

**BOARD OF TRUSTEES
MEETING**

August 25, 2004

The next meeting of the Board will be on
Wednesday, September 22, 2004
in the Townsend Residential Life Center



REVISED (8/25/04)

THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

BOARD OF TRUSTEES

WEDNESDAY, AUGUST 25, 2004

SCHEDULE AND AGENDA

NOTE: The Meeting will open to the public at 1:30 p.m. in the Eisenhower Room at the Marriott Seaview Resort, Galloway, NJ. Immediately following action on the Resolution to Meet in Closed Session, members of the public will be asked to leave the room. The Board will reconvene the Open/Public meeting at 3:45 p.m. on Stockton's campus in the Multipurpose Room of the Ann B. Townsend Residential Life Center (TRLC).

1. Call to Order and Roll Call.

On July 24, 2004 notice of this meeting as required by the Open Public Meetings Act was (a) posted in the Business Services Office of the College, (b) sent to the editors of *The Press* and the *Vineland Times Journal*, (c) filed with the Secretary of State, (d) Galloway Township Clerk's Office and (e) Atlantic County Clerk's Office.

2. Approval of the Minutes of the Regular Meeting on June 16, 2004 and
Approval of the Minutes of the Special Ad-Hoc Meeting on July 7, 2004.

3. The Resolution to Meet in Closed Session is found on page 4.

4. Committee of the Whole Open/Public Session:

- A. Special Presentation: The American Red Cross 3 minutes
Carla Yates, Account Manager for the Pen-Jersey Region
- B. President's Report 3-5 minutes
President Saatkamp's report is found on pages 5-24.
- C. Report of the Academic Affairs and Planning Committee: 5-10 minutes
Trustee James Yoh, Chair

- D. Report of the Student Affairs Committee 5-10 minutes
Trustee Celeste Carpiano, Chair
1. 2004 Summer EOF Program Report
 2. 2004 Summer Orientation & Registration
Figures for Fall 2004 First-Time Freshmen
Information will be distributed.
 3. 2004 Summer Session - Final 10th Day Enrollment Statistics
Information will be distributed.
 4. Information Item: Summer Session 2004
 5. Alcohol Policy Update
- E. Report of the Audit and Finance Committee: 5-10 minutes
Trustee Gerald Weinstein
1. Bid Waivers:
The Resolution for FY04 is found on pages 25-26.
The Revised FY05 Resolution will be distributed.
 2. Tuition Reimbursement for Spouses,
Dependents and Domestic Partners Attending
The Richard Stockton College of New Jersey
The Information and Resolution are found on pages 29-34.
 3. FY06 Capital Budget
The Information and Resolution are found on pages 35-36.
 4. Internal Audit Charter
The Resolution is found on page 28.
The Revised Information will be distributed.
 5. Sale of Surplus College Property
The Information and Resolution are found on pages 41-43.
 6. College Code of Ethics
The Information and Resolution are found on pages 44-53.
 7. Approval of Bond Issue
The Revised Resolution will be distributed.
 8. Renewal of Faculty Personnel Process
The Information and Resolution will be distributed.
- F. Report of the Development Committee 5-10 minutes
Trustee Carmen Matos, Chair
1. Naming of A-Wing Lecture Hall – Elizabeth B. Alton Auditorium
The Resolution is found on page 57.

- G. Personnel Resolutions:
Confirmation of Actions by the Executive Committee on August 9, 2004
The Pre-Authorization is found on pages 58-62.
The Personnel Resolution is found on pages 82-84.
The Addendum to the Personnel Resolution will be distributed.
- H. Report of the Nominating Committee
Chairman Michael Jacobson
- I. Other Business
- J. Comments from the Public
- K. The next regularly scheduled meeting of the Board will be held on
Wednesday, September 22, 2004 in the Multipurpose Room of the
Townsend Residential Life Center.
- L. Adjournment

THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

BOARD OF TRUSTEES

RESOLUTION TO MEET IN CLOSED SESSION

- WHEREAS,** The Open Public Meeting Act (P.L. 1975, Ch. 231) permits public bodies to exclude the public from discussion of any matter as described in Subsection 7(b) of the Act, providing that the public body adopts a resolution at a public meeting indicating its intent to hold a closed session, and
- WHEREAS,** Subsection 7(b) of the Act contains exclusions for personnel matters; terms and conditions of employment; collective bargaining agreements including negotiated positions; anticipated or pending legislation; and any matters involving the purchase, lease, or acquisition of real property; therefore, be it
- RESOLVED,** that the Board of Trustees shall meet in closed session to discuss personnel, collective bargaining, and litigation matters including recommendations of the President contained in the attached Personnel Resolution, and be it further
- RESOLVED,** that the discussion of personnel, collective bargaining, and litigation matters will be disclosed to the public during that portion of the meeting which convenes no earlier than 3:45 p.m.

August 25, 2004

THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

BOARD OF TRUSTEES

PRESIDENT'S REPORT

August 18, 2004

An illustrative glimpse of the wide-ranging, professional activities of the College's faculty and staff is provided through a number of recent snapshots.

ACADEMIC AFFAIRS

ARTS AND HUMANITIES

WENDEL WHITE, Professor of Art, exhibited his work, which was included in a group exhibition titled, "Looking South." 70 NW Gallery. Milford, PA. Month of June 2004.

PROFESSOR WHITE is one of 24 NJ artists selected to participate in a series of workshops called, "Strategic Planning Seminars." Aljira Center for Contemporary Art. Newark, NJ. 22 May 2004. He was chosen through a competitive process and reviewed by a three member panel.

GENERAL STUDIES

JAN COLIJN, Dean of General Studies, delivered a paper entitled, "America vs. Europe: Emerging Divergence in Thinking About the Holocaust." Netherlands American Studies Association Conference. Vrije University, Amsterdam. 21-23 June 2004.

LEO LIEBERMAN, Adjunct Professor of Holocaust and Genocide Studies, spoke on "A Literary Analysis of the Book of Ruth." Beth El Synagogue. Margate, NJ

ELLEN MUTARI, Assistant Professor of Developmental Mathematics, published, "Brothers and Breadwinners: Legislating Living Wages in the Fair Labor Standards Act of 1938." Review of Social Economy. 62.2 (June 2004):129-148.

DEAN FIGART, and Ellen Mutari, Assistant Professor of Developmental Mathematics, co-authored, "Wages and Hours: Historical and Contemporary Linkages."

CAROL RITTNER RSM, Distinguished Professor of Holocaust and Genocide Studies, participated and presented a workshop on interfaith education entitled "Beyond Hate: Living with Our Deepest Differences." Parliament of the World's Religions. Barcelona, Spain. 6-13 July 2004.

Dr. Rittner was invited by the Office of the Prime Minister of Sweden to co-edit the publication(s) resulting from the four international conferences on genocide and genocide prevention convened by Prime Minister Goren Persson from 2000 - 2004.

Dr. Rittner received a travel grant from the America-Israel Friendship League (AIFL), New York, NY which enabled her to go to Israel, meet with Israeli government officials, and with Israeli Jews and Arabs to discuss the controversial security barrier being erected by the government of Israel. She co-authored an essay for AIFL entitled, "Do Good Fences Make Good Neighbors?" June 2004.

NATURAL SCIENCES AND MATHEMATICS

WEIHONG FAN, Associate Professor of Environmental Studies, has been awarded a grant in the amount of \$532,323 from NASA for research entitled, "Predicting Tree Diversity across the Contiguous USA from Growing Seasons Patterns in Photosyntheses Derived with Satellite-Driven Models".

MARIA MOYER, Director of the Academic Laboratories and Field Facilities, served as a panel member and also presented a lecture entitled, "Administrative Support of Research Responsibilities." Workshop of the Crossing Boundaries, Innovations in Undergraduate Research. 10th National Conference of the Council of Undergraduate Research. University of Wisconsin – La Crosse. 23-26 June 2004.

GEORGE ZIMMERMANN, Professor of Environmental Studies, is co-author of a paper entitled, "Atlantic White-Cedar Restoration on Former Agricultural Site in the New Jersey Pinelands." Ecological Restoration. 22.2 (June 2004): 92-98.

PROFESSIONAL STUDIES

ALBANO, DONNA, Instructor in Business Studies, and Joy Dickerson, Widener University, presented, "Managing Diversity: What Are We Teaching Our Students?" International Chrie Convention. Council on Hotel, Restaurant and Institutional Educators. Philadelphia, PA. 28-31 July 2004.

SOCIAL & BEHAVIORAL SCIENCES

DIANE FALK, Associate Professor of Social Work, presented, "Empowering Students to Build Web Sites and WebCT Resources as a Way of Enhancing their Understanding of Practice Concepts." 50th Annual Program Meeting: Science, Technology, and Social Work in a Global Society. Council on Social Work Education. Anaheim, CA. Feb 2004.

Professor Falk was elected President of the New Jersey Baccalaureate Social Work Education Association.

Professor Falk, along with **BARRY KEEFE**, Assistant Professor of Social Work, received an award given by the Cumberland County District Office Manager, recognizing their work in the development of the Cumberland County Save the Children Task Force.

SONIA GONSALVES, Professor of Psychology, was quoted in the featured article entitled, "Students at Richard Stockton College Learn through Diversity." American Association of Colleges and Universities (AAC& U) News. http://www.aacu.org/aacu_news/AACUNews04/June04/feature.cfm. June 2004
Professor Gonsalves is the Principal Investigator for the Bildner Grant.

THOMAS GRITES, Interim Dean of Social and Behavioral Sciences, and **WILLIAM MILEY**, Professor of Psychology, presented a program entitled, "Transcending Teaching...and Vice Versa." Teaching Professor Conference. Cherry Hill, NJ. 22 May 2004.

Dr. Grites conducted a faculty development workshop on academic advising at Luther College, IA 22 June 2004.

Dr. Grites, Chair, Definition Task Force for the National Academic Advising Association Conference (NACADA). Portsmouth, VA. 11-13 June 2004. **Dr. Grites** was also appointed to the Publications Advisory Board of NACADA.

ROBERT HELSABECK, Professor of Sociology, recently completed a four-year term as a member of the District I Ethics Panel for the Supreme Court of New Jersey.

JANICE JOSEPH, Professor of Criminal Justice, presented "Violence Against Women." South London African Women's Organization. London, England. 29 May 2004.

Dr. Joseph also team taught a victimology course in Dubrovnik, Croatia, 18-30 May 2004.

Professor Joseph presented, "Crime Control Initiatives." Northeastern Association of Criminal Justice Sciences. Bristol, RI. 3-6 June 2004.

PAUL LYONS, Professor of Social Work, Interview with Brian Lockman about his 2003 book, The People of This Generation: The Rise and Fall of the New Left in Philadelphia. Pennsylvania Books Show. The Pennsylvania Cable Network. Philadelphia, PA 2 May 2004.

Professor Lyons also appeared as a featured speaker on a panel entitled, "The Student Left" as part of the program, "Teach Your Children Well: The Sixties Remembered." Swarthmore College. Swarthmore, PA. 2 June 2004.

