

**THE RICHARD STOCKTON COLLEGE
OF NEW JERSEY
BOARD OF TRUSTEES
MINUTES**

August 20, 2003

Trustees Present:

Michael Jacobson, Esq., Chair
Hon. Gerald Weinstein, Vice Chair
Ms. Celeste Carpiano
Ms. Carole Applegate Hedinger
Carmen R. Matos, Esq.
Mr. Thomas Gant, Student Trustee
Ms. Imani Movva, Student Trustee Alternate
Dr. Herman J. Saatkamp, President, Ex Officio

**Call to Order and Roll
Call:**

Chairman Michael Jacobson called the meeting to order at 1:30 p.m. on Wednesday, August 20, 2003 in Room K201. On June 20, 2002, notice of this meeting as required by the Open Public Meeting was (a) posted in the Business Services Office of the College, (b) sent to the editors of *The Press* and the *Vineland Times Journal*, and (c) filed with the Secretary of State.

**Approval of Minutes of
June 18, 2003:**

Upon a motion made by Trustee Matos and second by Trustee Hedinger, the Board voted to adopt the minutes of June 18, 2003.

Special Presentation:

Julie Bowen, Graphic Artist III for the Graphics Production Office, and Brian K. Jackson, Assistant to the President presented to the Board illustrations for a new Stockton College seal. President Saatkamp indicated that he would like to see the College use an official seal as a means of developing a new and consistent identity in the community. In addition, President Saatkamp stated that there were currently dozens of logos being used by departments on campus which do not follow any specific design guidelines. The recommended seal incorporates symbols which symbolize the College's name and history. Upon review, the Trustees commented that they were pleased with the recommended design. President Saatkamp indicated that he would share the design with College constituents and then bring it forward by the end of the calendar year for Board approval. President Saatkamp and the Board thanked Mr. Bowen and Mr. Jackson for the presentation.

**Resolution to Meet in
Closed Session:**

Upon a motion made by Trustee Carpiano and second by Trustee Weinstein, the Board voted to adopt the Resolution to Meet in Closed Session.

Return from Closed Session:

Chairman Jacobson reconvened the Open/Public Session at 4:00 p.m. upon the Board's return from Closed Session.

Report of the Audit and Finance Committee:

Chairman Jacobson announced that the report of the Audit/Finance Committee would be deferred to the September 17 Board meeting.

Report of the Nomination Committee:

Chairman Jacobson called upon Trustee Yoh to present the Report of the Nomination Committee. Trustee Yoh indicated that he would give an interim report to the Executive Committee at a later date, followed by his full report at the September 17 meeting.

Facilities Projects Update Report:

Chairman Jacobson called upon Mr. Richard Hale, Vice President for Administration, Finance and Institution Development presented a Facilities Projects Update report. Mr. Hale commented that this was for informational purposes only and was in response to numerous inquiries about the ongoing and contemplated facilities projects campus-wide. Vice President Hale thanked Mr. Marvin Witmer, Director of Facilities Planning and Construction, for his assistance in preparing the report.

Confirming FY03 Bid Waiver Resolution:

Vice President Hale requested the Board approve the Confirming FY03 Bid Waiver for **Stier, Anderson & Malone, L.L.C.** for \$261,430. This company conducted an independent review of allegations made against the College and former president. Upon a motion made by Trustee Hedinger and second by Trustee Carpiano, the Board voted to adopt the Resolution.

Revised Confirming FY04 Bid Waiver Resolution:

Vice President Hale recommendation adoption of the Revised Confirming FY04 Bid Waiver Resolution as follows: **MRO Software** for \$40,000, which is necessary to upgrade the College's Facility Maintenance Management Software. The contract will include on-site training and installation, implementation and data conversion. The software will be shared by the College's Plant Maintenance and Housing Maintenance. The second waiver was for **Abate Tech** for \$170,000 for the inspection and removal of moisture-damaged building materials from units in Housing I, II, and III. Due to time constraints on the College because of returning housing residents, it was imperative that the units be cleaned expeditiously. Abate Tech was able to respond to this need. The third waiver was for **M.B. Markland** for \$150,000, which is the vendor that will do the necessary repair work on certain units in Housing I, II, and III. The repairs included carpeting and plumbing. M.B. Markland provided support to the College's Housing and Maintenance Department. These repairs needed to be accomplished

within a short period of time to allow for the return of Housing Residents at the end of August. Upon a motion made by Trustee Yoh and second by Trustee Matos, the Board voted to adopt the Resolution.

