

MINUTES

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

Friday, February 1, 2019

The meeting was called to order at 9:02 a.m. in the College Hall Board Room.

BOARD MEMBERS PRESENT: Mr. Galandak, Mr. Guarasci, Mr. Johnson, Mr. Lenahan, Mr. Neilley, Mr. Pesce, Mr. Seeve, Mr. Velli and President Helldobler.

BY PHONE: Ms. Cortez, Ms. Niro, Dr. Zastocki.

ABSENT: Mr. Gruel, Mr. Masefski.

OTHERS PRESENT: Senior Vice President Bolyai, Vice President Boucher-Jarvis, Vice President Cammarata, Interim Provost DeYoung, Vice President Ferguson, Vice President Goldstein, Vice President Ross, Associate Vice President DeDeo, Chief of Staff Seal, General Counsel Hertzog, Senior Advisor to the President Bannister, Ms. Murad, 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:

2-19-1 - RESOLUTION, TO MOVE INTO EXECUTIVE SESSION

At approximately 10:51 a.m., the Public Session resumed.

It was moved and seconded to adopt the following resolution:

APPROVAL OF MINUTES NOVEMBER 16, 2018 BOARD OF TRUSTEES MEETING:

The minutes of the November 16, 2018 Board Meeting were approved as distributed.

CHAIR'S REPORT:

Mr. Seeve remarked on progress of the current Provost search and thanked Interim Provost DeYoung for her service to date and that the Board looks forward to welcoming the new Provost in the coming months. Mr. Seeve noted that the University's newly established Cannabis Institute has received favorable press coverage in the state and congratulated President Helldobler and Interim Provost DeYoung for their work launching this initiative. This was the first Board Meeting for General Counsel Laura Hertzog and Mr. Seeve welcomed her to the University on behalf of the Board. Mr. Seeve noted that recent legislation of interest to the University is the permissibility of 3 + 1 programs between community colleges and four-year institutions. Mr. Seeve spoke on the recent passing of Trustee Emeritus Robert Taylor and his many years of public service as a member of the William Paterson University Board of Trustees. Mr. Seeve invited his colleagues to speak about Mr. Taylor and Mr. Pesce and Mr. Guarasci remembered Mr. Taylor fondly and as a great mentor to Board Members. Mr. Seeve called for a moment of silence in memory of Mr. Taylor.

PRESIDENT'S REPORT:

President Helldobler presented an oral report to accompany the written report presented in the Board Materials.

The President noted that he has completed an extensive listening tour of campus, and based on these discussions will be communicating plans to the University community at the Spring Address on February 14, 2019. The President reported that open forums to discuss the creation of a multicultural center were complete and plans are moving ahead for a projected opening in fall 2019. The President invited Board Members to attend the upcoming Propel Paterson Symposium being held on campus February 15, 2019 in partnership with the City of Paterson's revitalization efforts. The President provided an update on the Provost finalists' visits to the University, and plans to name the new Provost in the coming weeks. President Helldobler concluded by noting there will be a month of events surrounding Black History Month and encouraged all to attend.

A full written report is included in the minutes of this meeting.

GOVERNMENT AND COMMUNITY AFFAIRS REPORT:

A full legislative report is included in the minutes of this meeting.

FINANCE, AUDIT AND INSTITUTIONAL DEVELOPMENT COMMITTEE REPORT:

Mr. Lenahan reported that the Finance, Audit and Institutional Development Committee met on January 17, 2019. President Helldobler presented an update on the key performance indicators to the committee. Andrea Caladie from Baker, Tilly, Virchow, Krause presented the findings of the Fiscal Year 2018 Financial Statement and Audit Report. These materials were presented to the Committee and each Trustee received a copy prior to this meeting.

The following resolutions were recommended for approval by the Board:

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

2-19-2 - RESOLUTION, EXTERNAL AUDIT (UNIFORM GUIDANCE) – FISCAL YEAR - 2018

The resolution was unanimously adopted.

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

2-19-3 - RESOLUTION, BID WAIVER, BAKER TILLY VIRCHOW KRAUSE LLP

The resolution was unanimously adopted.

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

2-19-4 - RESOLUTION, BID WAIVER, HIGHLAND CAPITAL

The resolution was unanimously adopted.

