

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

**Friday, November 17, 2023**

The meeting was called to order at 9:07 a.m. in the 1800 Valley Road Board Room. Trustees were both in attendance and participating via a virtual platform.

**BOARD MEMBERS PRESENT:** Ms. Cortez (virtual), Mr. Galandak (virtual) Mr. Gruel (virtual), Mr. Guarasci (virtual), Mr. Helldobler, Mr. Lenahan, Ms. McDowell (virtual), Mr. Neilley (virtual), Ms. Niro (virtual), Mr. Peralta, Mr. Pesce (virtual), Ms. Rodriguez (virtual), Mr. Seeve, Ms. Scipio, Ms. Zastocki (virtual)

**ABSENT:** Mr. Velli

**OTHERS PRESENT:** Chief Information Officer Dr. Bartle, Vice President Boucher-Jarvis, Vice President Dr. Cammarata, Vice President Ferguson, Vice President Goldstein, Vice President Dr. Kacenga, Vice President/CFO Loewrigkeit, Provost Dr. Powers, General Counsel Reardon Henry, Vice President Dr. de Veyga, Ms. Padula, Ms. Lochan, Mr. Lincoln (virtual) 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 in advance 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:

11-23-1 - RESOLUTION, TO MOVE INTO EXECUTIVE SESSION

The resolution was unanimously adopted.

At approximately 11:00 a.m., the Public Session resumed.

Chair Seeve welcomed everyone to the in-person and virtual meeting. He thanked members of the University community who have participated in the governance of the University by attending the Board meeting and reported that the Board did not have a request for public comment. Mr. Seeve then read the University's Land Acknowledgment.

**APPROVAL OF MINUTES SEPTEMBER 22, 2023, BOARD OF TRUSTEES MEETING:**

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

**CHAIR'S REPORT:**

Mr. Seeve thanked everyone who was in attendance both in person and virtually. Mr. Seeve then proceeded to go over the various issues discussed at the November 2<sup>nd</sup> Committee meetings. He mentioned that the Finance, Audit, and Institutional Development Committee met with Internal Auditor Ms. Ellen Caravella and CIO Gamin Bartle and then heard reports from several Vice Presidents including reports from Chief Financial Officer Kirsten Loewrigkeit, reviewed bid waivers,

heard an update from Cabinet members on the implementation of the Strategic Plan, the Workday project, as well as reports from Enrollment Management and Institutional Advancement. He also informed us that the Educational Policy and Student Development Committee heard a presentation from Associate Provost Kara Rabbitt, Associate Vice President Francisco Diaz, and Assistant Vice President Sue Gerber regarding the 2023 NSSE/FSSE reports. He stated that other topics, some of which relate to personnel, were discussed by the Personnel Committee and are confidential.

Mr. Seeve informed us that he is pleased to report that the Board completed their annual assessment of the President. Dr. Helldobler will be awarded a 4% salary increase and a 13% merit bonus in accordance with his contract and with the full support of the Board. He stated that the board wants to publicly thank Dr. Wendy Christensen, Dr. Susanna Tardi, Ms. Michelle Garcia of the Alumni Association, Mr. Gene Lepore, recently of NJASCU, and each member of the Cabinet who took time out to speak with the Trustees and share thoughtful observations about how the President is doing. Mr. Seeve let us know that the President's performance is measured by a series of Key Performance Indicators which are tracked over the course of the year and reflect the priorities of running the University as well as goals that are set the prior year and evaluated, together with goals which are proposed for the year to come. Mr. Seeve stated that the consultation with key constituencies and their willingness to speak in detail and fully about their interactions with the President provide invaluable context and color and the Trustees are deeply appreciative. He also stated that they are appreciative, and fully supportive of President Helldobler and his outstanding leadership and they look forward to another year of working closely together. Mr. Seeve welcomed everyone who came to be there in person and let everyone know that Dr. Helldobler continues to keep the Board apprised of campus happenings and the wonderful accomplishments of faculty, staff, and students. He also stated the Board continues to carefully monitor enrollment and the budget as we plan for the University's future.

#### PRESIDENT'S REPORT

President Helldobler thanked Mr. Seeve for his report. He noted that his full report with recent accomplishments of the faculty, staff, and students since our last Board meeting is included in the meeting materials. President Helldobler was very thrilled to speak about such positive news and outcomes. He highlighted the two groundbreaking ceremonies for the project to renovate and expand the Field House, which will be named in honor of WP alumnus and member of the first Pioneer football team Steve Adzima, in recognition of his generous \$250,000 lead gift to kick off the \$1.5 million Pioneering Champions Campaign. In support of the project, President Helldobler also informed us that VP Pamela Ferguson and her team are hard at work on the campaign, which includes a video appeal from acclaimed alum and leading Fox sportscaster Kevin Burkhardt, and the link can be found in his board packet report.

