

MINUTES

MEETING OF THE BOARD OF TRUSTEES OF THE WILLIAM PATERSON UNIVERSITY OF NEW JERSEY

Friday, March 6, 2020

The meeting was called to order at 9:00 a.m. in the 1800 Valley Road Board Room.

BOARD MEMBERS PRESENT: Ms. Cortez, Mr. Galandak, Mr. Guarasci, Mr. Johnson, Mr. Lenahan, Mr. Seeve, and President Helldobler.

BY PHONE: Mr. Barr, Mr. Neilley, Ms. Niro.

ABSENT: Mr. Gruel, Mr. Pesce, Mr. Velli, Dr. Zastocki.

OTHERS PRESENT: Senior Vice President Bolyai, Vice President Boucher-Jarvis, Vice President Cammarata, Associate Vice President DeDeo, Vice President Ferguson, Vice President Goldstein, General Counsel Hertzog, Provost Powers, Vice President Ross, Chief of Staff Bannister, Mrs. Oleski, Associate Provost Lincoln, administrators, faculty, and others.

ANNOUNCEMENT CONCERNING ADEQUATE NOTICE OF MEETING:

In accordance with the "Open Public Meetings Act," the Chairperson publicly announced and had entered into the minutes that "adequate notice" of this meeting was provided. In compliance with the Statute, this notice was posted on the University's web page and distributed to The Herald News, The Record, and The Star Ledger more than 48 hours prior to this meeting.

It was moved and seconded to adopt the following resolution:

3-20-1 - RESOLUTION, TO MOVE INTO EXECUTIVE SESSION

At approximately 10:45 a.m., the Public Session resumed.

It was moved by Ms. Cortez and seconded by Mr. Galandak to adopt the following resolution:

APPROVAL OF MINUTES NOVEMBER 22, 2019, BOARD OF TRUSTEES MEETING:

The minutes of the November 22, 2019, Board Meeting were approved as distributed.

CHAIR'S REPORT:

Chair Seeve welcomed everyone to the 1800 Valley Road building and explained that many agenda items had been handled at the Committee meetings held on February 20, 2020. Mr. Seeve commented on the wonderful duet performance from *The Fantasticks* that the Educational Policy and Student Development Committee enjoyed during their meeting. Mr. Seeve reminded everyone about the Board's request for updates on the Middle States Commission for Higher Education reaccreditation process. He gave a brief update on Governor Murphy's announcement on campus last week, that both he and Trustee Guarasci attended, to announce the Garden State Guarantee and commended our students who spoke at the event.

PRESIDENT'S REPORT:

President Helldobler began his report by speaking of his Spring 2020 State of the University Address to the campus in February. President Helldobler also shared plans for the Summer 2020 professional development series and the honor of giving the opening remarks at the Black History Month kick-off event in February. He gave a brief summary of the Summit of Summits that brought all attendees together from the Course Schedule Development, Advisement, Transfer Experience, Retention, and Enrollment Summits, to discuss the implementation of solutions to improve University operations and effectiveness. President Helldobler stated that AACSB had reaccredited the undergraduate and master's-level business program for the Cotsakos College of Business for the next five years. He highlighted the three faculty scholars who were awarded Fulbright awards for 2019-2020 and congratulated the University's Speech-Language Pathology master's degree program which had been ranked 13th in the nation by GradReports.com. He commended the women's soccer team that qualified for both the NJAC and ECAC tournaments and mentioned that after 41 years at William Paterson, Volleyball Head Coach Sandy Ferrarella announced her retirement. Trustee Galandak briefly spoke of the impressiveness of the reaccreditation from the AACSB for the Cotsakos College of Business.

President Helldobler's written report is included in the Board Materials, and is incorporated into the minutes of this meeting.

MIDDLE STATES COMMISSION ON HIGHER EDUCATION UPDATE:

Provost Powers asked Associate Provost Lincoln and Associate Provost Hill to give an update on the status of the Middle States Commission on Higher Education reaccreditation process. Dr. Lincoln stated that the University reaccreditation progress was going well and they would be holding a Town Hall meeting on March 10 to present and review Draft 1 of the Self-Study with the University community. He also mentioned that a Visiting Team Chair had been selected and would be visiting the campus in Fall 2020. Dr. Lincoln also spoke of all academic colleges now using Campus Labs for assessment documentation. Associate Provost Hill thanked Dr. Sesime Adanu, Executive Director of Institutional Effectiveness, for his great work and described the assessment process. Chair Seeve reiterated the importance of this process and keeping the Board updated and involved along the way. He thanked everyone for their work.

EXECUTIVE COMMITTEE REPORT

Chair Seeve mentioned that the Executive Committee met twice since the last full Board meeting in November; once on January 7, 2020, and again on January 27, 2020. On January 7, the Executive Committee took action to approve a bid waiver increasing our contract with EAB Global, Inc., providing support for our strategic planning process and taking advantage of 2019 pricing. The second approved action was a request to rename Science Hall East as the George and Dorothy Hennings Science Hall East building, thanks to two generous donors. On January 27, the Executive Committee took action to approve the tuition and fee costs for launching the marketing of our online graduate courses with Academic Partners. The resolutions and summaries were included in the Board of Trustees packet for informational purposes.

GOVERNMENT AND COMMUNITY AFFAIRS REPORT:

Mr. DeDeo provided an update on his Government Affairs report.

FINANCE, AUDIT AND INSTITUTIONAL DEVELOPMENT COMMITTEE REPORT:

Mr. Lenahan reported that the Finance, Audit and Institutional Development Committee met on February 20, 2020. The committee received a presentation from Ms. Andrea Caladie of Baker Tilly, on various matters including their audit of federal and state grants, about which she stated there were two findings made. A corrective action plan was included and discussed with the Committee and Mr. Lenahan asked for an update on where the corrections stand at the next Committee meeting in May.

The Committee then received a presentation from four representatives from J.P. Morgan, who manage the University's portfolio, with an update on the University's operating funds investments. Mr. Lenahan reported that Vice-President Bolyai stated J.P. Morgan has performed well above expectations and the University has benefited from their oversight of our investment portfolio. Mr. Lenahan briefly summarized the annual Clery report that Mr. Charles Lowe, Director of Public Safety and University Police, presented to the committee and recognized the University's new Associate Director of Public Safety and University Police, Mr. Donald Keane.