FY04 Bid Waiver Resolution:

Vice President Hale requested the Board's approval of the FY04 Bid Waiver Resolution. Mr. Hale commented that the bid waivers were for: **Stockton's Performing Arts Center Guest Artist Series** for \$56,000, which included \$27,500 for ICM Artists, LTD and \$28,500 for Winwood Theatricals. The second waiver was for **Princeton Review (Embark)** for \$30,000, which provides on-line application and inquiry solutions. Approximately 30% of the College's applications are via the web. The third waiver was for **Maxim Health**. This bid waiver will enable the College to enter a contractual relationship with Maxim Health for the purpose of providing meningococcal immunizations for Stockton students. Maxim Health is a well-known company providing services to a number of college campuses. There is no cost to the College, and the students will be billed directly by Maxim Health. The cost of the immunizations per student is \$90.00. If a student desires a flu "shot," the cost for the vaccination is \$20.00. The College will provide space in its Health Services area two days, September 2, 2003, and another date to be determined, for the immunizations. Upon a motion made by Trustee Weinstein and second by Trustee Carpiano, the Board voted to adopt the Resolution.

Sale of Surplus College Property Resolution:

Mr. Hale recommended adoption of the Sale of Surplus College Property Resolution, which enables the College throughout the fiscal year to sell or dispose of college equipment. He reported also that the Stockton has enhanced its surplus sale process over the past year and now offers monthly sales via the College's web page. He commented that this process has helped reduce storage space for surplus items and also permitted a more expedited process of unwanted equipment.

Chairman Jacobson inquired about the type of items sold. Mr. Hale responded that the sale typically includes out-of-date items, such as desks, typewriters, computer equipment, etc.

Trustee Matos inquired if the sale was done in one day. Mr. Hale responded that the sale is conducted over time via Stockton's website.

Upon a motion made by Trustee Hedinger and second by Trustee Carpiano, the Board voted to adopt the Resolution.

**Atlantic City Medical
Center, Mainland
Division, Hospital
Expansion Project
Resolution:**

Vice President Hale requested the Board approve the Atlantic City Medical Center, Mainland Division, Hospital Expansion Project Resolution. Mr. Hale commented that Atlantic City Medical Center (ACMC) had received the necessary approvals from the Pinelands Commission and Galloway Township. The College's Office of Facilities Planning and Construction has reviewed and found acceptable the drawings presented by ACMC's architect, Kevin J. Dixon, P.E.

Mr. Hale called upon Mr. Dominic S. Moffa, Vice President for Administration of AtlantiCare, to make a brief presentation to the Board. Mr. Moff called the Board's attention to the one-page summary of the proposed project, along with a Site Plan prepared by Dixon Associates. He reported that the original lease was signed between Stockton and Atlantic City Medical Center 30 years ago this month, for 99 years for approximately 72 acres of land. ACMC, Mainland Division, received Galloway Township Planning, Board approval for its proposed hospital expansion project on July 24, 2003. A request for a "no call up" letter was submitted to the Pinelands Commission, and is currently pending.

Mr. Moffa also reported that the proposed expansion plans were in accordance with all applicable regulations and ordinances, and were in conformance with the Lease's requirements for building height and land coverage. The Lease restricts building heights to six (6) stories – the building addition is three (3) stories. The lease further restricts coverage of buildings and paved areas to no more than 50% of the Premises – the current coverage is approximately 16.6%, and at completion of all expansion phases the coverage would be increased to 23.8%. Mr. Moffa presented architectural renderings of the proposed project which will be projected to cost approximately \$30 million. The project is expected to open in January/February 2005.

In closing, Mr. Moffa stated that he was very excited about this project and hoped that the Board approved this resolution for the proposed expansion plans, in order to proceed with implementations. He thanked the Board and Mr. Hale for their continued support of this project.