President Helldobler also stated that in addition to the honor of participating in the recent NBCU Academy Next Level Summit, WP also had the special designation of being the first and only college in the history of the event to have a crew of students running the control room during the live broadcast. He mentioned that our students shone with their talents on full display before a national audience of participants.

President Helldobler also informed us that Billboard Magazine has once again placed William Paterson on its list of "top music business schools" around the world, recognizing the University's undergraduate program in music and entertainment industries. President Helldobler also remarked that he was honored to speak at the September 28 ribbon-cutting ceremony celebrating the grand

reopening of the relocated and expanded Pioneer Pantry at its more visible and conveniently accessible space on campus. He mentioned that it has been in operation since 2017 and is now located in Speert Hall, room 135.

President Helldobler stated that on October 26, William Paterson University's College of Arts, Humanities, and Social Sciences held its day-long, multidisciplinary conference, which is now in its 12<sup>th</sup> year. He stated that the question discussed at this year's "Contexts" conference was "Artificial Intelligence."

President Helldobler mentioned the two-day Wellness Break, now in its second year, and how it provided faculty and staff with an opportunity to take some time out to engage in activities focused on health and wellness. He mentioned that with the help of Atlantic Health System and St. Joseph's Hospital, we were able to offer free vaccinations. He stated that students also participated in a Mental Health Awareness Walk.

President Helldobler congratulated the student members of William Paterson's chapter of the Society of Professional Journalists and their advisor, Professor of Communication Nicholas Hirshon, on the chapter's selection as National Chapter of the Year, beating out 107 other chapters from across the country. He also announced that William Paterson senior Helen Yousaf, a medicinal biochemistry major, public health minor, and member of the Honors College on campus, won a scholarship from the National Collegiate Honors Council and was selected to present her senior thesis research at the Council's annual conference in Chicago. He also congratulated several grant recipients, including Dean Amy Ginsberg of the College of Education, Dr. William Kernan, Professor of Public Health, and Craig Woelpper, Marketing and Grants Manager for University Performing Arts. All totaled, the grants will bring in nearly \$650,000 dollars.

President Helldobler wished everyone a Happy Thanksgiving holiday and he wished everyone a successful and productive end of the semester and time for rest and renewal until the Spring semester. He also thanked everyone for all that they do for William Paterson and our students.

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

#### EXECUTIVE COMMITTEE REPORT

Mr. Seeve read the Executive Committee Report on behalf of Chief of Staff, Loretta Mc Laughlin Vignier. He mentioned that on October 11, the Board Executive Committee acted on resolution 10-23-1E, found in the board packets. He stated that the resolution approves the Bid Waiver for Tour Resources Consultants, LLC for travel-related services for the upcoming international student choral tour. It was presented for informational purposes. That concluded the report.

#### FALL 2023 ENROLLMENT UPDATE – POST CENSUS II

Vice President George Kacenga provided us with an Enrollment Management briefing. Dr. Kacenga presented the progress toward Census II. He stated the student headcount goal was 10,496, and the university ended at 10,821. For undergraduates, the goal was 7,711, and the university landed at 7,861. He stated that the university met and exceeded that goal. For graduate headcount, the goal was 2,785, and the university ended at 2,960, which was 16 students less than his last presentation of the data to the Board, but the university still met and exceeded the goal. Dr. Kacenga stated that his division is paying close attention to the main campus headcount. The goal is 7,254 and the university landed at 7,173 which is just shy of the goal. He informed the

trustees that for WP Online, the goal was 3,242, and the university landed at 3,648 which met and exceeded the goal. For the full-time first year students, the university landed at 73.1% at Census II, which was a marginal shift from the last time he presented data, but they are still comfortable with that goal mark. Then he reported the change in the number of degrees awarded per 100 FTEs (Full Time Equivalent) and noted that the methodology has changed and revised the data to make sure it aligned with existing IPEDs datasets so there was no lack of clarity for anyone in the future who wants to understand how this is being captured and reported.