An update to the Middle States Commission on Higher Education was presented by Associate Provosts Lincoln and Hill and Vice-President Ross gave a quick summarization on enrollment and retention. Vice-President Bolyai presented the Fiscal Year 2020 budget update and addressed the impact of the enrollment report. President Helldobler answered questions about the short-term and long-term effects. Vice-President Ferguson reported where her department stood in terms of financial commitments and thanked Trustee Gruel and Trustee Niro for their on-the-spot commitments during their recent Florida Alumni trip. Mr. Lenahan spoke of the Legacy Gala in April and congratulated Trustee Cortez, who will be receiving the Distinguished Friend Award. Vice-President Ferguson also presented a resolution for the renaming of the Preakness Hall building to the Barbara Moll Grant building. Chief of Staff Bannister briefly updated the Committee on the Tuition Hearing scheduled for March 26, 2020, and Student Trustee Johnson spoke to the Committee about finding a new student to fill the Student Trustee position in June 2020.

The following resolutions were recommended for approval by the Board:

It was moved by Mr. Seeve and seconded by Ms. Cortez to adopt the following resolution:

3-20-2- RESOLUTION, EXTERNAL AUDIT (UNIFORM GUIDANCE) – FISCAL YEAR 2019

The resolution was unanimously adopted.

It was moved by Mr. Guarasci and seconded by Mr. Johnson to adopt the following resolution:

3-20-3 - RESOLUTION, RENAMING OF PREAKNESS HALL

The resolution was unanimously adopted.

It was moved by Mr. Seeve and seconded by Ms. Cortez to adopt the following resolution:

3-20-4 - RESOLUTION, BID WAIVERS (CONSENT AGENDA)

The resolution was unanimously adopted.

EDUCATIONAL POLICY AND STUDENT DEVELOPMENT COMMITTEE REPORT:

Ms. Cortez, in Mr. Pesce's absence, began by thanking our student performers for their duet performance from *The Fantasticks* at the committee meeting on February 20, 2020. Chief of Staff Bannister reviewed her summary of the two Executive Committee meetings that took place following the last Board meeting in November. The Committee then heard a presentation from Associate Provosts Lincoln and Hill in regard to their progress on the reaccreditation from Middle States Commission on Higher Education. Vice-President Ross summarized enrollment and retention. Following a short discussion on the Starfish program, Provost Powers stated that he would be putting together a list of key flags to send to Faculty Advisors next semester.

The Committee then heard from Dean Ginsberg and Chair Mongillo from the College of Education, along with Associate Provost Lincoln, who summarized the new Doctor of Education degree in Leadership. Dean Sharma and faculty from the chemistry department presented, along with Associate Provost Lincoln, the summarization of the new Bachelor of Science degree in medicinal biochemistry.

Mr. Galandak commended the faculty and thanked them for their work on the proposals, stating that they were both very well done and well thought-out.

The following resolutions were recommended for approval by the Board:

It was moved by Mr. Lenahan and seconded by Mr. Seeve to adopt the following resolution:

3-20-5 - RESOLUTION, CONFERRING OF DEGREES

The resolution was unanimously adopted.

It was moved by Mr. Galandak and seconded by Ms. Niro to adopt the following resolution:

3-20-6 - RESOLUTION, ON THE INITIATION OF A DOCTOR OF EDUCATION (Ed.D.)
DEGREE IN LEADERSHIP

The resolution was unanimously adopted.

It was moved by Mr. Seeve and seconded by Mr. Johnson to adopt the following resolution:

3-20-7 - RESOLUTION, ON THE INITIATION OF A BACHELOR OF SCIENCE (B.S.)
DEGREE IN MEDICINAL BIOCHEMISTRY

The resolution was unanimously adopted

PERSONNEL AND COMPENSATION COMMITTEE REPORT:

Mr. Neilley reported via teleconference that the Personnel and Compensation Committee met on February 20, 2020, to review personnel matters brought forth by the administration subsequent to the November 22, 2019, Board Meeting. Vice-President Boucher-Jarvis introduced the University's new Chief Diversity Officer, Dr. David Jones and General Counsel Hertzog discussed ongoing litigation matters.

The following resolutions were recommended for approval by the Board:

It was moved by Mr. Galandak and seconded by Ms. Cortez to adopt the following resolution:

3-20-8 – RESOLUTION, SABBATICAL LEAVES

The resolution was unanimously adopted.

It was moved by Mr. Galandak and seconded by Ms. Cortez to adopt the following resolution:

3-20-9 – RESOLUTION, FOUR-DAY WORKWEEK, SUMMER 2020

The resolution was unanimously adopted.

It was moved by Ms. Cortez and seconded by Mr. Galandak to adopt the following resolution:

3-20-10 – RESOLUTION, VARIOUS PERSONNEL MATTERS (CONSENT AGENDA)

The resolution was unanimously adopted.

NOMINATIONS AND GOVERNANCE COMMITTEE

Mr. Galandak reported that the Nominations and Governance Committee met on February 20, 2020. He stated that a packet of information on the potential Trustees was sent to the Governor's office in December and that Associate Vice-President DeDeo was following up with their office. Mr. Galandak discussed the new protocol for hearing from members of the public. He stated that the committee agreed that any public comments would be heard at the beginning of the Board

meetings, and that people who wished to address the Board should contact the Chief of Staff five business days before the meeting. Mr. Galandak also included that speakers would be allowed three minutes to speak and that this information would be posted on the Board's website. He stated that the committee will continue to work on creating an assessment plan for their work as Board members, and also discussed the need to attend to risk management.

The following resolution was recommended for approval by the Board:

It was moved by Mr. Johnson and seconded by Mr. Seeve to adopt the following resolution:

3-20-11 - RESOLUTION, WILLIAM PATERSON UNIVERSITY BOARD OF TRUSTEES
STUDENT REPRESENTATIVE SELECTION

The resolution was unanimously adopted.

OTHER BUSINESS

President Helldobler briefly mentioned the Legacy Gala on April 23, 2020, at The Grove, where this year's event would be honoring all women. He mentioned that he and President Emerita Kathleen Waldron who is being honored for her service would be making a special announcement during the gala.

There being no further business, a motion was made to adjourn the meeting. It was moved and seconded and the meeting was adjourned at 11:33 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Robert Guarasci".

