of New Jersey City University with all the rights, duties, and privileges thereunto appertaining.



Secretary to the Board of Trustees
June 26, 2023

NOMINATION AND GOVERNANCE COMMITTEE

Ms. Reilly put forward the request to approve the NJCU Resolution to Adopt Amended Board of Trustees Bylaws. The motion was moved by Mr. Lejnieks and seconded by Mr. Jacobson Jacobson (Yes-Mr. Visconti, Mr. Jacobson, Mr. Lejnieks, Ms. Martinez, Mr. Perez, Dr. Trowell-Harris, Dr. Whittaker; No-None; Abstention- None; Absent-Dr. Chang). The motion passed.

NEW JERSEY CITY UNIVERSITY

RESOLUTION TO ADOPT AMENDED BYLAWS

WHEREAS: The New Jersey City University (“NJCU”) Board of Trustees (“Board of Trustees”) is authorized under law to exercise such powers, rights and privileges that are incident to the proper government of the University; and

WHEREAS: The Bord of Trustees has previously exercised its powers where necessary or appropriate to adopt and amend its By-Laws from time to time; and

WHEREAS: Amendment of the By-Laws is necessary and appropriate to conform to sound practices; and now be it

RESOLVED: That the Board of Trustees, on June 26, 2023, does hereby amend and adopt its By-Laws as appended to this resolution.



Secretary to the Board of Trustees
June 26, 2023

**BY-LAWS of the BOARD OF TRUSTEES
of
NEW JERSEY CITY UNIVERSITY**

Article I

Name and Seal

The official name of this body shall be “The Board of Trustees of New Jersey City University”, hereinafter called the “Board”.

The Board shall adopt a seal whose custody shall be in the Secretary of the Board.

Article II

Offices

The principal office of the Board shall be located on the campus of New Jersey City University, Jersey City, New Jersey, hereinafter called the “University”. Such other offices as needed for the conduct of its business may from time to time be designated by the Board.

Article III

Duties and Powers

The Board is established pursuant to N.J.S.A. 18A:3B-6 and 18A:64-6 and 7 of the New Jersey Statutes, the State College Autonomy Laws (P.L.1986, c.42, 43), the Higher Education Restructuring Act (P.L. 1994, c.48), Statewide Governance Reforms 2010 (P.L. 2009, c.308), the “State College Statute” and all other laws pertaining thereunto or which may be enacted relative to this Article. It shall generally have control and management of all affairs of the University and shall exercise all such powers and such lawful acts and things necessary or expedient in the control and management of the affairs of the University as are not by statute or by these By- Laws, otherwise to be exercised. The Board may adopt such rules and regulations for the conduct of its meetings and management of the University as it may deem proper, not inconsistent with said laws.

Article IV

Membership

Section 1. Public Members: In accord with the State College Statute, the Board shall be comprised of a minimum of seven and a maximum of 15 voting members who shall be appointed by the Governor with the advice and consent of the Senate. Terms of office for appointed members shall be for six years. Vacancies are filled in the same manner as original appointments for the remainder of unexpired terms. Each member shall serve until the member’s successor shall have been

appointed. An appointed member of the Board may resign as a member of the Board by providing the written resignation to the Governor and the Chair of the Board. The Chair of the Board shall notify the other members of the Board and the President of the resignation.

Section 2. President: The President of the University serves on the Board *ex officio*, without vote.

Section 3. Student Representative Members: Two full-time, regularly matriculated students in good academic standing, who are 18 years of age or older, and citizens of the United States, shall be elected to the Board by the Student Government Organization and serve subject to the conditions outlined in NJSA 18A:64-3.1.

Section 4. Trustee *Emeritus*: Upon leaving Board membership, a trustee who has provided distinguished service to the University shall be eligible for nomination to the honorary status of Trustee *Emeritus*. Election to the honorary Trustee *Emeritus* status shall be by majority vote of the Board upon nomination by the Executive Committee. A Trustee *Emeritus* shall serve in the honorary status for a term of three years and may be re-elected without limit. The status is non-voting with regard to the Board's official actions. However, a Trustee *Emeritus* may be invited to public Board meetings and functions, be eligible for appointment by the Chair to serve on Board advisory special committees, and be called upon to serve the Board and President in an advisory capacity on matters where the individual's interest, experience and expertise will best serve the University. The number of Trustees *Emeritus* is at the Board's discretion and the honor will be reserved solely for individuals who have served a full six year term and who have attained a significant record of distinguished service.

