

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

December 10, 2003

Trustees Present:

Michael Jacobson, Esq., Chair
Hon. Gerald Weinstein, Vice Chair
Ms. Celeste Carpiano
Dr. Clarence C. Hoover, III.
Carmen R. Matos, Esq.
Ms. Imani Movva, Student Trustee
Mr. Steven Radwanski, Student Trustee Alternate
Dr. Herman Saatkamp, Jr., President and Ex Officio

Call to Order and Roll Call: Chairman Michael Jacobson called the meeting to order at 1:30 p.m. on Wednesday, December 10, 2003 in Room K203k. On June 23, 2003, 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 October 22, 2003: Upon a motion by Trustee Hedinger and second by Vice Chairman Weinstein, the Board voted to adopt the minutes of the October 22, 2003 meeting.

Resolution to Meet in Closed Session: Upon a motion made by Vice Chairman Weinstein and second by Trustee Hedinger, 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.

Revised Adoption of the new Corporate Seal Resolution: President Saatkamp invited Ms. Julie Bowen, Graphic Artist III, of the Graphic Production Department, to give a brief visual presentation of the new college corporate seal. Ms. Bowen's presentation included an explanation of the different components and symbols of the new seal:

- The original logo of Stockton State College as approved by the first Board of Trustees in 1969. A ribbon highlights the date the College was established;
- The rampant lion was adopted from the Richard Stockton family crest, which represented courage and strength;

- The book and candle is a symbol of the enlightenment gained through life-long learning;
- The tree characterizes the pinelands local of Stockton's campus;
- The osprey is Stockton's official mascot, native to the region and safe from extinction through the efforts of the Stockton faculty and now names the renowned athletic teams.
- In keeping with the model and environment for excellence, the color blue is incorporated to represent the sky and the color gold emphasizes the concept of educational excellence.

President Saatkamp reported that this will appear as the official seal once adopted and will appear on diplomas, programs, official college stationary, etc. He added that it would take the College a while to get the new seal fully implemented, but should certainly be ready by Commencement in May 2004 for diplomas.

Vice Chairman Weinstein remarked the last RESOLVED phrase should be amended to read: RESOLVED, that the Board of Trustees hereby authorizes the adoption of the new Richard Stockton College Seal as per NJSA 1864A:64-6a, *a specimen of which is attached here too*. Upon a motion made by Trustee Carpiano and second by Trustee Matos, the Board voted to adopt the revised Resolution.

Chairman Jacobson commended everyone involved and stated the presentation was very well done. President Saatkamp asked for a round of applause for Ms. Bowen her staff. Mr. Brian K. Jackson, Assistant to the President, also acknowledged Ms. Karen Quinn and Mr. Ryan Schocklin from the Graphics Production Office and asked they also stand and be recognized. The Board and those in attendance gave them a round of applause.

**Revised Interim
Appointment by President
Resolution:**

Chairman Jacobson recommended adoption of the Revised Interim Appointment by President Resolution, which authorizes the President to make internal, interim appointments for up to one (1) year, with notifications of such appointments occurring at the next Board of Trustees meeting. Upon a motion made by Vice Chairman Weinstein and second by Trustee Hoover, the Board voted to adopt the Revised Resolution. President Saatkamp commented he appreciated the Board's support.

Report of the Audit & Finance Committee:

Chairman Jacobson called upon Trustee Hedinger to give the report of the Audit/Finance Committee. Trustee Hedinger reported the Audit/Finance Committee discussed and reviewed a number of items, including: the FY05 Budget Submission; Facilities Usage Fees for Calendar Year 2004; Managerial Compensation Resolution; Investment Policy; Approval of a Capital Construction Project for Housing I Exterior Renewal and Restoration Project 2004 (Phase III Housing); Approval of Capital Construction Project for Housing II Shower Improvements; and Confirming FY04 Bid Waiver. The Committee also received the final auditors report from KPMG for June 30, 2003 and 2002 from KPMG, which found the fiscal status of the College to be sound. She concluded her report by stating the College's financial position was strong and the Committee had received a "clean report" with no findings to report at this time. Trustee Hedinger also added the FY05 Budget was a preliminary document, and was not the final working budget.

