

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

**June 16, 2004**

**Trustees Present:**

Michael Jacobson, Esq., Chair  
Hon. Gerald Weinstein, Vice Chair  
Mr. Stanley M. Ellis  
Dr. Clarence C. Hoover, III.  
Carmen R. Matos, Esq.  
Ms. Imani Movva, Student Trustee  
Mr. Steven Radwanski, Student Trustee Alternate  
Dr. Herman J. 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, June 16, 2004 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 April 14, 2004:**

Chairman Jacobson stated the Approval of Minutes of April 14, 2004 would be deferred to the Open/Public Meeting.

**Resolution to Meet in Closed Session:**

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

**Return from Closed Session:**

Chairman Jacobson reconvened the Open/Public Session at 3:45 p.m. upon the Board's return from Closed Session.

**Report of the Academic Affairs and Planning Committee:**

Trustee Hoover reported the Committee met on June 7, 2004 to discuss several key issues. There was discussion regarding professional development opportunities for faculty and the need for a review of funding allocated for these activities. Additional information will be shared with the Trustees at the August 2004 Board meeting. The Committee also discussed the development of a proposal with the Vineland School District to expose students to college life. Staff from Vineland Public Schools and Stockton will collaborate on this effort, which will address key areas such as the college admissions process, financial aid, scholarships, GPA requirements, etc. New faculty appointments for Fall 2004 were also reviewed.

**Improving Teacher Quality**

Dr. Harvey Kesselman, Executive Director of the SRI/ETTC

**Partnership Grants  
Resolution:**

and Special Assistant to the President, requested the Board's adoption of the Improving Teacher Quality Partnership Grants Resolution (Year Two funding) in the amount of \$274,932.

Dr. Kesselman reported the College continues to collaborate with the K-12 community, including the development of a 72-member regional consortium of school districts, non-public schools, charter schools, colleges and non-profit organizations throughout southern New Jersey. At the request of consortium members Buena Regional and Atlantic City, a proposal was developed and funded, in Year one of three, which seeks to provide customized professional development to meet the needs of both students and teachers, and enhance traditional teacher training. The Southern Regional Institute (SRI) for Professional Development, the Southern Regional Educational Technology Training Center (ETTC) and Stockton's Teacher Education Program (STEP) will collaborate on this proposal. The College will apply for \$275,000 to support the partnership.

Trustee Hoover explained this was an excellent opportunity for school districts to collaborate with Stockton and that he was pleased to hear about Atlantic City and Buena's involvement in this project. Upon a motion made by Trustee Hoover and second by Trustee Matos, the Board voted to adopt the Resolution.

**Update: Professional  
Development & Continuing  
Education (PDCE):**

Dr. Kesselman remarked, through the efforts of the ETTC/SRI, Carnegie Library and the Mays Landing sites, a plan was developed over the last couple of month to address the issue of Professional Development & Continuing Education (PDCE), with the help of the College's Executive Committee, Interim Dean Deborah Figart and others. The mission of the PDCE will be to: Promote opportunity in the area of professional development for life-long learning; Serve multiple markets via three primary areas (professional services, allied health/human services, and education). This will be done in three functional areas: *Professional Services* (training, development, workshops, consulting, research for profit, not-for-profit businesses and organizations); *Allied Health and Human Services* (programs and activities related to varies academic graduate and undergraduate areas); and *Teacher Education* (SRI/ETTC), which has been largely successful as the top professional development provider for pre-K to 12 educators in New Jersey.

Dr. Kesselman commented initial identification strategies must be determined. Once approved instructors and staff will be

needed to create workshops and seminars in order to offer a wide range of courses. He closed by mentioning he was very excited about this new venture; and Stockton must continue to be connected to the community.

**Educational Technology Training Center:**

Dr. Kesselman presented to the Board for adoption the Educational Technology Training Center Resolution and Memorandum of Understanding (for July 1, 2004 – June 30, 2005). The ETTC was formed by the College in 1996 and currently has 72 members, including public school districts and non-public organizations throughout Atlantic, Cape May, Cumberland, Monmouth and Ocean counties. Dr. Kesselman highlighted the many services of the ETTC, including core curriculum content standards for K-12 educators, college faculty, staff, and undergraduate and graduate students. In 2002 the New Jersey Department of Education designated the ETTC as the Southern Regional ETTC, which is recently moved to its current location in Mays Landing, New Jersey. Over 2,500 training sessions have been held for over 22,000 participants. Moreover, the ETTC has received grant awards from the National Endowment for the Humanities, the Verizon Foundation, the New Jersey Statewide System Initiative, as well as grants from the New Jersey Department of Education.