Section 5. Non-Voting Faculty Representative Member: The University Senate President shall appoint one (1) full-time tenure track faculty member to serve consistently as a Non-Voting Faculty Member to the Board. The Faculty Representative shall serve the general interest of the University and is invited to participate with the Trustees in deliberations at the public meetings of the Board to provide a broad educational perspective to the business before the Board.

The Faculty Representative does not represent any particular organization, department, or college of the University, but presents his/her individual views as a professional and an educator. In making an appointment of Faculty Representative, the University Senate President shall seek an individual who has demonstrated great commitment to the advancement of the University, professional distinction in his/her field of study, and a broad and balanced view of educational issues important to the University.

The University Senate President may appoint him/herself as the Faculty Representative.

Once appointed, the Faculty Representative serves a one-year term that runs concurrently with the term of the University Senate President and shall be a non-voting member.

Section 6. Non-Voting Alumni Representative Member: The President of the Alumni Association shall serve as the one (1) Non-Voting Alumni Member to the Board. As the Alumni Representative, the President of the Alumni Association is invited to participate with the Trustees in deliberations at the public meetings of the Board.

The Alumni Representative shall be a non-voting member.

Section 7. President, NJCU Foundation: The President of the NJCU Foundation shall serve on the Board *ex officio*, without vote.

Section 8. Board Member Attendance: Trustees are expected to attend all meetings of the Board. No Trustee may be absent from two (2) or more public Board meetings per year (July 1 – June 30) without written approval of the Board Chair. Two unexcused or unapproved absences in violation of this provision will constitute sufficient cause to seek removal of the Trustee by the Governor in accordance with the provision of N.J.S.A 18A:64-3. Removal shall be requested/sought by the Board Chair, in writing to the Governor, with notification of the unexcused absences.

Article V

Meetings

Section 1. Regular, Executive and Special Meetings: Meetings of the Board shall be held at the principal office of the Board or any other place which the Chair or a majority of the Board may from time to time designate. There shall be a regular meeting of the Board in September and at such other times as the Board may designate each year. All meetings shall be conducted in accordance with the “Open Public Meetings Act”.

There shall be executive meetings of the Board preceding the regular meetings provided that notice has been given subject to the provisions of the “Open Public Meetings Act”. Other public or executive meetings shall be held whenever called by the Chair. The Chair shall call a special public meeting of the Board whenever requested in writing by any five Trustees to do so. Forty- eight hours’ notice shall be given to each Trustee by the Secretary of the Board for each meeting of the Board whether regular, special, or executive. Such notice may be given by mail, telegram, telephone, by other telephonic or electronic means or in person. An executive meeting may be held on the same day as a public meeting and vice-verse: provided, however, that the notice requirements of these By-Laws and the provisions of the “Open Public Meetings Act” shall have been met.

Section 2. Quorum: When the full voting membership of the Board is an even number, quorum for the transaction of Board business shall be one half of the voting members of the Board plus two. When the full voting membership of the Board is an uneven number quorum for the transaction of Board business shall be a majority of the voting members of the Board plus one.

The Trustees participating in any meeting, if less than a quorum, may adjourn any meeting from time to time until such quorum shall be constituted.

All questions coming before the Board shall be determined and decided by a majority vote of those participating in the meeting and eligible to vote, except as may otherwise be expressly provided in the State College Statutes; or except that in the fixing of salaries and the employment or termination of employment, transfer or dismissal of any personnel of the University, a majority vote of the whole number of the Board shall be required.

Each Trustee shall be entitled to one vote at all meetings of the Board except the voting student

Trustee whose right to vote is limited by law and the second student Trustee who has been appointed as a non-voting Trustee.

Section 3. Notification: At least forty-eight hours' notice of special and regular public meetings shall be posted on official bulletin boards, filed with the New Jersey Secretary of State, and given to the news media. Such notice is to be in writing and set forth the time, date, and place and purpose of the meeting. **The Jersey Journal** published in the City of Jersey City and **The Star Ledger** published in the City of Newark are designated as the newspapers to receive such notices.

Upon the affirmative vote of three quarters of the members present, the Board may hold a meeting notwithstanding the failure to provide adequate notice if: such meeting is required in order to deal with matters of such urgency and importance that a delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest; and the meeting is limited to discussion of and acting with respect to such matters of urgency and importance; and notice of such meeting is provided as soon as possible following the calling of such meeting by posting of the same in the public place described above, and also by notifying the two newspapers designated above by telephone, telegram, or by delivering a written notice of same to such newspapers, either the Board could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided; or although the Board could reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided; it nevertheless failed to do so.