MARISSA POTCHAK, Assistant Professor of Criminal Justice, presented a lecture entitled, "Using Geographic Analysis to Model Crime Opportunity – A Study of the Situational Variants in Repeat Auto Theft Locations." Academy of Criminal Justice Sciences Conference. Las Vegas, NV. 9-13 Mar 2004.

Professor Potchak, Rev. of Why Crime Rates Fell was published in Western Criminology Review. 5.1 (2004).

AMY YINGI SITU, Associate Professor of Criminal Justice, presented a series of workshops including, "New Young Immigrants: Cultural Shock and Juvenile Delinquency," "Parental Supervision vs. Learning to Let Go," and "College and Career." Atlantic Chinese Alliance Church (ACAC). Pomona, NJ. Spring 2004.

Professor Situ also serves as Director of "Journey to Funland," a non-profit children's summer program sponsored by Atlantic Chinese Alliance Church (ACAC).

CHRISTINE TARTARO, Assistant Professor of Criminal Justice, co-authored and recently published an article, "The Effect of Race on Criminal Justice

Students' Career Choices." American Journal of Criminal Justice. 28.1 (2003): 109 – 124.

Professor Tartaro presented, "Suicide Prevention and the New Generation Jail Philosophy." American Jails Association Annual Training Conference. Birmingham, AL. In addition, she is currently serving as a member of the New Jersey Parole-Community Partnerships Task Force. 25 April 2004.

JOHN WHITE, Associate Professor of Criminal Justice, along with Marilyn Kent and Karen D. Maxim, presented, "School Crisis Response Planning in a Post 9/11 Environment." Public Health and Mental Health: Coming Together During Emergencies Conference. New Jersey Center for Public Health and Preparedness. 24 May 2004.

STAFF

FIGART, DEBORAH M., Dean of Graduate Studies, moderated and co-organized the Opening Plenary. Eleventh World Congress of Social Economics. Albertville, France. 8 June 2004.

Dr. Figart and co-author Heidi I. Hartmann, wrote, "Gender-Based Structure of Work." Encyclopedia of Leadership. George R. Goethals, Georgia J. Sorenson and James MacGregor Burns, general eds. Thousand Oaks, CA. SAGE Publications. Vol.1 2004: 559-566.

Dean Figart chaired a book session she organized entitled, "The Values of Economics: An Aristotelian Perspective." 11th World Congress of Social Economics. Albertville, France. 10 June 2004.

Dean Figart presented, "Wages and Hours: Historical and Contemporary Linkages." 11th World Congress of Social Economics. Albertville, France. 9 June 2004.

PETER HAGEN, Director, Center for Academic Advising, is a member of the Definition Task Force. National Academic Advising Association Conference (NACADA). Portsmouth, VA. 11-13 June 2004.

ADMINISTRATION, FINANCE and INSTITUTIONAL ADVANCEMENT

ALUMNI

In celebration of Atlantic City's 150th Birthday, on June 5, 2004, the **RSC Alumni Association** sponsored a rolling chair in the *Boardwalk Parade of Neighbors*. **JANE STARK**, Special Assistant to the President for Community Relations, and **SARA E. FAUROT**, Director of Alumni Relations, represented Stockton in the event, which featured 150 rolling chairs, high school bands, floats, mascots, beauty queens, and marching groups.

The Annual Alumni Weekend was held June 18-19, 2004. Over 160 people returned for the event, which featured a reception and a jazz band on Friday night, followed by a breakfast and a family Bar-B-Q on Saturday.

CAMPUS POLICE

On July 12, 2004, several members of the Police Department and staff from the Office of Student Affairs attended an on-campus training session given by Ocean County First Assistant Prosecutor, Terry Farley regarding drug trends and awareness in New Jersey. Mr. Farley has been invited back to assist in training other staff members from both the Police Department and Housing.

On July 15, 2004, the Police Department hosted training provided by the International Association of Campus Law Enforcement Administrators (IACLEA) for a Campus Response to a Weapons of Mass Destruction Incident. Many members of the Police Department attended along with their counterparts from other colleges and agencies in New Jersey.

The Police Department has assumed security responsibilities for the Carnegie Library in cooperation with the Atlantic City Police and Fire Departments, following its opening in May. An officer has been assigned to the facility to assist the Director during the transitional period.

The Police Department has submitted an application to participate in the New Jersey Chiefs of Police Association's agency accreditation program. This 1-2 year process to obtain the New Jersey accreditation will result in national recognition of the Department by the Commission for the Accreditation of Law Enforcement Agencies (CALEA). Stockton Police Department is the first campus police department to enter into this program in New Jersey. When accreditation is

achieved, the Police Department will have met 146 standards of professionalism set by CALEA while enhancing the services already provided to the Stockton College community.

The Police Department has scheduled two "Meet the Police" sessions on September 15 and September 20 from 6 p.m. to 8 p.m. in the TRLC. The entire Stockton community is invited and a different presentation will be given each night. On September 15 at 7 p.m. a session on Internet Safety will be presented by the New Jersey State Police. On September 20th at 7 p.m. the presentation will be on Identity Theft Prevention. Flyers will be posted to advise the community of the events.

COMPUTER SERVICES

Network Enhancements

The College's wireless network was expanded to cover most public areas on campus. Wireless network services are now available in the A-Wing through D-Wing gallery (including C-Cart area), C-Wing, lower D-Wing, E-Wing (including the Library), F-Wing Science Lab, G-Wing (including Cafeteria and Student Lounge), G-Wing through I-Wing gallery, K-Wing President's Office Suite, N-Wing Student Center, and Lakeside.

A new telephone switch and 911 system was installed for Campus Police. Additionally, 8 emergency telephones were installed in the areas adjacent to Housing I & II.

Banner Implementation

Banner is an enterprise information system that supports the College's core administrative operations. The Banner Finance system was successfully implemented on July 1, 2004. The Banner project is a large and significant work effort. The following highlights are a few of the key accomplishments that have been made thus far in implementing Banner.

- Technology readiness assessment completed
- Hardware and software selected, purchased and installed to support Banner Finance, HR and Advancement
- Oracle Database Software installed
- SCT Banner Self Service and Internet Native Banner training, testing, pre-production and production environments were created
- Banner Project Teams selected

- Banner Project Definition Document drafted
- Banner Finance BPA workshop completed
- Banner Finance training completed
- Banner Finance data conversion completed
- Banner Finance self-service and Internet native systems were successfully implemented and placed into operation on July 1, 2004
- Banner E-Print was placed into operation on July 1, 2004
- Banner HR training is in process
- Banner HR data conversion is in process
- Banner Alumni and Development Project begins on July 30th
- Banner Student Advising (CAPP) initial consulting conducted

A website has been created to keep the campus apprised of the progress made in implementing Banner.

(See <http://dobro.stockton.edu/banner/projectinfo.htm>)

Web Enhancements

JobNET, a website designed for the Office of Career Services that provides internship and job searching services and links employers with interested students and alumni, was enhanced to fully integrate Career Services' internship and job placement systems. <http://intraweb.stockton.edu/ic/jobnet>

A website was developed for the Event Services Office, which provides the campus with up to date information concerning campus events and online access to electronic forms

(See <http://talon.stockton.edu/eyos/page.cfm?siteID=29&pageID=1>)

The web version of the College Bulletin was redesigned and placed into a content management system that enables divisional offices to easily keep the Bulletin updated.

Student Account Management System

A new self-service system for student computer account management was put into effect beginning with incoming freshman and transfer students attending orientation in July 2004. This system, principally created by **ADAM NOWALSKY**, **LEE PRICE**, and **MATT JUSZCSZAK** (a very talented Stockton student), will allow students to manage their account password and set an alias for incoming electronic mail.

Hardware and Software Upgrades

New hardware has been brought in and old hardware used to upgrade other locations. Eight computer labs have received new or upgraded hardware: AS-203, AS-234, D-017, C-004, C-007, F-210, J-105, J-107. Additionally, the workstations in the Library reference area, remote stations, and government documents stations have been upgraded. The lectern computers in 15 electronic classrooms have been upgraded. The laptop computers in the MobilLAN portable system have been upgraded. The Microsoft Office suite has been upgraded to Office 2003 in all locations.

Computer Based Training

Computer based training CDs are now available for faculty and student use. Applications include: Word, Excel, Access, and Outlook (the staff and faculty e-mail system). The Outlook CDs may be signed out by staff and faculty for use on their office machines. The remaining tutorial CDs may be used in the Library on five newly added machines located on the lower level in the Center for Instructional Media and Technology.

Robert Heinrich – NDSI Conference Presenter

ROBERT HEINRICH presented his case study *Problems of Smaller Companies in the Online Travel Industry* at the thirty-third annual meeting of the Northeast Decision Sciences Institute. The event was hosted by Boston College at the Tropicana Casino in Atlantic City on March 24, 2004. The Decision Sciences Institute is a professional society dedicated to the development and application of quantitative and behavioral methods to administrative problems. The presentation was an outgrowth of a project done for the *e-Commerce* course taught by **SHAOPING ZHAO** in the Stockton MBA program.

Internet2

Computer & Telecommunication Services has begun a campaign to raise campus awareness of our Internet2 connectivity and the resources available through this network. Internet2 is a consortium being led by more than 200 universities (and counting) working in partnership with industry and government to develop and deploy advanced network applications and technologies, accelerating the creation of a robust network backbone. The primary goals of Internet2 are to:

- Create a leading edge network capability for the national research community
- Enable revolutionary Internet applications

- Ensure the rapid transfer of new network services and applications to the broader Internet community

To promote campus usage, **LINDA FEENEY** is acting as "Internet2 Champion" to spread the word and attended Internet Commons site coordinator training on May 22 in Arlington, Virginia. A special web page was created to highlight Internet2 applications on the Instructional Technology Resources page (<http://www.stockton.edu/intech/spotlight-I2.htm>).

As a part of Technology Boot Camp, **GEORGE LASKARIS**, Executive Director of NJEdge, the College's Internet service provider spoke to the campus community about the capabilities of the NJEdge network and Internet2.

Job Shadowing

On Monday, February 2, 2004, **LINDA FEENEY**, **JOE LOEFFLAD**, and **BOB HEINRICH** participated in a job shadowing program. They each had the opportunity to mentor a high school student from the Academy of Information Technology at the Atlantic County Vocational Technical School. The goal of this program was to give the students an up-close look at the world of work, by allowing the student to "shadow" a workplace mentor throughout a normal day on the job. It was an excellent opportunity for the students to see first hand some of the duties performed by professionals in the field. Stockton's participants received a certificate of appreciation from the Atlantic County Vocational Technical School.

Carnegie Library & Southern Regional Institute

Computer & Telecommunication Services has added multi-campus support to its responsibilities. Support includes the installation of instructional computer labs and electronic classrooms. Remote management tools have been installed, where feasible, to provide support from the main campus.