Revised Approval of Program Announcement: Master of Arts in Education Resolution:

Chairman Jacobson called upon Dr. Bonnie Buzza, Associate Vice President for Academic Affairs, to present the Revised Approval of Program Announcement: Master of Arts in Education Resolution. Dr. Bonnie Buzza, in Vice President Carr's absence, reported a faculty committee had taken the lead in planning for a Master of Arts in Education program, which had gone through the internal approval process. The next step in the process will be to circulate the preliminary program announcement to the colleges and universities in the state of New Jersey. Upon a motion made by Trustee Hoover and second by Trustee Matos, the Board voted to adopt the Revised Resolution.

Trustee Matos requested clarification on the difference between the Master of Arts in Education and Masters in Education programs. Dr. Buzza referred the question to Dr. Virginia deThy, Director of Teacher Education, who explained, the Committee wished to keep its focus on what Stockton does best; its liberal arts program. Dr. deThy recognized Dr. Frank Cerreto, Professor of Mathematics and Co-Chair of the Committee for his work.

Chairman Jacobson inquired if there were mandated liberal arts courses? Dr. deThy responded the students have a choice of a track in science, math, or language arts. Trustee Hedinger asked if the College knew what the level of decline would be for the other program and its impact. Mr. Cerreto responded students in the MAED program would very likely (as a part of their elective requirement) take some courses in the Masters of Arts in Instructional Technology (MAIT) program. Trustee Hedinger also

questioned if this type of program would be more attractive than the MAIT and if it would attract a greater number of participants? Dr. Marc Lowenstein, Dean of Professional Studies, responded some of the best information about the program does not come from surveys, but from school superintendents, who have a large number of students interested in the program. He further commented the College had offered a cohort program in Linwood last year and Millville expressed interest for early 2004.

Dr. Douglas Harvey, Assistant Professor of Instructional Technology and MAIT faculty member commented it would be good to have both programs, which could attract more students overall. He remarked the community should support the programs.

Trustee Weinstein remarked he supported the programs however, he expressed two concerns; that the number students admitted into Stockton's programs be dependant on the quality of the applicant pool, and the College's ability to provide adequate resources. He stated if the Trustees voted to approve this Resolution they were also voting to provide the resources to make this program work.

Mr. Sal Catalfamo, Dean for Enrollment Management, remarked this program would attract students from all areas of the State. He added more students would rather have their Master degrees from Stockton than from other colleges in the region and he looked forward to the approval process.

Trustee Hoover remarked the focus should be on Middle School activities (science, math and language arts literacy) and that reading should be addressed in the application phase. Furthermore, he believed this initiative would help Cumberland County and he strongly supports this endeavor.

Upon a motion made by Trustee Hoover and second by Trustee Matos, the Board voted to adopt the Revised Resolution.

Sabbatical Leaves, 2004-2005:

Associate Vice President Buzza reported the 2004-2005 Sabbatical Leaves were recommendations of the Research and Professional Development Committee and the Deans Council for Sabbatical Leaves for 2004-2005. Trustee Weinstein requested clarification on the wording, "approval of this request for sabbatical is recommended pending the determination of the number of available leaves" and who would be responsible for making these determinations? Dr. Buzza responded this was a recommendation from the Committee and the process is finalized by the Board's

vote on the Addendum today. Trustee Weinstein inquired if an analysis had been made to determine if the College could afford to support (both dollar wise and academically) these sabbaticals at this time. Dr. Buzza responded the configuration of these sabbaticals was different from past years, there were more faculty members requesting full-year leaves, which will be better for the program and benefit the College by allowing Stockton to save money through salaries. However, vacant positions will be filled while the faculty members were on sabbatical.

**R&PD Committee's
Recommendation for Mini
Round Informational Item:**

Dr. Buzza announced this was an informational item only. The Research and Professional Development Committee recommended funding for the Mini Round to eight applicants. The total amount requested was \$6,546, which would support faculty scholarships.