Upon a motion made by Trustee Weinstein and second by Trustee Matos, the Board voted to adopt the Resolution and Memorandum of Understanding.

**Restructuring Teacher Preparation Program to Support the Education of Children & Youth with Disabilities Resolution:**

Dr. Carr, Vice President for Academic Affairs, reported The State Board of Education adopted a new professional licensure and standards code in December 2003, which is the first comprehensive review governing professional educator certification in more than 30 years. Five critical categories of change were addressed in the revised code: (1) alignment of the code to standards-based reform; (2) development of provisions that enhance the recommendations of teaching and learning; (3) attention to professional preparation programs; (4) recommendations for certificate changes; (5) and revisions that improve operational aspects of the code. The code provisions will require all college programs that prepare special educators to develop new programs that meet the new requirements. The grant period will begin August 1, 2004 and end August 31, 2005. The grant, Dr. Carr noted, also provides development costs for redesigning the program objectives and will be available to students by September 2005. Dr. Carr recommended the Board adopt the Restructuring Teacher

Preparation Program to Support the Education of Children & Youth with Disabilities Resolution.

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

**Report of the Audit &  
Finance Committee –  
Trustee Gerald Weinstein:**

Chairman Jacobson called upon Trustee Weinstein to give a report of the Audit & Finance Committee. Trustee Weinstein reported since the last Board of Trustees meeting, the Audit/Finance Committee had met on several occasions to prepare to make recommendations today relative to Tuition and Fees for FY 2005. However, the Audit and Finance Committee requested that this item be deferred because the College had not received final numbers from the State. Moreover, the Committee determined it would be premature to submit a proposal that is dependent upon the State providing increased funding (in addition to maintaining their base budget. Therefore, Trustee Weinstein noted, a decision will not be made until the first week in July, at which time appropriate notices will be sent.

Trustee Weinstein also noted the Audit/Finance Committee reviewed and discussed the following issues:

- Reviews were conducted of each major college division, which resulted in the development of a priority list the Administration felt was important for the College's future growth. Items on the list include increased faculty lines, a Chief Financial Officer position, and a second in command for Academic Affairs.
- The Audit and Finance Committee reviewed a proforma line-item budget, in addition to, a schedule of what it would mean if the tuition was increased 5%, 6%, 7%, and 8%.
- The Committee completed an analysis of the College's income possibilities and a review of expenditures for FY 2004, as projected ahead to June 2005. Trustee Weinstein noted the analysis determined there were funds that could be utilized to improve the College's student/faculty ratio.
- Trustee Weinstein also reported the Audit/Finance Committee developed a revised policy for Capital Projects. The new proposal will not allow projects to exceed \$100,000 in projected costs (architecture fees, planning fees, design fees, construction fees, furniture, technology, etc.), without going before the Audi/Finance Committee for recommendation to the Board for approval. In addition, projects over the minimum bid

waiver amount, approx. \$19,000, is also subject to the policy requirements. A detailed budget must also be submitted, including certification of available funds, and recognition by the President (or his designee) of the need for the project. Trustee Weinstein commented that this new policy may require that the Board confer (via teleconference) to approve items that may not have needed Board action in the past.

- The Committee is still reviewing the Investment Policy. Trustee Weinstein stated it had been determined that the College would no longer invest funds solely through State agencies. An Investment Committee with investment managers will be established to determine how best to invest college funds. A request for proposal for investment managers has been distributed.
- The Audit/Finance Committee met with Emily Vu, Internal Auditor. The Internal Auditor Charter Resolution was withdrawn from today's agenda and will be presented at the August 2004 Board meeting.
- The Committee also reviewed numerous bid waivers and the proposal for Development Office renovations in K-Wing, which they recommended for approval.

Vice Chairman Weinstein closed by thanking Administration and Finance for their work in developing the FY2005 budget. Chairman Jacobson commended the Audit/Finance Committee for carrying out a policy decision by the Board of Trustees to effectively decrease the student/faculty ratio.

**Tuition and Fees – Effective  
FY05 Resolution:**

Chairman Jacobson reported that this item would be withdrawn until a Special Ad-Hoc meeting the first week of July.