FACILITIES PLANNING AND CONSTRUCTION

Housing II Shower Improvements Update

This \$938,000 project, awarded to TCI Construction, is scheduled to be completed by August 15, 2004. The installation of ceramic tile and Corian shower stalls is presently taking place.

Housing II Exterior Wall Remediation Update

This \$2,050,000 project, awarded to the lowest responsible bidder, William Watts, a local expert in exterior renovations, is ahead of schedule and projected to be completed on time. The replacement of 820 windows has been completed along with a large percentage of brick veneer. The architectural firm, Lindemon, Winckelmann, Deupree, Martin & Associates, is closely monitoring the project to ensure contractual compliance and adherence to the College's schedule.

Housing I HVAC Update

Demolition and reinstallation of all hot air furnaces and hot water heaters has commenced in A- through D-Courts of Housing I. This expedited project has been contractually administered through the New Jersey Department of Property Management and Construction (NJDPMC) with close inspection and daily coordination. A cooperative effort between Stockton's Plant Management Department, the contractor, DJ's Mechanical and the NJDPMC has allowed for significant progress.

Housing I Exterior Repairs 2004 Update

The Housing I Exterior Repairs for G and H-Courts are coming to completion prior to the August 15, 2004 deadline. Axios Construction has completed their contractual obligations with speed and close adherence to the written specifications. The project has benefited from the scrutiny of WSII Architects and Planners, P.A., who have been very helpful in the final phase of the Housing I Exterior Repairs.

Academic Exterior Repairs and Replacement

The construction activities on this HECIF project continue. The D/E-Wing Gallery Bridge has been partially reconstructed; substantial deterioration to the steel structural underpinning was discovered and ultimately replaced. The glazing on the B, F, H, & J and K-Wing egress towers will soon be installed. The second floor at the E/G-Wing Bridge Connector has been completed and is presently

occupied by faculty. The replacement of deteriorating exterior panels is ongoing in Buildings 30, 31, 32 and 33, A-through N-Wings. Significant change orders were requested to address the exterior deterioration to the façade of the Performing Arts Center (PAC) and the L-Wing pool.

Academic Fire Suppression System Update

ABJ Sprinkler Co., Inc. is currently installing a fire suppression system throughout the academic facilities, A through M-Wings. Work is presently ongoing in the E-Wing Library and the K-Wing President's complex. The project was designed by Colm Engineering and is being closely monitored by Professional Systems Engineering (PSE), a fire suppression expert hired as the consultant.

Academic HVAC Replacement Update

A pre-bid meeting is scheduled for the end of July 2004 with Vinokur-Pace Engineering Services, Inc. and the New Jersey Department of Property Management and Construction. After the lowest responsible bidder is awarded a contract in late August, work will commence in the fall. Replacement of 30-year old equipment will take place, as well as the installation of an Aquifer Thermal Energy Storage (ATES) System chiller loop capable of serving future expansion.

Facilities Master Plan Update

A report addressing the College's current and projected 7,500 FTE space requirement was presented to President Saatkamp and interested parties by Hillier Architecture in July 2004. Numerous schemes have been developed and circulated in an effort to generate comments from different constituencies. Additional program information from the division of Natural and Sciences and Mathematics (NAMS) was provided in a meeting held in mid-July. A committee to review the preliminary ideas and final documents will be created by President Saatkamp.

Miscellaneous Renovations Update

Demolition has commenced in the K-200 level in an effort to expedite renovations for the Development Office. All demountable partitions have been removed and re-carpeting is in progress. The New Jersey Department of Community Affairs (NJDCA) Code Review is nearing completion and the final permits are expected shortly. The D-Wing Computer Laboratory is under review by the NJDCA. The renovation of D-116 is ongoing by Plant Management staff under the annual permit. Two electronic classrooms are scheduled to be completed for the fall 2004 semester.

Lake Fred Dam Update

Initial Pinelands Commission comments have been addressed by the engineering firm of Civil Dynamics and forwarded to the Commission for their review. The NJDPMC is awaiting approval prior to the implementation of competitive bidding. The College expressed appreciation to Commissioner Witt for his interest in the dam project and his assistance in the review of its program.

FISCAL AFFAIRS

On September 20, 2003 The Richard Stockton College of New Jersey partnered with Sun Guard SCT to implement a new College-wide computer system utilizing a fully integrated online real-time relational data base. The first significant milestone in a three to five year process was achieved on July 1, 2004 with the successful implementation of the Banner Finance System. Some organizational benefits include: fully integrated purchasing, accounts payable, and fixed asset modules; electronic approvals; web-based self-service; and most importantly, the availability to users 24 hours a day for 7 days a week, enabling management to utilize up-to-date information in the decision-making process. This has been a massive undertaking for our entire community, and the results achieved reflect the outstanding effort put forth by the following members of the Finance Process Team:

Fiscal Affairs:

**ANDREA JAECKEL
JOAN PARKER
MICHAEL WOOD
CHERYL STERLING
TRISH KREVETSKI
MARY HUGHES**

Computer Services:

**JAMES MCCARTHY
JOHN HUGHES**

Academic Affairs:

JOAN JOSEPH

The Banner operating system will enhance the College's ability to provide excellent service to students, facilitate strategic planning, and improve the institution's ability to report on its work to internal and external constituencies.

DOMINICK A. MESSINA, Director of Special Accounting Projects, has implemented a system of paperless billing for Stockton students. Also, at **Mr. Messina's** direction, the mandatory Financial Aid Compliance Regulations will now be printed on refund check stubs. Students who do not receive checks will receive an e-mail with the mandatory regulation verbiage. These innovations will increase efficiency and save the College money.

PLANT MANAGEMENT

The Office of Plant Management has been supporting the ongoing construction projects implemented by Facilities Planning. This has required performing the annual housekeeping in the main academic complex and code-required testing of all elevators, electronic fire alarms, and fire suppression systems. (Testing for sprinkler systems, standpipes, halon, and kitchen hood systems was completed in the months of May and June).

Plant Management has implemented several multi-year plans for the improvement of furniture and equipment in the student apartments and dormitories. This includes a 2-year plan for replacement of mattresses; a 5-year plan for replacement of beds; replacement of medicine cabinets in Housing I garden apartments; a 2-year plan for replacement of lamps in Housing I living rooms; and the installation of ceramic tile in 16 first-floor apartments.

Staff Training

Recently **MATTHEW BUTENHOFF**, Assistant Supervisor of Building Repairs, participated in mandatory Uniform Construction Code training, on the subject of Grounding and the 2002 NEC.

RAYMOND LAURIELLO, Electrician, participated in mandatory UCC training on Exploring Ethics in the Workplace.

ALBIN MONTAG, Electrician, also participated in mandatory UCC training on One- and Two-Family Residential Inspections.

Outdoor safety classes were offered by the Public Employees Occupational Safety and Health (PEOSH) on May 20 and May 27, 2004 in conjunction with and coordinated by the Office of Human Resources. The classes were well-attended by Plant Management employees.

Fifty Plant Management employees attended a demonstration on the proper use of fire extinguishers which was also coordinated by the Office of Human Resources.

Projects and Events Support

Plant Management has recently supported the following successful projects, events and programs in cooperation with the College community:

Nacote Creek Field Station Floating Docks upgrade/repairs.
Stockton Day Camp
Governor's School
American Cancer Society Train the Trainer
US Department of Justice Training
Superior Court of NJ Municipal Court Training
AAU Basketball Penn Jersey Tournament
Galloway Township Middle School Graduation
AtlantiCare Kids Pre-K Graduation
Stockton Men's Basketball Team Camp
Rotary International Conference
Educational Opportunity Fund (EOF) Programming
Blue Chip Basketball Organization – Girls Pre-National Tournament
Freshman Orientation
National Cheerleaders' Organization NCAA All-Star Camp
Oceanside Charter School Gifted & Talented Summer Program
Transfer Orientation

PRESIDENT'S OFFICE

PERFORMING ARTS

New Jersey State Council on the Arts Major Presenter Grant Awarded to the Stockton Performing Arts Center

The New Jersey State Council on the Arts has once again awarded the Stockton Performing Arts Center the NJ State Council on the Arts Major Presenter Award. This year's award is \$173,008 which represents a 25% increase over last year's commitment.

The Stockton Performing Arts Center has again been honored as a "*Major Arts Presenter*" by the New State Council on the Arts. This is eighth consecutive year that the **Performing Arts Center** has received this designation. This official recognition by the State acknowledges the important role **Stockton Performing Arts Center** plays in enriching the quality of life in New Jersey by presenting the best in the performing arts. The designation also reflects the **New Jersey State Council on the Arts** mission to "*identify, support, and promote anchor cultural institutions*" in the State of New Jersey.

Stockton Performing Arts Center 2004-2005 Season

September & October

Sunday • September 19 • 4 PM

Bay-Atlantic Symphony presents “Specters”

Petroucha.....Igor Stravinsky

Symphony No. 1, op. 68, C minor....Johannes Brahms

Monday • October 4 • 7:30 PM

The Best of G-Wing Jazz featuring

Greg Ribot • The Mahavishnu Project • Vicki Smith

“She (Smith) can get into a song and she can swing...Smith obviously has appeal”

– *Star Ledger*

Saturday • October 16 • 2 performances 7 PM & 10 PM

The Rite of Strings

Stanley Clarke • Jean Luc Ponty • Al DiMeola

Three jazz legends together for two performances

Saturday, October 23 • 8 PM

Leon Redbone

“...You fully believe that Leon Redbone has been snatched from a kinder, gentler and not-so-distant past and placed here in this time just to remind us that there was once such a thing as a time to relax...” – *Blue Coupe*

Thursday • October 28 • 8pm

Windwood Theatricals

John Astin as

Eggar Allen Poe – Once Upon A Midnight

“Wearing a black frock cloak and haunted gaze, John Astin emerges from the shadows of the stage looking as spectral as a raven...Stephen King can’t even come close to making horror so silky and seductive.” – *Tampa Tribune*

2004 LPGA Stockton Volunteer Effort (Revised 8/18/04)

The **2004 LPGA Stockton Volunteer Effort** at this year's Shoprite LPGA Classic Golf Tournament was once again very successful.

This year, **Richard Stockton College** provided over 90 volunteers, comprising of faculty, staff, students and friends of the College. Over 1300 hours were committed by the volunteers. The **2004 LPGA Stockton Volunteer Effort** experienced an increase in volunteers and an increase in the number of volunteer hours committed over the **2003 LPGA Stockton Volunteer Effort**.

The Distribution Committee chaired by Stockton Women's Softball Coach **Val Julien** with assistance by **Charles Lounsberry**, Marketing Director Stockton Performing Arts Center and Stockton LPGA Volunteer Coordinator, was commended by **National LPGA Tour Officials** as having the "*best volunteer distribution committee on the entire LPGA Tour.*"

Last year, **2003 Shoprite LPGA Classic Golf Tournament** awarded Stockton **\$32,500** an increase of approximately 8.3% over the **\$30,000** awarded to Stockton by the Tournament in 2002. The total donation awarded to Stockton since 2002 when **Val Julien** and **Charles Lounsberry** began coordinating the **Stockton LPGA Volunteer Effort** is **\$62,500**. This year we expect to receive at least the same amount, **\$32,500**, which would raise the total amount awarded since 2002 to **\$95,000**.