No official action and no binding action shall be taken by the Board at any meeting other than a public meeting of which notice has been given as required in these By-Laws.

Section 4. Voidable Acts: Any action taken by the Board at a meeting which does not conform with the provisions of these By-Laws and other applicable law shall be voidable in a proceeding in lieu of prerogative writ in the Superior Court, which proceeding may be brought by any person within 45 days after the action sought to be voided has been made public; provided, however, that the Board may take corrective or remedial action by acting *de novo* at a public meeting held in conformity with the "Open Public Meetings Act" and other applicable laws regarding any action which may otherwise be voidable pursuant to this section; and provided further that any action for which advanced published notice of at least 48 hours is provided as required by law shall not be voidable solely for failure to conform with any notice required.

Section 5. Agenda and Procedures: An agenda for each regular, special, or executive meeting of the Board shall be prepared by the Chair of the Board upon the advice and after consultation with the President of the University, and a copy thereof shall be furnished to each member of the Board by ordinary mail at least forty-eight hours prior to the meeting for which it is prepared. Items not on the agenda may be added thereto by a majority vote of the Board.

Unless otherwise directed by a majority vote of the Board, the following order of business shall be followed at each meeting of the Board:

1. Roll Call
2. Consideration of the minutes of the last regular or special meeting of the Board and the approval or amendment thereof
3. Communications

4. Report of Officers of the Board
5. Report of the University President
6. Report of Standing Committees
7. New Business
8. Statements and questions from the public
9. Adjournment

Unless otherwise directed by a majority vote of the Board, all public and executive meetings of the Board shall be conducted in accordance with the parliamentary procedures prescribed in the latest edition of the manual known as **Roberts Rules of Order**.

Section 6. Rules and Regulations: The Board shall from time to time, after consultation with the President of the University and also, as appropriate, with representatives of the faculty and the students, make and promulgate such rules and regulations, not inconsistent with statutory provisions, as may be necessary and proper for the administration and operation of the University, and to implement laws, rules and regulations.

Section 7. Registration to Speak at Public Comment Period at Public Meetings. Members of the public who wish to speak during the public comment period of NJCU's public Board meeting should register to speak no less than one (1) business day prior to the meeting date. To accommodate as many speakers as possible, comments will be limited to **three** minutes per person.

Article VI

Officers

Section 1. Officers: The Board shall organize annually during the month of September each year and elect officers as may be necessary. There shall be a Chair and a Vice- Chair. Upon election by a majority of the voting members of the Board participating in the public meeting, the Chair and the Vice-Chair shall begin two-year terms in office and shall serve until their successors are elected or until they are removed with or without cause by vote of a majority of the full Board. Removal from office with or without cause shall be by resolution of the Board approved by a two-thirds majority vote of the full voting membership of the Board.

An officer shall be ineligible to serve more than two consecutive two-year terms in a given office. Should there be a vacancy in the Office of Chair of the Board during a two-year term, the Vice-Chair, provided the Vice-Chair consents, shall become the Chair of Board for the unexpired term. Subject to the foregoing, a vacancy in an office during a two-year term, shall be filled in the same manner as the original election for the unexpired term only. The Board may elect such other officers and fix their terms as it may from time to time require. Notwithstanding the provisions of this Section, the Board may, upon recommendation of the Personnel, Compensation, Nominations and Governance Committee of the Board, waive the period of ineligibility to serve in an office provided the waiver is approved by resolution of the Board by at least a two-thirds majority vote of the full voting membership of the Board.

Section 2. Chair: The Chair shall, when present, preside at all meetings of the Board. The Chair shall be the Chief Executive of the Board and shall perform all duties commonly incident to his/her

office and shall have general supervision of the affairs of the Board, subject to the approval of the Board. The President of the University shall be the Chief Executive Officer of the University and shall attend all meetings of the Board but the Chairperson of the Board shall continue as the Chief Executive Officer of the Board. The Chair, Vice Chair, or Secretary shall sign all reports, documents and/or instruments of any nature required to be filed or executed by law by or on behalf of the Board. The Board may delegate and vest in the President authorization to sign documents on behalf of the Board pursuant to the policies of the Board and State law. The Chair shall also report to the Board from time to time all matters coming to his notice, relating to the interests of the University and the Board, that should be brought to the attention of the Board.