Chairman Jacobson commented that he was excited about the expansion; this was a great project that would benefit the College and community. Upon a motion made by Trustee Yoh and second by Trustee Matos, the Board voted to adopt the Resolution, with an abstention vote from Trustee Weinstein.

Summer Session 2003:

Chairman Jacobson called upon Dr. David Carr, Vice President for Academic Affairs to discuss Summer Session 2003. Dr. Carr commented that this was for informational purposes only and presented the Board and public with pertinent data about summer school 2003. He commented that the summer revenue was increased by nearly \$750,000. He reported that as a result of the December 2002 resolution, which initiated a \$50 non-refundable deposit, the College had a significant reduction in FTE loss for non-payment: 221 FTE compared with 438 FTE last year; and the two requests for waivers (in case of hardship) were granted.

Chairman Jacobson commented that the College had done a marvelous job. Vice President Carr reported also that Dr. Carr commented that final revenue and expense figures would be available in September: some expenses, i.e. TES expenses in Student Records and tuition refunds, though Marginal, would not be known until then. In closing, Dr. Carr acknowledged Dr. Jan Colijn, Dean of General Studies and Professor of Political Science and asked him to stand for recognition. He also thanked the other deans and faculty for his hard work and the success of this program.

Trustee Weinstein inquired about the high number of students enrolled in General Studies. Dean Colijn responded that the data was normally reported by division. However, this data was gathered from the faculty and reported by Acronyms.

Update on the Summer-to-Summer Alternate Route Program:

Dr. Carr reported that this was also an update from the resolution, which the Board approved in December, 2003. The program called for a new program here at the College. He reported that a total of 50 students were met the criteria and approved for the program. The program was over the summer was offered at Pleasantville and Mainland High Schools to offer on-site education, which prepared future teachers to enter the classroom in September. Vice President Carr commented that the program was very successful in terms of attracting the number of participants expected and added an additional \$54,000 of revenue for the summer.

Trustee Matos inquired if the teachers were awarded certificates. Dr. Carr responded that they ultimately become certificated teachers, but they meet additional requirements first; and this was a continuing stream of graduate tuition for the College.

Trustee Weinstein inquired if Stockton would offer two programs next year (a starting program and second year program)? Vice President Carr responded, "yes." He further reported that this was a pilot, which was only offered by Jersey City and Stockton. He mentioned that this was a very powerful program. This program was designed to fully prepare the teacher prior to entering into the classroom.

Trustee Carpiano commented that the Alternate-Route program was a terrific program; which needed some re-finishing; and she was happy to see such a great response. She commended Dr. Carr and those involved for the success of the program.

**American Association of
Colleges and Universities
Grant/Civic Engagement:**

Dr. Carr called the Board's attention to the full page add from *The New York Times* article dated July 14, 2003. The article saluted the launch of the *American Democracy Project for Civic Engagement* by the American Association of State Colleges and Universities (AASCU). One hundred and forty-five AASCU institutions, including Stockton, representing more than 1.3 million students will participate in the program. He reported that this was a nationwide movement to re-engage students in civic engagement.

Vice President Carr reported that through the AASCU there was a planning grant related to this initiative, which will launch a number of activities throughout the year.

Dr. Joseph Rubenstein mentioned that the College was happy to have obtained this grant. He reported that Stockton was one of seven institutions awarded this grant; of which 137 schools had applied. He gave a brief overview of some ways in which the funds would be utilized over the next year. The aim of the program is to encourage students, the community, alumni, and the community to get more involved in civic engagement. He concluded by stating that the College had made a commitment, through Academic Affairs, to get behind this program. He reported also that the faculty were excited about this initiative.

Dr. Carr reported that this project should give the College nationwide visibility; and will give Stockton a common theme for the up-incoming freshman class.

President Saatkamp commented that Dr. Carr was modest when it came to his role in this program. Dr. Carr is a member of the National Steering Committee for this project. President Saatkamp also mentioned that Dr. Carr's picture was featured in The New York Times website; knowledgenetwork@nytimes.com. He reported that the article is titled *Civic Engagement to the Liberal Arts*. President Saatkamp welcomed everyone to visit the website.

