

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

**Friday, November 22, 2024**

The meeting was called to order at 9:01 a.m. in the 1800 Valley Road Board Room. Trustees were both in attendance and participating via a virtual platform.

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

**ABSENT:** Ms. Cortez, Mr. Gruel, Mr. Velli

**OTHERS PRESENT:** Chief Diversity Officer Dr. Arnold, Chief Information Officer Dr. Bartle, Vice President Boucher-Jarvis, Vice President Ferguson, Vice President Goldstein, Vice President Dr. Kacenga, Director of Finance Mr. Lever, Ms. Lochan, Vice President/CFO Ms. Loewrigkeit, Chief of Staff Mc Laughlin Vignier, Ms. Padula, Provost Dr. Powers, General Counsel Reardon Henry, Vice President Dr. de Veyga, administrators, faculty, and others.

**ANNOUNCEMENT CONCERNING ADEQUATE NOTICE OF MEETING:**

In accordance with the "Open Public Meetings Act," the Chairperson publicly announced and 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:  
**RESOLUTION 11-24-1, TO MOVE INTO EXECUTIVE SESSION**  
The resolution was unanimously adopted.

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

Chair Michael 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 statement.

**APPROVAL OF MINUTES SEPTEMBER 20, 2024, BOARD OF TRUSTEES MEETING:**

The minutes of the September 20, 2024, Board Meeting were approved as distributed.

### CHAIR OF THE BOARD OF TRUSTEES REPORT

Chair Michael Seeve stated that the Board Committees met on November 7, 2024, where issues were thoroughly discussed and vetted, and then were moved forward to the agenda for the full Board meeting. The Vice Presidents and others in the University community updated the trustees on various items. The Finance, Audit, and Institutional Development Committee met with the Chief Financial Officer and the Chief Information Officer. Mr. Seeve stated that the committee also met the new Internal Auditor, who will officially join the University next week. They then heard reports from CFO Loewrigkeit, reviewed bid waivers, and heard an update from Cabinet members on implementing the Strategic Plan, as well as reports from Enrollment Management and Institutional Advancement. The Educational Policy and Student Development Committee heard a presentation from cabinet members Dr. Cammarata, Dr. Kacenga, and Provost Powers on non-returning students. Other topics, some of which relate to personnel, are discussed by the Personnel Committee and are confidential.

Mr. Seeve was pleased to report that the Board completed its annual assessment of the President. He will be awarded a 3.6% salary increase and an 18% merit bonus in accordance with his contract as detailed in the P&C Committee report and with the full support of the Board. He commented that the Board wants to publicly thank those who took time out to speak with them and share thoughtful observations about working and interacting with President Helldobler. Chair Seeve noted 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 which are set the prior year and evaluated, together with goals which are proposed for the year to come. The consultation with key constituents, and their willingness to speak in detail and fully about their interactions with the President provide invaluable context and color and the Board is deeply appreciative. He stated they are also appreciative and fully supportive of President Helldobler and his outstanding leadership, and the Board looks forward to another year of working closely together. Dr. Helldobler keeps the Board apprised of campus happenings and the wonderful accomplishments of faculty, staff, and students. The Board continues to monitor enrollments and the budget carefully as they plan for the university's future. That concludes his report.

Trustee Lenahan complimented Chair Seeve and everybody on the thoroughness of the review and the opportunity to meet so many of the constituents who are influenced there. Once again, he thought it was a great process and thanked everyone. He stated that President Helldobler has done a great job and appreciates all his efforts not just in the finance area but also in the development of the cabinet and the vibe on campus. Mr. Lenahan also mentioned that he was very happy to hear and talk to students and the student body while on campus a few weeks ago.

Chair Seeve echoed Mr. Lenahan's comments and commended all the people in the room who were part of the process for having the ability to incorporate the thoughts fully communicated by so many of the people who are key constituents in the University, for the comfort level they all have because they put the university first, going through this evaluation and making sure the Board gets the best information and thinks about it and reacts to it, and incorporates it into

planning. He stated that he is very pleased and proud to be part of a place willing to go through such a rigorous review process.

### PRESIDENT'S REPORT

President Helldobler thanked Mr. Seeve for his support and that of the Board. President Helldobler stated that all the good work that happens on the campus isn't done in the President's office but across offices and in classrooms every day. It takes leadership at all levels, not just the cabinet level, but at the dean level, the union, the faculty senate, and student government, and they all play a critical role in moving the institution forward. He thanked everyone for their support and hard work.