Robert Guarasci, Secretary
William Paterson University
Board of Trustees

RG/ao

APPENDIX 1
MINUTES OF BOARD OF TRUSTEES
MARCH 6, 2020 MEETING

3-20-1 RESOLUTION, TO MOVE INTO EXECUTIVE SESSION

WHEREAS: The New Jersey Open Public Meetings Act, N.J.S.A.10:4-6 et seq., permits the public's exclusion from certain portions of the Board meeting; now therefore be it

RESOLVED: That The William Paterson University Board of Trustees move into closed session to discuss matters pertaining to personnel issues including various appointments and resignations, attorney-client privileged communication, a review of active litigation matters, and real estate matters, and be it therefore

RESOLVED: That any actions taken in closed session will be made public as required by law.

Adopted by the Board of Trustees of The William Paterson University of New Jersey at its March 6, 2020 meeting.

APPENDIX 1E
MINUTES OF BOARD OF TRUSTEES
EXECUTIVE COMMITTEE
JANUARY 7, 2020 MEETING

1-20-1E RESOLUTION, BID WAIVER, EAB GLOBAL, INC.

WHEREAS: The State College Contracts Law, N.J.S.A. 18A:64-52 et seq., requires that contracts be made and awarded by the state college/university only after public advertising for bids and bidding for contracts in excess of \$34,400; and

WHEREAS: The State College Contracts Law, N.J.S.A. 18A:64-56, permits in certain specified instances that contracts may be made, negotiated, or awarded by the state college/university by resolution of its Board of Trustees without public advertising for bids and bidding; and

WHEREAS: The University has determined that in addition to the current services provided by EAB Global, Inc. for undergraduate and graduate student recruitment, that EAB's Higher Education Strategic Forum services will help facilitate the identification of innovative solutions to our strategic and management challenges; and

WHEREAS: The purchase of this service is exempted from public bidding pursuant to N.J.S.A. 18A:64-56 a.(19) and a.(15); and

WHEREAS: The Senior Vice President for Administration and Finance has certified that there are sufficient budgeted funds available to pay the expense authorized, and that the process employed in recommending this action complies with all applicable statutes and regulations; and

WHEREAS: The Executive Committee of the Board approves, on behalf of the Board of Trustees, this increased expenditure herein; therefore, be it

RESOLVED: That the Executive Committee, on behalf of the Board of Trustees, authorizes the University President or his designee to increase the amount paid to EAB Global, Inc., of Richmond, Virginia, from \$430,658 to \$462,000 for Fiscal Year 2020 and from \$445,489 to \$477,000 for Fiscal Year 2021.

*Adopted by the Board of Trustees Executive Committee of The William Paterson University of New Jersey at its **January 7, 2020** meeting.*

APPENDIX 2E
MINUTES OF BOARD OF TRUSTEES
EXECUTIVE COMMITTEE
JANUARY 7, 2020 MEETING

1-20-2E RESOLUTION, RENAMING OF SCIENCE HALL EAST

WHEREAS: State of New Jersey Law, N.J.S.A. 18A:64-6, specifies the powers and duties of the Board of Trustees including the authority to name or rename buildings on campus; and

WHEREAS: In recognition of the generous naming gift commitment from Dorothy Hennings and Barbara Grant; and

WHEREAS: The William Paterson University Foundation Board approved acceptance of this gift commitment with the terms and conditions outlined in the December 20, 2019 agreement executed by the Foundation and Dorothy Hennings; therefore, be it

RESOLVED: That the Executive Committee, on behalf of the Board of Trustees, authorizes the renaming of the Science Hall East building to the George and Dorothy Hennings Science Hall East building in acknowledgment of the generous support from Dorothy Hennings and Barbara Grant.

*Adopted by the Board of Trustees Executive Committee of The William Paterson University of New Jersey at its **January 7, 2020** meeting.*

APPENDIX 3E
MINUTES OF BOARD OF TRUSTEES
EXECUTIVE COMMITTEE
JANUARY 27, 2020 MEETING

1-20-3E RESOLUTION, PER-CREDIT CHARGES FOR THE WP-ONLINE PROGRAM

RESOLVED: That the Board of Trustees of The William Paterson University of New Jersey establishes the following schedule of tuition per-credit charges for students enrolled in the following WP-Online academic programs commencing the Summer Semester 2020:

| | <u>Per Credit</u> |
|--|-------------------|
| Graduate Programs: | |
| Cotsakos College of Business: | |
| Masters of Business Administration | \$475.00 |
| College of Science and Health: | |
| MSN Nursing Education | \$655.00 |
| MSN Nursing Administration | \$530.00 |
| MSN Family Nurse Practitioner | \$720.00 |
| MSN Adult/Gerontology Nurse Practitioner | \$665.00 |
| College of Education: | |
| M.Ed. Educational Leadership (w/ certification) | \$590.00 |
| M.Ed. Educational Leadership (w/o certification) | \$500.00 |
| MA Higher Education Administration | \$500.00 |
| M.Ed. Special Education | \$665.00 |
| Undergraduate Programs: | |
| College of Science and Health: | |
| RN-BSN | \$275.00 |

*Adopted by the Board of Trustees Executive Committee of The William Paterson University of New Jersey at its **January 27, 2020** meeting.*

APPENDIX 2
MINUTES OF BOARD OF TRUSTEES
MARCH 6, 2020 MEETING

**3-20-2 RESOLUTION, EXTERNAL AUDIT (UNIFORM GUIDANCE) –
FISCAL YEAR 2019**

RESOLVED: That the Board of Trustees of William Paterson University accepts the audited Financial Statements and Supplementary Information and Single Audit Reports and Schedules for the fiscal year ending June 30, 2019 as presented by the independent auditor, Baker Tilly Virchow Krause, LLP.

Adopted by the Board of Trustees of The William Paterson University of New Jersey at its March 6, 2020 meeting.

APPENDIX 3
MINUTES OF BOARD OF TRUSTEES
MARCH 6, 2020 MEETING

3-20-3 RESOLUTION, RENAMING OF PREAKNESS HALL

WHEREAS: State of New Jersey Law, N.J.S.A. 18A:64-6, specifies the powers and duties of the Board of Trustees including the authority to name or rename buildings on campus; and

WHEREAS: In recognition of the generous naming gift commitment from Barbara Moll Grant; and

WHEREAS: The William Paterson University Foundation Board approved acceptance of this gift commitment with the terms and conditions outlined in the January 8, 2020 agreement executed by the Foundation and The Trustee of the Estate of Barbara Moll Grant; therefore, be it

RESOLVED: That the Board of Trustees authorizes the renaming of the Preakness Hall building to the Barbara Moll Grant building in acknowledgment of the generous support from Barbara Moll Grant.

