

MONTCLAIR STATE UNIVERSITY and
BLOOMFIELD COLLEGE OF MONTCLAIR STATE UNIVERSITY
Montclair, New Jersey

BOARD OF TRUSTEES
Public Session
AGENDA

DATE: November 2, 2023
TIME: 11:00 a.m.
PLACE: Zoom

1. Statement regarding manner of public notice of meeting.....1
2. Roll call 2
3. Minutes from September 13, 20233

Matters Presented by the Chair

Matters Presented by the President

1. *Action*: Personnel actions... 18
 - a. Managerial staff appointments..... 19
 - b. Professional staff appointments 20

Infrastructure Committee

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Audit, Finance and Development Committee

5. *Action*: Contract Award Authorizations..... 23
6. *Action*: Montclair State University Signatory Authority24
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Closed Session

8. Motion to enter closed session prior to the next public session.....36

New Business

Adjournment

Montclair State University

BOARD OF TRUSTEES



Public Notice:

Please take notice that on Thursday, November 2 at 11:00 am, the Montclair State University and Bloomfield College of Montclair State University Board of Trustees shall hold a public joint meeting at which time formal actions may be taken on the agenda, which may include: contract awards, personnel matters and such other matters as may be necessary. The meeting will be conducted virtually via Zoom.

For the Public Session packet as well as the link to join the meeting, you may go to www.montclair.edu/board-of-trustees/agenda-and-schedule/

MONTCLAIR

STATE UNIVERSITY

Montclair, New Jersey

November 2, 2023

Members, Board of Trustees

Ms. Rose C. Cali
Ms. Mary A. Comito, Secretary
Dr. Francis M. C. Cuss
Mr. Jean Marc de Grandpre
Ms. Tracy Higgins
Mr. Douglas L. Kennedy
Mr. Sreeni Kutam, Vice-Chair
Mr. Ralph A. LaRossa
Mr. William T. Mullen
Mr. Preston D. Pinkett III
Mr. Kent Sluyter, Chair
Ms. Mariana Luna-Martinez, Student

Non-voting Members

Dr. Jonathan GS Koppell, President
Mr. Artem Beliavski, Student

Faculty Representative to the Board

Prof. Sandra Collins

MONTCLAIR STATE UNIVERSITY
Montclair, New Jersey

BOARD OF TRUSTEES

Public Minutes

September 13, 2023

Present: Ms. Rose Cali, Ms. Mary Comito, Dr. Francis Cuss, Mr. Doug Kennedy, President Jonathan Koppell, Mr. William Mullen, Mr. Preston Pinkett, Mr. Kent Sluyter, Ms. Mariana Luna Martinez and Mr. Artem Beliaevski

Absent: Mr. Marc de Grandpre, Mr. Sreeni Kutam, Ms. Tracy Higgins, and Mr. Ralph LaRossa

Present by invitation: Dr. Joseph Brennan, Ms. Althea Broomfield-Michel, Prof. Sandra Collins, Mr. Shawn Connolly, Dr. Jerry DeSanto, Dr. Marcheta Evans, Mr. Michael Galvin, Dr. Junius Gonzales, Ms. Wendy Lin-Cook, Mr. James Solodar, Dr. Dawn Meza Soufleris, Mr. David Vernon, Ms. Rita Walters and Mr. Keith Barrack.

Mr. Sluyter called the meeting to order at 11:35 am.

Statement regarding manner of public notice of meeting

Mr. Sluyter read the following statement regarding the public notice of the meeting: “Please be advised that in compliance with the requirements of the Open Public Meetings Act, adequate notice of this meeting — September 13, 2023 — has been provided by distributing notices as required, properly posting 48-hour notice, and forwarding notices to designated newspapers and to persons requesting such notification.”

Oath of office – Student Trustee

Mr. Artem Beliaevski, non-voting Student Trustee, was sworn in by Deputy University Counsel, Maria Anderson.

Roll call — As reported above.

Minutes from the meeting of July 20, 2023

Trustees approved the minutes from July 20, 2023, as distributed.

No. 3446

MATTERS PRESENTED BY THE CHAIR – MR. KENT SLUYTER

Mr. Sluyter reported that in closed session the Trustees reviewed the minutes from July 20, 2023, reviewed legal matters, and discussed contract negotiations.

MATTERS PRESENTED BY THE PRESIDENT

President Koppell welcomed everyone back to the Fall semester and remarked that the campus was vibrant and active with students and faculty and staff. The President that the Wall Street Journal rating highlight that Montclair students have opportunities to learn at the highest levels, are succeeding in their career paths and the University is thriving as an engine for social mobility for its' students. President Koppell also highlighted the University's largest First Year class in its history as well having achieved record retention and graduation rates. President Koppell commented on the launch of the University's new dining vendor, Gourmet Dining and the positive feedback from students.

UNION REPORT

AFT President, Professor Richard Wolfson introduced Mary Wallace, President of Adjunct Local 6025. Professor Wolfson offered a remembrance of the 9/11 anniversary, the earthquake in Morocco and other global news events. Professor Wolfson commented on the need to reinforce civil studies to students and that Universities should be the center for action, and applauded President Koppell's efforts to make that so. Professor Wolfson offered support for the contract approval for additional Psychology Services and stated the Counseling and Psychological Services center should continue to promote its services to the University community. Professor Wolfson also referenced the improvements made to Calcia Hall.

ACADEMIC AFFAIRS AND PERSONNEL COMMITTEE

Mr. Cuss reported that the Committee reviewed the minutes from its July 20, 2023 meeting, proposed personnel actions and a list of new hires anticipated before the Board's next meeting.