**Revised Investment Policy
Resolution:**

Chairman Jacobson called upon Mr. Richard Hale, Vice President for Administration, Finance and Institutional Advancement, to present the Revised Investment Policy for the Board's approval. Vice President Hale announced he had worked with the Audit and Finance Committee and a former Board of Trustees member, Mr. Charles Townsend, on the proposed Investment Policy, which includes the establishment of an Investment Committee of the Board and the hiring of an Investment Manager through the College's RFP process. Upon a motion made by Trustee Carpiano and second by Trustee Hedinger, the Board voted to adopt the Revised Investment Policy Resolution.

Trustee Carpiano inquired what areas are being looked at for investment. Mr. Hale responded an Investment Committee will be developed to establish appropriate parameters. He remarked the Committee will work with the Audit/Finance Committee to seek appropriate investments and will closely monitor the College's investments. All of the funds would not be in un-liquid accounts, such as the Cash Management Account (CMA) fund or similar funds. Vice Chairman Weinstein remarked these types of investments would be long-term, such as Treasury Bills, Treasury Notes, Bonds, Government sponsored funds, etc. The Investment Committee and Audit and Finance Committee would have to approve all investments.

**Facilities & Usage Fees for
Calendar Year 2004
Resolution:**

Vice President Hale recommended the approval of the Facilities Usage Fees for Calendar Year 2004. He reported that there were modest changes from the previous year. Mr. Hale highlighted those changes: an access replacement fee \$25.00; PAC minimum commission charge of \$200.00 for service as selling agent; and a fee for the use of the Colleges parking lot and picnic area. Upon a

motion made by Trustee Hedinger and second by Vice Chairman Weinstein, the Board voted to adopt the Resolution with a negative vote from Student Trustee Movva.

Trustee Hoover inquired if the pool was rentable. Mr. Hale responded yes and stated the fees generate about \$11,000 per year.

Student Trustee Alternate Radwanski commented the access fee was previously \$10 and stated the increase to \$25 was a concern for students. Mr. Hale responded the fee was for the actual swipe card, which gives residents access into the building and which if the misplaced, would create a security problem. The new fee is an administrative cost.

Managerial Compensation Resolution:

Vice President Hale recommended the adoption of the Resolution to approve a Managerial Compensation Plan for Fiscal Year 2004. Mr. Hale remarked salary increases for management, except nonaligned professional employees (unclassified employees in bargaining units D and M) should be based upon an assessment of the employee's performance. All increases shall only be made upon the recommendation of the President. In closing, he commented according to the plan, employees in service prior to July 1, 2003 who were not already receiving a salary at the maximum range established for their position will receive a salary increase equivalent to an increment. No salary increases would be granted that will exceed the maximum of a range established for the position.

Chairman Jacobson inquired what the average increment was. Mr. Hale responded 3.2% of the base salary and one-half of this would be the actual cost to the College in this fiscal year.

Upon a motion made by Hedinger and second by Trustee Carpiano, the Board voted to adopt the Resolution with an abstention vote from Trustee Movva. Trustee Matos inquired if this 3.2% increment would be every year. Vice President Hale responded no, this was a one time salary increase. Managerial salary increases will be considered on an annual basis.

Approval of a Capital Construction Project: Housing I Exterior Renewal and Restoration Project 2004 (Phase III) Resolution:

Vice President Hale requested the Board's approval of the Capital Construction Project: Housing I Exterior Renewal and Restoration Project 2004 (Phase III) Resolution. Mr. Hale advised the Board that this was the cost of the final phase of this project. He reported the project was approximately \$1.1 million, which would be paid from the Housing Capital and Renewal Replacement (CR&R) and The Higher Education Capital Improvement Fund (HECIF).

Vice Chairman Weinstein commented two words were missing from the third WHEREAS clause. The Resolution should be corrected to read: WHEREAS, the Housing I Exterior Renewal and Resolution Project 2004, as described in the attachment *meets the criteria* for Board of Trustees approval; and.

Vice President Hale replied the correction was so noted and the change would be made.

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

Chairman Jacobson inquired about the status of the project and the expected date of completion. Vice President Hale remarked the project was moving along well, with the last phase of the project scheduled for this year. Mr. Hale called upon Mr. Marvin Witmer, Director of Facilities Planning and Construction regarding the completion date. Mr. Witmer remarked the expected date to begin the project is May 2004, with completion by August 2004.

