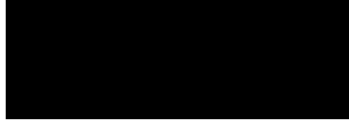


NAME	JOB TITLE	SALARY
Dawood Farahi	President	\$314,773.02
Philip Connelly	RETIRED - Executive Vice Chancellor of Wenzhou-Kean University	Final Salary \$210,528.00
Audrey Kelly	Chief of Staff	\$173,400.00
Faruque Chowdhury	Assistant Vice President for Student Financial Services	\$151,279.82
Laura Barkley-Haelig	Associate Director	\$112,775.00
Gina (Kuenseler) Kendra	Prof Svs Spec 2 Admin Services	\$81,051.15
Meaghan Lenahan	Managing Admin Asst 2	\$56,408.42
Patricia Martino	Managing Asst Dir 3	\$90,957.17
Patrick Ippolito	Assoc Prof 10 Mos	\$120,033.68

AUDREY M. KELLY



212-707-3955 office

**VICE PRESIDENT, PROGRAM MANAGER
SIEGEL & GALE, INC.**

New York, New York

1995 - Present

- *Responsible for the development, implementation and management of strategic marketing/communications programs for corporate clients with global markets including AT&T, Eastman Kodak, and The McGraw-Hill Companies.*
- *Program responsibilities include strategic and creative development of corporate identity systems, articulation of corporate positioning, brand building initiatives, business and product naming, and client presentations.*
- *Management of creative staff in the development and production of materials to support identity, branding, and marketing programs.*
- *Development and negotiation of program budgets as well as fee billing.*
- *Management of agency/client relationship.*

**CORPORATE COMMUNICATIONS DIRECTOR
NEW YORK CITY HEALTH AND HOSPITALS CORP.**

New York, New York

1994-1995

- *Responsible for the development and execution of all marketing and media strategies for the nation's largest public health care system.*
- *Reporting to the President and Chairman of the Board of the \$3.8 billion corporation, responsibilities include crafting media campaigns that portray both as leaders in the public health arena.*
- *Manage the development and implementation of a \$6 million marketing campaign for the corporation's HMO, MetroPlus.*
- *Supervise seven-person staff with responsibilities including advertising, corporate publications, event planning, news releases, speech writing and video production.*
- *Daily interaction with national and New York City media, serving as the Corporation's primary spokesperson.*
- *Direct reports from 22 public information officers in HHC facilities.*
- *Liaison with the Office of the Mayor.*

AUDREY M. KELLY

**DEPUTY DIRECTOR OF COMMUNICATIONS
OFFICE OF THE GOVERNOR/STATE OF NEW JERSEY**

Trenton, New Jersey

1993-1994

- *Responsible for the development and execution of all aspects of the Governor's media relations.*
- *Research, development and publication of policy position papers, speeches and news releases for the Governor.*
- *Serve as one of two spokespersons for the Governor.*
- *Supervise a staff of eight with responsibilities including event planning, research, speech writing and radio/video production.*
- *Supervise 19 public information officers in various state departments.*

**NEW JERSEY STATEHOUSE CORRESPONDENT
GENERAL ASSIGNMENT REPORTER
ASBURY PARK PRESS/THE HOME NEWS**

Neptune, New Jersey

1986-1993

- *Report on all issues involving the Governor's Office, the state Legislature and the Judiciary - specializing in government finance, health care regulation and ethics.*
- *Contribute a weekly column on politics and legislative affairs.*
- *Editorial writing.*
- *Copy editing.*

**TELEVISION COMMENTATOR
NEW JERSEY NETWORK**

West Trenton, New Jersey

1991-1993

- *Appear as a weekly panelist on "Reporter's Roundtable," a public affairs program on politics and legislative issues in New Jersey.*

**DOUGLASS COLLEGE/RUTGERS UNIVERSITY
BACHELOR OF ARTS**

New Brunswick, New Jersey

May 1986

- *BAs in both English and Communications.*

Dawood Y. Farahi, Ph.D.

Education:

Ph.D. Political Science (Public Administration),
University of Kansas, 1979
MA Public Administration, University of Kansas, 1975

Fulbright Scholar, 1973-1976

BA Political Economy, Bordeaux University (in affiliation), 1972

Kean University Experience:

Special Assistant to the President
for Operations (Chief Operating Officer) March 2002-present

Special Assistant to the President for Enrollment Services
1999-2001

Special Assistant to the President
for Technology 1998-2001

Chair, Faculty Senate 1993-1994; 1996-1998

Chair, Department of Public Administration 1989-present
(Except one year)

Full Professor 1989-present

Associate Professor 1981-1989

Assistant Professor 1976-1981

Teaching Experience:

Analytical and Quantitative Methods, MIS, Strategic Planning
Kean University, 1983-present
Avila College, Kansas City, Mo., 1976-1983

Awards:

1996 Teacher of the Year, Kean University
1993 Graduate Teacher of the Year, Kean University
1981 Teacher of the Year, Avila College
1979 Morris Abrams Award for best dissertation research
@ The University Of Kansas

Kean University Accomplishments

Special Assistant to the President for Operations (Chief Operating Officer)

- Developed a balanced budget that avoided layoffs, protected the core academic functions of the University and led to the lowest tuition increase among all state colleges and universities in New Jersey;
- Conducted a space utilization study that streamlined scheduling to allow better allocation of space and increased enrollment;
- Implemented accountability structures and refined financial management through reorganization and enforcement of fiscally sound cost control measures;
- Reviewed the personnel policies and procedures of the University and implemented a position control and recruitment monitoring system that provides better service and clearer accountability;
- Reviewed multiple studies and architectural designs for a health and wellness center that had experienced numerous changes in location and configuration. Developed a consensus among all parties involved that will save the University over \$4 million. This plan was approved by the President and adopted by the Board of Trustees;
- Implemented an integrated enrollment management plan that led to a significant increase in enrollment without negatively affecting the SAT average of incoming freshmen;
- Implemented an online application system for graduate and undergraduate students;
- Managed a host of operational projects as directed by the President.

