

Office of the Secretary of the University

Leslie A. Fehrenbach is the Secretary of the University (secretary), reporting directly to the president. This office is primarily responsible to support the activities of Rutgers' Board of Governors and Board of Trustees by managing the work of the Boards, providing advice on board issues to the university president and executive administration, and serving as the liaison between the boards and the university administration. In consultation with general counsel, the secretary ensures that board actions are in compliance with legal requirements. Both the Board of Governors and Board of Trustees elect the secretary and assistant secretary. This office also coordinates University Commencement, maintains the University Policy Library, and serves as the University Custodian of Records, ensuring compliance with applicable federal and state laws related to the Open Public Records Act, or OPRA.

In addition, the secretary has the role of secretary of the corporation, signing and accepting official documents and keeping the university seal. Members of the university community may request letters of introduction by contacting the secretary's office.

Key responsibilities:

- Supporting the activities of the [Rutgers' Board of Governors and Board of Trustees](#)
- Coordinating [University Commencement](#), and the [Honorary Degrees Nomination Process](#)
- Maintaining the [University Policy Library](#)
- Serving as the university's [Custodian of Records](#) to ensure compliance with the New Jersey Public Access to Government Records Law
- Accepting [service of legal process \[PDF\]](#) on the university's behalf and forwarding legal documents to general counsel
- Directing the [use of the university seal \[PDF\]](#) and attesting to the signatures of university official documents
- Preparing [letters of introduction \[PDF\]](#)
- Directing the [procedure for lowering flags to half-staff \[PDF\]](#)
- [Report](#) the passing of a Rutgers community member

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For questions or comments about this site, contact the [Secretary](#)

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