EDUCATIONAL POLICY AND STUDENT DEVELOPMENT COMMITTEE REPORT:

Mr. Galandak reported that the Educational Policy and Student Development Committee met on January 17, 2019 and heard a presentation from two of the University's Peer Health Advocates. President Helldobler presented an update on the key performance indicators to the committee.

The following resolution was recommended for approval by the Board:

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

2-19-5 – RESOLUTION, INITIATION OF BACHELORS OF ARTS (B.A.) IN DISABILITY STUDIES

The resolution was unanimously adopted.

PERSONNEL AND COMPENSATION COMMITTEE REPORT:

Mr. Neilley reported that the Personnel and Compensation Committee met on January 17, 2019.

The following resolutions were recommended for approval by the Board:

It was moved by Mr. Galandak and seconded by Mr. Velli:

2-19-6 – RESOLUTION, SABBATICAL LEAVES

The resolution was unanimously adopted.

It was moved by Mr. Galandak and seconded by Mr. Velli:

2-19-7 – RESOLUTION, VARIOUS PERSONNEL MATTERS (CONSENT AGENDA)

The resolution was unanimously adopted.

It was moved by Mr. Galandak and seconded by Mr. Velli:

2-19-8 – RESOLUTION, FOUR DAY WORK WEEK

The resolution was unanimously adopted.

NOMINATIONS AND GOVERNANCE COMMITTEE

Mr. Galandak reported that the Nominations and Governance Committee met via teleconference on January 22, 2019 to discuss Board membership, processes and statutory responsibilities.

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

Respectfully submitted,



Robert Guarasci, Secretary
William Paterson University
Board of Trustees

RG/jm

APPENDIX 1
MINUTES OF BOARD OF TRUSTEES
FEBRUARY 1, 2019 MEETING

2-19-1 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 February 1, 2019 meeting.

APPENDIX 2
MINUTES OF BOARD OF TRUSTEES
FEBRUARY 1, 2019 MEETING

2-19-2 RESOLUTION, EXTERNAL AUDIT (UNIFORM GUIDANCE) – FISCAL YEAR 2018

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, 2018 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 February 1, 2019 meeting.

APPENDIX 3
MINUTES OF BOARD OF TRUSTEES
FEBRUARY 1, 2019 MEETING

2-19-3 RESOLUTION, BID WAIVER, BAKER TILLY VIRCHOW KRAUSE LLP

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 \$33,300; 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 therefore; and

WHEREAS: The University has determined that it requires professional independent external audit services; and

WHEREAS: The purchase of the professional services provided by this firm is exempted from public bidding pursuant to N.J.S.A. 18A:64-56 a.(1); 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

Adopted by the Board of Trustees of The William Paterson University of New Jersey at its February 1, 2019 meeting.

WHEREAS: 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 Baker Tilly Virchow Krause LLP, of Madison, Wisconsin, in an amount not to exceed \$115,000 including reimbursables for the audit year ending June 30, 2019.

Adopted by the Board of Trustees of The William Paterson University of New Jersey at its February 1, 2019 meeting.

APPENDIX 4
MINUTES OF BOARD OF TRUSTEES
FEBRUARY 1, 2019 MEETING

2-19-4 BID WAIVER, HIGHLAND CAPITAL 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 \$33,300; 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 lease software and hardware to maintain and control our internet bandwidth; and

WHEREAS: The purchase of this service is exempted from public bidding pursuant to N.J.S.A. 18A:64-56 a.(19); 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 Highland Capital Corporation, of Little Falls, New Jersey, in an amount not to exceed \$29,256 for Fiscal Year 2019, \$49,939 for Fiscal Year 2020, \$49,939 for Fiscal Year 2021 and \$20,808 for Fiscal Year 2022.

Adopted by the Board of Trustees of The William Paterson University of New Jersey at its February 1, 2019 meeting.

**2-19-5 RESOLUTION, ON THE INITIATION OF A BACHELOR OF ARTS
(B.A.) DEGREE IN DISABILITY STUDIES**

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 area of disability studies who already deliver a successful minor in disability studies; and

WHEREAS: The offering of an undergraduate degree in the field of disability studies responds to the aspiration of many students currently and prospectively, and responds to the demands of the marketplace for individuals prepared for work in an array of careers that support individuals with disabilities; and

WHEREAS: The faculty of the Department of Special Education and Counseling has developed and proposed the offering of this program, which has been recommended by the Faculty and Dean of the College of Education, the Faculty Senate, the Provost and Senior Vice President for Academic Affairs, and President; 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.A. in Disability Studies 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 February 1, 2019 meeting.