Special Assistant to the President for Technology

- Implemented a five-year technology plan (\$3.7 million) in less than three years, which put Kean University at the forefront of technology application. Kean was visited by several colleges and universities in the tri-state area as it was considered a model of efficient wide-area networking and technology in the classroom;
- Upgraded the administrative computing system for compliance to Y2K;
- Directed the installation of a giga-bit fiber backbone to allow for voice, data and image transmission, and subsequently implemented a new telephone system on the same infrastructure six months ahead of schedule;
- Created the Technology Institute for Professionals to train faculty and staff, to integrate computers in the curriculum and to begin offering distance-learning courses;

- Created multiple university computer labs, including the first 24/7 lab with a service architecture responding to over 5,000 calls per month;
- Created 21 smart classrooms, the first such innovation in New Jersey, that later became a model for other institutions, including Rutgers University;
- Implemented online registration;
- Supervised the Office of Computers and Information Systems.

Special Assistant for Enrollment Services

- Supervised dean of enrollment services and directors of admissions, financial aid, one stop service and registrar;
- Developed and implemented a One-Stop Service Center that integrated all student services to be delivered in one location and through a single system by well-trained professionals. This was the first operation of its kind in New Jersey;
- Modified the financial aid operations and implemented new procedures and protocols for better compliance and service delivery. A report from the external auditor, KPMG, indicated that without immediate action the University could have been liable for \$5-7 million to the federal and state government in fines. These new measures reduced this liability to less than half a million dollars;
- Developed and implemented an enrollment management plan, including applicant tracking, communication management and focused recruitment, which has produced dramatic results in increased enrollment;
- Restructured career days, open houses and scholarship promotions to showcase successful Kean graduates;
- Utilized new marketing materials to further improve the image of Kean University and increase enrollment;
- Streamlined the transfer evaluation system so that students receive a response within three business days;
- Instituted an electronic record transfer system with community colleges;
- Started the process of degree audit, which will dramatically improve efficiency and service to the students.

Chair of the Department of Public Administration

- Assisted Dr. Eleanor Laudicina with the first self-study of the MPA program, which received national accreditation in 1987, the first public university in New Jersey to be so recognized;
- Oversaw the growth of the department from five faculty members and under 200 majors to 13 faculty members serving over 500 graduate and undergraduate majors;
- Created the certificate program in Strategic Management;

- Helped to develop and implement a new graduate option in health services administration with over 60 majors;
- Helped to implement a joint degree program with the Department of Nursing, MSN/MPA;
- Helped to create and implement an independent program in Criminal Justice with over 350 majors;
- Implemented Project LEAD New Jersey, a grant-funded program attracting 15-20 students annually;
- Created and implemented the Center for International Business Development. This grant-funded program serves businesses in Union County, hosts workshops and conferences, and provides training programs for international visitors;
- Developed and implemented the International MPA, which is now in its second year. This program attracts 20 full-time Chinese students to Kean University and generates over \$400,000 in revenue annually.

Chair of the Faculty Senate

- Created a taskforce on University status, and help develop the document and procedures for applying and securing University status for Kean;
- Created the documentation and secured approval of the University Planning Council;
- Guided the taskforce that developed a five-year information technology plan;
- Guided the revision of the Senate constitution and the curriculum procedures;
- Played a major role in creating the GELAP taskforce and the conceptualization of the revised program's adoption;
- Presided over the approval of more than 20 academic programs;
- Assisted with the development of policies and guidelines to streamline procedures for graduation with distinction, graduate level grading and program review, as well as the designation of distinguished professor and professor emeritus;
- Initiated the development of plans for enrollment management, academic program quality and institutional planning research.

Research and Professional Achievements (selected)

- 2001 **Principal Author and Project Director of Vision 21:** A Strategic Plan for Linden Public Schools. This plan was funded by the State of NJ.
- 1997-
Present **Project manager and principal consultant** to County of Union: Responsible for site-based management of all computer, print media, and geographic information system (GIS) as well as telecommunication operations. This project has involved the design of a cluster-based network of police, human services, financial management, payroll/personnel, citizen services, public works, tax and election boards, and a multitude of custom programs hosted on sequel servers. This is a multi-million dollar annual project requiring 27-30 on-site professionals managing the daily operations. The County GIS system, in 1999, was cited as the most advanced and comprehensive system in the State by NJDEP.
- 1996-1997 **Project manager** in Union Township: Responsible for the development and implementation of new financial, tax collection, property assessment and purchasing systems.
- 1995-2002 **Project manager and principal consultant** to the County of Cumberland: Responsible for site-based management of all computer and telecommunication operations. This project involved developing and implementing a strategic plan for all aspects of the county information processing.
- 1993-2002 **Project manager and principal consultant** to the City of Elizabeth: Responsible for site-based management of all computer and telecommunication operations. This project has involved the design of a broadband network for police, fire, financial management, payroll/personnel, service line, public works and tax collection. This is a multi-million dollar annual project requiring 17-20 on-site professionals. The Elizabeth police communication and information system was ranked among the top 10 in the nation by ABC News in 1996. In 1993, the tax collection rate in Elizabeth was 92.3%. It is currently close to 97%, the highest for a major city in the state, translating into millions of dollars in additional revenue.