STUDENT AFFAIRS

OFFICE OF ATHLETICS AND RECREATION

Junior **Tiffany Masuhr** finished second in the javelin at the 2004 NCAA Outdoor Track & Field Championships hosted by Millikin University (Illinois) on May 29. By finishing as the runner-up, **Masuhr** qualified as an All-American.

Senior **Kim Marino** placed eighth in the pole vault at the 2004 NCAA Outdoor Track & Field Championships hosted by Millikin University (Illinois) on May 27. In her final college meet, **Marino** became an All-American for the fifth time in her career.

Kim Marino was selected to the CoSIDA Academic All-America® College Division Women's Track/Cross Country Team by the College Sports Information Directors of America (CoSIDA). **Marino** became Stockton's first Academic All-American with her selection to the Third Team. **Marino** previously was voted to the CoSIDA Academic All-District II First Team and junior high jumper **Jaime Taylor** was named to the Academic All-District II Second Team.

Sophomore **Tara Barker** was selected to the CoSIDA Academic All-District II College Division Softball Team. **Barker** earned Second Team honors from the College Sports Information Directors of America (CoSIDA).

Tara Barker was voted to the ECAC Metro Softball All-Star First Team. Junior **Constance DeSalvo** was chosen to the Louisville Slugger/National Fastpitch Coaches Association East Region First Team in softball. Sophomore **Amy Carragino** was named to the Louisville Slugger/NFCA East Region Second Team and **Barker** received East Region Third Team honors.

Sophomore **Chris Crescenzi** was named to the New Jersey Collegiate Baseball Association All-State Second Team and the American Baseball Coaches Association Mid-Atlantic Region Third Team. **Crescenzi** and senior **Dave Daniels** were selected to the ECAC Metro All-Star Second Team.

VAL JULIEN, Evenings and Weekends Athletics Coordinator, served as the co-chair of the Distribution Committee for the 2004 ShopRite LPGA Classic at Marriott's Seaview Resort on June 14-20. The women's softball team, along with many college employees, student-athletes, coaches, alumni and friends of the program assisted with this extensive endeavor throughout the week-long tournament.

LONNIE FOLKS, Director of Athletic Operations, completed the 2004 Continuing Education Series: Moral and Ethical Leadership in June. The education series was offered by the NCAA.

Lonnie Folks was selected to serve on the NCAA Division III Initiative Grants Selection Committee. **Folks** also was chosen to serve on the NCAA Division III Women's Soccer Committee.

CHRIS ROLLMAN, Coordinator of Sports Information and Marketing, attended the 2004 ECAC-SIDA Workshop on June 8-11 in Valley Forge, Pennsylvania. The Eastern College Athletic Conference Sports Information Directors' Association sponsored the professional development workshop.

JON HECK, Coordinator of Athletic Training, attended the National Athletic Trainers' Association 55th Annual Meeting and Clinical Symposia in Baltimore, Maryland on June 15-19.

The Stockton track & field complex was the host site for the 2004 USATF East Region Open Track & Field Championships and the USATF-New Jersey Open Track & Field Championships on June 26. The meets were sponsored by USA Track & Field.

OFFICE OF THE DEAN OF STUDENTS

ELAINE GRANT, Director of Housing and Residential Life, and **JOHN SMITH**, Assistant to the Dean of Students, attended the NASPA Region II conference entitled "The Parent Paradox: Challenges and New Relations" in Baltimore, MD on June 6-8, 2004.

OFFICE OF FINANCIAL AID

JEANNE LEWIS, Director of Financial Aid, is participating in the NCAA 2004 Division-Wide Pilot of the Financial Aid Annual Reporting Process and the Financial Aid Management System.

THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

BOARD OF TRUSTEES

RESOLUTION

FY04 BID WAIVER

- WHEREAS,** P.L. 1986, C.42 and C.43 (The State College Autonomy Law and the State College Contracts Law) authorize college Boards of Trustees to take necessary actions for effective fiscal and operational management of the state colleges; and
- WHEREAS,** the Board of Higher Education approved on November 21, 1986 Purchasing Policies and Procedures, as enacted by the Stockton Board of Trustees on October 15, 1986, to implement the above statutes; and
- WHEREAS,** these Policies and Procedures specify in 2.1-2, #8, that public bidding procedures may be waived for: services through public utilities; now, therefore, be it
- RESOLVED,** that the Board of Trustees of The Richard Stockton College of New Jersey authorizes the Vice President for Administration and Finance to enter into contracts with the vendors indicated on the attached list, under the bid waiver provisions of the State College Contracts Law.

VENDOR**FY04
COST****SOUTH JERSEY ENERGY COMPANY (54028)****475,000**

The College recommends adoption of an increase of \$150,000 for the original bid waiver to cover additional utility billings due to the addition of the fuel cell. (Reference: Procedure 2.1-2[8]).

August 25, 2004

THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

BOARD OF TRUSTEES

RESOLUTION

FY05 BID WAIVER

- WHEREAS,** P.L. 1986, C.42 and C.43 (The State College Autonomy Law and the State College Contracts Law) authorize college Boards of Trustees to take necessary actions for effective fiscal and operational management of the state colleges; and
- WHEREAS,** the Board of Higher Education approved on November 21, 1986 Purchasing Policies and Procedures, as enacted by the Stockton Board of Trustees on October 15, 1986, to implement the above statutes; and
- WHEREAS,** these Policies and Procedures specify in 2.1-2, #1, and #217, that public bidding procedures may be waived for: professional services and contracts related to student activity fees or student funds not under direct control of the college; now, therefore, be it
- RESOLVED,** that the Board of Trustees of The Richard Stockton College of New Jersey authorizes the Vice President for Administration and Finance to enter into contracts with the vendors indicated on the attached list, under the bid waiver provisions of the State College Contracts Law.

VENDOR**FY05
COST****MAXIM HEALTH (55047)****See Explanation Below**

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 immunization per student is \$90.00. If a student desires a flu "shot", the cost for that vaccination is \$20.00. The college will provide space for the immunizations in its Health Services area on two days, September 1, 2004, and November 10, 2004. (Reference Procedure 2.1-2[1 & 17])

PHILLIPS BROTHERS, INC.**\$31,092**

The College seeks approval for a Bid Waiver to cover costs of printing the College Bulletin. (Reference: Procedure 2.1-2[18])

August 25, 2004

**DIVISION OF ADMINISTRATION, FINANCE
& INSTITUTIONAL ADVANCEMENT**

OFFICE OF THE VICE PRESIDENT

DATE: August 2, 2004

TO: Herman J. Saatkamp, Jr., President

FROM: Richard Male, Vice President

SUBJECT: **TUITION REIMBURSEMENT FOR SPOUSES, DEPENDENTS
AND DOMESTIC PARTNERS ATTENDING THE RICHARD
STOCKTON COLLEGE OF NEW JERSEY**

I am pleased to submit for consideration and adoption by the Board of Trustees, a Resolution approving a tuition reimbursement/waiver program to include the spouses, dependents and domestic partners of Stockton's employees providing 40% reimbursement of tuition. The Stockton Federation of Teachers, Communication Workers of America, Fraternal Order of Police, Local 195, and the International Federation of Professional & Technical Engineers, AFL-CIO have agreed to this modification.

The Program will be a demonstration project subject to evaluation by the Board on an annual basis and will not continue beyond June 30, 2008 without readoption by the Board.

/atg

Enclosures

THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

BOARD OF TRUSTEES

RESOLUTION

**TUITION REIMBURSEMENT FOR SPOUSES, DEPENDENTS
AND DOMESTIC PARTNERS ATTENDING THE RICHARD
STOCKTON COLLEGE OF NEW JERSEY**

- WHEREAS,** The Richard Stockton College of New Jersey has determined that it is in the interest of the College and its employees to extend the current tuition reimbursement/waiver program for employees of the College to include spouses, dependents and domestic partners of such employees, with certain modifications; and
- WHEREAS,** The Stockton Federation of Teachers (SFT), The Communication Workers of America (CWA), The Fraternal Order of Police (FOP) and Local No. 195, International Federation of Professional & Technical Engineers, AFL-CIO (IFPTE) representing certain categories of employees at the College have agreed that such an extension of the program is desirable from the point of view of the employees they represent; and
- WHEREAS,** The College has prepared a Tuition Reimbursement Program for Spouses, Dependents & Domestic Partners (a copy of which is attached hereto), which Program includes reimbursement of 40% of tuition charged to and actually paid by a fulltime matriculated undergraduate student spouse, dependent or domestic partner, or paid on his or her behalf, provided the semester's academic program has been satisfactorily completed, which Program has been discussed with employee representatives; and
- WHEREAS,** The SFT, CWA, FOP and IFPTE have agreed that the Program is acceptable to them and urges adoption of the Program for the employees that they represent; now therefore be it
- RESOLVED,** That the Board of Trustees adopts the attached Tuition Reimbursement Program for Spouses, Dependents & Domestic Partners of full time members of management of the College and full time Stockton College employees represented by The Council of New Jersey State College Locals, AFT, AFL-CIO (SFT); Communication Workers of America (CWA) The Fraternal Order of Police and Local No. 195, International Federation of Professional & Technical Engineers (IFPTE); and be it further

RESOLVED,

That the Program shall be considered a demonstration project that will be subject to evaluation by the Board of Trustees, upon the advice of the College administration after the administration has consulted with the representatives of affected employees, on an annual basis; but will not continue beyond June 30, 2008 unless the Board readopts the Program prior to that date.

August 25, 2004

Approved by College Board of Trustees August 25, 2004

**TUITION REIMBURSEMENT PROGRAM FOR
STUDENT SPOUSES DEPENDENTS & DOMESTIC PARTNERS
OF FULL-TIME COLLEGE EMPLOYEES ATTENDING
THE RICHARD STOCKTON COLLEGE OF NEW JERSEY**

The Richard Stockton College of New Jersey (the "College") shall provide tuition reimbursement for spouses, dependents and domestic partners of full-time employees of the College, as set forth hereinafter:

Definition of Terms

Spouse. A spouse is a person who is a legally married partner of a full-time employee of The Richard Stockton College of New Jersey.

Domestic Partner. A domestic partner is a person who lives permanently in the same household with a full-time employee of the College and who is not legally married to the member of the bargaining unit, but who resides together with the employee in a domestic partnership, provided the two persons declare themselves as domestic partners. An employee shall identify a domestic partner by completing, signing and filing a form established for that purpose by the College at the Office of Human Resources, and such form shall be valid until revoked by the employee, or the employee leaves the full-time employ of the College. For the purposes of this program, a domestic partner of an employee shall not be eligible to take advantage of the program if the member of the bargaining unit also has a spouse who is a participant in the program.