Adopted by the Board of Trustees of The William Paterson University of New Jersey at its March 6, 2020 meeting.

APPENDIX 4
MINUTES OF BOARD OF TRUSTEES
MARCH 6, 2020 MEETING

3-20-4 RESOLUTION, BID WAIVERS (CONSENT AGENDA)

WHEREAS: The State College Contracts Law, N.J.S.A. 18A:64-52 et seq., requires that contracts be made and awarded by the state college/university only after public advertising for bids and bidding; therefore for contracts in excess of \$34,400, and

WHEREAS: The State College Contracts Law, N.J.S.A. 18A:64-56, permits in certain specified instances that contracts may be made, negotiated, or awarded by the state college/university by resolution of its Board of Trustees without public advertising for bids and bidding, and

WHEREAS: The Law requires that such waivers shall be approved by the Board of Trustees, and

WHEREAS: At its meeting of February 20, 2020, the Finance, Audit and Institutional Development Committee of the Board of Trustees reviewed proposed waivers as detailed in the list below, and

WHEREAS: The Finance, Audit and Institutional Development Committee reviewed the rationale and projected expenditure amount for each waiver, documentation citing each waiver's basis in the New Jersey State College Contracts Law, explanatory memos from the appropriate University staff members providing specific details about each waiver and discussed responses to questions posed by trustees to staff about specific waivers, and

WHEREAS: The Vice President for Administration and Finance has certified that there are sufficient budgeted funds available to pay the expenses authorized, and that the process employed in recommending these actions complies with all applicable statutes and regulations, and

WHEREAS: The Finance, Audit and Institutional Development Committee recommends that the Board of Trustees approve the following waivers, further specific details of which are enumerated in the attached documents, therefore, be it

Adopted by the Board of Trustees of The William Paterson University of New Jersey at its March 6, 2020 meeting.

RESOLVED: That the Board of Trustees of William Paterson University of New Jersey approves the waivers described in the attached documents.

| VENDOR | AMOUNT NOT TO EXCEED |
|--------------------------------|--|
| CAE Healthcare | Increase of original bid waiver from \$186,000 to \$201,000 |
| Devils Arena Entertainment LLC | Increase of original bid waiver from \$85,000 to \$100,000 for FY 2020 |
| JER Group, Inc. (JER online) | \$76,800 per year for FY 2020 and FY 2021 |
| Waters Technology Corporation | \$40,000 for the three-year period FY 2020 through FY 2022 |

Adopted by the Board of Trustees of The William Paterson University of New Jersey at its March 6, 2020 meeting.

APPENDIX 4
MINUTES OF BOARD OF TRUSTEES
MARCH 6, 2020 MEETING

BID WAIVER, CAE HEALTHCARE

- WHEREAS: The State College Contracts Law, N.J.S.A. 18A:64-52 et seq., requires that contracts be made and awarded by the state college/university only after public advertising for bids and bidding for contracts in excess of \$34,400; and
- WHEREAS: The State College Contracts Law, N.J.S.A. 18A:64-56, permits in certain specified instances that contracts may be made, negotiated, or awarded by the state college/university by resolution of its Board of Trustees without public advertising for bids and bidding; and
- WHEREAS: The University has determined that it needs to revise, for Fiscal Year 2020 and Fiscal Year 2021, the previously-approved maintenance agreement; and
- WHEREAS: The purchase of this service is exempted from public bidding pursuant to N.J.S.A. 18A:64-56 a.(27); and
- WHEREAS: The Senior Vice President for Administration and Finance has certified that there are sufficient budgeted funds available to pay the expense authorized, and that the process employed in recommending this action complies with all applicable statutes and regulations; and
- WHEREAS: The Finance, Audit and Institutional Development Committee recommends that the Board of Trustees approves this expenditure herein; therefore, be it
- RESOLVED: By the Board of Trustees that the University President or his designee be authorized to increase the amount for CAE Healthcare, of Sarasota, Florida, from \$186,000 to \$201,000.

Adopted by the Board of Trustees of The William Paterson University of New Jersey at its March 6, 2020 meeting.

APPENDIX 4
MINUTES OF BOARD OF TRUSTEES
MARCH 6, 2020 MEETING

BID WAIVER, DEVILS ARENA ENTERTAINMENT LLC

- WHEREAS: The State College Contracts Law, N.J.S.A. 18A:64-52 et seq., requires that contracts be made and awarded by the state college/university only after public advertising for bids and bidding for contracts in excess of \$34,400; and
- WHEREAS: The State College Contracts Law, N.J.S.A. 18A:64-56, permits in certain specified instances that contracts may be made, negotiated, or awarded by the state college/university by resolution of its Board of Trustees without public advertising for bids and bidding; and
- WHEREAS: The Board of Trustees of William Paterson University adopted a resolution authorizing the University to enter into an agreement with Devils Arena Entertainment LLC in May of 2018 for the Undergraduate Commencement Ceremonies in May 2018, May 2019 and May 2020 at a cost not to exceed \$85,000 per year; and
- WHEREAS: A change in the services we will be receiving necessitates an increase in the cost of the 2020 agreement for the Undergraduate Commencement Ceremony; and
- WHEREAS: The purchase of this service is exempted from public bidding pursuant to N.J.S.A. 18A:64-56 a.(24); and
- WHEREAS: The Senior Vice President for Administration and Finance has certified that there are sufficient budgeted funds available to pay the expense authorized, and that the process employed in recommending this action complies with all applicable statutes and regulations; and
- WHEREAS: The Finance, Audit and Institutional Development Committee recommends that the Board of Trustees approves this expenditure herein; therefore, be it
- RESOLVED: By the Board of Trustees that the University President or his designee be authorized to amend the amount payable to Devils Arena Entertainment LLC, of Newark, New Jersey, for Fiscal Year 2020 from \$85,000 to \$100,000.

Adopted by the Board of Trustees of The William Paterson University of New Jersey at its March 6, 2020 meeting.