PERSONNEL ACTIONS

Mr. Cuss moved that the Board of Trustees approve the following personnel actions:

- 28 - Faculty appointments
- 67 - Clinical/Instructional Specialist appointments
- 1 - Managerial appointment
- 21 - Professional staff appointments
- 2 - Leave of Absence without Pay

Faculty Appointment: Non Tenure Track (AY24)

*25% time, #One Semester, ¹half-time, ²66.6 percent time
temporary, non-tenure track appointment

<i>Name</i>	<i>Department</i>	<i>Title</i>	<i>Effective</i>	<i>Degrees</i>
Murtadha Aldeer	School of Computing	Instructor	8/28/23	BSc University of Basrah, Basrah- Iraq MSc Rutgers University PhD Rutgers University
Asja Alic [#]	School of Computing	Instructor	8/28/23	BA Montclair State University MS Kean University

<i>Name</i>	<i>Department</i>	<i>Title</i>	<i>Effective</i>	<i>Degrees</i>
Donald Batchelder ¹	Cali School of Music	Assistant Professor	8/28/23	BM The Juilliard School MM The Juilliard School DMA Rutgers Univ. New Brunswick
Lisa Lynn Brooks	Educational Foundations	Assistant Professor	8/28/23	BA University of Oklahoma MS Oklahoma State University PhD Oklahoma State University
Yi Chen	School of Computing	Instructor	8/28/23	BS East China Normal University MS State University of New York
Gerard Costa*	Family Science/ Human Development	Professor	8/28/23	BS St. Peter's College MA Fairleigh Dickinson University MA Temple University PhD Temple University
Susanne Harnet	Educational Foundations	Assistant Professor	8/28/23	BA James Madison University MEd University of Virginia PhD University of Virginia
Chelsea Harriman	Theatre/Dance	Assistant Professor	8/28/23	BA University of Vermont MFA Rutgers Univ., New Brunswick
Bettina Huesing	Management	Assistant Professor	8/28/23	MA Free University, Berlin, Germany MBA Arizona State University PhD Benedictine University
Diyunugalage Jayarathne	Mathematics	Assistant Professor	8/28/23	BSc University of Colombo, Sri Lanka MSc University of Colombo, Sri Lanka MSc Texas Tech University PhD Texas Tech University
Roberta Lazarus ¹	Communication Science and Disorders	Instructor	8/28/23	MA Montclair State University MA American University BA University of Michigan
Ellen Levine	Communication Science and Disorders	Instructor	8/28/23	BS Montclair State University BS St. Elizabeth University

<i>Name</i>	<i>Department</i>	<i>Title</i>	<i>Effective</i>	<i>Degrees</i>	
				MA	St. Elizabeth University
Pavlo Lushyn	Educational Foundations	Professor	8/28/23	BA	Kirovograd State Pedagogical University
				MA	Kirovograd State Pedagogical University
				PhD	Institute of Psychology, Kiev, Ukraine
Marla Meissner ¹	Cali School of Music	Assistant Professor	8/28/23	PhD	New York University
Laura Montanari	Cali School of Music	Instructor	8/28/23	BA	Università Ca'Foscari di Venezia, Italy
				MA	Università La Sapienza di Roma. Italy
				MM	New York University
				EdD	Teachers College
Karl Nussbaum ²	School of Communication / Media	Assistant Professor	8/28/23	BS	Washington University
				MFA	Donau University of Krems, Austria
Tyree Oredein	Public Health	Assistant Professor	8/28/23	BA	Wellesley College
				MPH	Hunter College
				DrPH	Rutgers University
Paola Presini	Cali School of Music	Artist in Residence	8/28/23	BMus	The Juilliard School
				MM	The Juilliard School
Kyle Ritenauer	Cali School of Music	Assistant Professor	8/28/23	BM	Manhattan School of Music
Roya Saqib	Political Science/Law	Instructor	8/28/23	MBA	Simmons University
Meghann Smith	Lal Grant Clean Energy/ Sustainability Analytics Center	Assistant Professor	8/28/23	BS	University of Arizona
				MS	Montclair State University
				PhD	Montclair State University
Raji Sivaraman	Management	Assistant Professor	8/28/23	MS	The University of Management and Technology
				PhD	Aston University, United Kingdom
Figen Suchanek	Chemistry	Assistant Professor	8/28/23	BS	Anadolu University
				MS	Anadolu University
				MS	William Paterson University
				PhD	Osmangazi University
Priya Voleti	Teaching/ Learning	Assistant Professor	8/28/23	BS	Boston University
				MA	Columbia University
				PhD	Columbia University

<i>Name</i>	<i>Department</i>	<i>Title</i>	<i>Effective</i>	<i>Degrees</i>
Yingkai Xu	Chemistry/ Biochemistry	Assistant Professor	8/28/23	BS MS PhD Jilin University. Changchun, China Jilin University. Changchun, China Institute of Chemistry, Chinese Academy of Sciences
Na Zhou	School of Computing	Instructor	8/28/23	BSc MSc Nanjing University of Information Science and Technology, China University of Reading, UK

Faculty Appointment: Tenure Track (AY24)

* doctoral degree submitted by August 1, 2023

<i>Name</i>	<i>Department</i>	<i>Rank</i>	<i>Degrees</i>
Jesse Ha	Teaching and Learning	Assistant Professor	BA MEd MA PhD Johns Hopkins University Saint John's University Austin Presbyterian Theological Seminary Arizona State University
Elliot Hu-Au	School of Computing	Assistant Professor	BA MA PhD University of California, Berkeley Columbia University Columbia University

Clinical Specialist/Instructional Specialist (AY2024)

*10 month, #12 month

¹one-year, non-tenure-track appointment

²two-year, non-tenure-track appointment

³three-year, non-tenure-track appointment

<i>Name</i>	<i>Department</i>	<i>Title</i>	<i>Effective</i>	<i>Degrees</i>
Albert Brown* ²	Information Management /Business Analytics	Instructional Specialist	8/28/23	BA MBA Virginia Tech University George Mason University
Nicole Conklin * ²	Psychology	Instructional Specialist	8/28/23	BA Monmouth University