Trustee Weinstein commented that he hoped that there would an effort to encourage the students to register and vote and that the College could petition the Election Board to have Stockton serve as a polling place. Dr. Carr responded that he would pursue this and thanked Trustee Weinstein for his suggestions.

**2003 Summer
Orientation and
Registration Figures for
Fall 2003 First-Time
Freshman:**

Chairman Jacobson called upon Interim Vice President Joseph Marchetti, to present the 2003 Summer Orientation and Registration Figures for Fall 2003 First-Time Freshman. Dr. Marchetti reported that this was the fourteenth consecutive summer in which the College has offered this program, and based upon the final registration figures the program has met its objectives. The number of first-time freshmen who participated in this summer's program was 808. The average number of credits for which each individual freshman enrolled was 15.7, which exceeded last year's average. Dr. Marchetti reported also that the Divisions of Social and Behavioral Sciences (SOBL) and Natural Science & Mathematics (NAMS) experienced the largest percentage of gains for intended majors of freshman. In SOBL, the largest increase was in Criminal Justice. In NAMS, the largest increase was in Marine Science. Intended majors for first-time freshman were 13% in Arts and Humanities (ARHU), less than 1% in General Studies (GENS), 26% in NAMS, 17% in Professional Studies (PROS), and 15% in SOBL. Thirty percent of entering freshman were undecided.

Interim Vice President Marchetti thanked Dean Catalfamo for his assistance and Ms. Donna Wanat, Director of Institutional Research for putting together today's information for presentation.

Dean Catalfamo commented that it had been a very good year and looked forward to reporting the numbers in September. He stated that the success of orientation and enrollment was a group effort.

Dr. Marchetti concluded his report by also commending the deans, faculty, staff, and student orientation leaders who were responsible for developing and implementing the 2003 Summer Orientation and Registration Program. Chairman Jacobson also commended the vice presidents and deans for their outstanding work.

Trustee Matos commended she was now a Stockton student parent and she thanked every one involved for making Freshman Orientation and Registration such an easy process; and the day was very productive.

Trustee Weinstein inquired about Freshman Orientation. Dr. Marchetti responded that orientation begins the first day a student is accepted and the deposit is paid. The process continues with notices and newsletters, followed by registration, and finally, the day the students move on campus. This is referred to as pre-term orientation, and includes activities such as preceptorial meetings, where course adjustments are made, small group meetings, faculty introductions, picnics, etc. Dr. Marchetti explained that specific days were also set aside for transfer students during the summer program.

Dean Catalfamo commented that while the students and parents were getting acclimated with the College campus there were presentations being made by the dean of students, housing, campus police, financial aid, bursar's office. He stated that this process is followed so that the students know what needs to be done in order for them to become Stockton students. The parents are then separated and they learn what was expected from the incoming students, such as academic policies.

Trustee Weinstein inquired what percentage of students generally have parents or guardians participating in the process. Dr. Marchetti responded, around 95%. An evaluation is conducted from others that had attended this program and the response has typically been very positive. Vice President Carr stated that a great deal of time is spent with the students and parents to give them an overview of what the structure of the curriculum will be.

**2003 Summer Session
Final 10th Day
Enrollment Statistics:**

Chairman Jacobson called upon Interim Vice President Marchetti to present the 2003 Summer Session Final 10th Day Enrollment Statistics. Dr. Marchetti acknowledged Dr. Jan Colijn, Dean of

General Studies and Mr. Sal Catalfamo, Dean of Enrollment Management for their assistance and support to make this program a success.

Dr. Marchetti reported that the total combined headcount for graduate and undergraduate students was 2,600. The corresponding total full-time equivalents (FTE) set a record of 2,267 this summer. The total number of undergraduates who enrolled this summer was 2,410, which reflected an increase of 7.2% when compared to last year's figure of 2,248. Heavy summer session activity for undergraduates resulted in the generation of 2,134 FTE. This figure was 6% higher than last summer's FTE of 2,005. He reported also that Stockton Matriculated students comprised 86% of the undergraduates who enrolled this summer, which represents a slight decrease of 2% from last summer's enrollment, and may indicate more broadly based summer enrollment patterns. In addition, the graduate headcount experienced an increase of 46% as compared to the 91 FTE generated in Summer 2002. The number of matriculated students comprised 47% the total number of students enrolled in graduate classes, which is significantly less than the 84% figure last year, and is due to the nature of the new EDUC program, in which graduate student matriculation has been deferred until the Fall 2003.