Dr. Kacenga proceeded with the “Fall ’23 Enrollment – Census II” data slide which is a summary of Census II. He explained why the goals were different for the University headcount comparing the first slide to the second slide. He gave examples of how different sized cohorts can affect the numbers, and that ultimately the university was able to meet and exceed the original goals. He pointed out the KPI (key performance indicators) numbers for the University headcount and stated that the university landed at 10,821, which met and surpassed the goal. For undergraduate headcount, the university landed at 7,861. For graduate headcount the university landed at 2,960, main campus landed at 7,173, WP Online Headcount landed at 3,648 exceeding goals and a first-time fulltime (FTFT) retention of 73.1%. Dr. Kacenga explained the asterisks in the presentation and remarked how it reflected only degree-seeking students and noted that students who were not degree-seeking students were filtered out from the data. Dr. Kacenga also noted that The Social Mobility Index – College Net has not yet been released, but they have exceeded their goals with the Social Mobility Index Rank /US News and World Report at rank 21<sup>st</sup> in our region.

Trustee Pesce stated that there was a lot of green in the chart and this was the first time in a long time we have had that, and he wanted to acknowledge the good news. Mr. Pesce also commented on the main campus headcount increase. Dr. Kacenga thanked Trustee Pesce for pointing this out.

Dr. Kacenga then proceeded to present a slide with a snapshot of the Spring 2024 Enrollment Forecast. He stated that the university is forecasting an enrollment growth of 3.68% in the Spring semester. He mentioned how there is a lot of growth expected for WP Online. He also noted that they are forecasting decreases in main campus students because of the students graduating and not being able to replace them at the same rate in the Spring and they are very mindful of these decreases. Trustee Galandak mentioned that transfer students can perhaps help our Spring numbers. President Helldobler explained how our Spring numbers are trending up and they are being more mindful of that transfer population.

Dr. Kacenga concluded his report and let everyone know about the open house this weekend, and that RSVPs are almost 950 individual students, not including their families, which is something they have not seen on campus since before the pandemic. He also thanked everyone who helped promote the event through their networks.

#### GOVERNMENT AND COMMUNITY AFFAIRS REPORT:

Vice President de Veyga began by informing us that there was an amendment to his report. He mentioned that the report was based on the results of the elections at the time the report was written and that at that time, most, if not all, of the election races had been called. However, he reported that since then, Legislative District 8 had a change in how the race was called for the assembly. He stated that Andrea Katz had pulled ahead so the call was retracted and then called for the Democratic Assemblywoman. He mentioned that it is a rare pickup for the Democrats in Burlington County and in a district that, when redistricted, leaned even more Republican, and

provided an example to illustrate his point. Dr. de Veyga stated that this follows the trend of what has happened in this last election, where we saw Democrats end up with a net gain of 6 seats in the assembly. He also talked about why this is important and how this translates into the New Jersey Democrats expanding their majorities and ultimately gaining supermajorities, which means they have 60% of votes in both chambers as well as a Democratic trifecta since they have the governorship too. He noted how amendments and referenda could be affected with and without the supermajority. He encouraged constituents to read his report for anything else that might be of interest whether at the federal or state levels.

#### UNIVERSITY STRATEGIC PLAN UPDATE

Vice President Guillermo de Veyga reported that the committees praised the progress that has been going on in each one of the strategic pillars. He informed us that those reports will be available for public viewing and will be posted in the next couple of days.

#### MISSION STATEMENT APPROVAL

President Richard Helldobler moved Resolution 11-23-2, Approval of William Paterson University Mission Statement, to the Board. He informed us that this information was presented at the FAID, Ed Policy & Student Development, and Personnel & Compensation committee meetings on November 2<sup>nd</sup>, where they detailed the resolution that is being presented. Each committee agreed to move it forward to the full board. President Helldobler moved that the Board adopt the mission statement as read.

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

**RESOLUTION, 11-23-2, APPROVAL OF WILLIAM PATERSON UNIVERSITY MISSION STATEMENT**

The resolution was unanimously adopted.

#### STRUCTURAL DEFICIT DATA

Chief Financial Officer Loewrigkeit and Provost Powers walked through a presentation which showed historical data to contextualize a discussion about the structural deficit. Ms. Loewrigkeit presented a slide that showed a line graph trending the budgets and changes of unrestricted net assets. She noted that she added the actual changes in net assets without the COVID funds so that we could also assess the operating results not impacted by those funds. Ms. Loewrigkeit spoke about how COVID and the COVID funds have skewed the operating results over the last couple of years.

The next slide in the presentation showed the unrestricted net assets over the last six years, noting a 12% reduction during this time period. Ms. Loewrigkeit also stated that we have been able to use the unrestricted net assets, which are the rainy-day funds, in a manner that really kept us fully solvent. She noted the great enrollment trends that Dr. Kacenga reported on and how they are putting us back on the right trend line.