- 1990-1992 **Principal author and project director** of a major study that produced the widely distributed report *Vision 2000: Elizabeth Public Schools*. Many of the recommendations of this report, which included 20 experts in different areas of K-12 education, were used for Abbott funding and implemented in several New Jersey urban districts.
- 1990 **Principal designer and project manger** in Montgomery Township: Responsible for implementing a new financial, human resources, taxation and office automation system.
- 1989 **Project director**: Responsible for the implementation of a wide-area network for the City of Hoboken, Department of Planning and Community Development. Implemented an automated wastewater management and billing system for the Township of East Windsor, NJ.
- 1988 **Principal designer and project manager**: Responsible for a year-long conversion project of board of taxation, election and geographic information system for the County of Union, NJ.
-
- 1987 **Project director for NJIT**: Responsible for implementing an automated financial and work scheduling system for Hoboken Shipyards, Bayonne, NJ and for developing and implementing an information processing strategic plan for Bernards Township, NJ.
- 1986 **Project director and principal designer** for NJ Department of Agriculture conducted for NJIT: Responsible for developing an automated financial, inventory, grant management and office automation system, including training.
- 1985 **Principal author** of three studies conducted for NJIT: *County of Essex: An Evaluation of EDP Needs and Potentials*, *Cape May Board of Taxation: Municipal Information Exchange System*, Union County: *A Five-year Strategic Plan*.
- Principal author** of *Union Township: An Economic and Demographic Survey* conducted for Kean Institute for Public Service.
- 1984 **Principal author** of a market survey conducted for Rahway YMCA, by the Institute for Public Service of Kean University.
- Principal author** of a report on the assessment of data processing needs for Cape May County by the Center for Information Age Technology of NJIT.

- 1983 **Project manager:** Responsible for the design and implementation of a new financial and office automated system for the city of Shawnee, KS, and Kansas City, Mo.
- 1982 **Principal consultant** to Ottawa University, KS. and Fontbonne College, MO.: Responsible for the development of program documents for degrees in business administration, public administration and data processing.
- 1981 **Principal author** of a major reorganization plan for Johnson County, KS: Responsible for changing the form of government from a commissioner to a professional administrator. At the time, the county had a population of over 200,000 and an operating budget of over \$100 million. Supervised a staff of over 50 during the implementation of the plan.
- 1978-1983 **Program Director**, Avila College, Kansas City, MO

Fundraising and Grant Writing:

- From 1997-2001, prepared several grant applications for capital projects in Union County funded through bonding, state and federal sources. **Over \$5 million** were secured to overhaul data processing and implement a geographic information system;
- From 1994-1996, wrote three grants funded by the state and federal government totaling over **\$2 million** to modernize the Elizabeth Police information and communication system;
- During the last five years, wrote and received over **\$800,000** in state and local grants for the Department of Public Administration and the Gateway Institute at Kean University;
- In 1985, secured a \$30,000 federal grant (FIPSE) to study retention patterns for freshmen;
- Developed the first draft of the Challenge Grant for Kean University. At **\$3.7 million**, in 1986, it was the single largest grant the University had received to date.

**Academic and
Professional
Associations:**

American Society for Public Administrators (ASPA), 1978-98
American Political Science Association (APSA), 1976-83
Association of Computing Consultants (ACC)
Equity 2000: A Statewide Solution to Telecomputing
Common Transport Systems

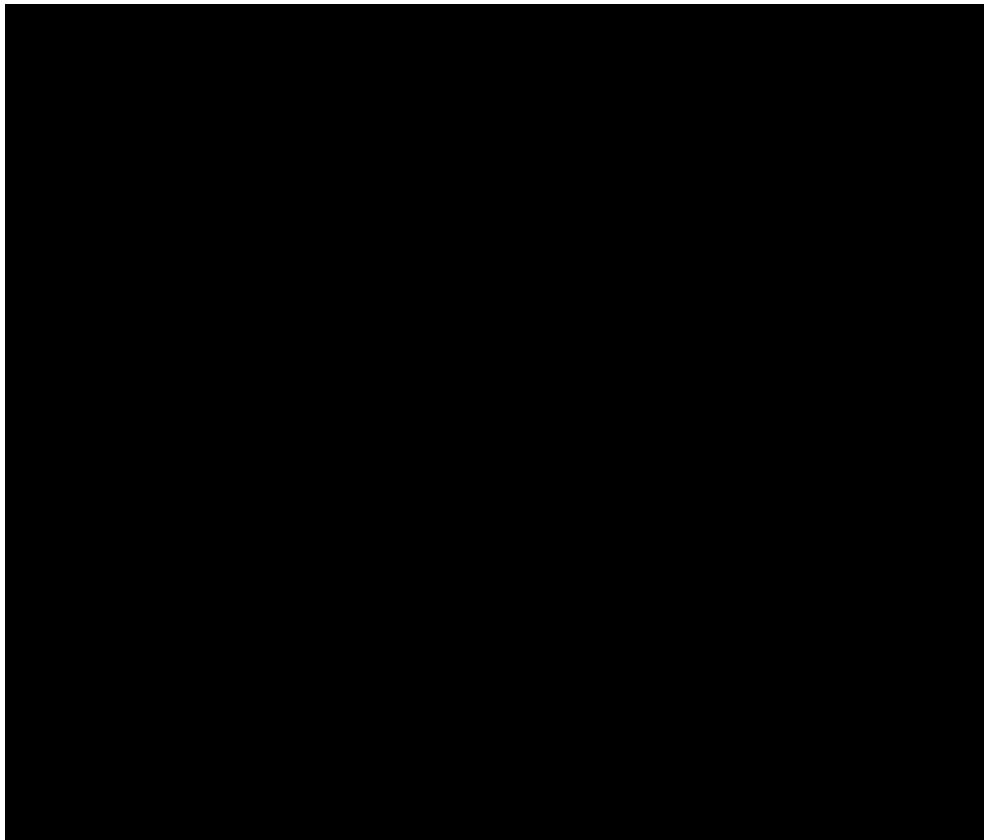
Selected Public

Service Activities: Chair, Search Committee, Union County Manager, 1988
Chair, VP for Administration and Finance Search, Kean University, 1995
Member, Hudson River Waterfront Authority, 1992-1998
Chair, Transition Team, Mayor of Elizabeth, 1992
Member, State of NJ Communication Group, 1992-present
Union County YMCA, Big Brothers, 1993-present
Chair, Union County Productivity Improvement Taskforce, 2001-present

Publications:

See pages 6-8.