Dr. Marchetti reported that 34% of the undergraduate population was male, 64% female, 16% minority, 79% non-minority, and 5% other. The breakdown for graduate students was 32% male, 68% females and 8% of those students were Black, Hispanic, and Native American, 91% non-minority, and 1% other.

Chairman Jacobson commended the College for an outstanding job. Trustee Carpiano thanked the deans, faculty, staff, and others involved who made the summer enrollment successful.

**Southern Regional
Institute/ETTC Update:**

Chairman Jacobson called upon Dr. Kesselman to give a Southern Regional Institute/ETTC Update. Vice President Kesselman presented a two page handout; *Southern Regional Institute and ETTC –Summer 2003- Summary* and *Southern Regional Institute and ETTC Plans for Fall/Winter 2003*. He highlighted the various workshops that the ETTC held over the summer. Dr. Kesselman commented that the total number of participants was 559; total professional development hours being offered: 2,575; total number of registrations: 786; number of workshops: 51; total count of K-12 students served: 76,895 and members of consortium totaled 66. Vice President Kesselman reported that the SRI developed a School

Leadership Workshop Series for administrators and school officials. He commented that attendance was overwhelming. The first session, *Implications of the No Child Left Behind Act*, welcomed 114 educators to the Egg Harbor Township Intermediate School on July 9, 2003. Dr. Kesselman commented that from one of the workshops over the summer came the announcement that The Renaissance Schools in Atlantic City, New Jersey will be approved. On August 6, a group of K-12 teachers and Stockton/ETTC representatives took a bus trip to the Holocaust Memorial Museum in Washington, D.C., as part of the final activity of Open Heart, Open Mind, a project funded through the National Endowment for the Humanities (NEH).

Vice President Kesselman thanked Ms. Gail Rosenthal, Supervisor of Holocaust Research, Dr. David Lyons, Professor of Social Work, and Dr. David Pinto, Director of the Library for accompanying the group of K-12 educators to Washington, D.C. on August 6 who discussed face-to-face the impact of this two year project.

Dr. Pinto reported that the Holocaust Memorial Museum was a remarkable experience. He commented that the trip to D.C. was very productive. Ms. Rosenthal stated that there were so many positive comments from the participants about the program.

Ms. Patty Weeks commented that one of the new programs offered by the ETTC this summer was titled Intel Teach to the Future program at the Absegami High School. This was a 5-day program; designed for K-12 teachers to learn how, when and where incorporate technology tools and resources into their current lesson plans. She reported that five teachers from Ocean City High School attended the workshop and because they were so excited about the quality of the program their district has decided to purchase five lap top computers.

Dr. Kesselman reported that a meeting was scheduled for September 2 to meet with architects and engineers from Valmar Associates and the County's Project Director John Hines to discuss space requirements for the renovation of the Mays Landing Court Complex. A time line would be available after the meeting on September 4. Moreover, the Pinelands Commission has officially become the newest member of the SRI/ETTC consortium. They are the eleventh non-profit to join; first state agency; and a partner with the College on a New Jersey SSI grant, which was recently awarded.

Personnel Resolution:

Chairman Jacobson brought the Board's attention to the Personnel Resolution and the Addendum to the Resolution. Upon a motion made by Trustee Matos and second by Trustee Carpiano, the Board voted to approve the Personnel Resolution and Addendum, with an abstention vote from Student Trustee Gant.

President's Report:

Chairman Jacobson called upon Dr. Saatkamp to give his first official report as President. President Saatkamp commended the staff for working as a team and he thanked the Board for its support. He also acknowledged the President's Office staff for their professionalism during the transition. In addition President Saatkamp stated that Vice President's had been supportive while moving forward specific expectations, goals, planning and other features of responsibility. He commented that it was nice for "a past scholar" to have been welcomed by very active scholars in the community. The students have also been remarkable; coming out of the woodworks to talk converse with him, updating him about events, and had written recommendation letters. President Saatkamp noted also that the marks of success of an institution by often measured when alumni and members of the Board of Trustees begin sending their children to Stockton. He remarked that Trustee Matos' daughter will be attending the College this fall. President Saatkamp thanked everyone for their support, which has been extended to him and his wife, Dot over the last couple of months. He stated that they have both fell quite welcome in this community. Dr. Saatkamp commented that it was wonderful to see all of the accomplishments as highlighted in the President's Report.