APPENDIX 6
MINUTES OF BOARD OF TRUSTEES
FEBRUARY 1, 2019 MEETING

2-19-6 SABBATICAL LEAVES

RESOLVED: That the Board of Trustees approves the sabbatical leaves for 2019-2020, 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>
Kabba Colley	Professor	Secondary & Middle School Ed
Nicole Davi	Associate Professor	Environmental Science
Pei-Wen Ma	Associate Professor	Psychology
Scott McDonough	Associate Professor	History
Lillian Prince	Associate Professor	Art

Half-Year Sabbatical Leaves (Fall 2019 or Spring 2020)

<u>Name</u>	<u>Rank</u>	<u>Department</u>
Nadine Aktan	Professor	Nursing
Evelyn Gonzalez	Professor	History
Kevin Martus	Professor	Physics
Andrew Nyaboga	Professor	Accounting and Law
Monica Nyamwange	Professor	Geography and Urban Science

Adopted by the Board of Trustees of The William Paterson University of New Jersey at its February 1, 2019 meeting.

So Yon Rim
Steven Rittler
Christopher Salerno
Jinn-Tsair Teng
Kathleen Torsney

Associate Professor
Associate Professor
Associate Professor
Professor
Professor

Psychology
Art
English
Marketing and Management
Psychology

APPENDIX 7
MINUTES OF BOARD OF TRUSTEES
FEBRUARY 1, 2019 MEETING

2-19-7

**RESOLUTION, VARIOUS PERSONNEL MATTERS
(CONSENT AGENDA)**

RESOLVED: That the Board of Trustees approves the various personnel matters as recommended by the President including appointments, leaves of absence, resignations, retirements, 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 February 1, 2019 meeting.

FOR ACTION BY THE BOARD OF TRUSTEES
AT THE FEBRUARY 1, 2019 MEETING

William Paterson University
Personnel Matters

Personnel Action	Name	Position	Department	Range	Step	Salary	Effective Date
APPOINTMENTS:	Stacy-Ann Brown	Information Specialist (Assoc. Dir. 2, SC)	Financial Aid	D27		62,000.00	11/10/18
	Laura Hertzog	General Counsel	Office of the President	D37		212,000.00	1/9/2019
	Kaitlyn Howarth	Assistant Director, Student Center Operations (Mng. Asst. Dir. 3, SC)	University Commons	D22		68,000.00	1/2/2019
	Jami Jennings	Administrative Assistant (PSS4, SC)	Nursing	U18	3	50,540.53	11/26/2018
	Steven Marks	Resident Director (PSS4, SC)	Residence Life	U18	1	45,947.53	1/2/2019
	Maureen O'Connor	Director, Major Gifts (Dir. 3, SC)	Institutional Advancement	D28		105,000.00	12/3/2018
APPOINTMENTS - TEMPORARY:	Vanesa Apaza	Project Coordinator (PSS4, SC) (One Year Only)	Public Health	U18	3	50,540.53	10/31/18 - 6/30/19
	Annette Baron	Project Specialist (Temporary)	Human Resources			50,000.00	10/27/18 - 6/30/19
	Lauren Busko	Project Coordinator (Mng. Asst. Dir. 3, SC)	Early Childhood and Elementary Education	D22		73,800.00	12/8/18 - 6/30/19
	Sandy DeYoung	Acting Provost and Senior Vice President of Academic Affairs	Provost's Office	D38		254,500.00	1/1/19 - 6/30/19
	Barbara Hinners	RTT-ELC Project Assistant (PSS4, SC) (Temporary)	Elementary and Early Childhood Education	U18	5	55,133.53	10/29/18 - 6/30/19
	Lillian Leathers	Assistant Professor (One Semester Only)	Elementary and Early Childhood Education	U24	8	83,120.60	1/16/19 - 6/30/19
	Gregory Lusardi	Assistant Football Coach (PSS4, SC) (One Year Only)	Athletics	D15	12	61,496.11	9/1/19 - 6/30/20
	Karen Smith	RTT-ELC Project Assistant (PSS4, SC) (Temporary)	Elementary and Early Childhood Education	U18	6	57,430.04	12/8/18 - 6/30/19
LEAVE OF ABSENCE:	Maboud Ansari Medical Leave	Professor	Sociology	U32	12	141,043.60	1/1/19 - 5/1/19
	Ugonma Chukwunyer Medical Leave	Chief Title IX Coordinator (Assoc. Dir. 3, SC)	Employment Equity and Diversity	D25		90,500.00	11/13/18 - 2/18/19
	Philip Cioffari Sabbatical 3/4 Pay	Professor	English	U33	12	148,068.55	1/30/19 - 6/30/19
	Maria Daniels Medical Leave	Senior Marketing Communications Coordinator (Asst. Dir. 1, SC)	Marketing and Public Relations	U26	6	84,869.61	11/5/18 - 12/21/18
	Nadia Esposito Di Marcantonio Medical Leave	Graphic Designer (Asst. Dir. 1, SC)	Marketing and Public Relations	U26	12	105,245.44	11/30/18 - 1/10/19
	Christine Kelly Medical leave	Professor	Political Science	U32	11	136,492.97	11/7/18 - 5/10/19
	Nicole Magaldi Medical and Family Leave	Associate Professor	Communication Disorders and Sciences	U29	9	110,041.85	2/4/19 - 3/8/19 3/18/19 - 4/26/19
	Emily Monroe Medical Leave	Associate Professor	Biology	U26	8	91,661.56	10/9/18 - 12/21/18
	Charlotte Nekola Medical Leave	Professor	English	U32	12	141,043.60	10/20/18 - 12/31/18
	Bruce Williams Medical Leave	Professor	Languages and Cultures	U32	12	141,043.60	9/9/18 - 11/30/18