Dependent. A dependent is a person who is a child, either born to or adopted by, a full-time employee of the College.

Tuition. Tuition is that current charge approved by the College Board of Trustees as tuition to be paid for credit-bearing courses at the College. Each course shall be taken to fulfill an undergraduate academic course requirement, and shall not include fees and other charges. There shall be no reimbursement of tuition paid to any other institution of higher education.

Student. A student eligible for reimbursement under this program shall be a matriculated full-time student enrolled in an undergraduate program of instruction at the College. Part-time students are not eligible for tuition reimbursement under this program.

Individual Limitations to Tuition Reimbursement

No More Than Forty Percent of Tuition. Subject to overall limits to the program set forth below, reimbursement shall be no more than 40% of the tuition charged to and actually paid by the student, or paid on his or her behalf, and shall be paid upon written proof to the Bursar that the semester's academic program has been satisfactorily completed. The Bursar shall verify the information provided by the student, and upon verification shall direct that the College reimburse the student up to 40% of tuition actually charged to and paid by the student or paid on his or her behalf.

Full-Time Undergraduate Students. Tuition reimbursement shall be limited to matriculated undergraduate students who are spouses, domestic partners or dependents who attend the College on a full-time basis. Whether a student is considered a full-time student will be determined at the conclusion of a particular semester.

Five Years. The student's eligibility for tuition reimbursement is limited to five years from the time he or she becomes a full time undergraduate student at the College.

Dependent Not Yet Reached the Age of Twenty Five Years. No student who is a dependent will be eligible for tuition reimbursement who has attained the age of twenty five years at the time of the beginning of the semester for which he or she seeks reimbursement.

Satisfactory Grade in Course. Tuition reimbursement shall be paid for only those persons who have received passing grades for enrolled courses.

Summer Session. A student will not be eligible for tuition waiver during the summer session.

Overall Limitations to Program

During the first year of the Tuition Reimbursement Program, the overall dollar amount to be reimbursed to all students eligible for reimbursement shall be \$25,000.00; and thereafter, the overall dollar amount shall be increased by \$25,000.00 each year during the existence of the Program, provided however, that the total amount to be reimbursed in any one year shall be no more than \$100,000.00.

In the event the total amount of requested tuition reimbursement under this Program exceeds the overall limitation amount in any year, the total amount available shall be equally paid to all eligible students even though the percentage of reimbursement shall be less than 40%.

Request for Tuition Reimbursement

Requests for reimbursement for tuition charged to and paid by a student eligible for the program, or paid on his or her behalf, shall be made at the conclusion of the semester in which tuition has been paid, but no later than four weeks after the conclusion of the semester. Requests shall be made to the Bursar's Office on a form available in either the Bursar's Office or the Financial Aid Office. The form shall state the name and address of the person (if not the student) to whom reimbursement shall be made.

Admission to the College

Currently enrolled students, otherwise eligible for participation in this program, shall be eligible for future consideration under the program; however, reimbursement for tuition paid for courses taken prior to the Fall Semester 2004 shall not be made. Any student eligible for participation under this program must meet all academic requirements established by the College for initial admission to and continuation at the College. Further, to be eligible for participation in the program, a student shall be required to be in good standing.

Scholarship and/or Grant

The student shall apply for any and all appropriate financial aid through scholarship and/or grant before requesting tuition reimbursement under this program. In the event the student receives such financial assistance, he or she will be eligible for reimbursement of 40% of the remaining balance of tuition charged and paid by him or her, or paid on his or her behalf. Student loans, if any, shall not be considered an offset against tuition for the purposes of this program.

Death of Parent, Spouse or Domestic Partner of Student

In the event of the death of an affected employee who has a spouse, domestic partner or dependent enrolled at the College, at the time of his or her death, that student so enrolled shall continue in the tuition reimbursement program as if the person had not died.

Sunset Provision

The tuition reimbursement program set forth herein is a demonstration project that will be evaluated by the Board of Trustees on an annual basis, but will not continue beyond June 30, 2008 unless the Board readopts the program prior to that date. In the event the Board does not readopt the program on or before June 30, 2008, and the program thus expires, those students who are at that time participating in the program shall be allowed to continue with the program until it is completed as to them.

**DIVISION OF ADMINISTRATION, FINANCE
& INSTITUTIONAL ADVANCEMENT**

OFFICE OF THE VICE PRESIDENT

DATE: August 10, 2004
TO: Herman J. Saatkamp, Jr., President
FROM: Richard Hale, Vice President
SUBJECT: **FY06 BUDGET REQUEST**

I am pleased to recommend for consideration and adoption by the Board of Trustees, the College's FY06 Capital Budget Request. A Resolution is enclosed along with a copy of this request.

The College's Capital request will be reviewed by the State's Commission on Capital Budgeting and Planning, and the Office of Management and Budget (OMB). The Commission is responsible for recommending the Capital Budget to the Governor and Legislature.

Please know that I will be happy to provide any additional information concerning this annual request that you might require.

/atg
Enclosures

THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

BOARD OF TRUSTEES

RESOLUTION

FY06 CAPITAL BUDGET REQUEST

- WHEREAS,** The Richard Stockton College of New Jersey's existing facilities were planned and constructed to support 4,100 students; and
- WHEREAS,** the College's undergraduate and graduate student enrollment for Fall Semester 2004 is in excess of 6,600 (headcount) leaving the College considerably short of academic and other space; and
- WHEREAS,** a major increase in capital funding will be necessary to maintain existing facilities, and build new facilities to meet capacity needs and technological requirements, and to renovate existing facilities so that the learning environment and its infrastructure can support the future educational mission of the College; now therefore be it
- RESOLVED,** that the Board of Trustees approves the College's FY06 Capital Budget Request and authorizes its submission to appropriate State agencies; and be it further
- RESOLVED,** that the Board of Trustees strongly urges approval and public funding of the FY06 Capital Budget Request for The Richard Stockton College of New Jersey.

August 25, 2004

The Office of Internal Audit

DATE: August 4, 2004
TO: Herman J. Saatkamp, Jr., President
FROM: Emily Khanh Vu, Internal Auditor |C✓
SUBJECT: **INTERNAL AUDIT CHARTER**

The Audit and Finance Committee of the Board of Trustees has previously approved the Internal Audit Charter. I enclose for submission to the Board of Trustees the attached resolution which requests the approval of the Internal Audit Charter by the Board of Trustees to authorize the existing Internal Audit activities.

THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

BOARD OF TRUSTEES

RESOLUTION

INTERNAL AUDIT CHARTER

- WHEREAS,** the Audit and Finance Committee of the Board of Trustees previously considered and approved the Internal Audit Charter (a copy of which is attached to this Resolution); and
- WHEREAS,** Internal Auditing as an independent and objective assurance is designed to add value and improve the operations of the College; and
- WHEREAS,** the Charter further provides that the Internal Audit shall assess and evaluate various business risks and ensure compliance with all rules, regulations, policies, and statutes pertaining to the College's and the Foundation's physical and financial assets, and shall objectively assist the College in attaining its goals and contributing in a consulting capacity as appropriate; and
- WHEREAS,** the Internal Audit shall, under the direction of the Audit and Finance Committee of the Board of Trustees and or the President, have the authority to conduct any audits, reviews, and special requests or investigate any matters within its scope of responsibilities as set forth in the Charter, with or without prior notice to management and/or external parties; now therefore be it
- RESOLVED,** that the Board of Trustees approves the Internal Audit Charter (a copy of which is attached) for the purpose of providing authorization to the existing Internal Audit activities.

August 25, 2004



THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

INTERNAL AUDIT CHARTER

Revised 8/25/04

DEFINITION

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

MISSION STATEMENT

To add value by providing exceptional service to our customers; utilizing a systematic, disciplined approach to assess and evaluate various business risks; objectively assisting the organization in obtaining its goals; and contributing in a consulting capacity, as appropriate.

PURPOSE

The Internal Audit has the responsibility to ensure compliance with all rules, regulations, policies, and statutes pertaining to the College's and the Foundation's physical and financial assets. In addition, the Internal Audit provides an independent, objective assurance and consulting activity designed to add value and improve the College and the Foundation operations. Most importantly, the Internal Audit helps the College and the Foundation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

AUTHORITY

The Internal Audit under the direction of the Board of Trustees' Audit and Finance Committee and the President has the authority to conduct any audits, reviews, and special requests or investigate any matters within its scope of responsibilities with or without prior notice to management and/or external parties. Additionally, it is empowered to:

- Have unrestricted access to any reports, data, and/or information pertaining to the financial operations of the College and the Foundation.
- Have unrestricted access to any locations that belong to the College and the Foundation.
- Obtain independent assistance from external professionals to fulfill the audit's objectives.
- Seek information it requires from employees – all of whom are directed to cooperate with the Internal Auditor's requests.
- Issue independent audit, review, and/or any special reports without management's influence.
- Attend pre-scheduled bi-monthly Board of Trustees meetings as well as any other meetings, as necessary.

- Meet with company officers, external auditors, or outside counsel, as necessary.

COMPOSITION

The Internal Audit activities are carried out by the Internal Auditor, who works under the direction of and reports directly to the Board of Trustees' Audit and Finance Committee; or to the President, when conducting audit activities requested by the President.

MEETINGS

The Internal Auditor will meet with the Audit and Finance Committee on the same day as the pre-scheduled bi-monthly Board of Trustees meeting to provide the Committee with an understanding of the current work status. In addition, open communication between the Committee's members and the Internal Auditor may occur at any time to allow for discussion of any urgent issues or any areas of concern that involve the College's operations.

RESPONSIBILITIES

The Internal Auditor will carry out the following responsibilities:

- Examine and evaluate the adequacy and effectiveness of the College's system of internal controls and the quality of performance in carrying out assigned responsibilities.
- Review the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information.
- Review the systems established to ensure compliance with those policies, plans, procedures, laws, regulations, and contracts which could have a significant impact on operations and reports, and determine whether the College is in compliance.
- Review the means of safeguarding assets and verify the existence of such assets.
- Review operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned.
- Provide consulting advice to management when requested.

External Audits

The Internal Auditor is authorized to assist external auditors with any audits, reviews, or special engagements when such assistance is requested.

Reporting Responsibilities

The Internal Auditor reports directly to the Board of Trustees' Audit and Finance Committee to promote objectivity and independence. When reporting on activities requested by the President, the Internal Auditor shall report directly to the President or his designee.

Other Responsibilities

The Internal Auditor has the responsibility to perform any other assignments on behalf of the Board of Trustees and or the President.

**DIVISION OF ADMINISTRATION, FINANCE
& INSTITUTIONAL ADVANCEMENT**

OFFICE OF THE VICE PRESIDENT

DATE: August 10, 2004
TO: Herman J. Saatkamp, Jr., President
FROM: Richard Hale, Vice President
SUBJECT: SALE OF SURPLUS COLLEGE PROPERTY

Recommended for Board of Trustees consideration and adoption is the attached Resolution that would enable surplus property sales in fiscal year 2005. The Resolution is consistent with our customary practice of previous fiscal years in this matter.