Ms. Loewrigkeit then presented her next slide which showed selected revenue and expense percent changes since FY19, which were directly impacted by COVID and the operational changes that have been put in place. She explained the status of student revenues, resident life revenues, and described the losses in occupancy and how operations were impacted by the pandemic and the move to a more remote environment. Assessments are being performed to see what the normalization will be after COVID, and what residence life is going to look like. She said these two

revenue drivers are causing a \$33 million reduction since FY19. She proceeded to discuss the personnel and non-personnel expenses. The personnel expenses are down \$10 million annually since FY19, which is about 7%, and the non-personnel expenses are down about 5% or \$2 million annually. She explained that we are working on initiatives to rebound the revenue losses, especially with the operational changes being reviewed. Ms. Loewrigkeit also explained how the proposed additional special state funding received in the amount of \$7.5 million is impacting the budget, and that if all the items described were taken into account, that would cause a negative \$13.5 million to the University's operating results.

Provost Powers presented the last slide of the presentation, which showed the number of students per FTE (Full Time Equivalent) faculty. He stated that in 2019 the University was at 14, and at 14 in 2020. In 2021, the University declined to about 13.3. He noted that from 2022 to 2023 the number went in the other direction, with Fall 2023 at 15.4. He stated that in the State of New Jersey, amongst the other four-year institutions in the NJASCU system, we are at or slightly above the average in terms of the student-faculty ratio. He stated that that is the appropriate place for our institution to be with the nature of our classrooms and our size. President Helldobler commented on the different reductions we have taken in the past to keep us running. He also noted that we have presented significant deficits in the past and have been able to make adjustments. The President indicated that it is time to realign the budget and work with the Chair of the Finance and Audit Committee on a budget that might be more realistic.

Trustee Kevin Lenahan then stated that the budget resolution presented reflects a full year of University operations and is based on assumptions and variables that are not final. He stated that the Board is highly confident that University leadership, working in concert with leaders in departments throughout the institution, will bring the deficit to the lowest possible level as the year progresses. The University has built up reserves to help weather operational shortfalls when they occur, but substantial recurring deficits are not sustainable, and the Trustees are committed to working closely with the University leadership to close the budget gap and ensure that we have a fiscally sound institution that can serve students for years to come.

Mr. Lenahan stated that the FAID Committee has agreed to move the following resolution to the full board for approval.

It was moved by Mr. Seeve and seconded by Mr. Guarasci to adopt the following resolution:  
RESOLUTION 11-23-3, FISCAL YEAR 20-24 BUDGET.

The resolution was unanimously adopted.

#### FINANCE, AUDIT, AND INSTITUTIONAL DEVELOPMENT COMMITTEE REPORT:

Mr. Lenahan stated that the Finance, Audit, and Institutional Development Committee met on Thursday, November 2<sup>nd</sup>, 2023. Prior to the meeting, the Audit Committee met with the Internal Auditor Ms. Ellen Caravella, and CIO Gamin Bartle. Trustee Lenahan stated that they have continued their practice of regularly meeting with the CIO regarding cyber security risk assessment, and processes to ensure campus systems are protected. He also stated that during the FAID Committee meeting, the committee heard from Andrea Caladie and Joseph Renzi of Baker Tilly Virchow Krause, the University's external auditors, who provided the committee with the status of the draft audit which will remain open until the State of New Jersey provides GASB 75 information. He said we expect to have the final audit in February 2024. Vice President of

Finance and Administration and Chief Financial Officer Kirsten Loewrigkeit presented the All-Funds Revenues and Expenses Report, the expected results for the fiscal year 2023, and the preliminary budget for the fiscal year 2024. In addition to a structural deficit and enrollment update, the committee heard reports regarding KPIs (key performance indicators), the Strategic Plan, and Workday. Trustee Lenahan presented two resolutions for the board's approval.

It was moved by Mr. Seeve and seconded by Ms. Niro to adopt the following resolution:  
RESOLUTION 11-23-4 BID WAIVER, PROCUREMENT OF LEGAL SERVICES - STATE OF NEW JERSEY, DIVISION OF LAW

The resolution was unanimously adopted.

It was moved by Mr. Seeve then seconded Ms. Niro to adopt the following resolution:  
RESOLUTION 11-23-5, BID WAIVER, EAB GLOBAL, INC.

The resolution was unanimously adopted.

