

**New Jersey City University  
Board of Trustees Meeting  
September 21, 2015**

**ATTENDING:** Ms. Marilyn Bennett  
Ms. Cynthia Campbell, *via teleconference*  
Dr. Steven Chang, *via teleconference*  
Dr. Henry Coleman, *via teleconference*  
Mr. James Jacobson, *via teleconference*  
Mr. Vij Pawar, *via teleconference*  
Mr. Joseph Scott  
Dr. Edward Whittaker, *via teleconference*  
Dr. Sue Henderson, *ex officio*

**ABSENT:** Mr. Rafael Perez, Chair  
Mr. Edward Fowlkes

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**REQUEST TO SPEAK**



RESOLVED: That the Board of Trustees of New Jersey City University on this 21st day of September 2015 does hereby authorize the Administration to continue to engage and retain the services of Strategic Development Group LLC

Ms. Bennett made a motion to approve the Board Waiver for Witt Keiffer. The motion was second by Ms. Campbell. (Yes-Dr. Chang, Mr. Jacobson, Mr. Pawar, Dr. Whittaker; No-Dr. Coleman, Mr. Scott; Abstention-None).

**RESOLUTION**  
**WAIVER OF ADVERTISING PERSONNEL**  
**RECRUITMENT SERVICES**

WHEREAS: Pursuant to 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 \$33,000 except under circumstances specified in the statute where bids may be waived; and

WHEREAS: As permitted by the statute, NJSA 18:64-56 a.20, relative to purchases of personnel recruitment and advertising, the University seeks authorization of the Board of Trustees to contract without bidding with the search firm of Witt- Kieffer, for recruitment services to permanently fill three interim administrative positions; and

WHEREAS: Enter into a contract which exceeds the bid threshold without bidding for the provision of professional consulting services involving personnel recruitment and related search services; and

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

RESOLVED: That the Board of Trustees of New Jersey City University on this 21st day of September 2015, does hereby authorize the University to retain Witt-Kieffer search firm without advertising for bids provided the contract amount for personnel recruitment and search services shall not exceed \$100, .

Dr. Coleman made a motion to approve the Resolution for the Authorization for Project Modification. The motion was seconded by Mr. Scott. (Yes-Ms. Bennett, Ms. Campbell, Dr. Chang, Mr. Jacobson, Mr. Pawar, Dr. Whittaker; No-None; Abstention-None).

**RESOLUTION OF THE BOARD OF TRUSTEES OF NEW JERSEY CITY  
UNIVERSITY AUTHORIZING MODIFICATIONS TO THE SCOPE OF THE  
PROJECT FINANCED BY THE NEW JERSEY EDUCATIONAL FACILITIES  
AUTHORITY REVENUE BONDS, NEW JERSEY CITY UNIVERSITY ISSUE, SERIES  
2015 A**

WHEREAS: Pursuant to a Resolution adopted on December 17, 2015 and an Indenture of Trust dated as of January 1, 2015 (the "2015 Indenture") by and between the New Jersey Educational Facilities Authority (the "Authority") and U.S. Bank National Association, as trustee (the "2015 Trustee"), the New

WHEREAS: In connection with the issuance of the 2015 A Bonds, the New Money Project is leased to the University by the Authority pursuant to a Lease and Agreement dated as of January 1, 2015 (the “2015 A Lease”); and

WHEREAS: Pursuant to Section 2.07 of the 2015 A Lease, the scope of the New Money Project may be modified as mutually agreed by the Authority and the University;

WHEREAS: The University has requested the Authority to permit the proceeds of the 2015 A Bonds to be applied to the costs of the 2015 A New Money Project Modification and to amend the provisions of the Lease, the Indenture and any other necessary documents related to the 2015 A Bonds to permit the modification of the 2015 A New Money Project;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF NEW JERSEY CITY UNIVERSITY AS FOLLOWS:**

**SECTION 1.** The Board of Trustees of New Jersey City University (the “Board”) hereby agrees: (i) to defer implementation of the Theatre Renovation; (ii) pursuant to Section 2.07 of the 2015 A to add the 2015 A New Money Project Modification to the definition of the New Money Project in the 2015 A Lease, the 2015 A Indenture and any other necessary documents related to the 2015 A Bonds; and (iii) to apply the proceeds of the 2015 A Bonds in the amount of approximately \$2,800,000 to the costs of the 2015 A New Money Project Modification.