Dr. Saatkamp acknowledged the a recent publishing of Dr. Paul Lyon titled *People of this Generation*; Mr. G. Larry James, Dean of Students and Director of Athletics and Recreation will serve as the Headman's Manager at the *U.S. Team at the 2003 World Outdoor Track and Field Championship* in Parris. President Saatkamp also announced that Mr. James was recently one of eleven nominees for induction into *The National Track and Field Hale of Fame* – if accepted the ceremony would take place on December 5, 2003. Additionally, Vice President Carr's article in *The New York Times website*, which was a mark of distinction for Stockton.

In closing, President Saaktamp remarked that changes were occurring on campus, which should serve the College well. He introduced Ms. Jane Stark, Special Assistant to the President for Development and Community Relations and Ms. Sara Faurot, Director of Alumni Relations.

Dr. Saatkamp also announced that this would be the last meeting for

Student Trustee Gant. He thanked Mr. Gant for his outstanding service and presented him with a gift. Trustee Movva will become the voting Student Trustee.

Chairman Jacobson thanked Mr. Gant for his leadership, thoughtfulness, and insight of student issues and wished him well in his future endeavors.

Other Business:

Trustee Weinstein commented that he had recently reviewed the Lease Agreement between the College and Carnegie Library. He noted that two issues still concerned him: the parking problem and the projections for occupying the building. He stated that he was aware the parking issue is being addressed by Vice President Hale and President Saatkamp. However, he remarked that he had not seen the plans to date.

Dr. Carr responded that a Planning and Implementation Committee had been established and has already met. Seventy-one work shops had been identified that will be offered in the spring of 2004 and course scheduling should be finalized in September. In addition, an agreement has been signed with the Small Business Development Center of Atlantic Cape May and Cumberland Counties to occupy the site. The workshop fees will be split 50/50 with the College as a revenue generating model. The Small Business Development entity will begin operations under the Stockton flag on October 1, 2003 (prior to entry into the Carnegie site). Vice President Carr reported also that the College began contacting officials and agencies throughout the county, as well as with AtlantiCare and Atlantic City Medical Center officials to determine their needs.

Trustee Weinstein inquired if the Committee had identified other opportunities other than Small Business Development? Dr. Carr responded that the MBA, health care, nursing, speech pathology, and public health programs, as well as other courses will be offered. Further, hospitality management will also be offer. A third member of the hospitality faculty had recently been hired tin support of this program.

Vice President Carr added that if a complete program were to be offered at the Carnegie site, a number of regulatory requirements would need to be satisfied with the State Commission on Higher Education and Middle States. However, a series of sequential course offerings could be offered to lead to a Stockton degree along with

coursework at the Pomona campus. He commented that these were significant roadblocks to the types of initiatives that Stockton wants to implement with speed once the building was ready to occupy.

Comments from the Public:

Dr. Eileen Conran, Dean of Students thanked the Board for approving many of the resolutions today and stated that several helped support the housing complex. She acknowledged Plant Management for insuring that everyone was on schedule with the housing issues. Dean Conran also introduced newly hired employees: Mr. Lawrence Birello, Complex Director, Housing II, Ms. Christina King, Complex Director, Housing II and expanding the roles of Ms. Stacey McIntosh as Assistant Director of Housing and Residential Life and Mr. Pedro Santana, Associate Director of Housing and Residential Life, and Mr. John Smith, Assistant to the Dean of Students.

As there were no further business or comments from the public, Chairman Jacobson announced that next regularly scheduled meeting of the Board of Trustees would take place at 1:30 p.m. on Wednesday, September 17, 2003.

Adjournment:

Upon motion by Trustee Weinstein and second by Trustee Matos, the Board voted to adjourn the meeting at 5:45 p.m.

For the College,

Brian K. Jackson

Liaison to the Board