List of References:



Faruque Chowdhury



E-mail: fchowdhu@kean.edu

S U M M A R Y O F Q U A L I F I C A T I O N S

- 21 YEARS OF EXPERIENCE IN MANAGEMENT - BURSAR'S OFFICES
- 7 YEARS OF EXPERIENCE IN MANAGEMENT – HUMAN RESOURCES OFFICE
- COMPREHENSIVE EDUCATION IN BUSINESS ADMINISTRATION, ECONOMICS AND PUBLIC ADMINISTRATION
- HIGHLY MOTIVATED, EXTREMELY ORGANIZED, ADAPTABLE AND ALWAYS STRIVING FOR KNOWLEDGE AND CHALLENGE

E D U C A T I O N

KEAN UNIVERSITY, 1991
MASTER OF PUBLIC ADMINISTRATION

WILLIAM PATERSON UNIVERSITY, 1982
B.A. IN BUSINESS ADMINISTRATION
MINOR IN ECONOMICS

HONORS: DEAN'S HONOR LIST – SPRING 1982
ACADEMIC ACHIEVEMENT AWARD – WILLIAM PATERSON ALUMNI ASSOCIATION;
SENIOR YEAR 1981-1982

W O R K E X P E R I E N C E

Kean University; Union, New Jersey
Director, Human Resources

2003 - Present

- SERVES AS CHIEF HUMAN RESOURCES ADMINISTRATOR RESPONSIBLE FOR THE OVERALL PROVISIONS OF HUMAN RESOURCES SERVICES, POLICIES AND PROGRAMS FOR THE ENTIRE UNIVERSITY
- PROVIDES STRATEGIC HUMAN RESOURCES MANAGEMENT FOR THE UNIVERSITY WHICH INCLUDES PERSONNEL-RELATED POLICY CREATION, ADMINISTRATION, IMPLEMENTATION AND MANAGEMENT OVERSIGHT OF ALL PERSONNEL ACTIONS FOR THE CAMPUS COMMUNITY
- RESPONSIBLE FOR MANAGEMENT OVERSIGHT OF THE HUMAN RESOURCES BUDGET AND IS DESIGNATED AS A COST CENTER DIRECTOR AS WELL AS A CERTIFYING OFFICER FOR VARIOUS BENEFIT PROGRAMS/PLANS
- ESTABLISHES AND MAINTAINS LIAISON BETWEEN THE UNIVERSITY AND THE STATE CIVIL SERVICE COMMISSION, THE OFFICE OF THE ATTORNEY GENERAL AND THE GOVERNOR'S OFFICE OF EMPLOYEE RELATIONS

- RECOMMENDS AND MAINTAINS AN ORGANIZATIONAL STRUCTURE AND STAFFING LEVELS TO ACCOMPLISH UNIVERSITY GOALS AND OBJECTIVES
- OVERSEES COMPENSATION PROGRAMS TO ENSURE REGULATORY COMPLIANCE AND COMPETITIVE SALARY LEVELS
- EXECUTIVE MEMBER OF THE UNIVERSITY NEGOTIATING TEAM RESPONSIBLE FOR COORDINATING THE ADMINISTRATION AND NEGOTIATION OF LOCAL UNIONS
- FOSTERS AND MAINTAINS A LEARNING ENVIRONMENT VIA ONGOING IN-HOUSE AND OUTSOURCED TRAINING
- PROVIDES LEADERSHIP, DIRECTION AND SUPERVISION TO STAFF IN THE FUNCTIONAL AREAS OF RECRUITMENT AND SELECTION, CLASSIFICATION AND COMPENSATION, EMPLOYEE BENEFITS, DISCIPLINE, TIME AND ATTENDANCE, ORGANIZATIONAL DEVELOPMENT AND TRAINING, PAYROLL AND LABOR RELATIONS
- CONDUCTS WORKSHOPS IN CONFLICT MEDIATION FOR FACULTY AND STAFF

Kean University; Union, New Jersey
Director, Student Accounting Department

1987 - 2003

- RESPONSIBLE FOR MANAGING THE OFFICE OF STUDENT ACCOUNTING
- RESPONSIBLE FOR REVENUE MANAGEMENT - ACCOUNTS RECEIVABLE, CASH RECEIPTS, STUDENT LOAN ACCOUNTING AND DEFAULTED ACCOUNT COLLECTION
- RESPONSIBLE FOR REVENUES THAT GENERATE APPROXIMATELY \$43,000,000 TO THE UNIVERSITY BUDGET
- MANAGEMENT OF MEAL-PLAN OPERATIONS FOR HOUSING AND COMMUTER STUDENTS
- INSTRUMENTAL IN SUCCESSFUL IMPLEMENTATION OF AUTONOMY IN THE AREA OF REVENUE MANAGEMENT AND CASH RECEIPTS
- DIRECTED THE CONVERSION OF ALL PRIOR YEAR'S ACCOUNTS INTO THE CURRENT SYSTEM
- SUPERVISED 18 FULL-TIME AND 3 PART-TIME STAFF
- IMPLEMENTED THE "COLLEAGUE" COMPUTER SYSTEM FOR STUDENT ACCOUNTS RECEIVABLE AND CASH RECEIPTS
- ESTABLISHED REGULAR STAFF MEETINGS TO ALLOW OPPORTUNITIES FOR IMPROVED COMMUNICATIONS CONCERNING OFFICE OPERATIONS
- INTRODUCED POLICIES AND PROCEDURES AND STREAMLINED EXISTING POLICIES TO SUBSTANTIALLY IMPROVE RELATIONS WITH STUDENTS BY STRESSING COMMUNICATION AND SERVICE TO THE STUDENT POPULATION
- RESPONSIBLE FOR MANAGING THE DEPARTMENT BUDGET AND ALSO A COST CENTER DIRECTOR
- INSTRUMENTAL IN SUCCESSFUL IMPLEMENTATION OF THE TELEPHONE REGISTRATION SYSTEM
- INTERPRETED STATE AND FEDERAL REGULATIONS IN ORDER TO FORMULATE DEPARTMENTAL POLICY REGARDING IMPLEMENTATION OF TITLE IV REGULATIONS