**SECTION 2**

**RESOLUTION**  
**ADOPTION OF MILEAGE REIMBURSEMENT RATE AND AUTHORIZATION TO**  
**ADJUST MILEAGE REIMBURSEMENT RATE**  
**NOT TO EXCEED INTERNAL REVENUE STANDARDS**

WHEREAS: The Board of Trustees of New Jersey City University, a public institution of higher education of the State of New Jersey, has ge

Dr. Aska noted that the *West Campus ROI Update* was included in the board book as informational only. No action was taken.

**PERSONNEL AND EMPLOYEE RELATIONS**

Ms. Bennett gave the report of the Personnel and Employee Relations Committee. She noted that the President recommended faculty, professional staff, and managerial appointments,





19. Dr. Yufeng Wei, Assistant Professor  
Chemistry  
Effective: 09/01/2015
20. Dr. Mingshan Zhang, Associate Professor  
Accounting  
Effective: 09/01/2015

**Temporary Faculty Appointments:**

1. Dr. Tracey Riley, Assistant Professor  
Women & Gender Studies  
Effective: 09/01/2015 - 06/30/2016

**Professional Staff Appointments:**

1. Ms. Katherine Aquino, Professional Services Specialist 2  
Dean's Office, College of Education  
Effective: 08/10/2015
2. Ms. Robyn Burton, Professional Services Specialist 3  
Head Women's Basketball Coach, Athletics  
Effective: 08/01/2015
3. Ms. Damaris Castillo, Professional Services Specialist 4 – *Emergency Hire*  
Dean's Office, College of Arts & Sciences  
Effective: 08/24/2015 – 06/30/2016
4. Mr. Brian Ferrante, Professional Services Specialist 4 – *Part-Time*  
Part-time Admissions Recruiter  
Effective: 08/24/2015
5. Mr. Clinton Higgins, Professional Services Specialist 3  
Media Arts Center  
Effective: 08/03/2015
6. Mr. Reuel Mebuin, Program Assistant – *Temporary Appointment*  
Grants Office  
Effective: 08/24/2015 – 06/30/2016
7. Ms. Shakira Monroe, Professional Services Specialist 4  
Admissions Recruiter  
Effective: 08/24/2015

8. Ms. Jennifer Rak, Program Assistant – *Temporary Appointment*  
Grants Office  
Effective: 08/24/2015 – 06/30/2016
9. Ms. Angela Ramos, Program Assistant – *Temporary Appointment*  
Grants Office  
Effective: 08/24/2015 – 06/30/2016
10. Ms. Veronica Reed, Program Assistant - *Temporary Appointment*  
Writing Center  
Effective: 06/15/2015 - 06/30/2016
11. Mr. Matthew Sutton, Professional Services Specialist 4  
Opportunity Scholarship Program  
Effective: 08/17/2015

**MANAGERIAL APPOINTMENTS**  
**(From June 1, 2015 – September 1, 2015)**

1. Dr. Ronald Hurley, Director of Public Safety  
Public Safety, Division of Administration and Finance  
Effective: 09/21/2015
2. Ms. Sherrie Madia, Associate Vice President for Communications, Public Information &  
Community Relations, Division of University Advancement  
Effective: 08/17/2015
3. Dr. Benjamin Rohdin, Associate Vice President for Enrollment Management  
Enrollment Management  
Effective: 08/25/2015
4. Mr. Jaime Rudolph, Managing Assistant Director 2 – *Emergency Hire*  
Grants Office  
Effective: 08/03/2015

**RECLASSIFICATIONS**

1. Dr. John Cunningham  
From: Associate Professor, English  
To: Interim Assistant Dean, College of Arts and Sciences  
Effective: 09/01/2015 – 08/31/2016  
Reason: Promotion to Interim Assistant Dean

2. Ms. Tamara Cunningham

From: (Managing Assistant Director 1) Assistant to the VP of Academic Affairs  
Academic Affairs