#### EDUCATIONAL POLICY AND STUDENT DEVELOPMENT COMMITTEE REPORT

Trustee Pesce stated that the committee also met on November 2<sup>nd</sup>, 2023, and heard presentations from several Cabinet members on enrollment, a Strategic Plan update, and a Workday update. The committee also heard a report from Associate Provost Dr. Kara Rabbitt, Associate Vice President Francisco Diaz, and Assistant Vice President Dr. Sue Gerber on the outcomes of the 2023 National Survey of Student Engagement (NSSE) and Faculty Survey of Student Engagement (FSSE) also known as the NSSE/FSSE Report. Mr. Pesce stated that the tri-chairs combed through a very lengthy report and provided the committee with a brief but detailed overview and answered several questions about the University's progress since the last surveys in 2020. Following the NSSE/FSSE report, Associate Provost Dr. Lincoln presented five new certificate programs for the committee's approval.

It was moved by Mr. Lenahan and seconded by Mr. Seeve to adopt the following resolution:  
RESOLUTION 11-23-6, ON THE INITIATION OF UNDERGRADUATE AND GRADUATE CERTIFICATES

The resolution was unanimously adopted.

It was moved by Mr. Lenahan and then seconded by Ms. Courtez to adopt the following resolution:  
RESOLUTION 11-23-7, CONFERRING OF DEGREES – JANUARY 2024

The resolution was unanimously adopted.

#### PERSONNEL AND COMPENSATION COMMITTEE REPORT:

Trustee Bradley Neilley stated that the Personnel and Compensation Committee also met on Thursday, November 2<sup>nd</sup> and they opened the meeting to all Board and Cabinet members included in personnel decisions. He stated that the Committee heard reports from Cabinet members and the President concerning the Mission Statement, and a Strategic Plan Update. He stated that they had a resolution to move forward, which is a Consent Agenda concerning Various Personnel

Matters. He stated that they examined materials provided by Human Resources and the President's Office regarding personnel decisions made since the last Board of Trustees meeting. These include appointments, temporary appointments, leaves of absence, resignations, retirements, salary changes, and various changes in employee status. The Committee agreed to move the resolution forward to the full board for consideration.

It was moved by Mr. Lenahan and then seconded by Mr. Seeve to adopt the following resolution:  
RESOLUTION 11-23-8, VARIOUS PERSONNEL MATTERS (CONSENT AGENDA)

The resolution was unanimously adopted.

#### NOMINATIONS AND GOVERNANCE COMMITTEE

Mr. Seeve read Trustee Galandak's report on his behalf due to technical difficulties. He stated that, as per Mr. Galandak, the Committee met on Thursday, November 2<sup>nd</sup>. The Committee received an update from Vice President de Veyga on pending bills in the state legislature that could affect higher educational institutions. He stated that the committee had no motions to move forward to the full board for approval and that concluded his report.

#### OTHER BUSINESS:

Mr. Seeve thanked all the committee chairs and informed us that the next Board meeting will take place on Friday, March 8.

There were no other questions, and the meeting was adjourned at 11:53 am.

Respectfully submitted,



Robert Guarasci, Secretary  
William Paterson University  
Board of Trustees

RG/mp



APPENDIX 1  
MINUTES OF BOARD OF TRUSTEES  
NOVEMBER 17, 2023 MEETING

**11-23-1                    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.

APPENDIX 1E  
MINUTES OF THE BOARD OF TRUSTEES  
EXECUTIVE COMMITTEE ON OCTOBER 9, 2023

**10-23-1E                    BID WAIVER, TOUR RESOURCE CONSULTANTS 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 non-prevailing wage contracts in excess of \$100,000; 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 Tour Resource Consultants LLC to provide travel agency services for a European choral tour by Music Department students in March 2024; and

WHEREAS:                    The purchase of this service is exempted from public bidding pursuant to N.J.S.A. 18A:64-56 a. (17) funds created by student activity fees; and

WHEREAS:                    The Vice President for Finance and Administration 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, on behalf of the Board of Trustees, approves this expenditure herein; therefore, be it

RESOLVED:                    That the Executive Committee, on behalf of the Board of Trustees, authorizes the University President to enter into an agreement with Tour Resource Consultants, LLC, of Shawnee, Kansas, in an amount not to exceed \$198,000 for Fiscal Year 2024.