President Helldobler stated that his full report is included in the materials summarizing recent accomplishments of the faculty, staff, and students since the last Board meeting. He was thrilled to speak about such positive news and outcomes. He encouraged everyone to read his full report as there is much good news to share. He stated that the university had a great Homecoming Day of events on Saturday, November 9<sup>th</sup>. There were about 2700 people in attendance at the tailgate party and the family carnival, and the stands were teeming with students, families, and alumni for the football game. He thanked Trustees Kevin Lenahan and Idida Rodriguez for attending with special thanks to Idida for delivering remarks at the dedication ceremony for the WP Sculpture – also known as “the Rock” that took place just before the tailgate. William Paterson is once again among the top-ranked schools in its region, as well as a best value school. According to U.S. News & World Report's 2025 edition of Best Colleges, the University moved up an impressive nine spots to number 60 from number 69 of 165 institutions in the Best Regional Universities North category, marking our highest-ever ranking. In the past four years, the University has made a giant leap of 30 spots from its ranking of number 90 in Best Colleges in 2022. In addition, the University ranks 22<sup>nd</sup> among the same 165 regional universities in the northern United States on the Best Colleges 2025 list of top performers on social mobility, which measures how well a school graduates students with exceptional financial need. Our undergraduate nursing degree program climbed 65 spots to number 254 out of 686 BSN programs nationwide, placing it in the top 37 percent of programs. The University is also included on the Best Colleges list for Veterans, ranked at number 26 in our region for schools that make pursuing a college education more affordable for veterans and active-duty service members. William Paterson's undergraduate programs ranked nationally by U.S. News & World Report include business, which is ranked number 353 out of 522 schools nationally, and psychology, which is ranked number 355 out of 542 programs.

The U.S. Department of Education nominated William Paterson to apply for its Postsecondary Success Recognition Program. William Paterson is one of only 100 predominantly bachelor's degree-granting institutions in the nation nominated. The program is part of the U.S. Department of Education's "Raise the Bar: Attaining College Excellence and Equity" initiative, which reflects its commitment to ensuring that students of all backgrounds, ages, disability statuses, and income levels can succeed in any postsecondary pathway they choose. The DOE identified the institutions using publicly available data to measure performance on key indicators related to the extent to which institutions enroll low-income students and students of

color in their state, help those students graduate or transfer successfully, and prepare them to enter the career of their choice and enjoy upward mobility, including recoup their costs and earn a premium over high school graduates in their state.

William Paterson won its division in the 7th Annual State of New Jersey Ballot Bowl. Collegiate-based teams competed to see who could register the most voters and obtain the most commitments to vote based on their campus size. The University hosted the competition's Kick-Off event on National Voter Registration Day in September with New Jersey Lt. Gov. Tahesha Way in attendance, along with two New York Giants football players, and many state and local officials. The festive event included opportunities for students to get information and register to vote.

President Helldobler was pleased to report that the University's Child Development Center recently earned accreditation from the National Association for Education of Young Children, the highest level of accreditation in the field. After a rigorous 18-month review process, the Center, which is housed in the College of Education and serves children from ages two and a half through kindergarten, was granted accreditation for the next five years.

In student news, President Helldobler announced that William Paterson University's radio station, 88.7 WPSC-FM/Brave New Radio, has been named "College Radio Station of the Year" for 2024 by the National Association of Broadcasters' during their annual Marconi Radio Awards which is considered the highest honor in radio. It is Brave New Radio's third time winning this prestigious award. Our women's volleyball team, after claiming their regular season title, beat Stockton University, taking first place in the New Jersey Athletic Conference (NJAC). The tournament finals took place last Saturday in the Sports and Recreation Center. Seeded number six, the team earned their first-ever NCAA tournament berth. Last night in Virginia, they won the first game but fell short in the next three losing to Christopher Newport, but we are thrilled and proud of them for their first NCAA berth and NJAC champions title. President Helldobler also pointed out that Dr. Cammarata is not in attendance at the meeting today because she traveled with the team to watch them play in Virginia.

In other University news, Billboard magazine has once again placed William Paterson on its list of "top music business schools" around the world, recognizing the undergraduate program in Music and Entertainment Industries.

William Paterson was among more than 40 companies and organizations honored with a 2024 NJBIZ Empowering Women Award at a breakfast on November 14 for our commitment to supporting and elevating women employees. Also recognized by NJBIZ was Melissa Rosario, regional director of the Small Business Development Center (SBDC), who was selected as a 2024 NJBIZ Leading Women in Business Honoree.