- INSTRUMENTAL IN SUCCESSFUL IMPLEMENTATION OF DIRECT LOANS AND FFEL LOANS
- RESPONSIBLE FOR PROVIDING ACCOUNTS RECEIVABLE AND CASH RECEIPTS RELATED MATERIALS TO EXTERNAL AUDITORS
- PARTICIPATED IN ENROLLMENT MANAGEMENT COMMITTEE, PARKING APPEAL COMMITTEE, GRADUATE ADMISSION COMMITTEE, ACADEMIC SERVICES COORDINATING COMMITTEE, MIDDLE STATES SELF STUDY EVALUATION COMMITTEE AND VARIOUS SEARCH COMMITTEES
- PARTICIPATED IN AFFIRMATIVE ACTION CONFERENCE

Passaic County Community College; Paterson, New Jersey 1982 - 1986
Manager, Student Accounting

- RESPONSIBLE FOR MANAGING THE FUNCTIONS OF THE OFFICE OF STUDENT ACCOUNTING
- RESPONSIBLE FOR REVENUE MANAGEMENT AND COLLECTIONS OF DEFAULTED ACCOUNTS
- MANAGED CASH RECEIPTS AND PETTY CASH ACCOUNTS

COMPUTER EXPERIENCE

- HIGH LEVEL TRAINING FROM *DATATEL MINI COMPUTER SYSTEMS* ON THE "COLLEAGUE" SYSTEM FOR ADMINISTRATIVE AND FINANCIAL INFORMATION PACKAGES
- POPULAR SOFTWARE PACKAGES INCLUDING MICROSOFT WORD AND EXCEL

TEACHING EXPERIENCE

- *FRESHMAN SEMINAR* - KEAN UNIVERSITY; 1989 - 1993
- *INTRODUCTION TO MATHEMATICS* - KEAN UNIVERSITY; 1991 – PRESENT

PROFESSIONAL MEMBERSHIPS

- MEMBER - PI ALPHA ALPHA HONOR SOCIETY FOR PUBLIC AFFAIRS AND ADMINISTRATION; KEAN UNIVERSITY
- MEMBER - EDUCATIONAL ACCOUNTS RECEIVABLE MANAGEMENT ASSOCIATION

SELECTED ACHIEVEMENTS

- ESTABLISHED A NEW ORGANIZATIONAL AND DEVELOPMENT TRAINING IN ORDER TO SERVE 1,200 FACULTY AND STAFF ANNUALLY
- IMPLEMENTED A WEB-BASED TIME KEEPING SYSTEM FOR FACILITIES AND CAMPUS PLANNING EMPLOYEES

- DEVELOPED A NEW EMPLOYEE HANDBOOK FOR FACULTY AND STAFF, STUDENTS, ACADEMIC SPECIALISTS AND ADJUNCTS
- IMPLEMENTED A HUMAN RESOURCES MANUAL FOR OFFICE POLICIES AND PROCEDURES
- REDIRECTED THE UNIVERSITY HUMAN RESOURCES OFFICE TO A CUSTOMER SERVICE- BASED MODEL
- MANAGED INTERACTION EFFICIENTLY AND EFFECTIVELY WITH ALL FACULTY AND STAFF INCLUDING SPECIAL INTEREST GROUPS
- IMPLEMENTED THE HUMAN RESOURCES WEBSITE
- IMPLEMENTED NEW EMPLOYEE ORIENTATION TO DISEMINATE VARIOUS POLICIES AND PROCEDURES IN TERMS OF EMPLOYMENT REGULATIONS, BENEFITS AND TIME AND ATTENDANCE

Gina Kuenseler

Education: Bachelor of Arts degree, *Cum Laude*, May 2004
Ramapo College of New Jersey, Mahwah, NJ
Major: Communication Arts

Master of Arts degree coursework, 2012 - Current
Kean University, Union, NJ
Major: Communication Studies

Skills: Microsoft Office (Word, PowerPoint, Excel and Access), Internet, Datatel and Cyborg (HRIS)

Work Experience:

Kean University, Union, NJ

April 2005 – Present

Program Assistant/Professional Services Specialist III

Office of Human Resources, Recruitment Unit

- Manages the recruitment process for all University faculty and staff following all applicable Federal, State and University policies and procedures and labor union guidelines.
- Reviews and edits employee job descriptions to ensure accurate job titles and work responsibilities.
- Writes and edits advertisements for internal and external publication.
- Oversees the recruitment budget; monitors and approves payment of expenditures.
- Conducts new hire orientation for new employees and supervises the collection of required paperwork.
- Reviews materials for Board of Trustees meetings and ensures accuracy of all information.
- Attends and/or presents at meetings, events and seminars representing the recruitment unit and Human Resources.

OfficeTeam, Woodbridge, NJ

May 2003 – August 2003

Temporary Office Assistant/Receptionist

- Answered phones, organized invoices and prepared files and folders.
- Filed documents and correspondence.

Edgar Childcare Center, Metuchen, NJ

January 2000 – August 2002

Teacher's Assistant

- Assisted teachers with children ages 2 months to 5 years.
- Taught children lessons through reading, instruction, games and art.
- Assisted with lesson planning, class schedules, food preparation and child safety.

Electrical Contractors Inc., Edison, NJ

June 1997 – August 1999

Office Assistant/Receptionist

- Answered phones, performed data entry assignments, prepared mailings and filed documents.

SUMMARY

Human Resources professional with operational and strategic management experience in employee relations, performance management, training and development and Human Resources program administration for multiple industries within the public sector and private sector. Diverse business background developed through Human Resources, Finance, Quality Management and Facilities/Office Management positions. Results oriented with bottom line focus.