**11-23-2 RESOLUTION, ADOPTION OF THE WILLIAM PATERSON UNIVERSITY MISSION STATEMENT**

WHEREAS: Commencing in September 2021, the University undertook a process with the primary goal of developing a Strategic Plan that would guide the University for the three-year period 2022-2025; and

WHEREAS: The plan, comprised of five pillars – Adult Learning, Alternative Credentials and Certificate, Attrition, Decolonization and Revising the Mission Statement, is presented to and adopted by the Board of Trustees at its September 16, 2022, meeting; and

WHEREAS: The University community, comprised of students, faculty, staff, and administrators who provided important feedback as the plan took shape, as well as the Chairs Council, Club Council, Faculty Senate, Marketing and Public Relations Advisory Committee, President’s Cabinet, Student Government Association, and University Council, engaged in a comprehensive process to develop a revised Mission Statement that better reflects who the institution serves, how the University serves them, and outcomes; and

WHEREAS: The revised Mission Statement was presented to the University community in Fall 2023 as part of the Strategic Plan 2022-2025 process for feedback, and is presented it to the Board of Trustees for consideration; and

WHEREAS: The Board of Trustees accepts the revised Mission Statement as appropriately reflecting who the institution serves, how the University serves them, and outcomes; therefore be it

RESOLVED: That the Board of Trustees of the William Paterson University of New Jersey adopts the Mission Statement presented below, effective immediately.

**MISSION**

William Paterson University as a proud diverse community, designated as a public Hispanic and Minority Serving Institution, creates transformative academic and extracurricular experiences leading to meaningful careers, and promotes economic and social mobility. We empower our students through intentional and holistic support systems within flexible, innovative, and inclusive environments. Our graduates will power the New Jersey economy and beyond, thriving professionally and personally through a commitment to community engagement and social justice.

APPENDIX 3  
MINUTES OF BOARD OF TRUSTEES  
NOVEMBER 17, 2023 MEETING

**11-23-3                      RESOLUTION, FISCAL YEAR 2024 BUDGET**

WHEREAS:                      State Colleges and Universities have been authorized to establish revenue and expense budget projections for the 2023/2024 fiscal year; and

WHEREAS:                      The University prepared a Spending Plan for FY 2024 based on State appropriation and tuition increases which projects sources of funds at \$198,978,197, including all revenue streams and draws from and/or contributions to reserves; and uses of funds of \$198,978,197 which includes all operating expenses and non-operating outlays.

WHEREAS:                      The Finance, Audit and Institutional Development Committee has reviewed the FY 2024 revenue and expense projections and recommends its acceptance with the knowledge it is subject to adjustment based on future changes in enrollment and other factors affecting revenues and expenses; therefore, be it

RESOLVED:                      That the Board of Trustees of William Paterson University of New Jersey does hereby accept the FY 2024 Revenue and Expense Budget as presented by the University's administration.

APPENDIX 4  
MINUTES OF BOARD OF TRUSTEES  
NOVEMBER 17, 2023 MEETING

**11-23-4**

**RESOLUTION, BID WAIVER, PROCUREMENT OF LEGAL SERVICES - STATE OF NEW JERSEY, DIVISION OF LAW**

RESOLVED:

That pursuant to Subsection 5.b. of the State College Contracts Law, the Board of Trustees of William Paterson University authorizes the University President or his designee to contract with the State of New Jersey, Division of Law for the provision of legal services to the University. The cost is not to exceed \$125,000 for the period July 1, 2023, through June 30, 2024.

**11-23-5 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 non-prevailing wage contracts in excess of \$110,900; 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 the need for additional services provided by EAB Global, Inc. to support undergraduate and graduate student recruitment and financial aid services; and

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

WHEREAS: The Vice President for Finance and Administration and Chief Financial Officer 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 agreement with EAB Global, Inc., of Richmond, Virginia, by \$69,500 to \$528,428 for Fiscal Year 2024, by \$71,600 to \$552,525 for Fiscal Year 2025 and by \$74,000 to \$567,025 for Fiscal Year 2026.

**11-23-6 RESOLUTION, ON THE INITIATION OF UNDERGRADUATE AND GRADUATE CERTIFICATES**

- 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 offering of undergraduate certificates responds to the career goals of many students currently and prospectively; and
- WHEREAS: The faculty of the College of Arts, Humanities and Social Sciences have developed and proposed the offering of the following certificates, which have been reviewed and recommended by the College of Arts, Humanities and Social Sciences Curriculum Committee and the Faculty Senate:
- Digital Animation (Undergraduate and Graduate),  
Game Design (Undergraduate and Graduate),  
Television Broadcasting (Undergraduate),  
Audio Broadcasting (Undergraduate); and
- WHEREAS: The faculty of the Cotsakos College of Business have developed and proposed the offering of the following undergraduate certificate, which has been reviewed and recommended by the Cotsakos College of Business Curriculum Committee and the Faculty Senate:
- Corporate Accounting and Reporting; and
- WHEREAS: The appropriate College Deans, the Provost and Senior Vice President for Academic Affairs, and the President concur in recommending the initiation of these programs; and
- WHEREAS: The Educational Policy and Student Development Committee has reviewed this recommendation and the rationale for the proposed programs 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 these undergraduate and graduate certificates and, subsequent to review consistent with the Higher Education Restructuring Act, to take all necessary steps to implement the programs.