William Paterson recently won five trophies at the 56th Annual NJ Ad Club Jersey Awards, including "Best of Collateral" and First Place for the WP Powerhouse Multimedia Advertising

Campaign. The “Best of Collateral” was the top winner among that entire category of awards. It recognizes the MPR/Ologie Powerhouse advertising campaign including print and digital billboards, bus ads, train ads, digital ads, and the landing page. It is great to see this work, which is successfully strengthening our brand, be celebrated in the industry.

President Helldobler stated that he had two corrections to his report. The grant attributed to Professor Kendall Martin should be listed for Sherrine Schuldt, a New Jersey Division of Mental Health and Addiction Services Strategic Prevention Framework Partnerships for Success grant in the amount of \$53,333. Professor Martin received a grant from the USDA via the University of Florida for "Hunting for healthy soils: Organic management of soil micro-predators for pathogen control" in the amount of \$59,149. He noted that his report will be updated before it is publicly posted. Dr. Helldobler congratulated Trustee Bob Guarasci for being named to the New Jersey Hall of Fame. He stated that the University had a great year with Trustee Will Pesce being named an icon and now Trustee Guarasci being named to the Hall of Fame.

Dr. Helldobler mentioned that it is hard to believe Thanksgiving is next week and the fall semester is quickly ending. As the holidays and break approach, he wished everyone a successful and productive end to the semester and time for rest and renewal until the spring semester begins in late January.

President Helldobler thanked everyone for all they do for William Paterson and our students! This concludes his report.

#### POST CENSUS II – FALL 2024 ENROLLMENT UPDATE

Vice President for Enrollment Management, George Kacenga, provided a Post Census II Fall enrollment outlook. Dr. Kacenga stated that it's been an exciting year for William Paterson, and things are moving in the right direction. He presented data dated from November 12, which was our second census date. Dr. Kacenga presented a slide with KPI goals and actual status for this Fall. The actual all-student headcount was 11,896, the Undergraduate headcount was 8465, the graduate headcount was 3431, the main campus headcount was 7638, the WP Online headcount was 4258, the full-time first-year one-year retention rate was 74.42%, and the number of degrees awarded per 100 FTEs was 42.6. He noted that these KPIs set the baseline metrics, and by mid-year, the enrollment goals were increased to further maximize efforts.

Dr. Kacenga continued his presentation with the Fall 2024 Enrollment goals as of Census II. He discussed the goals set for the University and where it landed as of Census II, and all KPIs are trending up compared to last year's Census II. He then discussed international student enrollment goals. He stated that William Paterson has 206 international students from 53 countries. There were 2062 applications for Fall 2024 and 1925 applications for Spring 2025. Dr. Kacenga ended his presentation by discussing our goals for Fall 2025 enrollment.

#### NON-RETURNING STUDENTS PRESENTATION

Provost and Senior Vice President for Academic Affairs Joshua Powers presented a plan for

reducing non-returner students. He stated that student success is holistic, comprehensive, student-centered, and action-oriented. Provost Powers explained the definition of a non-returner student and then proceeded to display a presentation of the William Paterson non-returner rate story, showing a snapshot from Fall 2017 to Fall 2020 by different cohorts showing the percentage of students who have not graduated or are still enrolled.

Dr. Kacenga continued by presenting a slide on “What do we know about WP non-returners?” This slide showed the retention and transfer patterns across academic years by general trends, complex patterns for sophomores and juniors, senior-specific patterns, and GPA and return likelihood. He proceeded to the next slides discussing the “Rapid Insight” predictive analytics showing the 2023-2024 first-year retention preliminary markers, noting the positive, neutral, and negative impacts. The 2024 non-returning student study was shown, and Dr. Kacenga discussed in detail the high drop-off rates among freshmen and first-time students, ethnic disparities in retention, class level trends and transfer patterns, and additional key takeaways.

Provost Powers provided detailed bullet points on what the university needs to keep doing or expand on going forward. He explained supplemental instruction as a student success strategy, showing an example from the College of Science and Health with retention outcomes for Fall 2024. Provost Powers also presented a case study in Business showing the Cotsakos College of Business plan of action. He ended the presentation by explaining the request for strategic student success funding for the fiscal years 2026 through 2029.