<i>Name</i>	<i>Department</i>	<i>Title</i>	<i>Effective</i>	<i>Degrees</i>	
				MA	Montclair State University
				MS	Antioch University New England
Rebecca Deluccia* ²	Information Management /Business Analytics	Instructional Specialist	8/28/23	BA	Montclair State University
				MA	Seton Hall University
Denell Downum* ²	Writing Studies	Instructional Specialist	8/28/23	Mphil	CUNY Graduate Center
				PhD	CUNY Graduate Center
Vanessa Florestal* ²	Writing Studies	Instructional Specialist	8/28/23	BA	Dominican College
				MA	Iona College
Meghan Gill* ²	School of Communication and Media	Instructional Specialist	8/28/23	MA	Technological University of Dublin
				BA	Marist College
Patrick Hill* ²	School of Communication and Media	Instructional Specialist	8/28/23	BA	Avila University
				MFA	Sarah Lawrence College
Yan Kong* ²	School of Computing	Instructional Specialist	8/28/23	BS	Nanjing University
				MS	Chinese Academy of Sciences
				ME	Stevens Institute of Technology
Sapna Lall* ²	Information Management /Business Analytics	Instructional Specialist	8/28/23	BS	Gujarat University
				BEEd	Annamalai University
				MBA	Centenary University
Lauren Lefever* ²	School of Communication and Media	Instructional Specialist	8/28/23	MFA	Brooklyn College
Matthew Mosther* ²	Writing Studies	Instructional Specialist	8/28/23	BA	Boston College
				MFA	Emerson College
				MA	New York University
				PhD	Stony Brook University

<i>Name</i>	<i>Department</i>	<i>Title</i>	<i>Effective</i>	<i>Degrees</i>
Ann Marie Olson* ²	Communication Sciences/ Disorders	Instructional Specialist	8/28/23	MS Montclair State University ScD Audiology Montclair State University
Kirsten Richert* ²	Management	Instructional Specialist	8/28/23	BA Hampshire College MA Teachers College
Christopher Russomanno* ²	Accounting/ Finance	Instructional Specialist	8/28/23	BF University of North Dakota MBA Seton Hall University
Mary Scott* ²	Communication Media	Clinical Specialist	8/28/23	BA University of Massachusetts
Yikang Shi* ²	School of Computing	Instructional Specialist	8/28/23	BS Fudan University PhD Johns Hopkins University
Purnima Srinivasan* ²	Information Management /Business Analytics	Instructional Specialist	8/28/23	MA University of Delhi Mphil University of Delhi BA University of Delhi
Sheldon Steiger# ²	Theatre/Dance	Clinical Specialist	8/28/23	BM Johns Hopkins University BM Johns Hopkins University
Davood Taree* ²	Economics	Instructional Specialist	8/28/23	MA Indiana University PhD Indiana University

Clinical Specialist/Instructional Specialist (AY2024)
Subsequent Appointment – Non-Tenure Track Appointments

*10 month, #12 month

1 one-year, non-tenure-track appointment

2 two-year, non-tenure-track appointment

3 three-year, non-tenure-track appointment

<i>Name</i>	<i>Department</i>	<i>Title</i>	<i>Effective</i>
Melissa Adamo* ¹	Writing Studies	Instructional Specialist	8/28/23

<i>Name</i>	<i>Department</i>	<i>Title</i>	<i>Effective</i>
Helen Alter ^{#1}	Information Management/ Business Analytics	Instructional Specialist	8/28/23
David Axelrod ^{#1}	Economics	Instructional Specialist	8/28/23
Jeffrey Bacsik ^{#1}	Accounting/ Finance	Instructional Specialist	8/28/23
Rajoshree Bandyopadhyay ^{#1}	Chemistry/ Biochemistry	Instructional Specialist	8/28/23
Charles Belenius ^{#1}	Chemistry/ Biochemistry	Instructional Specialist	8/28/23
Pamela Booker ^{*1}	Writing Studies	Instructional Specialist	8/28/23
Bridget Brown ^{*1}	Writing Studies	Instructional Specialist	8/28/23
John Cavaliere ^{#1}	Marketing	Instructional Specialist	8/28/23
William Colucci ^{#1}	Information Management/ Business Analytics	Instructional Specialist	8/28/23
Kurt Conklin ^{#1}	Public Health	Instructional Specialist	8/28/23
Jean Conlon-Yoo ^{#1}	School of Nursing	Clinical Specialist	8/28/23
Von DeGuzman ^{#1}	Accounting/ Finance	Instructional Specialist	8/28/23
Rosie Edouard ^{#1}	School of Nursing	Clinical Specialist	8/28/23

<i>Name</i>	<i>Department</i>	<i>Title</i>	<i>Effective</i>
Lisa Ellis ^{#1}	Counseling	Clinical Specialist	8/28/23
Todd Federman ^{#1}	Economics	Instructional Specialist	8/28/23
Laura Field ^{*1}	Writing Studies	Instructional Specialist	8/28/23
Vernard Gantt ^{#1}	Communication / Media	Clinical Specialist	8/28/23
Sarah Ghoshal ^{*1}	Writing Studies	Instructional Specialist	8/28/23
Christine Giancatarino ^{*1}	Writing Studies	Instructional Specialist	8/28/23
Gai Grannon ^{#1}	Communication / Media	Instructional Specialist	8/28/23
Peter Herbst ^{*1}	Social Work / Child Advocacy	Instructional Specialist	8/28/23
Nathan Huseman ^{*1}	Writing Studies	Instructional Specialist	8/28/23
Jerry Illanovski ^{#1}	Computing	Instructional Specialist	8/28/23
Mele Kramer ^{#1}	Psychology	Clinical Specialist	8/28/23
Kathleen Mangano ^{#1}	Counseling	Clinical Specialist	8/28/23
Steven Markoff ^{#1}	Accounting / Finance	Instructional Specialist	8/28/23
Victor Metallo ^{#1}	Accounting / Finance	Instructional Specialist	8/28/23

<i>Name</i>	<i>Department</i>	<i>Title</i>	<i>Effective</i>
Thomas Miller ^{#1}	Marketing	Instructional Specialist	8/28/23
Jeffrey Monacelli ^{#1}	Management	Instructional Specialist	8/28/23
Maria Montaperto ^{*1}	Writing Studies	Instructional Specialist	8/28/23
Jennifer Perlis ^{#1}	Linguistics	Instructional Specialist	8/28/23
Tatum Petrich ^{*1}	Writing Studies	Instructional Specialist	8/28/23
Brian Porter ^{#1}	Management	Instructional Specialist	8/28/23
Michael Radin ^{#1}	Accounting/ Finance	Clinical Specialist	8/28/23
Jacqueline Regan ^{*1}	Writing Studies	Instructional Specialist	8/28/23
Richard Reid ^{*1}	Writing Studies	Instructional Specialist	8/28/23
Mazooz Sehwal ^{#1}	World Languages/ Cultures	Instructional Specialist	8/28/23
Shiladitya Sen ^{*1}	Writing Studies	Instructional Specialist	8/28/23
Melanie Shefchik ^{#1}	Public Health	Instructional Specialist	8/28/23
Jessica Spat-Lemus ^{#1}	Psychology	Clinical Specialist	8/28/23