Please note that the College's monthly sales via the College's web page has continued to help reduce storage space for surplus items while allowing a more expedited process for disposing of unwanted equipment.

/atg
Attachment

THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

BOARD OF TRUSTEES

RESOLUTION

SALE OF SURPLUS COLLEGE PROPERTY

- WHEREAS,** P.L. 1986, C.43 (The State College Autonomy Law and the State College Contracts Law) authorizes college Boards of Trustees to take necessary actions for effective fiscal and operational management of the state colleges; and
- WHEREAS,** the Richard Stockton College of New Jersey is authorized to have sales of its surplus property for fiscal year 2005 in accordance with 18A:64-78, Sale of Personal Property per Article 5, Section I, of the State College Contracts Law; now, therefore, be it
- RESOLVED,** that the Board of Trustees of the Richard Stockton College of New Jersey authorizes the Vice President for Administration, Finance and Institutional Advancement, to conduct sales of surplus property not needed for College purposes in accordance with the provisions of the State College Contracts Law.

August 25, 2004

SURPLUS SALE SUMMARY FOR FY2004

| | | COST | SOLD |
|--------|--------------|---------------------|-------------------|
| 2003-1 | 09/25/2003 | \$123,067.00 | \$2,206.14 |
| 2004-2 | 01/16/2004 | 71,860.00 | 1,574.08 |
| 2004-3 | 04/23/2004 | 171,830.00 | 2,825.71 |
| | Total | \$366,757.00 | \$6,605.93 |

REVISED
6/10/04(2)

THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

CODE OF ETHICS

I.

In General

It is public policy in New Jersey that the conduct of public officials and employees maintain the respect and confidence of the public. To that end, public institutions are required to adopt a code of ethics to govern and guide the conduct of its officers and employees.

The College first adopted a Code of Ethics in November 1975 and has followed the terms of that Code since that time. More recently, the Governor of the State of New Jersey issued an Executive Order directing all public agencies, including New Jersey colleges and universities, to update their respective Codes and submit them for review by the Office of the Attorney General and the Executive Commission on Ethical Standards.

There are a number of authoritative sources which constitute the bases for the within Code of Ethics, including the New Jersey Conflicts of Interest Law (N.J.S.A. 52:13D-12 et seq.); Regulations of the Executive Commission on Ethical Standards; Regulations of the Commission on Higher Education and the Campus Code of Conduct.

Any disagreement between the provisions of the following Code of Ethics and the above authoritative sources, as they may be amended from time to time, shall be resolved in favor of the authoritative sources.

It should be noted that the Code of Ethics shall be read in conjunction with other authoritative documents referenced above as well as other agreements and policies that have a bearing on conflicts of interest. Principal among these authoritative documents are the collective negotiation agreements which deal with certain reporting requirements and rules and regulations that deal with the subject of partisan political activity by public employees.

II.

Officers and Employees Covered by The Code of Ethics

The provisions of the within Code of Ethics shall apply to all full-time and part-time officers and employees, regular or special, of the College, without regard to the source of funding, including but not limited to the following:

- Members of the Board of Trustees of the College
- President of the College
- Vice Presidents of the College
- Deans of the College
- Managerial and Non-managerial employees
- Members of the Staff
- Members of the Faculty
- Adjunct Members of the Faculty
- Student employees

For the purposes of this Code of Ethics, the term "employee" shall be used to describe all of the officers and employees described above, except where certain officers and/or employees are specified as being excluded from a particular provision.

Members of the Board of Directors of The Richard Stockton College of New Jersey Foundation are not bound by the terms of the within Code of Ethics, unless members also serve as employees of the College. It should be noted that employees of the Foundation are subject to the provisions of a code of ethics established by the Foundation Board of Directors.

It is the responsibility of all employees to report possible violations of the Code of Ethics. Violations are considered a serious matter and may result in disciplinary action up to and including removal.

EACH EMPLOYEE PRESENTLY IN SERVICE AT THE COLLEGE SHALL RECEIVE AND ACKNOWLEDGE RECEIPT OF THE WITHIN CODE OF ETHICS WITHIN THIRTY (30) DAYS AFTER ADOPTION BY THE BOARD OF TRUSTEES. EACH EMPLOYEE HIRED AFTER ADOPTION OF THE CODE OF ETHICS SHALL RECEIVE AND ACKNOWLEDGE RECEIPT OF THE WITHIN CODE NO LATER THAN THE TIME HE OR SHE BEGINS EMPLOYMENT.

III.

Definition of Conflict of Interest

A. In General. This Code of Ethics adopts the definition of conflicts of interest established by The New Jersey Commission on Higher Education. The Commission has identified in general terms three types of activities that would constitute conflicts of interest:

1. Activities that so clearly constitute a conflict of interest or a violation of the public trust by a College employee that are expressly prohibited; for example, the solicitation or acceptance of a bribe, gift or valuable favor from any person doing business with the College.

2. Activities that may reasonably raise questions about the integrity of a College employee are the receipt of an offer of a bribe, gift or valuable favor. Although the employee did not solicit such nor may the employee have done anything wrong he/she is under an obligation to report such activities, in writing, to the Ethics Liaison Officer.

3. Activities that may result in the appearance of a conflict of interest, such as receiving a complimentary invitation to an event from any person doing business with the College or engaging in any business or employment that may conflict with the duties of a College employee.

All employees shall disclose potential conflicts of interest as they arise and annually disclose or within five business days of receiving an offer of outside employment, their outside employment and/or business interests to the Ethics Liaison Officer for transmission to the Executive Commission on Ethical Standards.

A copy of the College form used in reporting conflicts of interest and outside employment or activity is attached hereto as "Exhibit A."

In situations in which a College employee is uncertain about the proper application of the Code to his/her particular circumstances, he/she should report the relevant details of the activities and seek the informal advice of the College's Ethics Liaison Officer.

IV.

Specific Requirements

The following specific requirements are applicable to all College employees:

1. No employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business transaction or professional activity, which is in substantial conflict with the proper discharge of his/her duties in the public interest.

2. No employee shall use or attempt to use his/her official position to secure unwarranted privileges or advantages for himself, herself or others.

3. No employee shall act in his/her official capacity in any manner in which he/she has a direct or indirect personal financial interest that might reasonably impair his/her objectivity or independence of judgment.

4. No employee shall knowingly act in any way that might reasonably be expected to create an impression or suspicion among members of the public having knowledge of his/her acts that he/she may have engaged in conduct violative of his/her public trust.

5. No employee shall engage in any particular business, profession, trade or occupation which is subject to licensing or regulation by a specific state agency without promptly providing notice in writing of the same to the President or the Ethics Liaison Officer, as the case may be. The Ethics Liaison Officer shall be responsible for filing notices of covered activity with the Executive Commission on Ethical Standards.

6. No employee shall undertake any employment or service, whether or not compensated, that might reasonably be expected to impair his/her objectivity and independence of judgment in the exercise of his /her official duties. In connection with this obligation, no employee may undertake to perform any personal services, whether or not compensated, for a subordinate employee.

7. All employees shall report in writing to their Divisional Vice President the names of any relatives, domestic partners or members of the same household over whom they have direct or indirect managerial or supervisory authority, including, but not limited to, any role in personnel review. Vice Presidents shall report in writing the names of such persons to the President of the College, and the President shall report in writing the names of such persons to the Chair of the Board of Trustees. Members of the Board of Trustees shall report the names of such persons to the full Board of Trustees in open public session. Copies of all written reports shall be delivered to the College's Ethics Liaison Officer.

To avoid favoritism and any potential conflict of interest, no employee shall act in his/her official capacity in any College matter where the employee or an immediate family member or domestic partner of the employee has a direct or indirect interest that might be reasonably expected to impair the employee's objectivity or independence of judgment.

Direct interest includes, but is not limited to, initial employment, retention, job classification, salary, performance appraisals and work assignments. Therefore, no employee shall directly supervise a member of his/her own family or domestic partner. It is the intent of the College to avoid instances that could be influenced by the family relationship in hiring, performance evaluation, promotion, reclassification, discipline, grievance, or dismissal processes.

8. No employee shall participate, directly or indirectly, in decisions involving a benefit or detriment to a member of the employee's family, domestic partner or member of his /her household. It shall be an exception to the requirements of this paragraph for an employee to directly provide academic or student support services to a member of the employee's family, domestic partner or member of his/her household,

provided however, that the employee shall describe the academic or student support services provided and the name of the recipient to the Ethics Liaison Officer.

9. No employee shall accept a gift, favor, service, or other thing of value under circumstances from which it might reasonably be inferred that such gift, favor, etc., was given for the purpose of influencing him/her in the discharge of his/her official duties or where the acceptance of such gift, favor, etc. may give the appearance of same. Notwithstanding the above, it shall not be considered a violation of this Code for a member of the faculty and/or staff to accept for examination copies of textbooks or other instructional materials in connection with the development of their courses or the receipt of honoraria for speeches and commissions or royalties for published works. Unsolicited gifts or benefits of a trivial or nominal value, such as complimentary articles offered to the public in general and gifts received as a result of mass mailings may be retained by the recipient or the recipient's office for general use, provided such use does not create an impression of a conflict of interest or impermissible endorsement of a product or service. Occasional meals, fees for attendance at meetings, golf outings, concerts, etc., and/or gifts with a value of less than the statutory limit (presently \$25.00) shall be considered of nominal value, unless it could reasonably be construed as given for the purpose of creating inappropriate influence. Notwithstanding the above, in the event a sponsor of a meeting or event has pending with the College a matter on which the employee must act in the exercise of his/her duties, or potentially may have such a matter, during the time that said matter is pending, the employee shall not accept any meal or other gift from such sponsor.
10. No employee shall solicit, receive or agree to receive, whether directly or indirectly, any compensation or other thing of value from any source other than the State of New Jersey, the College or any entity related to the College for any service related to his/her official duties, except reimbursement of actual expenses for travel and reasonable subsistence for which no payment is made by the State or the College. This provision shall not apply to the solicitation or acceptance of contributions to the campaign of an announced candidate for elective public office or gifts of promotional items of trivial value routinely distributed by vendors.
11. Except as may be otherwise provided by law, no employee shall willfully disclose any information not generally available to the public which he/she receives or acquires in the course of or by reason of his/her official duties. No employee shall use for the purpose of pecuniary or other gain, whether directly or indirectly, any information not generally available to the public which he/she receives by reason of his/her official duties.

12. There are specific statutory provisions in the New Jersey Conflicts of Interest Law and Executive Commission on Ethical Standards regulations, N.J.A.C. 19:61-1.1 et seq., that are concerned with the issue of whether representation by an employee or entity in which the employee has a substantial interest in a condemnation proceeding, court or agency constitutes a conflict of interest. Any employee who seeks to negotiate, represent or advise any person or entity other than the State, the College or entity related to the College should consult the Law and Regulations governing such matters and the College's Ethics Liaison Officer.