President Helldobler stated that he was not asking the Board to take any action today. He wanted to present this information to them for consideration at the next board meeting.

Chair Seeve commented that the presentation was very clever, a great idea and that it's obvious how much thought went into it.

Trustee Pesce commented that the data we are now getting is helping us make more informed decisions and recommendations like this. He stated that this gives him more confidence about the merits of the proposal and also our ability to know that as we go forward, we can go back in the future and evaluate the investments and the outcomes. Mr. Pesce also stated how impressive it is that even under financial stress, we are still able to make proactive investments in our students and the future that will help alleviate the financial stress.

Trustee Neilley said he appreciated the detailed analysis of what was presented to help the Trustees make informed decisions.

#### GOVERNMENT AND COMMUNITY AFFAIRS REPORT:

Vice President de Veyga informed us that his full report is included in the board packet. Dr. de Veyga updated us on the current elections and informed us that the House has been called for the Republican party. He stated that he, President Helldobler, Roy Garcia, Dean Davis, and a few others attended the League of Municipalities event this week. He mentioned that all the government officials who attended made statements on all the great work happening at William

Paterson. Dr. de Veyga stated that he placed emphasis on letting them know how important their support was to us. Hearing no questions, this concluded his report.

FINANCE, AUDIT, AND INSTITUTIONAL DEVELOPMENT COMMITTEE REPORT:

Trustee Lenahan stated that the Finance, Audit, and Institutional Development Committee met on Thursday, November 7<sup>th</sup>, 2024. Prior to the meeting, the Audit Committee met with Chief Financial Officer Kirsten Loewrigkeit and Chief Information Officer Gamin Bartle. He said they have continued their practice of regularly meeting with the Chief Information Officer regarding cyber security risk assessment and processes to ensure campus systems are protected.

Trustee Lenahan stated that during their FAID Committee meeting, they heard from Andrea Caladie and Joseph Renzi of Baker Tilly Virchow Krause, the University's external auditors, who provided the committee with the audit status. Consistent with prior years, the University needs information from the State to complete its statements, and although this year, the GASB 75 information was received in late October, it was not received in time for the audit to be completed. We expect to have the final audit soon, with the full document, including the single audit, at our February 2025 meeting. Vice President for Finance and Administration and Chief Financial Officer Kirsten Loewrigkeit presented the All-Funds Revenues and Expenses Report, the expected results for fiscal year 2024 and a preliminary budget for fiscal year 2025. In addition to an enrollment update, the committee heard reports regarding KPIs and the Strategic Plan. VP Loewrigkeit reviewed a bid waiver request for the committee's consideration. The committee had one resolution for the board. The Committee puts forth the following:

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

**RESOLUTION 11-24-2, BID WAIVER, BANK OF AMERICA MERRILL LYNCH**

The resolution was unanimously adopted.

Mr. Lenahan thanked Dr. Helldobler and all the cabinet members for their work and their presentations at the last meeting. This concluded his committee report.

EDUCATIONAL POLICY AND STUDENT DEVELOPMENT COMMITTEE REPORT

Trustee William Pesce began his report by stating that the committee also met on November 7<sup>th</sup>, 2024, and heard presentations from several Cabinet members, including comprehensive updates on enrollment, a KPIs update, a Strategic Plan update, and the presentation on non-returning students. He stated that all the presentations were professional, thorough, supported by relevant data, and most importantly, the performance and trends in these critical areas were very encouraging. Mr. Pesce mentioned how the collaborative efforts of the Cabinet and their respective teams are impressive, and there has been significant progress on the strategic plan, as reflected in the positive outcomes reported at the committee meeting and at this meeting. Mr. Pesce commended the President and the Cabinet for engaging in a dynamic strategic planning process, being flexible, and adjusting as necessary, including reallocating resources to fund strategic initiatives during a challenging time.

The committee had one resolution to move forward to the full Board for consideration. It was moved by Mr. Galandak and then seconded by Mr. Lenahan to adopt the following resolution:

RESOLUTION 11-24-3, CONFERRING OF DEGREES – JANUARY 2025 AND APRIL 2025  
The resolution was unanimously adopted.

This concluded Mr. Pesce's report.