<i>Name</i>	<i>Department</i>	<i>Title</i>	<i>Effective</i>
Frances Stromsland ^{#1}	Educational Leadership	Instructional Specialist	8/28/23
Alexander Tom ^{#1}	Theatre/Dance	Clinical Specialist	8/28/23
Patrick Toner ^{#1}	Information Management/ Business Analytics	Instructional Specialist	8/28/23
Paul Urban ^{#1}	Information Management/ Business Analytics	Instructional Specialist	8/28/23
Christa Verem ^{*1}	Writing Studies	Instructional Specialist	8/28/23
Claira Versland ^{#1}	Marketing	Instructional Specialist	8/28/23
Hongbo Zhou ^{*1}	Computing	Instructional Specialist	8/28/23

Managerial Staff Appointment (AY 2024)

+grant funded, #gift funded

<i>Name</i>	<i>Department</i>	<i>Title</i>	<i>Effective</i>	<i>Degrees</i>
Jonah Nelson	Operations and Administration	Director of Employee and Labor Relations	9/25/23	JD CUNY School of Law BA Montclair State University

Professional Staff Appointment (AY 2024)

+grant funded, #gift funded, *50% time

<i>Name</i>	<i>Department</i>	<i>Title</i>	<i>Effective</i>	<i>Degrees</i>
Kelly Arboleda	Undergraduate Admissions	Admissions Counselor	09/11/23	BA Montclair State University
Chedia Ayari	Educational Leadership	Post-Doctoral Fellow in	8/28/23	BA Montclair State University

<i>Name</i>	<i>Department</i>	<i>Title</i>	<i>Effective</i>	<i>Degrees</i>
		Educational Leadership		MA Montclair State University PhD Montclair State University
Felix Bautista	Instructional Technology	Multimedia Specialist	8/1/23	BA Montclair State University
Nathan Cottrell	Office of Clinical Internships	Program Associate, Office of Clinical Internships	9/11/23	BA Montclair State University MA Montclair State University
Whitney Covalle	Cali School of Music	Post Doctoral Fellow in Music Education	7/1/23	BA Michigan State University MA Rider University PhD Temple University
Joseph Cullen	Intercollegiate Athletic Support Services	Assistant Men's Soccer Coach	7/31/23	BS Montclair State University
Nicole Degenhardt	Intercollegiate Athletic Support Services	Interim Head Softball Coach	7/31/23	BA Felician University MBA Georgian Court University
Stephen Dolan	Office of Student Belonging	Coordinator for Orientation Programs	7/31/23	BS Stockton University MS Florida International University
Brooke Klinger	Academic International Programs	Program Associate, International Academic Initiatives	7/31/23	BA SUNY Cortland University at Buffalo MA
Lyn Lim	Dean, College of Humanities/ Social Sciences	Executive Assistant/ Special Initiatives Coordinator	8/29/23	BA University Of California MA Relay Graduate School of Education
Jiayin Luo+	Justice Studies	Community Partnership Coordinator	7/17/23	BS Villanova University

<i>Name</i>	<i>Department</i>	<i>Title</i>	<i>Effective</i>	<i>Degrees</i>
Laurel-Anne Mason	Intercollegiate Athletic Support Services	Associate Athletic Trainer	8/14/23	BS Montclair State University
Liam Nelson	Intercollegiate Athletic Support Services	Assistant Football Coach/ Defensive Coordinator	8/14/23	BS Montclair State University MS East Stroudsburg University
Shanta Pamphile	Counseling	Post-Doctoral Teaching and Learning Fellow	8/28/23	BA Grambling State University MA Fairleigh Dickinson University
Marissa Siconolfi	Intercollegiate Athletics	Assistant Field Hockey Coach	9/11/23	BA Montclair state University MS Montclair State University
Caleb Skulnik	Intercollegiate Athletic Support Services	Associate Athletic Trainer	8/7/23	BS Montclair State University
Giovanni Soto	BC_Director of Athletics/Sr. Associate Dean of Students	Head Coach – Men’s Soccer, Bloomfield of Montclair State University	9/5/23	BA William Paterson University BS William Paterson University MSRS Ohio University
Ashley Statuto	Instructional Technology	Network Technician	8/28/23	Experience in lieu of degree
Erin Sullivan	Intercollegiate Athletic Support Services	Assistant Women's Soccer Coach	8/21/23	BA Montclair State University MAT Montclair State University
Marva Williams-Wade	Institutional Research and Effectiveness	Program Coordinator	9/11/23	BA Seton Hall University
Lisa Zocchio	College of Science and Mathematics	Executive Administrator and Finance Specialist	7/31/23	BS University of Delaware

Leave of Absence Without Pay

<i>Name</i>	<i>Department</i>	<i>Term of Leave</i>
Ashley Ermer	Family Science & Human Development	August 28, 2023 – November 17, 2023
Kent Leung	Physics and Astronomy	August 28, 2023 – November 3, 2023

The motion was seconded and approved unanimously with the noted recusal.

No. 3447

INFRASTRUCTURE COMMITTEE

Mr. Kennedy reported the Infrastructure Committee reviewed the minutes from its July 20, 2023 meeting and received a capital project report.

1515 Broad Street Lease Extension

Mr. Kennedy moved that the Board of Trustees approve the authorization of the President and/or Senior Vice President and Chief Operating Officer to take all actions necessary to execute a lease extension at 1515 Broad Street for a 5-year term commencing on 11/1/2024 and ending 1/31/2030 for a total cost of \$5,811,028 or \$1,010,614 annually. The motion was seconded and approved unanimously.

No. 3448

AUDIT, FINANCE AND DEVELOPMENT COMMITTEE

Mr. Pinkett reported that the Audit, Finance and Development Committee reviewed the minutes from its July 20, 2023 meeting, reviewed contract awards, and held discussions with external auditor.