APPENDIX 4
MINUTES OF BOARD OF TRUSTEES
MARCH 6, 2020 MEETING

BID WAIVER, JER GROUP, INC. (JER ONLINE)

- WHEREAS: The State College Contracts Law, N.J.S.A. 18A:64-52 et seq., requires that contracts be made and awarded by the state college/university only after public advertising for bids and bidding for contracts in excess of \$34,400; and
- WHEREAS: The State College Contracts Law, N.J.S.A. 18A:64-56, permits in certain specified instances that contracts may be made, negotiated, or awarded by the state college/university by resolution of its Board of Trustees without public advertising for bids and bidding; and
- WHEREAS: The University has determined that it requires services for the purpose of providing professional non-credit instructional programs; and
- WHEREAS: The purchase of this service is exempted from public bidding pursuant to N.J.S.A. 18A:64-56 a.(15); and
- WHEREAS: The Senior Vice President for Administration and Finance has certified that there are sufficient budgeted funds available to pay the expense authorized, and that the process employed in recommending this action complies with all applicable statutes and regulations; and
- WHEREAS: The Finance, Audit and Institutional Development Committee recommends that the Board of Trustees approves this expenditure herein; therefore, be it
- RESOLVED: By the Board of Trustees that the University President or his designee be authorized to enter into an agreement with JER Group, Inc., of Dawsonville, Georgia, in an amount not to exceed \$76,800 per year for Fiscal Year 2020 and Fiscal Year 2021.

Adopted by the Board of Trustees of The William Paterson University of New Jersey at its March 6, 2020 meeting.

APPENDIX 4
MINUTES OF BOARD OF TRUSTEES
MARCH 6, 2020 MEETING

BID WAIVER, WATERS TECHNOLOGY CORPORATION

- WHEREAS: The State College Contracts Law, N.J.S.A. 18A:64-52 et seq., requires that contracts be made and awarded by the state college/university only after public advertising for bids and bidding for contracts in excess of \$34,400; and
- WHEREAS: The State College Contracts Law, N.J.S.A. 18A:64-56, permits in certain specified instances that contracts may be made, negotiated, or awarded by the state college/university by resolution of its Board of Trustees without public advertising for bids and bidding; and
- WHEREAS: The University has determined that it needs to renew the service maintenance agreement for specialized scientific equipment with the original manufacturer; and
- WHEREAS: The purchase of this service is exempted from public bidding pursuant to N.J.S.A. 18A:64-56 a.(9); and
- WHEREAS: The Senior Vice President for Administration and Finance has certified that there are sufficient budgeted funds available to pay the expense authorized, and that the process employed in recommending this action complies with all applicable statutes and regulations; and
- WHEREAS: The Finance, Audit and Institutional Development Committee recommends that the Board of Trustees approves this expenditure herein; therefore, be it
- RESOLVED: By the Board of Trustees that the University President or his designee be authorized to enter into an agreement with Waters Technology Corporation, of Milford, Massachusetts, in an amount not to exceed \$40,000 for the three-year period Fiscal Year 2020 through Fiscal Year 2022.

Adopted by the Board of Trustees of The William Paterson University of New Jersey at its March 6, 2020 meeting.

APPENDIX 5
MINUTES OF BOARD OF TRUSTEES
MARCH 6, 2020 MEETING

3-20-5

RESOLUTION, CONFERRING OF DEGREES

RESOLVED: That the Board of Trustees of The William Paterson University of New Jersey approves the conferring of degrees, posthumous degrees, and honorary doctorate for May and August 2020 in accordance with the certification of the President. The record of each individual's name and the degree conferred shall be included in the minutes of this meeting.

Adopted by the Board of Trustees of The William Paterson University of New Jersey at its March 6, 2020 meeting.

APPENDIX 6
MINUTES OF BOARD OF TRUSTEES
MARCH 6, 2020 MEETING

3-20-6

**RESOLUTION, ON THE INITIATION OF A DOCTOR OF
EDUCATION (Ed.D.) DEGREE IN LEADERSHIP**

- WHEREAS: William Paterson University seeks to offer innovative educational programs consonant with the aspirations of its students and the career paths they choose, while building upon institutional strengths; and,
- WHEREAS: The University has developed a particular faculty expertise in the field of leadership that responds to marketplace demands; and,
- WHEREAS: The offering of a terminal graduate degree in the field of leadership responds to the aspiration of many students currently and prospectively; and,
- WHEREAS: The faculty of the Educational Leadership and Professional Studies Department have developed and proposed the offering of this program, which has been reviewed and recommended by the College of Education Curriculum Committee and the Faculty Senate; and,
- WHEREAS: The Dean of the College of Education, the Provost and Senior Vice President for Academic Affairs, and the President concur in recommending the initiation of this program; and,
- WHEREAS: The Educational Policy and Student Development Committee has reviewed this recommendation and the rationale for the proposed program and related documents and found them satisfactory; therefore be it
- RESOLVED: The Board of Trustees of the William Paterson University of New Jersey approves and authorizes the administration to notify the New Jersey Higher Education Community of our intent to offer the Ed.D. in Leadership and, subsequent to review consistent with the Higher Education Restructuring Act, to take all necessary steps to implement the program.

Adopted by the Board of Trustees of The William Paterson University of New Jersey at its March 6, 2020 meeting.

APPENDIX 7
MINUTES OF BOARD OF TRUSTEES
MARCH 6, 2020 MEETING

3-20-7

**RESOLUTION, ON THE INITIATION OF A BACHELOR OF
SCIENCE (B.S.) DEGREE IN MEDICINAL BIOCHEMISTRY**

- WHEREAS: William Paterson University seeks to offer innovative educational programs consonant with the aspirations of its students and the career paths they choose, while building upon institutional strengths; and,
- WHEREAS: The University has developed a particular faculty expertise in the field of medicinal biochemistry that responds to marketplace demands; and,
- WHEREAS: The offering of a Bachelor of Science degree in the field of medicinal biochemistry responds to the aspiration of many students currently and prospectively; and,
- WHEREAS: The faculty of the Chemistry Department have developed and proposed the offering of this program, which has been reviewed and recommended by the College of Science and Health Curriculum Committee and the Faculty Senate; and,
- WHEREAS: The Dean of the College of Science and Health, the Provost and Senior Vice President for Academic Affairs, and the President concur in recommending the initiation of this program; and,
- WHEREAS: The Educational Policy and Student Development Committee has reviewed this recommendation and the rationale for the proposed program and related documents and found them satisfactory; therefore be it
- RESOLVED: The Board of Trustees of the William Paterson University of New Jersey approves and authorizes the administration to notify the New Jersey Higher Education Community of our intent to offer the B.S. in Medicinal Biochemistry and, subsequent to review consistent with the Higher Education Restructuring Act, to take all necessary steps to implement the program.