13. There are specific statutory provisions in the New Jersey Conflicts of Interest Law and Executive Commission on Ethical Standards regulations that are concerned with the issue of whether the contracting by the employee or by a business entity in which the employee has an interest with the State or the College constitutes a conflict of interest.

V.

Outside Employment

Each employee of the College, with the exception of members of the Board of Trustees and part-time and/or adjunct members of the faculty and staff, has a primary work obligation to the College.

Reporting Requirements for Members of the AFT Negotiations Unit. All regular and continuing outside employment engaged in by members of the AFT Negotiations Unit shall be reported to the President no later than promptly upon acceptance and thereafter on an annual basis. The reporting form (see Exhibit A) shall be completed by the employee and shall include, but not be limited to, the following information:

- a. Name of employee;
- b. Name of outside employer;
- c. Description of work to be performed;
- d. Normal hours and dates of work and any anticipated exceptions; and
- e. Licenses or special requirements necessary to perform the duties involved.

The President of the College shall seek the advice of the Ethics Liaison Officer with respect to any possible violations of the Code of Ethics.

Reporting Requirements and the Obligation to Obtain Prior Approval (employees not represented by AFT). An employee not represented by the AFT may engage in outside employment or other activity or compensation only if the employment or activity has been reported in writing and has been authorized in advance on an annual basis by the Vice President of the Division in which the employee works and the Ethics Liaison Officer. Employees who work within the Office of the President may engage in outside employment if reported to and authorized in advance by the President and the

Ethics Liaison Officer. Outside employment by the President shall be reported to and approved by the Chair of the Board of Trustees.

In providing a written report of the proposed outside employment or activity to the appropriate Divisional Vice President or to the President, as the case may be, an employee has the responsibility to demonstrate that the proposed outside employment or activity *does not*:

1. Constitute a conflict of interest or the appearance of conflict of interest;
2. Occur during the employee's regular work hours;
3. Cause the employee to be unavailable for reasonable special project assignments; and
4. Diminish the employee's efficiency in performing assigned duties.

Employees may engage in outside employment or activity during approved vacation leave as long as the employment or other activity does not constitute a conflict of interest or the appearance of a conflict of interest.

NOTE: The section of the Code of Ethics concerning Outside Employment does not apply to members of the Board of Trustees of the College.

VI.

The Making of Statements and Opinions and Taking of Positions on Issues

In performing outside employment or other activities, no employees shall make statements or express positions in a manner that makes it seem or appear that the statements or positions are those of the College, its Board of Trustees or any other College officer or employee. Nothing in this provision, however, is intended to preclude employees from allowing their names, titles, job positions and academic credentials to be referred to in connection with performing such outside employment.

VII.

Use of State and College Property

This section of the Code of Ethics applies to all employees, including members of the Board of Trustees and part-time and adjunct members of the faculty and staff.

Each employee shall use College property and funds placed under his/her official control in strict accordance with prescribed procedures in meeting College and other public program goals and objectives. State and College property, funds and other assets shall only be used for official College business, and not for personal use (an exception may be the occasional personal use of a College-owned computer or telephone). When

such property or physical assets is no longer usable by the College, it shall be sold or otherwise disposed of in accordance with State and College policy and shall not be given away to any employee.

VIII.

Special Casino-Related Considerations

Employees subject to financial disclosure by law or executive order or who have responsibilities affecting the casino industry and the President and the Vice Presidents shall refer to N.J.S.A. 52:13D-17.2, a copy of which is available from the Ethics Liaison Officer.

IX.

Off-campus Actions and Behaviors

In meeting its educational mission, Stockton recognizes the importance of establishing and enforcing acceptable community standards of behavior. In doing so, members of the College community should know that they will be held accountable for their off-campus actions and/or behaviors as they relate to established laws and regulations of federal, state, and local agencies, as well as policies of the College.

In this connection, individuals who are members of the College community have a responsibility to represent themselves in a lawful and responsible manner at all times, both on and off the campus. Further, the College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.

The College will not routinely invoke the disciplinary process for individual misbehavior occurring off College premises. Nonetheless, it will be necessary in order to protect the campus community when there are reasonable grounds to believe that an individual's behavior off College premises indicates that he/she poses a serious and substantial danger to others. Normally, such "substantial danger" will be manifested by a pending criminal charge, usually relating to a crime of violence, burglary, substantial theft or fraud, the distribution of illegal drugs, or the possession of substantial quantities of illegal drugs.

X.

Responsibility for Administration of The Code of Ethics

1. Responsibility of the Ethics Liaison Officer. The President shall appoint a manager to serve as Ethics Liaison Officer who shall have day-to-day responsibility for administration of the provisions of the Code of Ethics. He/she will advise the President and the appropriate Divisional Vice President with respect to all issues related to an employee's receipt of gifts and outside employment or activity as set forth above. In addition, he/she will keep employees regularly informed as to

requirements of the Code of Ethics and any changes in the Conflicts of Interest Law or Regulations through communications and training sessions. The Ethics Liaison Officer shall be available at reasonable times to discuss with employees matters related to the Code and to provide informal advice and counsel with regard to particular matters, and if appropriate, refer a particular matter to the Affirmative Action Officer, Campus Hearing Board or other College officer or body for appropriate resolution. Finally, the Ethics Liaison Officer shall maintain complete and accurate records of all matters related to the Code of Ethics.

2. Responsibility of the Employee and Ethics Liaison Officer (Gifts). Each employee shall have the responsibility to make full disclosure in writing to the Office of the Ethics Liaison Officer of any gift or other thing of value upon receipt from a person or business entity with whom or which he/she has had or may expect to have in the future contact in his/her official capacity. The gift or thing of value, if tangible, also shall be delivered to the Ethics Liaison Officer. The Ethics Liaison Officer shall then determine whether the gift constitutes a conflict or interest. If the Ethics Liaison Officer determines that the receipt of the gift violated the Code of Ethics, he/she shall direct the employee to return the gift forthwith.

3. Responsibility of the Employee, Divisional Vice President and Ethics Liaison Officer (Outside Employment). Each employee shall report outside activity in writing and in advance to the Ethics Liaison Officer, or the President as the case may be, who shall review the outside employment as being consistent with the Code of Ethics and make a recommendation to the appropriate Divisional Vice President or to the President. The Divisional Vice President or President, as the case maybe, shall then inform the employee of the determination of the Ethics Liaison Officer as to whether the outside employment or other activity constitutes a conflict of interest. If the employee disagrees with the determination of the Ethics Liaison Officer, the matter will be referred to the President of the College, who shall make the final determination on the matter. All determinations shall be filed by the Ethics Liaison Officer with the Executive Commission on Ethical Standards.

4. Information (College Webpage). The Ethics Liaison Officer shall be responsible for placing on the College's webpage a copy of the Code of Ethics, including forms. He/she will keep the information updated on a current basis. The Ethics Liaison Officer may from time to time inform the College community on the website with regard to the substance of decisions rendered at the College-level or by the Executive Commission on Ethical Standards which may be of general interest.

5. Forms. Forms maybe downloaded from the College webpage and sent to the appropriate officer of the College by means of electronic communication, and response also may be by electronic communication.

END OF CODE OF ETHICS

THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

BOARD OF TRUSTEES

RESOLUTION

ADOPTION OF CODE OF ETHICS
FOR THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

- WHEREAS,** it is public policy in New Jersey that the conduct of public officials and employees maintain the respect and confidence of the public; and to that end each public institution is required to adopt a Code of Ethics to govern and guide the conduct of its officers and employees; and
- WHEREAS,** the College and its Board of Trustees subscribes to the principle that its employees not engage in outside employment that would constitute a real or an appearance of a conflict of interest or receive valuable gifts or other consideration from persons or business entities that transact business with the College; and
- WHEREAS,** the Governor of the State of New Jersey has issued an Executive Order directing all public agencies, including New Jersey colleges and universities to update their respective Codes of Ethics and submit them for review by the Office of The Attorney General and the New Jersey Ethical Standards Commission; and
- WHEREAS,** the Board of Trustees tentatively adopted a proposed Code of Ethics on February 18, 2004 and directed the President of the College to forward the Code to the Office of the Attorney General and the Executive Commission on Ethical Standards for their review of the Code; and
- WHEREAS,** the Code has been revised in compliance with the Office of the Attorney General and the Executive Commission on Ethical Standards; and
- WHEREAS,** the President of the College has advised the Board of Trustees of the results of the reviews by the Office of the Attorney General and the Executive Commission on Ethical Standards, now therefore be it
- RESOLVED,** that the Board of Trustees adopt the attached Code of Ethics.

August 25, 2004

THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

BOARD OF TRUSTEES

RESOLUTION

REVISED 8/25/04

RESOLUTION OF THE BOARD OF TRUSTEES OF THE RICHARD STOCKTON COLLEGE OF NEW JERSEY APPROVING THE FINANCING IN AN AMOUNT NOT TO EXCEED \$104,000,000; APPROVING THE FINANCING OF THE REFUNDING OF CERTAIN OUTSTANDING BONDS OF THE AUTHORITY ISSUED ON BEHALF OF THE COLLEGE; APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF THE LEASE AND AGREEMENT(S) AND ALL OTHER NECESSARY DOCUMENTS; AND AUTHORIZING OFFICERS OF THE RICHARD STOCKTON COLLEGE OF NEW JERSEY TO DO ALL THINGS DEEMED NECESSARY OR DESIRABLE IN CONNECTION WITH THE FINANCING AND THE ISSUANCE BY THE NEW JERSEY EDUCATIONAL FACILITIES AUTHORITY OF ITS REVENUE BONDS, THE RICHARD STOCKTON COLLEGE OF NEW JERSEY ISSUE AND THE LOAN OF THE PROCEEDS THEREOF

- WHEREAS,** the Board of Trustees of The Richard Stockton College of New Jersey (the "Board") desires to approve the construction of a two story building on F-Wing terrace, a new College Center, E and G Wing renovations, and the improvement of various site, roadway, housing, and electrical projects; as well as undertaking two energy conservation projects and an off-campus housing lease purchase agreement (collectively referred to herein as the "Project"); and
- WHEREAS,** the College has determined that the Project will assist in serving the needs of its students and in the operation of the College; and
- WHEREAS,** the Board desires to approve the cost of the Project in an amount not to exceed \$104,000,000 (see project list attached), excluding all related financing costs (the "Project Costs"); and
- WHEREAS,** the College, in consultation with the New Jersey Educational Facilities Authority (the "Authority"), has identified certain outstanding issues of the College, that may be considered refunding candidates depending on market conditions; and
- WHEREAS,** the Board desires to authorize the Vice President of Administration and Finance to work with the Authority to identify any outstanding issues that may be deemed candidates for refunding and may achieve significant savings to the College (the "Refunding Project"); and

WHEREAS, the College has further determined that the financing for the Project and/or the Refunding Project should be accomplished by the issuance of tax-exempt and/or taxable bonds of the Authority, through a financing structure deemed by the President upon the advice of the Vice President of Administration and Finance, and with the approval of the audit and finance committee of the Board to be most beneficial and advantageous to the College, said structure to be secured by a lease and agreement and/or amended lease and agreement (the "Agreement") and desires to authorize appropriate officers of the College to take all action necessary to accomplish the financing of the Project, the Refunding Project (if any), and the respective Project Costs; and

WHEREAS, the College is authorized to convey to the Authority certain parcels of land on the College campus upon which any portions of the Project are to be located.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE RICHARD STOCKTON COLLEGE OF NEW JERSEY AS FOLLOWS:

SECTION 1. The Board hereby approves the financing of the Project through the Authority in an amount to be determined sufficient to cover the costs of the financing of the Project in an amount not to exceed \$104,000,000 and the related Project Costs.