APPENDIX 7  
MINUTES OF BOARD OF TRUSTEES  
NOVEMBER 17, 2023 MEETING

**11-23-7**

**RESOLUTION, CONFERRING OF DEGREES – JANUARY  
2024**

RESOLVED:

That the Board of Trustees of The William Paterson University of New Jersey approves the conferring of degrees for January 2024 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.





# MEMORANDUM

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**To:** Personnel and Compensation Committee

**From:** Ms. Loretta Mc Laughlin Vignier  
Chief of Staff to the President and Board of Trustees

**RE:** Executive Summary – Personnel Actions

**Date:** October 26, 2023

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

1. **Resolution, Various Personnel Matters (Consent Agenda)**

2. **Various Personnel Matters**

The spreadsheet shows personnel matters at the University that have been affected since the last Board Meeting on September 22, 2023, including appointments, temporary appointments, leaves of absence, resignations, retirements, and changes in salary.

**Administrative and Faculty Appointments**

Since the Board of Trustees last met, the University has made seven administrative hires. Director of Talent Acquisition and Employee Learning and Development in Human Resources, Associate Director of Professional Certifications and Alternate Credentials in Certificate Programs, Budget Analyst in Budget and Fiscal Planning, WP Online Financial Aid Counselor in WP Online Student Success Services, Associate Vice President for Finance in Office of the Controller, Administrative Assistant in the Office of the President, Associate Controller in Office of the Controller.

Total Cost: \$663,706.69

**Temporary Appointments**

The University has made eight temporary hires for this academic year – Three Early Childhood Paraprofessionals in the Child Development Center, One Assistant Professor of Accounting in Accounting and Law, One Post-Doctoral Associate-Grant Funded in Environmental Science, One Hawkins Field and Apprenticeship Liaison in Teacher Ed: PreK-12, One Early childhood Paraprofessional in the College of Education, One Project Coordinator-US DOE (LEES) Grant in Language, Lit. Culture and Writing.

The salaries for these positions = \$295,549.40

There are four part-time Paraprofessionals-Child Development Center and College of Education (Project Specialist, P/T) with a \$25.00 hourly rate.

Leaves of Absence

Since the last board meeting, we have two faculty members, four professionals and two higher education managers on leave for a total of 8 leaves.

APPENDIX 8  
MINUTES OF BOARD OF TRUSTEES  
NOVEMBER 17, 2023 MEETING

**11-23-8**

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

RESOLVED:

That the Board of Trustees approves the various personnel matters as recommended by the President including appointments, temporary 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.

FOR ACTION BY THE BOARD OF TRUSTEES AT THE  
November 17, 2023 MEETING

**William Paterson University  
Personnel Matters**

Personnel Action	Name	Position	Department	Group	Range	Step	Salary	Effective Date
<b>APPOINTMENT:</b>								
	Deborah Ackerly	Director of Talent Acquisition and Employee Learning and Development (Director 4, SC)	Human Resources	HEM	27	0	\$100,000.00	9/25/2023
	Quayshaela Davis	Assoc Director, Professional Certifications and Alternate Credentials (Assoc Director 3, SC)	Certificate Programs	HEM	25	0	\$82,000.00	9/11/2023
	Teresa Kearney	Budget Analyst (Managing Asst Dir 1, SC)	Budget & Fiscal Planning	HEM	26	0	\$85,000.00	10/16/2023
	Jacqueline Kohler	WP Online Financial Aid Counselor (Prof Svcs Spec 4, SC)	WP Online Student Success Services	AFT	18	3	\$54,706.69	10/16/2023
	Timothy Lever	Associate Vice President for Finance (Associate VP)	Office of the Controller	HEM	34	0	\$161,000.00	10/7/2023
	Safiya Lochan	Administrative Assistant, Office of the President (Confidential Secretary (X98))	President	CONFIDENTIAL	25	0	\$66,000.00	9/23/2023
	Kathleen Loweth	Associate Controller (Assoc Director 1, SC)	Office of the Controller	HEM	29	0	\$115,000.00	10/23/2023
<b>APPOINTMENT (TEMPORARY):</b>								
	Giannina Allemant Pacora	Early Childhood Paraprofessional (Project Specialist, P/T)	Child Development Center	PROJECT SPEC	01	0	\$25.00	10/5/2023 - 6/30/2024
	Devin Dixon	Early Childhood Paraprofessional (Project Specialist, P/T)	Child Development Center	PROJECT SPEC	01	0	\$25.00	9/1/2023 - 6/30/2024
	Kamilla Marques	Early Childhood Paraprofessional (Project Specialist, P/T)	Child Development Center	PROJECT SPEC	01	0	\$25.00	8/31/2023 - 6/28/2024
	Joan Miller	Assistant Professor of Accounting (Asst Professor(22), 10 Mo)	Accounting & Law	AFT	22	11	\$90,689.29	9/18/2023 - 12/16/2023
	Elizabeth Patterson	Post-Doctoral Associate -- Grant Funded (Project Specialist)	Environmental Science	PROJECT SPEC	24	0	\$70,000.00	10/2/2023 - 6/30/2024
	Ashley Restaino	Hawkins Field and Apprenticeship Liaison (Prof Svcs Spec 3, SC)	Teacher Ed: PreK-12	AFT	21	7	\$74,860.11	9/26/2023 - 6/30/2024
	Chiara Russo	Early childhood Paraprofessional (Project Specialist, P/T)	Dean College of Education	PROJECT SPEC	01	0	\$25.00	10/5/2023 - 6/30/24
	Joselynn Tanis	Project Coordinator, US DOE(LEES) Grant (Project Specialist)	Language, Lit, Culture, and Writing	PROJECT SPEC	01	0	\$60,000.00	9/1/2023 - 8/31/2024