Contract Awards

Mr. Pinkett moved that the following contract awards be approved.

- Security Services for Bloomfield College of Montclair State University (Allied Universal Security Services) - \$930,643
- Insurance and Risk Management Services Increase for Cyber Insurance (The College of NJ and Various) - \$138,000 increase
- 5 year contracts 5 Doctors to provide Psychologist & Psychiatrist Services (Various) - \$1,177,000

- Oracle Database Software Maintenance (Oracle America, Inc.) \$807,446 Increase for 2 year extension
- Calcia 135 – Lecture Hall Renovation (Molba Construction) - \$690,606
- Richardson Hall Laboratory Renovation (Drill Construction Co., Inc.) - \$920,700
- Partial Roof Replacement at Sprague Library (VMG Group) -\$798,270
- Fire Alarm System Testing, Inspections & Maintenance Increase (Automatic Suppression & Alarm Systems) - \$796,400 Increase to include new facilities

The motion was seconded and approved unanimously.

No. 3449

Signatory Authority

Mr. Pinkett moved that the Board of Trustees adopt the revised University Signatory policy to reflect the addition of the Senior Vice President for Academic Affairs and the Senior Vice President and Chief Operating Officer. The motion was seconded and approved unanimously.

No. 3450

REPORTS

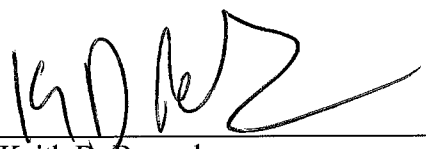
Student Trustee Mariana Luna-Martinez commented that the start of the Fall semester on campus has been going well. Ms. Luna-Martinez introduced new Student Trustee, Artem Beliaevski and was looking forward to working with Mr. Beliaevski alongside the Board.

CLOSED SESSION

Mr. Sluyter moved that Pursuant to N.J.S.A. 10:4-13 that the Montclair State University Board of Trustees shall enter into Closed Session prior to the next Public Session to discuss the following pursuant to N.J.S.A. 10:4-12.b: 1) pending litigation filed against the University; 2) personnel matters; and 3) other matters which may arise consistent with N.J.S.A. 10:4-12.b. The motion was seconded and approved unanimously.

No. 3451

The meeting adjourned at 12:20 pm.



 Keith D. Barrack

MONTCLAIR STATE UNIVERSITY
Montclair, New Jersey

BOARD OF TRUSTEES

Personnel Actions

November 2, 2023

Resolved: The Board of Trustees approves the following personnel actions:

- 2 - Managerial appointments
- 12 - Professional staff appointments

Managerial Staff Appointment (AY 2024)

+grant funded, #gift funded

<i>Name</i>	<i>Department</i>	<i>Title</i>	<i>Effective Degrees</i>		
Kieran Barrett	Student Development and Campus Life	Associate Vice President and Chief of Police	7/1/23	BS	Saint Thomas Aquinas College
				MS	Montclair State University
Craigon Campbell	Academic Affairs	Director, Institutional Research & Effectiveness for Bloomfield College of Montclair State University	10/16/23	Ed	Fairleigh Dickinson University
				MS	Queens College
				BS	York College

Professional Staff
Appointment (AY 2023)
+grant funded, #gift funded,
*71.43% time

<i>Name</i>	<i>Department</i>	<i>Title</i>	<i>Effective</i>	<i>Degrees</i>	
Arelis Fernandez	Employee Benefits Human Resources	Benefits Coordinator	9/25/23	AS BA	Bronx Community College Lehman College
Christina Giordanno	Office of Graduate Admissions/Marketing	Coordinator of Event Planning	10/9/23	BA BA MBA	Montclair State University Montclair State University Montclair State University
Miriella Gonzalez-Ullon	CCHL & CEEL Technology Services	Technology Services Associate, CEEL & CCHL	10/23/23	BS	Montclair State University
Jailynn Johnson	Financial Aid	Financial Aid Counselor	10/30/23	MS BA AAS	Southern New Hampshire University Berkeley College Berkeley College
Tiffany Jones	CCHL/Dean's Office	Administrative Coordinator	10/30/23	BA	North Carolina Agriculture & Technology State University
Steve Long	Broadcast/Media Operations Engineering	Engineer, Broadcast and Media Operations	10/16/23	BA	University of Toledo
Siddhirupa Nanda	Enrollment Management Data and Technology Services	Assistant Data Analyst - Enrollment Management	2/26/23	BS MA	Lovely Professional University, Punjab, INDIA Clark University, Worcester, MA
Allisun Romain	Provost Office	Compliance Coordinator	10/9/23	BA	Monmouth University
Margaret Schuler	ACP/Operations	ACP General Manager	10/16/23	BA	Thomas Edison State University
Imani Smallwood	Social Work/Child	Field Education and Practicum	9/25/23	BA MSW	Fairleigh Dickinson University Montclair State

Professional Staff
Appointment (AY 2023)
+grant funded, #gift funded.
*71.43% time

<i>Name</i>	<i>Department</i>	<i>Title</i>	<i>Effective</i>	<i>Degrees</i>	
	Advocacy	Coordinator			University
Victoria Speiser	Graduate Student Affairs	Academic Success Coordinator	10/9/23	BS MBA	Montclair State University Montclair State University
Christina Verhagen+	Office of Research	Postdoctoral Research Associate	10/9/23	BS PhD	Rutgers University Montclair State University

MONTCLAIR STATE UNIVERSITY
Montclair, NJ

BOARD OF TRUSTEES

Award of Contract

November 2, 2023

Exempt from publicly advertised bidding pursuant to NJSA 18A:64N-9 – (Sole Source)

Explanation:

One of Montclair State University's strategic initiatives is to develop academic programming with virtual reality (VR). This programming intends to revolutionize education through skillful VR experiences by combining the power of movie-quality storytelling and cinematic visuals with proven educational principles, supplementing traditional classroom education with "hands-on" labs conducted in virtual reality. After surveying potential VR firms and researching the market, it was determined that no similar or comparable product or service is available that meets the University's needs other than through Dreamscape Learn. Dreamscape Learn has a proven track record in implementing a comprehensive, immersive learning platform that provides fully haptic-enabled virtual experiences integrated into curriculum, with operations and technology support structures throughout to not only allow students to participate in virtual experiences but also develop their own virtual learning environments and experiences that the University will be able to license. The parties intend to enter into a Master License Agreement for a term of five (5) years, a Service Level Agreement for support and maintenance, an Integration Statement of Work to integrate VR Learning with Canvass, and a Deployment Statement of Work to fit out space on campus, all of which are in negotiation but projected to not exceed \$5,800,000. Board of Trustees' authorization is requested to delegate authority to the President or Chief Operating Officer and Senior Vice President to enter into a contract with Dreamscape Learn upon terms substantially similar to that presented to the Board.