EXPERIENCE

KEAN UNIVERSITY, Union, NJ
Office of Human Resources

2008-Present

Acting Associate Director

Provide strategic HR leadership by identifying critical priorities and ensuring effective implementation.

- Assists the chief Human Resources Officer with overall development, administration and management of the human resources functional unit.
- Ensures effective operation of the unit and supervises unit staff in all human resources related matters.
- Serves as the University Custodian Records under the New Jersey Open Public Records Act (OPRA) to ensure timely processing of government records requests.
- Acts as liaison between the University and the New Jersey State Civil Service Commission, the Governor's Office of Employee Relations and the Office of the Attorney General.
- Leads Employee Relations Team and participates in the investigation and effective resolution of all employee relations issues.
- Consistent with state regulations and collective negotiations agreements, conducts disciplinary and grievance investigations, represents management at administrative level hearings and serves as primary University resource at State level hearings.
- Ensures effective implementation of various human resources programs including but not limited to facilitation of three employee performance assessment models, Tuition Waiver/Reimbursement, Compensation and Benefits.
- Facilitates effective human resources communication strategies, assessment activities as well as specialized training initiatives.

KEAN UNIVERSITY, Union, NJ
New Jersey Division of Fire Safety Training & Certification Program

2004-2008

Program Director/Managing Assistant Director

Managed the development, delivery and implementation of statewide certification and training programs for more than 60,000 New Jersey fire service personnel.

- Administered \$1.2M training and certification grant on budget.
- Effectively recruited team for start-up grant program.
- Determined training needs and produced effective training programs to ensure optimal learning environments, resulting in increased class enrollments and enhanced marketing profile of New Jersey Division Fire Safety.
- Administered certification process for Firefighters, Fire Instructors and Fire Officials. Developed and maintained databank for multiple fire service certifications for validity and reliability.
- Coordinated multiple conferences for targeted specialty audience from program design, brochure development through implementation of course delivery.

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HUMAN RESOURCES

INDEPENDENT CONSULTANT

2002-2004

Program and office management services for multiple clients: Including implementation of operational processes and financial programs, research services and fashion retail sales management.

THE LIMITED, INC., New York, NY

1997-2002

Bath & Body Works (formerly Gryphon Development)***Human Resources Manager and Office Manager***

Managed customer focused human resources and facilities management functions for approximately 175 associates in two locations (New Jersey and New York).

- Acted as strategic partner to the Executive Vice President and senior management team, implemented HR solutions influencing positive change in organizational culture after reorganization.
- Designed, implemented and managed various Training Programs, including an Orientation Program which expedited assimilation into the brand and improved communication of HR plan and program information.
- Designed, implemented and managed various charitable campaign programs and special events, reinforcing the culture and improving morale (United Way Campaign, Health & Wellness Events, New York Reads).
- Developed a staffing strategy program in line with business plan that increased employee base by 100%. Reduced hiring costs by utilizing low or no cost recruiting methods to source candidates at all levels.
- Provided additional work resources by designing and implementing Summer Intern Program with end-to-end responsibilities from recruitment and training to managing performance feedback process.
- Maintained two facilities for efficient operation by managing and directing the Facilities Management function including Office Services (Mail Center, Security and Receptionist) and Building Management. Provided leadership and direction to Office Services Team direct reports.

AT&T (Chief Financial Officer Organization), Basking Ridge, NJ

1996-1997

Strategic Human Resource Partner / Generalist

Provided strategic HR leadership by identifying critical HR activities and priorities while ensuring effective deployment. (Compensation, Staffing, Performance Management and Reward & Recognition)

- Provided human resources consultative support and counsel to Investor Relations, Economic Analysis and Financial Communications organizations (approximately 40 associates). Improved communications through the interpretation of HR policies, programs and procedures.
- Consulted with senior management on effective utilization and engagement of associates maximizing efficiencies in support of business goals.
- Led team charged with developing a Team Reward and Recognition program, resulting in improved morale within the organization.

AT&T (Chief Financial Officer Organization), Morristown, NJ
Executive Staffing Specialist

1994-1996

Managed internal and external staffing support processes including domestic and international career planning and succession planning for the CFO leadership team.

- Supported Executive Staffing Process through reporting and analysis, facilitating the selection decision and ensuring best talent.
- Maintained the Human Performance System Profile Database, ensuring current and accurate data and reliable systems. Managed the communication process for job postings and organization announcements ensuring effective communication.
- Selected by HR vice president to represent department on company-wide Restructuring Task Force. Assumed role of Transition Support Specialist to communicate AT&T Corporate Guidelines to over 1,000 management associates impacted by workforce transition.

AT&T (Consumer Communications Services), Basking Ridge, NJ
Quality Consultant

1992-1994

Developed strategic organizational effectiveness plans through the deployment of Total Quality Approach process, focusing on business goals and objectives.

- Maintained a Customer Representative Program in support of 300+ financial group staff members. Supported customers from strategy design through implementation of action plans. Performed cultural audits and analyzed survey results, developing short and long-term business objectives.
- Facilitated specialized training and quality improvement efforts focusing on Human Resources issues and Quality initiatives, achieving sustainable process improvements.

AT&T (Treasury Department), Berkeley Heights, NJ
Credit Operations Analyst

1989-1992

Total functional responsibility of credit management process for National Accounts.

- Minimized company financial exposure by determining the creditworthiness and risk association of National Accounts through economic and credit analysis of industries and corporations prior to the sale.

PHILIPS LIGHTING COMPANY, Somerset, NJ
Credit Analyst

1987-1989

EDUCATION

MS, Human Resource Management, Rutgers University, New Brunswick, NJ

BA, Psychology, Rutgers University, New Brunswick, NJ

MEAGHAN M. LENAHA, MPA

OBJECTIVE

Dedicated and energetic Human Resources professional seeking a management role that will apply & further develop my skills as a Generalist.