**FY05 Bid Waiver  
Resolution:**

Upon a motion made by Trustee Matos and second by Trustee Hoover, the Board voted to adopt the FY05 Bid Waiver, which authorized the Vice President for Administration and Finance to enter into contracts with the following vendors:

**LIBRARY MATERIALS: Proquest Information & Learning (\$35,000); Midwest Library Service (\$30,000); Ocker & Trapp (\$35,000); West Publishing Company (\$25,000); Yankee Book Peddler (\$40,000); Sirsi Corporation (\$25,000); Palinet and Union Library (\$150,000); William Paterson University of New Jersey (\$60,000); and Jstor (\$25,000). UTILITIES: Conectiv (\$2,250,000); Sewer-Galloway Township MUA (\$26,000); South Jersey Energy (\$350,000); South Jersey Gas (\$400,000); and Comcast Cable (\$145,600); MISC. CAMPUS NEEDS: South Jersey**

**Publishing** (\$70,000); **Philadelphia Inquirer** (\$30,000); **Constance Perk** (\$33,120); **Dr. Norman Chazin, M.D., L.L.C.** (\$25,000); and **Follett Higher Education Group** (\$85,000)  
**COMPUTER SERVICES:** **Verizon** (\$80,000); **Cbord** (\$50,000); **Sunguard Recovery Services** (\$75,000); **Strategic Telecommunication Consulting** (\$65,000); **Touchnet** (\$25,000); **NJEdge/Verizon** (\$150,000); **ADT** (\$50,000); **Systems & Computer Technology Corp** (\$664,000); and **Best Access** (\$275,000). **PERFORMING ARTS CENTER GUEST ARTIST SERIES:** **The Agency Group** (\$193,000); **Atlantic Contemporary Ballet Theatre** (\$34,000); **IMG Artist** (\$21,500); **Bay Atlantic Symphony** (\$36,000); **Windwood Theatricals** (\$21,000); **Baylin Artists Management** (\$49,500); and **TDI Management Consulting Services** (\$49,500).

Chairman Jacobson abstained from the vote on Verizon only and Vice Chairman Weinstein abstained from the vote on Verizon and Conectiv.

**Approval of Application for Dam Restoration Loan through the Dam, Lake, Stream, Flood Control, Water Resources and Wastewater Treatment Project Bond Act of 2003 Resolution:**

Richard Hale, Vice President for Administration, Finance and Institutional Development, requested the Board's authorization of a loan application totaling \$910,000 available under a provision provided by the New Jersey Department of Environmental Protection for the rehabilitation of the Lake Fred Dam. The College will pay the debt service on the bond at a rate of 2% within a 20-year period. Trustee Weinstein remarked this was an opportunity to borrow from the State as a result of severe flooding on campus several years ago. Upon a motion made by Trustee Weinstein and second by Trustee Matos the Board voted to adopt the resolution.

**Establishment of Policy Concerning Expenditure of Funds for Capital Projects Resolution:**

This Resolution reaffirms and strengthens the Board's policy, including those procedures that govern and guide expenditures for capital projects at the College. Upon a motion made by Trustee Weinstein and second by Trustee Matos, the Board voted to adopt the resolution.

**Managerial Compensation Plan Resolution & Current FY04 Annual Salaries:**

Vice President Hale requested that the Board adopt the Managerial Compensation Plan Resolution for Fiscal Year 2005, which includes the Current FY04 Annual Salaries Report. Salary increases for managerial, exempt and nonaligned professional employees (unclassified employees in bargaining units D and M) shall be based on an assessment of the employee's performance. Mr. Hale also indicated all increases shall only be made upon recommendation of the President and is consistent with the FY05 compensation package for bargaining

employees. Upon a motion made by Trustee Matos and second by Trustee Weinstein, the Board voted to adopt the resolution.

**Internal Audit Charter Resolution:**

Chairman Jacobson announced this item was withdrawn until the Board of Trustees meeting in August.

**FY05 Board Rates (Informational Item):**

Vice President Hale reported the informational item on FY05 Board Rates reflected the College's five meal plans, including a new meal plan requested by students. These rates also reflected a contractual inflationary increase with Chartwells Dining Services (.8%) for each plan, and a \$.06 enhancement increase.

**Approval of Capital Construction Project (K-Wing Development Office Renovations) Resolution:**

President Saatkamp reported the project consisted of renovating the upper level corridor of K-Wing for the Office of Development, areas adjacent to Academic Affairs for Academic Affairs, and lower K-Wing for Performing Arts Center offices. The project also includes construction of 6 additional faculty offices. The estimated cost of the project is \$192,621, including furniture for 16 faculty offices. A completion date of October is dependent upon code reviews and building permits.

The President indicated much of his time, over the next several years, would focus on development. Having the Development Office in K-Wing would assist in his efforts as well as make more efficient use of the new reception area and board room. Phase II, noted by Dr. Saatkamp, will be to relocate the Vice President for Administration's office to K-Wing. President Saatkamp closed by thanking the Audit/Finance Committee for their support on this project. Upon a motion made by Trustee Weinstein and second by Trustee Matos, the Board voted to adopt the Resolution.