Award to: Dreamscape Learn

MONTCLAIR STATE UNIVERSITY
Montclair, New Jersey

BOARD OF TRUSTEES

FY24 Contract Award Authorization
Audit, Finance, and Investments Committee
November 2, 2023

Resolved: The Board of Trustees authorizes the following contract awards:

- Laptop Lease Program 3-year Extension – \$750,000 increase, total of \$7,570,830
- 9-year Agreement for Contract Management Software License and Implementation - \$1,850,000
- 5-year Contract for Snow Removal Services (Hutton Construction LLC) - \$600,000
- Website Overhaul Increase (OHO Interactive, Inc.) - \$52,500 increase, total of \$581,266

MONTCLAIR STATE UNIVERSITY

Montclair, New Jersey

BOARD OF TRUSTEES

Signatory Authority

November 2, 2023

Resolved: The Board of Trustees hereby adopt the revised University Signatory policy attached hereto to reflect the addition of the Senior Vice President for Academic Affairs and the Senior Vice President and Chief Operating Officer.

Montclair State University Signing Authority Policy	
Approving Authority: Board of Trustees Responsible Officer: Vice President for Finance & Treasurer Policy Contact: Vice President for Finance & Treasurer	Effective Date: 12/13/2019 Revision Date: n/a 11/2/2023

I. Policy Statement/Scope/Rationale

This policy establishes guidelines for Approval Authority for the following University commitments and transactions:

- Execution of contracts or other agreements that bind the University;
- Requisitions and approvals to expend budgeted resources; and
- Disbursements of funds to outside parties, by check, electronic funds transfer, wire transfer, etc. (sometimes referred to as *check signing authority*). The purpose of this policy is to ensure that:
- Approval Authorities are clearly assigned and properly approved;
- Responsibilities and duties of those with Approval Authority are clearly communicated and understood;
- Transactions and commitments are only entered into with proper approvals; and
- University business is conducted in a manner consistent with standards of financial accountability and control of public funds entrusted to Montclair State University in accordance with all applicable laws, regulations, and policies.

This policy applies to all contracts, commitments or other obligations to which the University is a party and to all funds administered by the University. Nothing in this policy limits the authority of the Board of Trustees. Persons exercising signing authority must ensure that all requisite approvals, whether by the Board or its designee(s), have been obtained prior to execution, or that execution is expressly subject to obtaining the necessary approvals.

Further, this policy does not replace, in whole or in any part, the policies and methods for procuring goods or services, or capital projects, under the University’s Procurement Policy.

All Montclair State University employees (i.e. staff, faculty, administrative officers, both full- and part-time) are required to review and comply with this policy.

II. Definitions

For purposes of this policy:

“Commitment Approval Authority” means the authority to commit the University to legally binding contracts with external parties.

“Contract” means any legally binding agreement between two or more parties, which commit the resources of the University or create obligations on behalf of the University. Contracts or commitments may take different forms or titles, including but not limited to, *agreement, memorandum of understanding, memorandum of agreement, letter of intent, cooperative or affiliation agreement, proposal, purchase order, notice of award, etc.* These or other, similar documents that commit the University are considered contracts and shall be entered into only in accordance with the terms of this policy.

“Cost Center Manager” means the individual designated as responsible for management of an account or cost center within the University’s financial systems. Cost Center Managers are designated by the respective division head (such as a Vice President, Dean, or equivalent) and are assigned the role by Workday Operations at the time of appointment.

“Disbursement Approval Authority” means the authority to approve the release of funds from University bank or investment accounts whether by check, wire, electronic funds transfer, or other available mechanism.

“Requisitioner” means an individual who orders goods or services for business-related purposes on behalf of his or her department.

“Signing Authority” means legal authority delegated to specific positions within the University by the Board of Trustees to execute contracts or other documents on behalf of the University. This encompasses both commitment and disbursement approval authorities.

III. Policy

A. Commitment Approval Authority / Contract Signing Authority

An individual has authority to execute contracts on behalf of the University if any of the following apply:

- The Bylaws of the Board of Trustees grant such authority;
- A Resolution of the Board of Trustees grants such authority;
- There has been a valid Delegation of Authority by the President or in accordance with section III (~~DE~~) of this policy;
- The individual is procuring goods and services pursuant to authority granted under the Procurement Policy.

The following University Officers are authorized as signatories on University contracts and related documents:

President (and in the President’s absence, the Provost &and Senior Vice President for Academic Affairs; and the Chief Operating Officer and Senior Vice President)

Chief Operating Officer and Senior Vice President

Provost and Senior Vice President for Academic Affairs

Vice President for Finance & Treasurer

The authorized approvers are further defined per type of contract as follows:

1. Contracts involving the procurement of goods and services:

Approvals for contracts and related documents that involve the procurement of goods and services are delegated as defined in the table below. The next level of authority may sign a University contract and related documents for a lower amount. Contracts involving the procurement of goods and services must follow all policies and procedures as outlined in the Procurement Policy:

<u>Amount</u>	<u>Approver Position / Title</u>
<u>\$0 to <\$200,000</u>	<u>Vice President for Finance and Treasurer</u>
<u>\$200,000 to <\$500,000</u>	<u>Chief Operating Officer and Senior Vice President; or President</u>
<u>≥\$500,000</u>	<u>President (after approval of the Board of Trustees for procurements)</u>

2. Contracts for Academic Affairs not involving procurements:

Approvals for contracts and related documents for Academic Affairs that do not involve the procurement of goods and services by the University (such as affiliation agreements, agreements of cooperation, acceptance of grant funds, research agreements, or other similar agreements) may be signed by the President, Chief Operating Officer and Senior Vice President; and/or, the Provosts and Senior Vice President for Academic Affairs or their respective designee.