To: (Director 2) Executive Assistant to the President for University Relations  
President's Office

9. Dr. Anne Mabry  
From: Associate Dean, College of Arts to Sciences  
To: Interim Dean, College of Arts and Sciences  
Effective: 08/01/2015 - 06/30/2016  
Reason: Promotion to Interim Dean
10. Mr. Kevin Malley  
From: Chair of the Fire Science Department, Assistant Professor  
College of Professional Studies  
To: Interim Associate Dean, College of Professional Studies  
Effective: 07/01/2015 - 06/30/2016  
Reason: Promotion to Interim Associate Dean
11. Dr. Bernard McSherry  
From: Interim Dean of the School of Business  
To: Same  
Effective: 08/01/2015 – 06/30/2016  
Reason: Salary adjustment due to market and internal equity
12. Mr. Luis Morales  
From: Managing Assistant Director 1  
To: Same  
Effective: 07/01/2015  
Reason: Salary adjustment due to expanded duties
13. Mr. Roberto Romero  
From: Professional Services Specialist 4 (Academic Computing)  
To: Assistant Director 3 (Academic Computing)  
Effective: 07/01/2015  
Reason: Salary adjustment due to expanded duties and market competitiveness
14. Mr. Robert Scire  
From: Associate Director of Information Technology  
To: Same  
Effective: 07/01/2015  
Reason: Salary adjustment due to expanded duties and market competitiveness
15. Mr. Mohammad Sheikh  
From: Associate Director of Information Technology  
To: Same  
Effective: 07/01/2015  
Reason: Salary adjustment due to expanded duties and market competitiveness

16. Dr. Cheryl Swider  
From: Director of University Outreach  
To: Assistant Dean for Off-Site Programs, Dean of Professional Studies  
Effective: 09/01/2015  
Reason: Internal selection as candidate on search and promotion
  
17. Ms. Phyllis Szani  
From: Associate Vice President for Information Technology  
To: Same  
Effective: 07/01/2015  
Reason: Salary adjustment due to department expansion with increased duties

### **PROFESSOR EMERITUS**

1. Professor Charles Plosky  
Art Department – William J. Maxwell College of Arts & Sciences  
Retired: July 1, 2013

Ms. Bennett made a request for a motion to approve the Managerial Salaries for 2015-2016. Mr. Scott made a motion and it was second by Mr. Pawar. (Yes-Ms. Bennett, Ms. Campbell, Dr. Chang, Mr. Jacobson, Dr. Whittaker; No-Dr. Coleman; Abstention-None).

### **MANAGERIAL SALARIES 2015-2016**

**WHEREAS:** The University administration has recommended and requested authorization to award performance based increases

The *2015 Faculty Hires – Overview with short bios* and the *Managerial Appointments – short bios* were included in the board book under the Personnel and Employee Relations Committee as informational only. No action was taken.

### **NEW BUSINESS**

Ms. Bennett requested for a motion under the Personnel Committee to approve the nomination of board officers. Mr. Scott made a motion and it was seconded by Mr. Pawar. (Yes-Ms. Bennett, Ms. Campbell, Dr. Chang, Dr. Coleman, Mr. Jacobson, Dr. Whittaker; No-None; Abstention-None). The nomination of officers includes:

*Board of Trustees - Nominating and Governance Committee*

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

### **NEXT MEETING**

The next Board meeting will be held on December 7, 2015. Ms. Bennett made a motion for the board to move into executive session prior to the public session in order to discuss confidential personnel matters and contractual matters. The minutes of the executive session will become available to the public when there is no longer a need for confidentiality regarding these matters. The motion was seconded by Mr. Scott. The motion passed. (Yes-Ms. Campbell, Dr. Chang, Dr. Coleman, Mr. Jacobson, Mr. Pawar, Dr. Whittaker; No-None; Abstention-None).

### **ADJOURNMENT**

Ms. Bennett made a request for a motion to adjourn the meeting. The motion was moved by Mr. Scott and it was second by Mr. Pawar. (Yes-Ms. Bennett, Ms. Campbell, Dr. Chang, Dr. Coleman, Mr. Jacobson, Dr. Whittaker; No-None; Abstention-None). There being no further business to come 7:15 p.m.