FOR ACTION BY THE BOARD OF TRUSTEES AT THE  
November 17, 2023 MEETING

**William Paterson University  
Personnel Matters**

Personnel Action	Name	Position	Department	Group	Range	Step	Salary	Effective Date
<b>LEAVE OF ABSENCE:</b>								
	Marshal Coles	Professional Academic Advisor (Prof Svcs Spec 2, SC)	Advisement Center	AFT	24	11	\$99,966.24	9/6/2023 - 10/20/2023
	Jeannine Evans	Director, HR Processes and Systems Quality (Director 2, SC)	Human Resources	HEM	30	0	\$106,800.00	8/16/2023 - 11/1/2023
	Carol Frierson-Campbell	Professor (Professor(30), 10 Mo)	Music	AFT	30	11	\$133,992.13	1/25/2024 - 6/28/2024
	Kencia Mele	Area Coordinator for Residence Life (Prof Svcs Spec 3, SC)	Residence Life Operating	AFT	21	4	\$66,217.02	9/14/2023 - 10/30/2023
	Deborah Sheffield	Professional Academic Advisor, HSS (Prof Svcs Spec 1, SC)	Advisement Center	AFT	27	12	\$119,618.90	08/07/2023 - 10/16/2023
	Lianzan Xu	Professor (Professor(33), 10 Mo)	Accounting & Law	AFT	33	12	\$160,274.16	9/17/2023 - 12/11/2023
	Melkamu Zeleke	Associate Dean, College of Science & Health (Assoc Dean)	Dean Coll of Science and Health	HEM	33	0	\$187,000.00	7/26/2023 - 8/16/2023
	Salwa Zito	Director, First Year Foundation (Asst Director 1(26), SC)	First Year Foundations Program	AFT	26	10	\$106,569.23	8/24/2023 - 11/16/2023
<b>RESIGNATION:</b>								
	Lisa Depue	Faculty - Nursing (NTPP 1 (22), 12 Mo - PT)	Nursing	AFT	22	11	\$45,344.64	8/14/2023
	Jevon Morgan	Professional Advisor (Prof Svcs Spec 2, SC)	Advisement Center	AFT	24	3	\$73,316.03	9/22/2023
<b>RETIREMENT:</b>								
	Kathleen Korgen	Professor (Professor(32), 10 Mo)	Sociology and Criminal Justice	AFT	32	12	\$152,670.13	12/31/2023
	Sean Molloy	Associate Professor (Associate Professor (26))	Language, Lit, Culture, and Writing	AFT	26	6	\$91,865.60	12/31/2023
<b>SALARY CHANGE:</b>								
	Beth Walkley	AVP for Budget & Fiscal Planning (Associate VP)	Budget & Fiscal Planning	HEM	34	0	\$162,000.00	10/7/2023
4% Merit Increase	Richard Helldobler	President (President,SC)	President	HEM	41	0	\$ 385,528.00	10/1/2023
13% Bonus	Richard Helldobler	President (President,SC)	President	HEM	41	0	\$ 48,191.00	10/1/2023