Trustee Hedinger commented Vice President Hale had been given the task of providing the Audit/Finance Committee with a construction progress had, lacked, or anything that was learned from this project. Trustee Hedinger stated this report would give the College an opportunity to build on its experience. Moreover, the College will probably be faced with more projects similar to this one, which may require state-wide bond issues.

Trustee Hedinger inquired if the College's contracts include a clause for liquidated damages. Vice President Hale responded the contracts are usually established through the state agencies and there were liquidated clauses in most of the contracts, not all. The College's goal has been to keep the costs down.

**Approval of a Capital
Construction Project:
Housing II Shower
Improvements Resolution:**

Vice President Hale recommended the Board adopt the Capital Construction Project Housing II Shower Improvements Resolution. Mr. Hale reported the cost of the project was approximately \$1 million. The monies for repairs would be taken from the Capital Renewal and Replacement funds.

Vice Chairman Weinstein remarked the same correction should be made to the third WHEREAS clause of this resolution as in the Approval of a Capital Construction Project: Housing I Exterior Renewal and Restoration Project 2004 Resolution. Vice President Hale remarked the change was noted and would be made. Upon a

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

Chairman Jacobson inquired when the project would be complete. Mr. Witmer replied the project would begin in May 2004 with completion by August 2004.

FY05 State Budget Request Resolution

Vice President Hale presented the FY05 State Budget Request Resolution. Mr. Hale indicated the FY05 Budget Request was previously submitted by the College's administration to the Office of Management and Budget in Trenton. He reported the budget was for approximately \$33 million, of which \$10 million was for the priority request as indicated in the Budget Request. Upon a motion made by Vice Chairman Weinstein and second by Trustee Matos, the Board voted to adopt the FY05 State Budget Request Resolution.

FY04 Confirming Bid Waiver:

Vice President Hale presented the FY04 Confirming Bid Waiver Resolution. Mr. Hale recommended approval of a bid waiver for professional services to **Dionex Corporation** for \$45,900. The Dionex Corporation is the sole source provider of reagent-free Ion Chromatography Technology. The timely purchase of the Dionex 2500 will provide the College a savings of approximately \$4,300. The equipment will be used as a part of a National Science Foundation Course. Upon a motion made by Trustee Carpiano and second by Trustee Hedinger, the Board voted to approve the FY04 Confirming Bid Waiver.

SRI Lease Agreement Resolution:

Vice President Hale presented the SRI Lease Agreement Resolution for Board approval. Mr. Hale commented this was confirmation of the Board's authorization for the College to enter into a lease of a building in Mays Landing, NJ. The SRI and ETTC offices would occupy the facility. Vice President Hale reported that the lease would be for a period of five (5) years commencing December 11, 2003 through December 10, 2008. The rent total would be \$324,000; at a rate of \$5,400 per month and would be payable on the 5th of each month. Upon a motion made by Vice Chairman Weinstein and second by Trustee Hoover, the Board voted to adopt the SRI Lease Agreement Resolution.

SRI Lease Agreement Update:

Dr. Harvey Kesselman, Vice President and Executive Director for the Southern Regional Institute, thanked Vice President Hale for his hard work on the SRI Lease Agreement. He also thanked the Board, President Saatkamp, Mr. Charles Klein, Associate Vice President for Fiscal Affairs and Risk Management, and the Administration and Finance staff for their support and assistance.

Vice President Kesselman distributed the *Southern Regional ETTC Educational Technology Training Center Annual Report for July 1, 2002 to June 30, 2003*. Dr. Kesselman commented that the report was in response to Trustee Hedinger's request. He remarked that the report highlights the type of programs that SRI and ETTC are involved in on an annual basis. The growth of the consortium has been astounding, from 24 public school districts to 71 organizations (including 59 school districts). This is the largest voluntary K-12 – Higher Education consortium in New Jersey. Vice President Kesselman also remarked the ETTC's emphasis needs to remain focused in the area of technology training. He reinforced that given the interest in professional development by school boards and teachers, there is a sufficient level of demand to support two Master Degree Education programs at the College over the next few years. Dr. Kesselman noted that the move to Mays Landing strategically places the SRI, ETTC and Stockton in the western part of the county where services are provided to a number of school districts, and other professional (county government, municipal agencies, and not-for-profit organizations). Moreover, Dr. Kesselman commented this new facility could be a driving force for the Masters degree program currently offered. The SRI and ETTC would continue to push those programs and anticipated being able to offer some of the courses in Mays Landing.