Adopted by the Board of Trustees of The William Paterson University of New Jersey at its March 6, 2020 meeting.

APPENDIX 8
MINUTES OF BOARD OF TRUSTEES
MARCH 6, 2020 MEETING

3-20-8 RESOLUTION, SABBATICAL LEAVES

RESOLVED: That the Board of Trustees approves the sabbatical leaves for 2020-2021, consistent with the conditions stipulated in the agreement between the State College Locals, CNJSCL-AFT, AFL-CIO and the State of New Jersey and directs the President of the University to send appropriate notification.

PRESIDENT'S RECOMMENDATIONS TO BOARD OF TRUSTEES
FOR SABBATICAL LEAVES FOR FACULTY MEMBERS

Full Year Sabbatical Leaves

| <u>Name</u> | <u>Rank</u> | <u>Department</u> |
|-------------------|---------------------|-----------------------------|
| Finnegan, Terence | Professor | History |
| Koistinen, David | Associate Professor | History |
| Learmonth, Amy | Professor | Psychology |
| Lee, Jeung Woon | Associate Professor | Biology |
| Liu, Ben | Associate Professor | Geography and Urban Science |
| Rittler, Steven | Associate Professor | Art |

Half-Year Sabbatical Leaves (Fall 2020 or Spring 2021)

| <u>Name</u> | <u>Rank</u> | <u>Department</u> |
|--------------------|---------------------|---|
| Christensen, Wendy | Associate Professor | Sociology |
| Fallace, Thomas | Professor | Elementary and Early Childhood Education |
| Friquegnon, Marie | Professor | Philosophy |
| Frye, Ellen | Professor | Languages and Cultures |
| Griffiths, Michael | Associate Professor | Environmental Science |
| Guerrieri, Gina | Professor | Communication |

Adopted by the Board of Trustees of The William Paterson University of New Jersey at its March 6, 2020 meeting.

Half-Year Sabbatical Leaves (Fall 2020 or Spring 2021 – cont'd.)

| | | |
|-------------------|---------------------|--|
| Hodges, Michael | Associate Professor | Kinesiology |
| Malindretos, John | Professor | Economics, Finance and Global Business |
| Mir, Raza | Professor | Marketing and Management Sciences |
| Pozzi, Ellen | Associate Professor | Educational Leadership and Professional Studies |
| Rosar, Madeleine | Professor | Mathematics |

Adopted by the Board of Trustees of The William Paterson University of New Jersey at its March 6, 2020 meeting.

APPENDIX 9
MINUTES OF BOARD OF TRUSTEES
MARCH 6, 2020 MEETING

3-20-9 RESOLUTION, FOUR-DAY WORKWEEK, SUMMER 2020

WHEREAS: The University implemented a four-day workweek
program during the Summer 2019 and

WHEREAS: A review indicates that a four-day workweek will be
beneficial and feasible in 2020; therefore, be it

RESOLVED: That the President be authorized to implement a four-day
work schedule, where appropriate, for the period of June
1 through August 14, 2020.

Adopted by the Board of Trustees of The William Paterson University of New Jersey at its March 6, 2020 meeting.

APPENDIX 10
MINUTES OF BOARD OF TRUSTEES
MARCH 6, 2020 MEETING

**3-20-10 RESOLUTION, VARIOUS PERSONNEL MATTERS
(CONSENT AGENDA)**

RESOLVED: That the Board of Trustees approves the various personnel matters as recommended by the President including master tutors for spring 2020, appointments, temporary appointments, leaves of absence, reappointments, a resignation, retirements, change in salary, and various changes in employee status, and directs that the actions be listed in the minutes of this meeting.

Adopted by the Board of Trustees of The William Paterson University of New Jersey at its March 6, 2020 meeting.



MEMORANDUM

TO: Personnel and Compensation Committee

FROM: Shelley Bannister, Chief of Staff to the President and Board of Trustees

RE: Executive Summary – Personnel Actions

DATE: February 13, 2020

Included for Committee review are the following personnel actions and a resolution approving the various personnel actions taken by the University.

1) Various Personnel Matters

The spreadsheet shows personnel matters at the University that have been effected since the last Board Meeting on November 22, 2019, including appointments, temporary appointments, re-appointments, leaves of absence, resignations, retirements, and change in employment status.

Administrative and Faculty Appointments

Since the Board of Trustees last met, the University has made six administrative hires. These have ranged from an Assistant Director in Continuing Education Certification Programs to a Chief Diversity Officer/Director, Talent Management. We have also hired a new Access Services Librarian. Those positions are listed in the attached list of Personnel Matters.

Total Cost: \$508,039.87

Temporary Appointments

The University has made six temporary hires for this academic year – one project specialist in Human Resources, one grant-project specialist, one project coordinator, and one project assistant, all in Elementary and Early Childhood Education, one project director in the College of Education (CTE Teacher Pathway Initiative Grant), and one project specialist in Environmental Science.

The salaries for these positions = \$374,735.84

Leaves of Absence

This academic year we have one faculty member on unpaid leave, five faculty members and one administrative member away on medical leave, and one faculty member away on medical unpaid leave.

Total cost for the academic year = \$890,612.17

2) Resolution, Various Personnel Matters

3) Sabbatical Leaves for Academic Year 2020-2021

For Academic Year 2020-2021, seventeen (17) sabbaticals are awarded.