**Approval of Purchase of Bedding for Student Housing Resolution:**

Vice President Hale requested that the Board authorize the College to purchase mattresses to replace existing mattresses in Housing I, II and III. This is part of a two year renewal program that will be funded with housing capital funds. Upon a motion made by Trustee Matos and second by Trustee Weinstein, the Board voted to adopt the resolution.

**Report of the Student Affairs Committee:**

Student Affairs Committee member, Trustee Hoover, reported the Committee will be meeting at the end of the June and asked that the Committee's report be deferred to the August meeting.

**Report of the Development Committee:**

Trustee Matos, Chair of the Development Committee, was called to give a report of her committee. Trustee Matos reported the Committee held its first meeting on May 10, in which they

discussed a development plan outlining ways to pursue additional funding for the College. Many of the adapted recommendations were taken directly from a report developed by consultant, Kathleen Cavanaugh, of Grenzebach Glier & Associates, Inc. The Committee also discussed a project with the Alumni Office, including an outreach program and alumni website. Trustee Matos noted the committee also discussed Banner implementation, the Annual Campaign (goal of \$500,000 for 2005), and reviewed the Foundation's finances and policies and procedures. The Development Office will make a full presentation to the Board at the August 2004 meeting.

Ms. Jane Stark, Special Assistant to the President for Development and Community Relations, reported this year's Spring Benefit was a sell-out, generating \$220,000. She expected to net \$116,000 after expenses. Ms. Stark also reported that the Annual Golf Outing resulted in \$14,000. These funds will support scholarships for Stockton students.

**Resolutions (Personnel, Addendum and Re-appointment):**

Chairman Jacobson brought the Board's attention to the Personnel Resolution; Addendum to the Personnel Resolution and Reappointment Resolution. Upon a motion made by Trustee Ellis and second by Trustee Matos, the Board voted to approve the Personnel Resolution, Addendum to the Personnel Resolution and Reappointment Resolution. Chairman Jacobson congratulated everyone on their appointments.

**President's Report:**

President Saatkamp announced that he and his wife, Dot recently celebrated their 40<sup>th</sup> anniversary. While on vacation, Dr. Saatkamp noted he took time to think about Stockton's past, present and future. He spoke about the importance of Stockton's heritage and how the President's Report reflected its future, noting also the College has some challenges but is taking steps to address them in a significant way. Dr. Saatkamp referred to the high student/faculty ratio and commented that the Board was moving forward to address this and other issues in a significant and strategic way. In addition, Dr. Saatkamp noted that one analysis indicated the College was approximately 400,000 square feet short on academic space to adequately support current faculty and staff needs. The College is working with Hillier Group to develop a facilities plan, and steps are being taken to move forward on bonding issues. Dr. Saatkamp said these issues can be resolved over a 3-10 year period. In closing, he thanked everyone for their support this year, a year of considerable importance for him and his wife.

**Other Business:**

Chairman Jacobson recommended approval of the Minutes of



April 14, 2004. Upon a motion made by Trustee Hoover and second by Trustee Ellis, the Board voted to adopt the Minutes of April 14, 2004.

**Comments from the Public:** Chairman Jacobson invited comments from the public.

Trustee Jacobson announced that his tenure as Chair of the Board would expire at the end of August. He reported that a Nominating Committee (members: Trustees Jacobson, Hoover and Matos) will make their recommendations for the new executive committee in August.

Chairman Jacobson called upon Mr. Arthur Davis, Jr., Executive Director of Administrative Services and Liaison for Corporate Relations. Mr. Davis announced the Community of Scholars Program and the Office of Administrative Services and Corporate Relations, held a "Business Plan Scholarship Award Ceremony" on Thursday, April 15, 2004. Mr. David McDaniel, a senior Business Management major was awarded a \$1,000 scholarship to fund a laser carwash business. The Award was presented by Mr. Darren L. Mitchell, Assistant Vice President, Sun National Bank of Atlantic City. Mr. Davis thanked Mr. Mitchell and also acknowledged Mr. Bruce Engel and Mr. Mitchell, representatives of Sun National Bank. Sun Bank has pledged to continue the program for the next academic year for another student to start his or her own business. On behalf of the Board Chairman Jacobson congratulated Mr. McDaniel and thanked Sun Bank.

Ms. Elaine Grant, Director of Housing, introduced Mr. Terrance Hardee as the new Assistant Director of Student Support Services.

**Next Meeting:** Chairman Jacobson announced that the next regularly scheduled meeting of the Board of Trustees would take place at 3:45 p.m. in the Multipurpose Room of the Townsend Residential Life Center on Wednesday, August 25, 2004.

**Adjournment:** Upon a motion made by Vice Chairman Weinstein and second by Trustee Matos, the Board voted to adjourn the meeting at 4:45 p.m.

Brian K. Jackson  
Liaison to the Board