EMPLOYMENT HISTORY

OFFICE OF HUMAN RESOURCES, KEAN UNIVERSITY MANAGING ADMINISTRATIVE ASSISTANT

UNION, NJ
May 2016 - Present

- Manage end to end processing of performance management systems for more than 500 union and non-union employees. Monitor evaluation processes and ensure compliance with applicable collective bargaining agreements & policy requirements.
- Conduct the intake, investigation & resolution of employee complaints and disciplinary referrals. Meet with relevant parties for fact-finding interviews; gather relevant documents; offer recommendations for outcomes.
- Serve disciplinary charges and ensure timely processing of resulting personnel actions.
- Assist with the implementation one-on-one and group trainings on performance management and progressive discipline strategies. Communicate changes to policies and procedures as they are put in effect.
- Work closely with the Employee Relations Program Assistant in order to complete relevant tasks and support the overall Employee Relations functionality of the Office.
- Ensure compliance with multiple collective bargaining agreements as well as all applicable state & federal legal requirements for the management of all employment and disciplinary matters.
- Act as Deputy Custodian of Records in the processing of Open Public Records Act requests and Government Records Council complaints.
- Utilize multiple HRIS databases to track & monitor status of all projects. Run reports as required.
- Create, maintain and update policies and procedures in connection with all responsibilities.
- Assist with hiring processes. Participate in search committees & participate in onboarding for incoming employees. Complete data entry for various personnel actions as required.
- Manage office budgetary needs throughout fiscal year.

PROGRAM ASSISTANT - EMPLOYEE RELATIONS

January 2012-May 2016

- Assisted with processing of discipline and grievance cases. Facilitated scheduling of hearings in accordance with collective bargaining agreement deadlines; supported investigation efforts; participated in case resolution up to and including the development of disciplinary charges.
- Processed all requests made pursuant to the New Jersey Open Public Records Act (OPRA) in compliance with statute. Handled Government Records Council complaints. Corresponded with University Offices of Record as well as records requestors daily. Utilized database to track and adhere to strict deadlines.
- Acted as liaison with University Counsel and the Office of the Attorney General in connection with all relevant matters including OPRA requests, legal subpoenas and discovery requests.

ACADEMIC SPECIALIST - BENEFITS

August 2011 - January 2012

- Created packets for new hire orientations. Ensured all necessary forms were included & current.
- Compiled data for the processing of worker's compensation claims including salary information and supporting documentation. Provided additional administrative support to the Benefits Team.

EDUCATION

- Master of Public Administration, Kean University, January 2017
- Bachelor of Arts in Psychology, The College of New Jersey, August 2011

RELEVANT COURSE WORK & SKILLS

- "Workplace Investigations & Interviews" - LEARN, Rutgers University, March 2017
- "Effective Employee Discipline" - Cornell ILR, Cornell University, March 2018
- Proficient with Microsoft Office Suite including Access, Excel, Word, Outlook, PowerPoint.
- Adobe Acrobat, Colleague by Ellucian, Accero Payroll Software, EMS Scheduling.
- Excellent oral and written communication abilities. Strict adherence to confidentiality standards.

Personal Data:

Age - [REDACTED]

Birth Date - [REDACTED]

Marital Status - [REDACTED]

Educational Background:

1954 - 1958	Livingston High School, Livingston, New Jersey Graduated 1958
1958 - 1962	Newark State College, Union, New Jersey B. A. Degree in Elementary Education 1962
1962 - 1965	Newark State College, Union, New Jersey M. A. in Behavioral Science to be conferred June 1965

Experience:

June 1962 - September 1962	Floor Waxer for Wingerter Floor Waxing Service. Worked to expand the business from a part-time to a full time operation, which the owner took over in September 1962.
September 1962 - June 1963	Sixth Grade Teacher at the Knollwood Elementary School in Parsippany-Troy Hills.
June 1963 - September 1963	Construction worker for Mitschele Construction Company, Livingston, New Jersey.
September 1963 - June 1964	Sixth Grade Teacher at the Knollwood Elementary School in Parsippany-Troy Hills.
June 1964 - September 1964	Graduate Work at Newark State College, Union, New Jersey.
September 1964 - June 1965	Fourth Grade Teacher at the Knollwood School in Parsippany-Troy Hills.

Accomplishments and Responsibilities in The Parsippany-Troy Hills
School System

Member of Reading Curriculum Committee

Member of Schience Curriculum Committee

Assistant to the Principal from September 1963 - June 1965

Knollwood Elementary School Science Coordinator

Director and Coach of after school sports program

Assistant Coach of the Parsippany High School Varsity Soccer Team
1963 and 1964.

Chairman of Audio Visual Aids Workshop Committee
Prepared and presented six half-hour talks and demonstrations
for teachers.

Requested to give same presentation to a workshop of superintendents
and supervisors in Ocean County, New Jersey.

Christmas Program Coordinator for 1963 and 1964.

Nominated for Parsippany-Troy Hills Education Association Presidency,
1964. Defeated in a close election. I have been asked to try
again this year.

Building Representative for Parsippany-Troy Hills Education Association
1963.

Patricia A. Martino

EDUCATION

1952 – 1956

Union High School
Union, New Jersey 07083

EXPERIENCE

1999 – Present

Assistant Secretary III
Kean University, Department of
Public Administration

1997 – 1999

Assistant Secretary III
Kean University, Department of
Mathematics and Computer Science

1993 – 1997

Principal Clerk Transcriber
Kean College Admissions Office

1983 – 1993

Medical Assistant/Receptionist
Drs. Montemurno & Langer
Springfield, New Jersey 07081

1990 – 1993

Senior Clerk Transcriber
Kean College Admissions Office

1988 – 1990

Senior Clerk Typist
Kean College Admissions Office

1960 – 1968

Secretary for the Director of the
Division of Field Services
Newark State College

1956 – 1960

Secretary and Payroll Clerk
Mapes & Sprowl Steel Company
Union, New Jersey 07083

ACHIEVEMENTS

Certificate of Excellence in Typing
and Stenography

Certificate – Leadership Seminar
Headquarters' Plaza
Morristown, New Jersey 07960

Panelist, Career Night
Union High School
Union, New Jersey 07083

Volunteer Instructor of Religion
St. Michael's Roman Catholic
Church
Union, New Jersey 07083

Participant in various diverse
activities, such as, athletics and
other community and school
programs

Participant
President Applbaum's Focus
Group

REFERENCES

Available upon request

PHILIP CONNELLY

EMPLOYMENT

1995 - PRESENT CITY OF ELIZABETH
BUSINESS ADMINISTRATOR
Responsible for the day to day operation of the municipal government for the fourth largest city in Jersey. Duties include preparation of the budget in excess of \$140 million, labor negotiations with 14 labor Unions representing 1200 employees who provide services to over 120,000 residents.