Section 3. Vice Chair: The Vice Chair shall have and exercise all the powers and duties of the Chair in case of his/her absence or inability to act, and shall perform such other duties as may be prescribed from time to time, by the Board.

Section 4. Secretary: The Secretary to the Board is a non-trustee member of the President's staff who shall be appointed by the President, subject to the approval of the Board. The Secretary shall attend all meetings of the Board and shall cause to be recorded all votes and minutes of all public proceedings in a book to be kept for that purpose. The Secretary shall give or cause to be given notice of all meetings of the Board and shall affix the seal of the Board to all documents that may require it and shall have charge of the seal of the Board and such other books and papers as the Board may prescribe, and shall make such reports to the Board as it may request and shall prepare and file, or cause to be prepared and filed, such reports or statements as may be required by law upon authorization from the Board. The Secretary shall cause to be forwarded to the Archival Section of the University library a copy of the minutes, and to any others as required from time to time by the Board after such minutes have been approved by the Board.

Article VII

Committees

Section 1. Standing Committees: At a minimum the Board shall create standing committees as required by the Statewide Governance Reforms 2010 (P.L.2009, c.308). The required committees have executive; audit; compensation; and nominations and governance responsibilities. The Board shall have the power to create additional standing committees which shall report directly to the Board to aid it in carrying on its business. The existence, duties and functions of standing committees may be abolished, changed, altered or added to, and new and additional standing committees may be created by the Board from time to time at its discretion and in compliance with State law. Each committee shall have a written charter and minutes must be taken at all committee meetings. The following standing committees are hereby created:

1. Executive Committee
2. Finance and Audit Committee
3. Nominations and Governance Committee
4. University Mission Committee
5. University Business, Planning and Infrastructure Committee

The Chair of the Board shall, immediately after his/her designation as such, appoint the members and designate the Chair of each standing committee, which committee membership shall be less than a quorum of the full voting membership of the Board. The voting members of the standing committees shall each be members of the Board. The Chair of the Board may, in consultation with and upon recommendation of the President, appoint to a standing committee or other committees established by the Board advisory members to augment the committee where necessary or appropriate for the conduct of committee business provided that such advisory members shall have no vote nor be counted for purposes of the establishment of a committee quorum. The Chair of the Board shall be a member *ex officio* of each standing committee. The specific tasks to be carried out by each of the standing committees shall be included in the charter of each committee. The Board Chair may assign from time to time specific tasks on an *ad hoc* basis. The President of the University shall be a member *ex officio* of each standing committee.

Section 2. Administrative, Faculty and Student Committees: The Board shall have the power to authorize the President of the University to create administrative, faculty and student committees in accordance with procedures established in cooperation with such groups, respectively, for the purpose of assisting in carrying on the business and functions of the University.

Article VIII

Amendments

These By-Laws may be amended, altered, repealed or added to in any manner not inconsistent with the laws of the State of New Jersey by the affirmative vote of majority of the Board at any public meeting of the Board, provided that a copy of the proposed amendment has been furnished to each member of the Board by the Board Secretary at least 10 days before the meeting at which the vote upon said amendment is to be had.

BY-LAWS
of
THE BOARD OF TRUSTEES
of
NEW JERSEY CITY UNIVERSITY

adopted 11/89
amended 1994
amended 1998
amended 2010
amended 02/11
amended 09/17
amended 06/18
amended 6/23

BOT Public Session Minutes, June 26, 2023

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OLD BUSINESS

Nothing to report.

NEW BUSINESS

Nothing to report.

NEXT MEETING

The next Board meeting will be held on September 12, 2023. Ms. Reilly 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 Jacobson (Yes-Mr. Visconti, Mr. Jacobson, Mr. Lejnieks, Ms. Martinez, Mr. Perez, Dr. Trowell-Harris, Dr. Whittaker; No-None; Abstention-None; Absent-Dr. Chang). 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, Ms. Reilly requested a motion for the board to adjourn the meeting. The motion was moved by Mr. Visconti and seconded by Mr. Jacobson Jacobson (Yes-Mr. Visconti, Mr. Jacobson, Mr. Lejnieks, Ms. Martinez, Mr. Perez, Dr. Trowell-Harris, Dr. Whittaker; No-None; Abstention-None; Absent-Dr. Chang). The motion passed and the meeting was adjourned.

Respectfully submitted,



Secretary to the Board of Trustees
June 26, 2023