PERSONNEL AND COMPENSATION COMMITTEE REPORT:

Trustee Brad Neilley began his report by stating that the Personnel and Compensation Committee met on Thursday, November 7, 2024. They opened the meeting to all Board and Cabinet members included in personnel decisions. The committee heard reports from Cabinet members and the President concerning the Strategic Plan Update. He stated that the committee had a resolution, which is a consent agenda concerning various personnel matters. The committee examined materials provided by Human Resources and the President's Office regarding personnel decisions made since the last Board of Trustees meeting. The Committee agreed to move the resolution forward for the full Board's consideration.

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

RESOLUTION 11-24-4, VARIOUS PERSONNEL MATTERS (CONSENT AGENDA)  
The resolution was unanimously adopted.

NOMINATIONS AND GOVERNANCE COMMITTEE

Chair Seeve reported on behalf of Trustee John Galandak. He stated that the Nominations and Governance Committee met on Thursday, November 7, 2024. The Committee reviewed revisions to three Board Policies and agreed to move each forward to the full board for approval.

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

RESOLUTION 11-24-5, ON THE REVISIONS TO BOARD POLICY ON EXTRACURRICULAR ACTIVITIES  
The resolution was unanimously adopted.

It was moved by Mr. Lenahan and then seconded by Ms. Zastocki to adopt the following resolution:

RESOLUTION 11-24-6, ON THE REVISIONS TO BOARD POLICY ON RETENTION OF LIBRARY PROFESSIONALS  
The resolution was unanimously adopted.

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



RESOLUTION 11-24-7, ON THE REVISIONS TO BOARD POLICY ON CONFIDENTIALITY  
AND SECURITY OF INFORMATION AND DATA PROCESSING RESOURCES

The resolution was unanimously adopted.

This concluded his report.

OTHER BUSINESS:

Chair Seeve thanked the Chief of Staff who coordinated this Board Policy review and the members of the Nomination and Governance Committee for their work in ensuring our board policies are up to date. He thanked Trustee Galandak and all the committee chairs. On behalf of the board, he wished everyone a Happy Thanksgiving holiday.

Hearing no other business or comments, the meeting was adjourned at 12:04 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Robert Guarasci". The signature is written in a cursive style with a period at the end.

Robert Guarasci, Secretary  
William Paterson University  
Board of Trustees

RG/mp

APPENDIX 1  
MINUTES OF THE BOARD OF TRUSTEES  
NOVEMBER 22, 2024 MEETING

**11-24-1                    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.

**11-24-2                    RESOLUTION, BID WAIVER, BANK OF AMERICA MERRILL  
LYNCH**

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 that it needs to maintain operation in the Bank of America Merrill Lynch credit card program for employee travel expenses and business purchases; and

WHEREAS:                The purchase of this service is exempted from public bidding pursuant to N.J.S.A. 18A:64-56 a. (28) Banking and investment services; 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 therefore be it

RESOLVED:              By the Board of Trustees that the University President or his designee be authorized to enter into an agreement with Bank of America Merrill Lynch, of New York, NY, in an amount not to exceed \$1,000,000 for Fiscal Year 2025.

William Paterson University Board Waiver Summary – November 22, 2024

VENDOR	AMOUNT NOT TO EXCEED
Bank of America Merrill Lynch	\$1,000,000 for Fiscal Year 2025

APPENDIX 3  
MINUTES OF THE BOARD OF TRUSTEES  
NOVEMBER 22, 2024

**11-24-3                    RESOLUTION, CONFERRING OF DEGREES – JANUARY  
2025, AND APRIL 2025**

RESOLVED:            That the Board of Trustees of The William Paterson University  
of New Jersey approves the conferring of degrees for January  
2025, and April 2025, in accordance with the certification of  
the President.



# MEMORANDUM

---

**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 21, 2024

---

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 20, 2024, including appointments, temporary appointments, leaves of absence, promotions/reclassifications, resignations, retirements, and corrections.

Administrative and Faculty Appointments

Since the Board of Trustees last met, the University has made seven appointments: one confidential assistant, one assistant Director, one non-tenured teaching professional, one managing director, two professional service specialists, and one associate director.

Those positions are listed in the attached Personnel Matters spreadsheet.  
Total Cost: \$565,189.90

Temporary Appointments

The University has made three temporary hires for this academic year: one professional services specialist, one assistant director, and one associate vice president.

Those positions are listed in the attached Personnel Matters spreadsheet.  
The salaries for these positions = \$336,799.31

Leaves of Absence

Since the last board meeting, we have had one assistant director, and three professional services specialists take a leave for a total of 4 leaves.