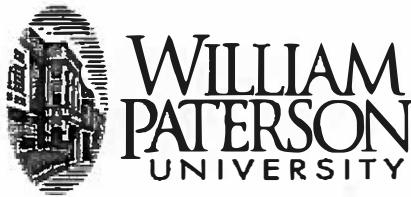
A competitive process that is part of the AFT contract, a faculty committee recommends individuals for sabbatical to the Provost and President. Sabbaticals are awarded for half-year at full salary or full-year at three-quarter salary.

| Year | Total Awarded | Half-Year | Full-Year |
|-------------|------------------------|------------------|------------------|
| 2016 | 26 awarded, 3 deferred | 17 | 6 |
| 2017 | 26 | 19 | 7 |
| 2018 | 27 | 15 | 12 |
| 2019 | 15 | 10 | 5 |
| 2020 | 17 | 11 | 6 |

4) Resolution, Sabbatical Leaves

5) Spring 2020 Master Tutor Budget

The Academic Success Center provides tutoring and support services to students throughout the spring semester. For spring 2020, there is a combined total of twelve (12) master tutors with specializations in math, foreign languages, reading comprehension/ESL, and the humanities. Tutors are hired by the Center to provide these required services at no cost to the students. Total cost for the spring semester= \$32,046.00.



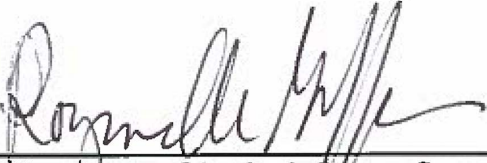
**Academic Success Center
Spring 2020 Master Tutor Budget**


| Name Date of Hire - Degree | Area of Tutoring | Weekly Hours | Maximum Number of Hours | Hour Rate | Maximum Salary | Budget Line |
|--|--|-------------------------|--|------------------|-----------------------|-------------------------|
| Marcia Hinds 07/17 - B.S. 855760965 | Math 1060, 1110, 1150, 1160, 1170 1350, 1600, 3220 | 15 | 210 | \$ 16.00 | \$ 3,360.00 | Academic Success Center |
| Giovanna Cicillini 1/94 - M.A. 855101058 | Italian: 1100, 1110 Spanish: 1100, 1110 | 11 | 154 | \$ 18.00 | \$ 2,772.00 | Academic Success Center |
| Lorraine Coco 9/09 - B.A. 855101686 | Reading Comprehension, ESL, Grammar | 6 | 84 | \$ 16.00 | \$ 1,344.00 | Academic Success Center |
| Alec Ayers 09/19 - Ph.D. 855202943 | Anthropology, Sociology, History, Philosophy, Geography | 16 | 224 | \$ 18.00 | \$ 4,032.00 | Academic Success Center |
| Aneft Budhai 1/18 - B.S. 855755605 | Math, Physics, Philosophy | 16 | 224 | \$ 16.00 | \$ 3,584.00 | Academic Success Center |
| Grace Moreyra 9/19 B.A. 855737356 | Spanish | 15 | 210 | \$ 16.00 | \$ 3,360.00 | Academic Success Center |
| Robert Membreno 3/19 - M.A. 855087868 | Spanish - All Levels | 7 | 98 | \$ 18.00 | \$ 1,764.00 | Academic Support Center |

APPENDIX 10
MINUTES OF BOARD OF TRUSTEES
MARCH 6, 2020 MEETING

| Name Date of Hire Degree | 855713234 | Weekly Hours | Maximum Number of Hours | Hour Rate | Maximum Salary | Budget Line |
|---|---|-----------------|-------------------------------|-----------|----------------|-------------------------|
| Phillip Patalano 9/15- Ph.D. 855703859 | Mathematics - All Levels | 15 | 210 | \$ 18.00 | \$ 3,780.00 | Academic Success Center |
| Jada Lawrence-Liburd 9/19- B.A. 855633547 | Sociology | 6 | 84 | \$ 16.00 | \$ 1,344.00 | Academic Success Center |
| Joanne Schifano 1/98 - M.A. 855100878 | Math 1060, 1100, 1110, 1150, 1160, 1300, 1400, 1450, 2300 | 5 | 70 | \$ 18.00 | \$ 1,260.00 | Academic Success Center |
| Ben Eck 855664884 | Math 1060, 1100, 1160, 1350, 1400, 1450, 2300 | 17 | 238 | \$ 16.00 | \$ 3,808.00 | Academic Success Center |
| Simone Fucilli 9/12 - M.A. 855545315 | Political Science, Criminal Justice, History, Geography, Paralegal Studies, Grammar | 6.5 | 91 | \$ 18.00 | \$ 1,638.00 | Academic Success Center |

TOTAL \$ 32,046.00

Submitted by: 
Rogernelle Griffin, Director of Academic Success Center

Approved by: 
Linda Refsland, Executive Director of Academic Development Programs