Vice Chairman Weinstein inquired what amount of space would be available at the College. Dr. Kesselman responded there currently is a total of 1,650 square feet allocated at the College for the ETTC; lower E-wing for the demonstration center, Upper J-Wing for the SRI; and the F-210 classroom. There would also be space available in Mays Landing for Stockton's use. Vice President Hale remarked the College fully intends to utilize all available space. Dr. Kesselman commented there was a lot more flexibility to offer courses when needed because the new facility is not bound by the College's module or calendar. He reported there were approximately 4,000 teachers within an hour's radius of the Mays Landing site. Moreover, special training classes could be created for those teachers who were not available until after 2:30 pm. Vice President Kesselman stated that the language in the proposed Masters degree program in Education was consistent with what is expected of highly qualified teachers under the No Child Left Behind Act. The key is that the teachers must continue their education as required by the State of New Jersey. He remarked the ETTC has produced more technology coordinators and technology teachers over the last six years than every state

college in the State of New Jersey combined because Stockton was the “first out of the gate.”

Trustee Hedinger inquired about the amount of space rented in Mays Landing. Dr. Kesselman responded that the facility was approximately 6,000 square feet. He reported he had already received interest from the Audio/Visual Aids Commission that they may be interested in renting space. This organization provides the internet access to all of the school districts in Atlantic County. This would be an advantage because of the College’s interest in video streaming, since the College would potentially have access to every school building and classroom with the County.

Vice Chairman Weinstein inquired if the demand for space at Carnegie Library was still as high as originally anticipated. Dr. Kesselman responded this depended on the final plan as to what programs and activities will be offered in the facility. The ETTC will likely have one of the most state-of-the-art computer labs anywhere, which will be linked right across the street to the County Library. Dr. Kesselman acknowledged the hard work of Ms. Patricia Weeks, Director of the Southern Regional ETTC.

Dr. Deborah Figart, Interim Dean of Graduate Studies commented the Carnegie Library would be important to the College for growth in the area of Continuing and Professional Education. She also anticipates a significant number of students attend classes at Carnegie Library because this location was closer to the Stockton population base as well as the employees in the Atlantic City area.

Dean Catalfamo remarked it would also be beneficial for the Carnegie Library to offer corporate training, continuing education, and hospitality management that the College is considering expanding. He commented it was a good decision to have the SRI in Mays Landing.

Chairman Jacobson commented the College needs to re-direct itself and move forward with the Carnegie Library project.

Recognition of G. Larry James – Inducted into the USA Track and Field Hall of Fame Resolution:

President Saatkamp invited Vice President Marchetti and Mr. G. Larry James, Dean of Athletics and Recreational Programs and Services, to come forward for a special presentation. President Saatkamp read into record, a resolution in recognition of Dean James’ induction into the USA Track and Field Hall of Fame. President Saatkamp noted that Mr. James was not just a colleague, but was also a symbol of extraordinary achievement at Stockton. A plaque of the resolution was also presented to Mr. James. He

received a standing ovation.

Upon a motion made by Trustee Weinstein and second by Trustee Hoover, the Board voted to adopt the Resolution Recognizing G. Larry James' Induction into The USA Track and Field Hall of Fame.

Trustee Carpiano commended Dean James on his athletic achievements. She commented briefly about her experience as a runner and how people often overlook the mental strain associated with being a top athlete. Trustee Carpiano concluded by stating how fortunate Stockton was to have Dean James as part of this organization.

Dean James thanked everyone for their support and kind words.

**Spring 2004 Pre-
Registration Figures:**

Interim Vice President Joseph Marchetti announced this was an informational item. He reported that through the efforts of the faculty, academic advisors, and the Academic Affairs office, we pre-registered a record number of students for the Spring 2004 term. The headcount figure had increased by approximately 3.4%, which will generate about a 3.7% increase in FTE over last Spring. Dr. Marchetti stated that we are only limited by classroom space and enough faculty to teach the classes. He remarked President Saatkamp had given the administration several goals and targets which should generate an additional 2-5% increase over last Spring's figures. Fall 2003 figures were up 4.5-5% over last year. According to Dean Catalfamo, the Spring 2004 enrollment number will be very strong, an anticipated 400-500 new students.