1.3. All Contracts

All contracts are subject to review by the University Counsel’s office as well as any other required approvals per University Policy. For additional information on procedures for obtaining legal review, please see *Procedures for Obtaining Legal Review*. Once all applicable approvals are received, the contract may be submitted for signature.

B. Board of Trustees Approval and Waivers of Advertising

Waiver of Advertising procurements (and all other procurements of goods and services) must follow all policies and procedures as outlined in the Procurement Policy. All waivers of advertising and procurement requests are submitted to Procurement Services in which the final approval has been delegated as defined in the table below. All waivers of advertising that are delegated are reported to the Board of Trustees at the next regular meeting:

<u>Waiver Amount</u>	<u>Approver Position / Title</u>
<u>Bid threshold to <\$2200,000</u>	<u>Vice President for Finance and Treasurer</u>
<u>\$200,000 to <\$500,000</u>	<u>Chief Operating Officer and Senior Vice President; or <u>President</u></u>

<u>≥\$500,000 (all procurements including waivers of advertising, public bids, and cooperative contracts)</u>	<u>Board of Trustees approval is required. This applies to all procurements, regardless of procurement methodology</u>
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B.C. Requisition and Budgeted Payment Approvals

All approvers, as defined in the tables below, are required to review the nature of the expense, suitability of the spend category, the payee, and the amount, in order to validate the appropriateness of the transaction. In all cases, submission and approval of an expense item is subject to adherence to any applicable University policies and procedures, as well as to any funding terms and conditions required by external entities.

1. Purchase Orders

The primary method to procure goods or services at Montclair State University is through a purchase order. Before a purchase order is initiated in the University’s financial system, the Requisitioner must follow all policies and procedures as outlined in the Procurement Policy. As noted in that policy, goods cannot be ordered, nor services rendered, prior to the issuance of a purchase order.

Once a requisition has been initiated in the financial system, it must be approved by the department or cost center manager and the Procurement Group as follows:

Purchase Order Amount	Approver Position / Title
<u>Up to \$34,400 Below the bid threshold</u>	Procurement Buyer <u>or Manager</u> , as assigned in the financial system
<u>>\$34,400 Bid threshold and above and <\$500,000</u>	<u>Director or Associate Vice President of Procurement</u> Director , as assigned in <u>the</u> financial system
<u>≥\$500,000</u>	<u>Vice President for Finance & Treasurer or President</u>

Additional approvals may be required for certain types of goods and services as defined in the Procurement Policy and as noted below in Section 8.

After a purchase order is issued, the Requisitioner must enter a receipt for the goods and services in the financial system before payment can be made. All invoices related to the purchase order should be directed to the Accounts Payable (AP) unit of the University Controller’s office for entry into the financial system. No additional approvals are required, other than any applicable Funds Disbursement Approval as noted below.

2. Supplier Payments Without a Purchase Order

Supplier payments not requiring a purchase order are generally limited to incidental purchases of certain goods or services such as memberships, subscriptions, and express shipping, for which purchase orders are not issued or are not practical, or for limited exceptions as noted in the

Procurement policy. For invoices without a purchase order, Cost Center Managers are authorized to provide approval, up to the amount indicated in the table below. A Requisitioner for a particular good or service cannot also approve the same request. In instances when the Approver is the individual submitting a requisition, approval by the next level of authority is required. Invoices with values greater than the Cost Center Manager’s threshold amount are subject to the additional approvals as indicated:

Expenditure/Invoice Amount	Approver Position / Title
< \$100,000	Cost Center Manager, as defined above
≥ \$100,000	Level 2 Approver, as assigned in financial system, generally a senior level manager as designated by a Vice President, Dean, or equivalent

In addition to the functional approvals noted above, all supplier payments without a purchase order require final review and approval by the Accounts Payable department. AP is responsible for review of the account and expense category codes, documentation, and policy compliance, including the appropriateness of the supplier payment without a purchase order.

3. Payroll Transactions

Regularly scheduled and off cycle payroll payments are subject to approval by the Director of Payroll and deemed approved for funds disbursement purposes.

4. P-Card and Travel Card Transaction Approvals

Approvals of individual P-Card transactions are governed by the P-Card Policy. Spend authorizations on the Travel Card are subject to the University Travel and Expense Reimbursement Policy.

5. Travel and Expense Reimbursement Approvals

Reimbursements of travel and expenses, for employees or other authorized parties, are subject to the University Travel and Expense Reimbursement Policy.

6. Student and Parent Refund Checks

Student and parent refund checks are processed in accordance with the University’s Refund and Withdrawal Policy and are deemed approved for funds disbursement purposes once released for payment by the Office of Student Accounts.

7. Ad Hoc Payment Approvals

Ad Hoc Payments are generally strictly limited and must be initiated in the financial system by

the Accounts Payable department or through direct system integrations. Certain payroll related supplier payments may be processed through the Ad Hoc Payment process in the financial system and are subject to transaction-type specific approvals. Ad Hoc Payments are subject to the same funds disbursement approval process as defined in this policy

8. Additional Approvals for Purchase Orders and Supplier Payments

Grants – For transactions involving Grants, all expenditures, regardless of the amount, require the approval of the Principal Investigator and the Grants Accounting Office.

Gifts – For transactions involving gifts, all expenditures, regardless of the amount, require approval by the Gift Manager.

Capital Expenditures – All expenditures related to capital projects or other alterations to physical infrastructure require the approval of the Vice President for University Facilities, regardless of amount.

Information Technology – Purchases of information technology, including hardware, software and related services, require approval of the Vice President for Information Technology & Chief Information Officer. Subsequent to the approval of the Vice President for Information Technology and Chief Information Officer, the purchase of information technology services over \$10,000 related to academic programs require approval of the Provost and Senior Vice President for Academic Affairs, or their designee.

Marketing and Communications – Purchases of custom and digitally printed materials require the approval of the Communications department.