APPENDIX 4  
MINUTES OF THE BOARD OF TRUSTEES  
NOVEMBER 22, 2024 MEETING

**11-24-4**

**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, leave 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 22, 2024 MEETING

**William Paterson University  
Personnel Matters**

Personnel Action	Name	Position	Department	Group	Range	Step	Salary	Effective Date
<b>APPOINTMENT:</b>								
	Guin Curry	Confidential Assistant	Human Resources	Non-Aligned	NAL - Grade 26 (S)	0	\$56,503.20	10/5/2024
	Daria Delserro	Assistant Director 2 (Associate Director of Annual Giving)	Annual Giving	AFT	AFT - Grade 24 (S)	3	\$78,537.97	9/16/2024
	Emily Laccona	Non-Tenured Teaching Professional 2 (Professional Externship Coordinator)	Speech Language Pathology - Faculty	AFT	AFT - Grade 24 (A)	4	\$79,329.96	9/1/2024
	Hyojin Lee	Managing Director (Budget Analyst)	Budget and Fiscal Planning	Non-Aligned	NAL - Grade 27 (S)	0	\$85,000.00	9/16/2024
	Alexander Mott	Professional Service Specialist 2 - Academic (Strength and Conditioning Coach)	Athletics	AFT	AFT - Grade 21 (A)	3	\$65,552.74	9/16/2024
	Olga Onetti	Associate Director (Director, Internal Audit)	President	Non-Aligned	NAL-Grade 29 (S)	0	\$139,000.00	11/4/2024
	Melinda Zambrano	Professional Services Specialist 3 - Academic (Preschool Teacher - Child Development Center)	Child Development Center	AFT	AFT - Grade 18 (A)	4	\$61,266.03	8/24/2024
<b>APPOINTMENT (TEMPORARY):</b>								
	Kathleen Dapolito	Professional Services Specialist 3 - Academic (Teacher Child Development Center)	Child Development Center	AFT	AFT - Grade 18 (A)	4	\$61,266.03	8/29/2024 - 06/30/2025
	Kaca Res	Assistant Director 1 (Assistant Director of WP Online Student Support)	WP Online Student Support	AFT	AFT - Grade 26 (S)	4	\$90,533.28	9/2/2024 - 01/31/2025
	James Shelley	Associate Vice President (Interim Associate VP for Administration)	Facilities	Non-Aligned	NAL - Grade 34 (S)	0	\$185,000.00	9/7/2024 - 6/30/2025
<b>LEAVE OF ABSENCE:</b>								
	Cassandra Carleton	Assistant Director 1 (Director, Youth Programs)	Transition Programs	AFT	AFT - Grade 26 (S)	3	\$86,595.56	08/10/2024 - 10/24/2024
	Keyana Darby-Nipper	Professional Service Specialist 2 (Assistant Director New Student Programs and Peers)	Assistant Director New Student Programs and Peers	AFT	AFT - Grade 24 (S)	11	\$107,086.35	07/11/2024 - 10/02/2024
	Alma Diaz- Muhammad	Professional Service Specialist 2 (Assistant Director Assistant Director, Career Development Center)	Career Development Center	AFT	AFT - Grade 24 (S)	7	\$92,812.18	08/02/2024 - 10/24/2024
	Joseph Spinelli	Professional Services Specialist 3 (Gift and Data Management Coordinator)	Gift and Data Management Coordinator	AFT	AFT - Grade 21 (S)	4	\$70,933.32	09/02/2024 - 11/25/2024
<b>PROMOTION/RECLASSIFICATION:</b>								
	Rose Mitchell	Senior Project Coordinator (Project Coordinator (ASPIRE Grant))	College of Science and Health	Non-Aligned	NAL - Grade 25 (S)	0	\$90,700.00	9/7/2024
	Wren DiGisi	Director (Director of Major Gifts)	Institutional Advancement	Non-Aligned	NAL - Grade 30 (S)	0	\$120,000.00	10/5/2024
	Roy Garcia	Senior Director(AVP Alumni Engagement and Philanthropy)	Institutional Advancement	Non-Aligned	NAL - Grade 32 (S)	0	\$141,000.00	10/5/2024
	Ashley Villarreal	Professional Services Specialist 2 (Social Media Marketing Coordinator)	Marketing	AFT	AFT - Grade 24 (S)	6	\$89,243.61	10/5/2024
<b>RESIGNATION:</b>								
	Deborah Ackerly	Director (Director of Talent Acquisition and Employee Learning and Development)	Human Resources	Non-Aligned	NAL-Grade 30 (S)	0	\$100,000.00	10/10/2024
	Joset Brown	Assistant Professor-24 (Assistant Professor, Nursing)	Nursing - Faculty	AFT	AFT - Grade 24 (A)	11	\$103,465.06	8/16/2024