Dean Catalfamo reported Fall 2004 enrollments were strong, and the GPAs of incoming transfer students appeared stronger than last year's group. He commented the College must continue to provide the best quality of life for all students. The College is looking at everything, including class modules to ensure there is adequate space for all students.

Vice Chairman Weinstein commented the Board encouraged recruitment for years, in order to maximize the number of students. This was accomplished, while also attracting premier high school and transfer students. Now that the College is at maximum capacity, Stockton must determine how it will keep delivering top-quality education and student life opportunities. He noted also until the College provides the resources to improve facilities and decrease the faculty/student ratio, it may have to turn away students who would ordinarily be accepted, with the hope

that better times are ahead for the College.

Chairman Jacobson inquired if a discretionary line had been drawn in terms of total FTE. President Saatkamp responded that the College would not grow next year and may be slightly smaller because of these current constraints. He commented that the College would not create the difficulties by exceeding housing capacity and waiting lists as we did this fall. These issues are already being corrected. President Saatkamp also indicated that future growth in FTE and headcount would be possible with Stockton's sites in Mays Landing, Carnegie Library, and through distance learning programs.

Dr. Joseph Rubenstein, President of the Faculty Assembly, remarked that he and the faculty appreciated the President and Board's concern regarding the faculty/staff ratio.

Chairman Jacobson remarked that the Board will address the ratio, which should be Stockton's primary concern as a liberal arts college.

**Stockton Board of Trustees
Distinguished Fellowship for
Students:**

Chairman Jacobson called upon Vice President Marchetti, for the purpose of announcing the recipients of the Distinguished Fellowships for Students. Dr. Marchetti introduced the Dean of Students, Dr. Eileen Conran, who in turn announced the names of the recipients of the Fellowships: Lauren Buyofsky, a senior Environmental Studies major; John Macaluso, a junior Applied Physics major; and Kathleen Werner, a junior Communication Studies major. Each recipient was awarded a \$1,000 scholarship.

Chairman Jacobson congratulated the recipients for their accomplishment.

**The Personnel Resolution
and Addendum to the
Personnel Resolution:**

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

**Adoption of the Proposed
College Committee on
Diversity Equity and
Affirmative Action:**

Chairman Jacobson announced an addition to the Agenda. He recommended the Adoption of the Proposed College Committee on Diversity, Equity, and Affirmative Action. Upon a motion made by Vice Chairman Weinstein and second by Trustee Hoover, the Board adopted the Proposed College Committee as set forth and will replace the current Affirmative Action Committee; I-68 in the original Policy Manual, which was adopted by the Board in

March 1981.

President Saatkamp commented the original committee was founded in 1981 and the original document had not been revised. The new document has been updated, with an enlarged and more diversified committee.

President Saatkamp indicated that the new committee will be included in the Policy Manual and distributed to the appropriate persons.

President's Report:

Chairman Jacobson called upon President Saatkamp to present his report. He commented how pleased he and the Trustees were by the scholarly achievements and civic engagement mentioned in the report by the faculty and staff. President Saatkamp referred to Stockton's high ranking in the *National Survey of Student Engagement*, which ranked the College as outstanding and "supportive campus environment". He also commended the Division of Student Affairs for their fine work and high rating nationally, due largely to the historic work of the immediate past Vice President of Student Affairs, Dr. Harvey Kesselman. President Saatkamp also acknowledged Dr. Joseph Marchetti, who was promoted to Vice President for Student Affairs. Dr. Marchetti and Dr. Kesselman received rounds of applause.

President Saatkamp announced that he intended to incorporate enhancements into the current personnel process. Vice President Carr will initiate three features in early Spring 2004 including: orientation sessions for the College Personnel Committee, deans, and program coordinators, and well as for candidates coming forward for review. President Saatkamp will also plan to work closely with the faculty and administration to incorporate additional changes to improve the personnel process.