C.D. Funds Disbursement Approval / Check Signing Authority

The release of funds from Montclair State University’s bank and investment accounts, whether by check, wire, electronic funds transfer or other means, ~~is subject to the Disbursement Approval Matrix below. Disbursements of amounts less than \$20,000 are deemed approved once all other required approvals, including that of AP and others described in this Policy, have been secured.~~

The following University Officers are authorized as signatories on University cash disbursements and other banking transactions and bank account documents:

- President (and in the President’s absence, the Provost and Senior Vice President for Academic Affairs, or Chief Operating Officer and Senior Vice President, or their respective designees)
- Chief Operating Officer and Senior Vice President
- Vice President for Finance & Treasurer
- Associate Vice President for Finance
- ~~Executive Director of~~ Assistant Vice President for Budget and Planning
- Controller
- Assistant Treasurer

Funds Disbursement Approval Matrix

– Threshold	– 1 st Approval	– 2 nd Approval
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≥ \$20,000 and < \$100,000	Any of the above named officers	None required
≥ \$100,000 and < \$1,000,000	Any of the above named officers	Any of the above named officers (other than the 1st approver)
≥ \$1,000,000	Any of the above named officers (other than the 2nd approver)	Vice President for Finance & Treasurer

The Chief Operating Officer and Senior Vice President or Vice President for Finance & Treasurer may authorize the release of funds by additional parties or contractors in limited circumstances as may be required by University business needs. Such circumstances could include third party service providers acting on the University’s behalf and under the terms and conditions of an executed agreement. Such authorizations shall be documented and approved by the President.

D.E. Delegation of Authority Procedures

Persons with approval authority may temporarily delegate their authority to another individual within their division in order to accommodate day-to-day operations of the University ~~in their absence~~. Such delegations should include the duration of the delegation and require supervisor approval. This section applies for this policy in its entirety.

E.F. Unauthorized Commitments or Agreements

Individuals who enter into agreements or facilitate the release of University funds without the proper authority or approval pursuant to this policy may be held personally liable for any financial loss incurred by the University as a result. Further, individuals who sign contracts without proper authority pursuant to this policy may also be subject to disciplinary action, up to and including termination.

F.G. Exceptions to Policy

The Chief Operating Officer and Senior Vice President or Vice President for Finance & Treasurer is authorized to make exceptions to the policies described herein, when doing so is deemed to be in the best interest of the University. Such exceptions must be documented in writing and provided to Treasury and the Controller’s Office.

G.H. Code of Ethics

Any individual entering into or authorizing a contract, an expense or a disbursement of funds on behalf of Montclair State University must exercise their authority in a manner consistent with the University’s Code of Ethics.

IV. References and Related Montclair State University Documents

- A. Procurement Policy
- B. Procedures for Obtaining Legal Review

C. P-Card Policy

D. Travel and Expense Reimbursement Policy

E. State of New Jersey Uniform Ethics Code

Copies of the documents and policies listed above are available on the University's website, www.montclair.edu, or by contacting Finance and Treasury.

BLOOMFIELD COLLEGE OF MONTCLAIR STATE UNIVERSITY

BOARD OF DIRECTORS

November 2, 2023

WHEREAS, the Board of Directors of Bloomfield College of Montclair State University (“Bloomfield”) were requested by electronic submission via DocuSign on September 14, 2023, pursuant to N.J.S.A. 15A:6-7(c) and without the formality of convening a meeting, to approve the attached Unanimous Written Consent of the Board of Directors;

WHEREAS, the attached Unanimous Written Consent of the Board of Directors was approved by the Board of Directors by their signatures affixed on September 14, 15, and 19, 2023 delegating authority to the Montclair State University Foundation, Inc. to administer endowments pursuant to Exhibits A and B, and approving a Signing Authority Policy attached as Exhibit C delegating authority to Montclair State University employees to administer financial accounts for Bloomfield College of Montclair State University, all of which is attached hereto as Exhibit 1; and

WHEREAS, the Signing Authority Policy adopted and approved by Unanimous Written Consent of the Board of Directors granted authority to the title of Montclair State University employees therein named; and

WHEREAS, Provident Bank is requiring a Resolution be adopted by the Board of Directors identifying the named individuals holding the titles in the Signing Authority Policy to permit a transfer of authority on bank accounts;

NOW, THEREFORE, it is:

RESOLVED that Unanimous Written Consent of the Board of Directors signed by Kent Sluyter, Mary Comito and Preston Pinkett III on September 14, 15, and 19, 2023 respectively with Exhibits A, B and C attached hereto as Exhibit 1 is hereby ratified and affirmed by a majority of members of the Board of Directors at a public meeting held on October 26, 2023; and it is further

RESOLVED that the Signing Authority Policy adopted and approved by the Board of Directors hereby delegates authority to the following individuals according to the titles named therein:

1. Jonathan GS Koppell as President, Benjamin Durant as Chief Operating Officer and Senior Vice President, and Michael Galvin as Vice President for Finance as Treasurer are authorized as signatories on Bloomfield contracts and related documents;
2. Jonathan GS Koppell as President, Benjamin Durant as Chief Operating Officer and Senior Vice President, Michael Galvin as Vice President for Finance as Treasurer, Cindy McDaniels as Associate Vice President for Finance, James Solodar as Associate Vice President for Budget and Planning, Larissia Crosby as

Controller, and Kelly Barros as Assistant Treasurer are authorized as signatories on Bloomfield cash disbursements and other banking transactions and bank account documents.

IN WITNESS WHEREOF, the undersigned hereby certifies this Resolution was adopted at a public meeting of the Board of Directors attended by a majority of members as of the date written above.

Junius Gonzales
Secretary

MONTCLAIR STATE UNIVERSITY
Montclair, New Jersey

BOARD OF TRUSTEES

Motion to Enter Closed Session

November 2, 2023

Be it hereby moved pursuant to N.J.S.A. 10:4-13 that the Montclair State University Board of Trustees shall enter into Closed Session prior to the next publicly noticed meeting to discuss the following pursuant to N.J.S.A. 10:4-12.b: 1) pending litigation filed against the University; 2) personnel matters; and 3) other matters which may arise consistent with N.J.S.A. 10:4-12.b.

The minutes of the discussion of matters conducted in Closed Session shall be made available to the public when confidentiality is no longer permitted by N.J.S.A. 10:4-12.b.