kb

 2.3.20
Dr. Sandra Hill, Assoc. Provost for Academic Affairs Date

APPENDIX 10
MINUTES OF BOARD OF TRUSTEES
MARCH 6, 2020 MEETING

| | | | | | | FOR ACTION BY THE BOARD OF TRUSTEES AT THE MARCH 6, 2020 MEETING | |
|--|--|---|---|-----------------|------|---|--------------------|
| William Paterson University Personnel Matters | | | | | | | |
| Personnel Action | Name | Position | Department | Range | Step | Salary | Effective Date |
| APPOINTMENT: | Jasmyne Beckford | Assistant Director, Continuing Education Certification Programs (Asst. Dir. 2, SC) | School of Continuing and Professional Education | U24 | 5 | 73,887.85 | 12/2/2019 |
| | Maria Block | Accessibility Specialist (PSS3, SC) | Accessibility Resource Center | U21 | 5 | 63,835.92 | 1/16/2020 |
| | Alexander Corsillo | Assistant Director, Career Development (PSS2, SC) | Career Development Center | U24 | 1 | 61,577.51 | 1/6/2020 |
| | Grace Cristan | Resident Director (PSS4, SC) | Residence Life | U18 | 3 | 50,540.53 | 2/18/2020 |
| | Deborah Feingold | Program Coordinator (PSS3, SC) | Career Development Center | U21 | 4 | 61,174.29 | 11/25/2019 |
| | David Jones | Chief Diversity Officer/Director, Talent Management (Dir. 2, SC) | Human Resources | D30 | | 130,000.00 | 1/13/2020 |
| | Satasha Williams | Access Services Librarian (Librarian 3) | Library | U22 | 5 | 67,023.77 | 2/18/2020 |
| | APPOINTMENT - TEMPORARY: | Annette Baron | Project Specialist (Temporary) | Human Resources | | | 50,000.00 |
| Christine Breitwieser | | NJ DOES RTT Grant-Project Specialist (PSS4, SC) | Elementary and Early Childhood Education | U18 | 5 | 55,133.52 | 1/13/20 - 2/29/20 |
| Lauren Busko | | Project Coordinator (Mng. Asst. Dir. 3, SC) | Elementary and Early Childhood Education | D22 | 0 | 75,600.00 | 1/1/20 - 2/29/20 |
| David Ferrier | | Project Director (PSS2, SC) (Temporary) | College of Education (CTE Teacher Pathway Initiative Grant) | U24 | 10 | 89,275.78 | 11/13/19 - 6/30/20 |
| Riovie Ramos | | Project Specialist (Temporary) | Environmental Science (Grant) | | | 45,000.00 | 12/16/19 - 6/30/20 |
| Karen Smith | | RTT-ELC Project Assistant (PSS4, SC) | Elementary and Early Childhood Education | U18 | 7 | 59,726.54 | 1/1/20 - 2/29/20 |
| LEAVE OF ABSENCE: | | Marina Budhos Medical Leave | Professor | English | U30 | 10 | 119,661.70 |
| | Lauren Cedeno (Razzore) Medical Leave | Professor | Art | U30 | 8 | 111,409.53 | 1/23/20 - 5/15/20 |
| | Joel Davis Medical Unpaid Leave | Assistant Professor | Music | U22 | 12 | 86,576.08 | 9/1/19 - 12/20/19 |
| | Neil Kalb Medical Leave | Program Assistant (PSS3, SC) | Nursing | U21 | 12 | 82,467.32 | 10/22/19 - 1/22/20 |
| | Gloria Leventhal Medical Leave | Professor | Psychology | U32 | 12 | 141,043.59 | 12/2/19 - 12/20/19 |
| | Natalie Lindemann Unpaid Leave | Associate Professor | Psychology | U26 | 9 | 95,057.58 | 1/17/20 - 4/10/20 |
| | Manina Urgolo Huckvale Medical Leave | Associate Professor | Special Education and Counseling | D29 | 11 | 117,903.40 | 1/20/20 - 4/01/20 |
| | Kris Vassilev Medical Leave | Professor | Languages and Culture | U32 | 11 | 136,492.97 | 1/23/20 - 5/15/20 |

APPENDIX 10
MINUTES OF BOARD OF TRUSTEES
MARCH 6, 2020 MEETING

| | | | | | | FOR ACTION BY THE BOARD OF TRUSTEES AT THE MARCH 6, 2020 MEETING | |
|--|-----------------------|--|--|-------|------|---|-------------------|
| William Paterson University Personnel Matters | | | | | | | |
| Personnel Action | Name | Position | Department | Range | Step | Salary | Effective Date |
| REAPPOINTMENT: | Ana Baires | Disability Services Specialist (Asst. Dir. 2, SC) | Accessibility Resource Center | D24 | 12 | 95,430.94 | 7/1/20 - 6/30/25 |
| | Matthew Finn | Assistant Professor | Art | U24 | 8 | 83,120.60 | 9/1/20 - 6/30/21 |
| | Gregory Lusardi | Assistant Football Coach (PSS4, SC) | Athletics | U15 | 12 | 61,496.11 | 7/1/20 - 6/30/22 |
| RESIGNATION: | Lauren Tibbetts | Assistant Director, Facilities Services | Plant Operations | D29 | | 104,900.00 | 12/20/2019 |
| RETIREMENT: | Hallie Cohen | Head Softball Coach (PSS2, SC) | Athletics | U24 | 12 | 95,430.94 | 1/31/2020 |
| | Vicki Coyle | Clinical Practice Supervisor (Asst. Prof)(1/2 Time) | Nursing | U22 | 12 | 43,288.05 | 12/31/2019 |
| | Althea Hylton-Lindsay | Associate Professor | Secondary and Middle School Education | U26 | 12 | 105,245.44 | 10/31/2019 |
| | Janis Schwartz | Executive Director, Alumni Relations (Dir. 3, SC) | Alumni Relations | D28 | | 111,900.00 | 1/31/2020 |
| CHANGE IN SALARY: | | | | | | | |
| StacyAnn Brown, Financial Aid, Information Specialist(Assoc. Dir. 2, SC), D27, \$63,900.00 to \$82,500.00, effective 4/1/2019 | | | | | | | |
| James Shelley, Physical Plant Operations, Director, Physical Plant Operations (Dir. 1, SC), D30, \$124,300.00 to \$139,000.00, effective 7/1/2019 | | | | | | | |
| FUNCTIONAL TITLE CHANGE: | | | | | | | |
| Nancy Norville, Development, from Director of Annual Giving and Special Development Programs (Dir. 1, SC), D32, \$162,300.00 to Executive Director of Development (Dir. 1, SC), effective 1/2/2020 | | | | | | | |
| Rachel Rodriguez, President's Office, from Senior Administrative Assistant to the President (Conf. Asst.), \$95,300.00 to Executive Assistant to the President (Conf. Asst.), effective 11/6/2019 | | | | | | | |
| PART TIME APPOINTMENT: | | | | | | | |
| Amy Gaul, Elementary and Early Childhood Education, Project Specialist, \$37.95 hr, effective 1/1/20 - 2/29/20 | | | | | | | |
| PART TIME RESIGNATION: | | | | | | | |
| Laura Bermingham, Communication Disorders and Sciences, Project Specialist, \$47.00 hr, effective 2/28/2020 | | | | | | | |

APPENDIX 11
MINUTES OF BOARD OF TRUSTEES
MARCH 6, 2020 MEETING

3-20-11 RESOLUTION, WILLIAM PATERSON UNIVERSITY BOARD OF TRUSTEES STUDENT REPRESENTATIVE SELECTION

WHEREAS: The State College Law, N.J.S.A. 18A:64-3.1 requires that New Jersey State College Boards of Trustees include two (2) student representatives; and

WHEREAS: The State College Law, N.J.S.A. 18A:64-3.1(a) requires that New Jersey State College Boards of Trustees engage in public discussion of the methods of student representative election; and

WHEREAS: The William Paterson University Board of Trustees held such a discussion on November 22, 2019; therefore, be it

RESOLVED: By the Board of Trustees that student representatives to the William Paterson University Board of Trustees shall be elected by members of the William Paterson University Student Government Association.

Adopted by the Board of Trustees of The William Paterson University of New Jersey at its March 6, 2020 meeting.