FOR ACTION BY THE BOARD OF TRUSTEES AT THE NOVEMBER 22, 2024 MEETING

**William Paterson University  
Personnel Matters**

Personnel Action	Name	Position	Department	Group	Range	Step	Salary	Effective Date
------------------	------	----------	------------	-------	-------	------	--------	----------------



<b>RESIGNATION (Contd.):</b>								
	Marshal coles	Professional Services Specialist 2 (Professional Academic Advisor)	Advisement Center	AFT	AFT - Grade 24 (S)	11	\$107,086.35	9/23/2024
	Kevin Garvey	Associate Vice President (Associate VP for Administration)	Finance & Administration	Non-Aligned	NAL - Grade 34 (S)	0	\$205,200.00	9/6/2024
	Jessica Jacobson	Professional Services Specialist 2 (Head Softball Coach)	Athletics	AFT	AFT - Grade 24 (S)	7	\$92,812.15	9/6/2024
	Julie Nagle	Associate Professor-28 (Associate Professor)	Art - Faculty	AFT	AFT - Grade 28 (A)	6	\$108,499.34	8/24/2024
	Kristen Pena	Professional Services Specialist 1 (Counselor)	Counseling, Health and Wellness	AFT	AFT - Grade 27 (S)	9	\$115,734.87	11/15/2024
	Jenna Villani	Senior Director (Executive Director, Alumni Relations)	Institutional Advancement	Non-Aligned	NAL - Grade 30 (S)	0	\$113,900.00	10/1/2024
<b>RETIREMENT:</b>								
	Sonia Musa	Professional Services Specialist 4 (Project Manager)	Small Business Development Center	AFT	AFT - Grade 18 (S)	12	\$79,776.68	11/1/2024
	Leslie Nobler	Professor	Art-Faculty	AFT	AFT - Grade 32 (A)	11	\$158,267.47	1/1/2025
	Aaron Tesfaye	Professor	Politics, Legal & Urban Sciences	AFT	AFT - Grade 30 (A)	11	\$143,535.71	1/1/2025
<b>CORRECTION:</b>								
	Nishikant Satam	Assistant Professor-24	Chemistry	AFT	AFT - Grade 24 (A)	7	\$92,812.15	8/28/2024
<b>SALARY CHANGE:</b>								
3.6% Merit Increase	Richard Helldobler	President (President,SC)	President	HEM	41	0	\$ 409,220.00	10/1/2024
18% Bonus	Richard Helldobler	President (President,SC)	President	HEM	41	0	\$ 71,100.00	10/1/2024

APPENDIX 5  
MINUTES OF THE BOARD OF TRUSTEES  
NOVEMBER 22, 2024 MEETING

**11-24-5                    RESOLUTION ON THE REVISIONS TO BOARD POLICY  
ON EXTRACURRICULAR ACTIVITIES**

WHEREAS:                The Board of Trustees of the William Paterson University of New Jersey enacts policies for the effective governance of the University; and

WHEREAS:                The Board of Trustees policy on Extracurricular Activities was last revised in 2012; and

WHEREAS:                the Nominations and Governance Committee has reviewed the administration's recommendation to update the policy on Extracurricular Activities and agrees with the revisions as presented in the attached document; therefore, be it

RESOLVED:              That the Board of Trustees of The William Paterson University of New Jersey adopts the revised language for its policy on Extracurricular Activities, effective November 22, 2024.

## **Policy 2: Extracurricular Activities**

It is well recognized that the value of a student's college education is not measured solely by what takes place in the classroom. Extracurricular activities form an integral part of the overall college experience. They exist to provide an important complement to the University's academic programs. They offer students opportunities to partake in a wide variety of activities, including athletic, recreational, cultural, and social. Participation in extracurricular activities helps promote the welfare of both the students and the University community, and contributes to improvements in student skills and interpersonal communication. This policy sets forth the standards that students must meet in order to participate in these activities and assigns responsibility for implementing the policy.