New

1988 - 1994 CITY OF BAYONNE
BUSINESS ADMINISTRATOR
Responsible for the day to day operations of a municipal government which provides services to over 60,000 residents with 800 employees and a budget in excess of \$53 million.

1987 - 1988 FORDHAM UNIVERSITY
BRONX, NEW YORK
MANAGER, FINANCIAL REPORTING AND ANALYSIS
Responsible for the compiling and preparing of all financial reports, including monthly manager reports, quarterly trustee reports and annual financial reports. Served as liaison for the finance department and the university community.

1985 - 1987 CITY OF BAYONNE
ASSISTANT BUSINESS ADMINISTRATOR
Assisted in labor negotiations with eight labor unions and the preparation of the municipal budget. Supervised the personnel department and monitored the affirmative action plan.

1983 - 1985 CITY OF BAYONNE
ACCOUNTANT
Performed various accounting functions involving the operation and maintenance of a government Fund accounting system.

1981 - 1983 THE WENGROUP COMPANIES
NEW YORK, NEW YORK
Performed various accounting functions for a real estate management corporation.

1986 - PRESENT **ADJUNCT PROFESSOR**
Part-time Professor of accounting and government

ESSEX COUNTY COLLEGE KEAN UNIVERSITY
NEWARK, NEW JERSEY UNION, NEW JERSEY

EDUCATION

1985 M.B.A., FINANCE
FORDHAM UNIVERSITY, NEW YORK, NEW YORK

1981 B.A. ACCOUNTING
RUTGERS UNIVERSITY, NEWARK, NEW JERSEY

1979 A.A., ENGINEERING MANAGEMENT
UNION COUNTY COLLEGE, CRANFORD, NEW JERSEY

MILITARY SERVICE

1971 - 1977 UNITED STATES NAVY, SUBMARINE SERVICE

References available on request.

SUMMARY OF RELEVANT EXPERIENCES

HIGHER EDUCATION:

Higher education experience is both as a faculty member and an administrator.

The administrative position at Fordham was part of a total reorganization of the finance department

Faculty members were being awarded grants from various sources, however the university was not providing adequate support for subsequent financial reports, which were required in addition to the research reports.

My function was to meet with faculty members, establish a budget account for the grant within the University's financial system (CUFS), ensure expenditures for the grant were recorded and processed, and prepare any interim and final financial reports that were required by the grantor.

Under the supervision of the controller, I was responsible for the preparation of the all monthly, quarterly and annual financial reports. I also prepare the financial reports for the University's endowment fund. I served in this position for 14 months.

As a faculty member at Essex County College from 1986 through 1998, I have taught Principles of Accounting I & II, Intermediate Accounting I & II, Cost Accounting and Federal Taxes. For four semesters in 1990 and 1991 at Jersey City State College, I taught Advanced Accounting I & II.

PUBLIC SECTOR EXPERIENCE:

The Business Administrator positions in Bayonne and Elizabeth are in the "executive mayor" form of government as authorized by the optional municipal charter law; therefore, the description of duties for both positions is essentially the same. I have served in this position for the past 14 years.

In this position I am responsible for the management of human resources, benefits administrations and labor negotiation. This role also involves implementation of sound personnel practices, performance evaluation and disciplinary actions, if required. I was responsible for compliance with State regulations in all employment decisions. I personally conducted labor negotiations with 16 different labor unions (recently reduced to 14 as a result of a contract awarded to a private company to operate the water utility). While most contract negotiations are concluded in a timely and harmonious manner, few are not. The year prior to appointment with the City of Elizabeth, the City paid over \$95,000 to law firms to conduct negotiations. The annual average cost for the past seven is less than \$50,000.

I also supervise a centralized purchasing division. This division purchases, stores and distributes all supplies, materials, vehicles, computers and other and equipment, and awards all contracts for services required to all departments. I implemented firm internal controls and automation procedures to make this function more efficient.

During the month of April all departments are required to submit annual budget request for the fiscal year commencing on July 1. This submission consisted of salary and wages, all non-personnel spending and any capital appropriation needed. These requests are thoroughly reviewed and compiled. They are then prepared for submission to the Mayor who ultimately sends the budget the city council. I appear before the city council and the general public as often as required until the budget is adopted.

After the budget is adopted, I require regular and frequent updates from the tax collector/treasurer on the status of revenue projections, specifically the property tax collection rate and revenues from the municipal court. The controller is required to provide regular updates on spending patterns to prevent over expenditures on any of the line items.

All capital projects are initiated with funding, usually provided through a bond ordinance. I recommend all bond ordinances to the municipal council for these projects after a thorough review process and costs estimates are agreed upon. I keep abreast of all phases of the project from conceptual to design to construction and to acceptance. Refinancing and bond management is part of my responsibilities. Over the years I have been involved in managing projects totaling over a hundred million dollars. There are presently several over 28 million dollars in capital projects in process in the City of Elizabeth.

I have also simultaneously served director of other departments during vacancies in those positions. On two occasions, I served as director of the police department for a period of 4 months and then for a period of 6 months. I served as director of the fire department for a period of 4 months.