Regarding development, President Saatkamp mentioned several individuals met with consultant, Kathleen Kavanagh, who is a former Vice President at Vassar College and is currently working with a prominent consulting firm. She and her firm will assist with the development of a plan to: review Stockton's Development program resources; review the College's information technology; and develop an ongoing strategic plan for Development.

In closing, President Saatkamp acknowledged and congratulated all those that were reappointed, received tenure, or reclassified.

Other Business:

Associate Vice President Buzza announced that, through recent tragic circumstances, the College lost several students. Stockton has a mechanism in its policy for awarding a degree posthumously to students who are near the end of their programs. Dennis Carolla, who had met the requirements as set forth in the policy, will be awarded his bachelors degree posthumously at the January 31, 2004 Commencement.

Chairman Jacobson reported there was no Board action required for this item.

Comments from the Public:

Chairman Jacobson invited comments from the public.

Dr. David Emmons, President of the Stockton Federation of Teachers, commented on the large number of faculty receiving tenure, promotion and reappointment, and remarked it was an affirmation of the outstanding younger faculty at the College. However, he was concerned that several senior faculty members had not been promoted.

Chairman Jacobson remarked the Trustees were very impressed with the degree of excellence exhibited by the faculty and administration.

President Saatkamp echoed Chairman Jacobson's comments and stated the new policies, such as the formation of the College Planning Committee, seemed on the whole to be working well. However, issues regarding communication and clarity of criteria, concerns him and will be clarified and improved over time. Some changes can be addressed immediately, while others require a larger cooperative effort. President Saatkamp mentioned also that he intends to meet with the senior faculty and the Executive Committee of the Faculty Union in the coming year, as well as, address the Faculty Assembly in January 2004. He also meets with the Vice President's on a weekly basis, with Dr. Rubenstein attending the first meeting of each month. He expressed hope that, through open-communication, the division between the faculty and administration will be closed over the next couple years.

President Saatkamp indicated how amazed he was by what he has learned since his Presidency began. He referred to several sources, including the report written by Jack Schuster 1989, which led to formation of the College Personnel Committee. Moreover, he stated that he was also concerned about the process in which the College addressed rewards for faculty and staff who have made remarkable contributions to this institution over a long period of

time.

Vice Chairman Weinstein commented the modification of institutional culture was not something that President Saatkamp or the Trustees could address alone. Rather, it had to come from a collaborative, collective effort of faculty and administration. He indicated the need for improving the personnel process, but also suggested that significant improvements had been made over the years.

Dr. Joseph Rubenstein remarked the faculty was very appreciative of the new lines of communication that were established between the faculty and administration. He reported the establishment of a joint committee of the SFT and Faculty Assembly to meet with new and junior faculty for the purpose of improving the quality of life for those individuals. He remarked he hoped any new changes to the personnel process would be brought before the joint committees.

Dr. Rubenstein congratulated Dr. Frank Cerreto for his leadership in undertaking of the new graduate MADD program, which is viewed as a model for future program development.

Additionally, Dr. Rubenstein stated that he agreed with Vice Chairman Weinstein's assumption the Stockton should establish a long-term policy for the development of graduate education and that the faculty should be involved in the development of such a policy or plan.

President Saatkamp concurred with Dr. Rubenstein and commented the College needed to be intelligent in terms of collaborative work and long-range planning.

Vice President Hale reminded everyone that there were many personnel actions taken today by the Board, which were important to the development and growth of the College. He highlighted two appointments in the area of Administration and Finance: Mr. Joseph N. Mangiello, promoted from Lieutenant of Campus Police to Associate Director of Campus Security; and the appointment of Mr. Glenn M. Miller as Director of Campus Security. Each received a round of applause.

Next Meeting:

As there was no further business or comments from the public, Chairman Jacobson announced that the next regular meeting of the Board of Trustees would take place at 1:30 p.m. in the Townsend Residential Life Center on Wednesday, February 18, 2004 and

wished everyone a safe and happy holiday.

Adjournment:

Upon motion by Vice Chairman Weinstein and second by Trustee Hoover, the Board voted to adjourn the meeting at 5:30 p.m.

For the College,

Brian K. Jackson
Liaison to the Board