<https://www.wpunj.edu/campus-activities/policies/Extracurricular%20Activities%20Participation%20Policy.pdf>

*Approved: Board of Trustees, September 19, 1983*

*Revised: The President, upon recommendation of Senate and SGA effective November 3, 1986*

*Revised: The President, upon recommendation of Senate and Student Services effective September 22, 1987*

*Adopted Revisions: Adopted by the William Paterson University Board of Trustees, July 24, 2012*

*Adopted Revisions: Adopted by the William Paterson Board of Trustees, November 22, 2024*

APPENDIX 6  
MINUTES OF THE BOARD OF TRUSTEES  
NOVEMBER 22, 2024 MEETING

**11-24-6                    RESOLUTION ON THE REVISIONS TO BOARD POLICY  
ON RETENTION OF LIBRARY PROFESSIONALS**

WHEREAS:                The Board of Trustees of the William Paterson University of New Jersey enacts policies for the effective governance of the University; and

WHEREAS:                The Board of Trustees policy on Retention of Library Professionals was last revised in 2012; and

WHEREAS:                The Nominations and Governance Committee has reviewed the administration's recommendation to update the title and policy on Retention of Library Professionals and agrees with the revisions as presented in the attached document; therefore, be it

RESOLVED:              That the Board of Trustees of The William Paterson University of New Jersey adopts the revised language for its policy on Retention of Library Faculty, effective November 22, 2024.

**Policy 9: Retention of Library Faculty**

Retention of library faculty is important for the University's mission. Reappointments of librarians should be made in recognition of professional performance, professional growth, and potential contributions to the Library and the University. Promotions of library faculty are the prerogative of the Board of Trustees based on recommendations of the President and following policies and procedures established by the University.

*Adopted: By Agreement with the Union, September 3, 1980*

*Adopted Revisions: Adopted by the William Paterson University Board of Trustees, July 24, 2012*

*Adopted Revisions: Adopted by the William Paterson Board of Trustees, November 22, 2024*

APPENDIX 7  
MINUTES OF THE BOARD OF TRUSTEES  
NOVEMBER 22, 2024 MEETING

**11-24-7                    RESOLUTION ON THE REVISIONS TO BOARD POLICY  
ON CONFIDENTIALITY AND SECURITY OF  
INFORMATION AND DATA PROCESSING RESOURCES**

WHEREAS:                The Board of Trustees of the William Paterson University of New Jersey enacts policies for the effective governance of the University; and

WHEREAS:                The Board of Trustees policy on Confidentiality and Security of Information and Data Processing Resources was last revised in 1991; and

WHEREAS:                The Nominations and Governance Committee has reviewed the administration's recommendation to update the title and policy on Confidentiality and Security of Information and Data Processing Resources and agrees with the revisions as presented in the attached document; therefore, be it

RESOLVED:              That the Board of Trustees of The William Paterson University of New Jersey adopts the revised title and language for its policy on Confidentiality and Security of Information, effective November 22, 2024.

## **Policy 14: Confidentiality and Security of Information**

### **POLICY:**

It is the policy of the William Paterson University to ensure that all sensitive and/or confidential information is secured and kept confidential.

### **ADMINISTRATION OF POLICY:**

1. Access to information which is considered sensitive and/or confidential must be based on a legitimate "need to know" and be directly related to assigned duties within the University. University computers are to be used by authorized persons for University-related activities for authorized purposes only.
2. Users of University technology are bound by all local, state and federal laws pertaining to the use and dissemination of information and data created, compiled or accessed by the University's technology resources and services.
3. Employees are responsible for the security of whatever sensitive and/or confidential data they retrieve.
4. Employees are responsible for reporting security violations to their supervisors and the Information Technology Helpdesk as soon as they become aware of them.
5. Employees are responsible for safeguarding all confidential information/files in their possession. In the event an employee receives a request to provide sensitive and/or confidential information, the employee is required to forward the request to the supervisor. The supervisor and/or other appropriate administrative offices of the University will be responsible for authorizing the release of the information.
6. Employees are responsible for following established procedures in the reproduction, destruction or modification of information.
7. Retrieval and other computing activities are restricted to information which employees have been specifically permitted to access and using only functions and utilities they have been authorized and trained to use.
8. Sign-on and password instructions issued to employees are for professional use and employees are responsible for their security.
9. Failure to follow this policy may result in discontinuation of access to University information and data processing resources and/or any other action(s) deemed appropriate by the University.

*Approved: Board of Trustees, February 28, 1991*

*Adopted Revisions: Adopted by the William Paterson Board of Trustees, November 22, 2024*