FOR ACTION BY THE BOARD OF TRUSTEES
AT THE FEBRUARY 1, 2019 MEETING

**William Paterson University
Personnel Matters**

Personnel Action	Name	Position	Department	Range	Step	Salary	Effective Date
RESIGNATION:	Stacy Clark	Project Specialist (PSS4, SC)	Elementary and Early Childhood Education	U18	5	55,133.53	12/7/2018
	Erica Rogers	Counselor/Coordinator of Training (PSS1, SC)	Counseling, Health and Wellness	U27	3	78,417.31	1/2/2019
RETIREMENT:	Julie Bliss	Professor	Nursing	U30	12	127,914.18	6/30/2019
	Thomas Heinzen	Professor	Psychology	U30	12	127,914.18	6/30/2019
	John Livingston	Associate Professor	History	U26	12	105,245.44	12/31/2018
	Charlotte Nekola	Professor	English	U32	12	141,043.60	12/31/2018
	Ouseynou Traore	Associate Professor	African World Studies	U26	12	105,245.44	12/31/2018
CORRECTION OF TITLE:							
Lama Chaddad, Public Health, from Assistant Professor, U20, \$65,859.22 to Instructor, U20, \$65,859.22, effective 9/1/18 - 6/30/19							
PART TIME APPOINTMENT:							
Amy Gaul, Elementary and Early Childhood, Project Specialist P/T, \$34.50/hrly, effective 12/8/18 - 12/31/18							
PART TIME RESIGNATION:							
Vanessa Apaza, Public Health, Grant Support Associate P/T, \$39,150.00, effective 9/27/18							
PROMOTION/RECLASSIFICATION:							
Myles Garvey, Marketing and Management, from Instructor, U21, \$82,467.32 to Assistant Professor, U25, \$100,236.46, effective 10/1/2018							
Kenneth Schneider, Admissions, from Director Undergraduate Admissions (Dir. 2, SC), \$126,447.00 to Associate VP University Admissions (Dir. 2, SC), \$140,000.00, effective 10/29/2018							

APPENDIX 8
MINUTES OF BOARD OF TRUSTEES
FEBRUARY 1, 2019 MEETING

2-19-8 FOUR-DAY WORKWEEK, SUMMER 2019

WHEREAS: The University implemented a four-day workweek program during the Summer 2018 and

WHEREAS: A review indicates that a four-day workweek will be beneficial and feasible in 2019; therefore, be it

RESOLVED: That the President be authorized to implement a four-day work schedule, where appropriate, for the period of May 13 through August 23, 2019.

Adopted by the Board of Trustees of The William Paterson University of New Jersey at its February 1, 2019 meeting.