SECTION 2. The Board hereby approves the financing of the Refunding Project, as such Refunding Project is deemed appropriate by the President and upon the advice of the Vice President for Finance and Administration, and with the approval of the audit and finance committee of the Board through the Authority in amount to be determined sufficient to cover the costs of the financing of the Refunding Project and the related Project Costs.

SECTION 3. The Board hereby authorizes the President upon the advice of the Vice President of Administration and Finance, and with the approval of the Audit and Finance Committee of the Board, to determine and proceed with a financing structure deemed most beneficial and advantageous to the College.

SECTION 4. In order to finance the Project, the Refunding Project and the related Project Costs, the Board hereby authorizes the Board to enter into an Agreement between the Authority and the Board, which Agreement shall secure repayment of the bonds to be issued by the Authority to finance the Project, the Refunding Project, and the Project Costs.

SECTION 5. The Agreement, in substantially the form to be provided, with such changes, omissions, insertions and revisions as shall be approved by the Authority and the hereinafter-authorized officers of the College are hereby approved. The Chairperson (the "Authorized Officers") is hereby authorized and directed to execute the Agreement in the name of and on behalf of the Board, in as many counterparts as may be necessary, and to affix or impress the official seal of the College thereon and to attest the same. Such execution and attestation to be conclusive evidence of the approval of the form and content of such Agreement.

- SECTION 6.** The Authorized Officers, are hereby authorized and directed to execute, deliver and approve any and all such other agreements, documents, certificates, directions and notices and to do and perform such acts and to take such actions as may be necessary or required or which the Authority may deem to be appropriate to implement the purposes of this resolution, to consummate the Project and the Refunding Project, and the financing of the Project, the Refunding Project and the Project Costs by the Authority, and to effectuate the execution and delivery of the Agreement, and any other documentation necessary to effectuate the Project or the Refunding Project, or the financing of the Project or the Refunding Project by the Authority. Any Authorized Officer is hereby authorized and directed, for and on behalf of and in the name of the College to attest and deliver said documentation and to affix the seal of the College to said documentation. Such execution and attestation to be conclusive evidence of the approval of the form and content of such documentation.
- SECTION 7.** The Authorized Officers are hereby authorized and directed to execute any documents and take any action that may be necessary for the conveyance of any interest in certain parcels of land at the College on which any portions of the Project are to be located.
- SECTION 8.** The Board hereby approves the College's submission to the legislature for the financing of any of the non-revenue portions of the Project.
- SECTION 9.** All resolutions, orders and other actions of the College in conflict with the provisions of this resolution to the extent of such conflict are hereby superseded, repealed or revoked.
- SECTION 10.** This Resolution shall take effect immediately.

This resolution was passed by a majority of a quorum of the Board of the Trustees of The Richard Stockton College of New Jersey on August 25, 2004 and no further approvals are necessary to implement this resolution.

Michael Jacobson, Esq.
Chairperson of the Board of Trustees
of The Richard Stockton College of New Jersey

August 25, 2004

**DIVISION OF ADMINISTRATION, FINANCE and
INSTITUTIONAL ADVANCEMENT**

OFFICE OF THE VICE PRESIDENT

DATE: August 2, 2004
TO: Herman J. Saatkamp, Jr., President
FROM: Richard Hager, Vice President
SUBJECT: RENEWAL OF FACULTY PERSONNEL PROCESS

I am pleased to recommend, for consideration and adoption by the Board of Trustees, a Resolution to renew the Faculty Personnel Process for another year.

The Stockton Federation of Teachers (SFT) has agreed that the process currently in place and previously approved by the Board of Trustees has been effective and should be continued beyond the scheduled expiration date of June 30, 2004.

/atg

Enc.

THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

BOARD OF TRUSTEES

RESOLUTION

RENEWAL OF FACULTY PERSONNEL PROCESS

- WHEREAS,** on September 27, 1999, The Board of Trustees of the College approved a Faculty Personnel Process for members of the teaching faculty at the College, which Process established a College-wide Personnel Committee (CPC) to operate within the levels of review of files submitted by faculty members being considered for reappointment, promotion and/or tenure; and
- WHEREAS,** the Faculty Personnel Process adopted by the Board of Trustees in 1999 was reviewed, approved and continued, with two modifications at its June 19, 2002 meeting, which continuation would expire on June 30, 2004 unless extended further by the Board; and
- WHEREAS,** after considerable review by the College it has been determined that the Faculty Personnel Process, without further modifications, is in fact an effective means according to which eligible members of the teaching faculty may be evaluated for reappointment, promotion and/or tenure; and
- WHEREAS,** the College and the Stockton Federation of Teachers (SFT), the union representing the teaching faculty at the College, have met to consider whether the Process should be extended, and have agreed that the Process should be renewed as it presently exists for another year; now therefore be it
- RESOLVED,** that the Board of Trustees renews the Faculty Personnel Process approved by the Board on September 27, 1999, together with the two modifications adopted by Board decision on June 19, 2002 until June 30, 2005; and be it further
- RESOLVED,** that the Faculty Personnel Process shall be reviewed no later than June 30, 2005, and will thereafter be renewed or modified only by authority of the Board of Trustees.

August 25, 2004

**THE RICHARD STOCKTON COLLEGE
OF NEW JERSEY**

RESOLUTION

**RENAMING AND DEDICATION OF THE STOCKTON COLLEGE'S
A-WING LECTURE HALL AS THE
"ELIZABETH B. ALTON AUDITORIUM"**

- WHEREAS,** Mrs. Elizabeth B. Alton played a pivotal role in the incorporation of The Richard Stockton College of New Jersey in 1969 by the State of New Jersey, and
- WHEREAS,** Mrs. Alton exhibited tremendous tenacity, leadership, strength and courage in her willingness to commit years of planning and public appeals throughout the state of New Jersey to establish a state college in southern New Jersey, and
- WHEREAS,** as one of the College's original founding members, Mrs. Alton's extraordinary foresight in establishing an institution of higher education in southern New Jersey would result in the establishment of The Richard Stockton College of New Jersey, one of the most highly regarded, public liberal arts colleges in the United States, and
- WHEREAS,** Richard Stockton College's Board of Trustees and the Stockton College Community praise and acknowledge Mrs. Alton's unwavering leadership as exemplary, meritorious, and distinctive, and
- WHEREAS,** Mrs. Alton has devoted her time, strength, and spirit to strengthening Stockton College's reputation as a premier liberal arts institution, therefore be it
- RESOLVED,** in recognition of Mrs. Alton's exemplary contributions to the Richard Stockton College of New Jersey and community, the Board of Trustees authorizes the renaming and dedication of the A-Wing Lecture Hall as the "**Elizabeth B. Alton Auditorium,**" and be it further
- RESOLVED,** The Board of Trustees will publicly acknowledge Mrs. Elizabeth B. Alton at a special dedication ceremony and reception for the "**Elizabeth B. Alton Auditorium,**" to be held in conjunction with the College's first ever Presidential Inaugural Ceremony, on September 28, 2004.

August 25, 2004

PRE-AUTHORIZATION

THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

BOARD OF TRUSTEES

RESOLUTION

PERSONNEL ACTIONS

BE IT RESOLVED, that the following actions are approved:

August 9, 2004

| NAME | TITLE | EFFECTIVE DATES | *CURRENT SALARY | NOTES |
|-----------------------------------|--|-----------------------|--------------------|--|
| <u>NEW APPOINTMENTS (Faculty)</u> | | | | |
| Beresford, Pamela | Visiting Assistant Professor of Biology | 09/01/04- 06/30/05 | 44,654. | +BSA 13-D Appointment |
| Bierbrauer, Sandra, H. | Visiting Assistant Professor of Biology | 09/01/04- 06/30/05 | 31,898. | +BSA 13-D Half-time Appointment |
| Castillo, Maria | Visiting Instructor of Spanish | 09/01/04- 06/30/05 | 41,981. | +BSA Continuing 13-D Appointment |

*Compensation for FY2004-2005 to be determined in accordance with the appropriately established compensation plan.

+Background Statement Attached

PRE-AUTHORIZATION

BE IT RESOLVED, that the following actions are approved:

August 9, 2004

| NAME | TITLE | EFFECTIVE DATES | *CURRENT SALARY | NOTES |
|--|--|-----------------------|--------------------|--------------------------|
| <u>NEW APPOINTMENTS (Faculty) Continued</u> | | | | |
| Dabney, Mary, K. | Visiting Assistant Professor of History | 09/01/04- 06/30/05 | 46,781. | +BSA 13-D Appointment |
| Gutman, Sharon | Associate Professor of Occupational Therapy | 09/01/04- 06/30/05 | 64,623. | +BSA |
| Haviland, Jessica, R. | Visiting Instructor of Communications | 09/01/04- 06/30/05 | 40,232. | +BSA 13-D Appointment |
| Hoffman, Rebecca, K. | Visiting Assistant Professor of Biology | 09/01/04- 06/30/05 | 44,654. | +BSA 13-D Appointment |
| Joung, Sunyoung | Assistant Professor of Instructional Technology | 09/01/04- 06/30/05 | 51,035. | +BSA |

*Compensation for FY2004-2005 to be determined in accordance with the appropriately established compensation plan.

+Background Statement Attached

PRE-AUTHORIZATION

BE IT RESOLVED, that the following actions are approved:

August 9, 2004

| NAME | TITLE | EFFECTIVE DATES | *CURRENT SALARY | NOTES |
|--|--|-----------------------|--------------------|---|
| <u>NEW APPOINTMENTS (Faculty) continued</u> | | | | |
| Kachur, Robert, L. | Assistant Professor of Business Studies | 09/01/04- 06/30/05 | 53,162. | +BSA |
| Lague, Michael, R. § | Visiting Assistant Professor of Biology | 09/01/04- 06/30/05 | 23,391. | +BSA Half-time Continuing 13-D Appointment |
| McArdle, Francis, T. | Visiting Instructor of Computer Science & Information Systems | 09/01/04- 06/30/05 | 47,227. | +BSA Continuing 13-D Appointment |
| Miller, Mara, | Visiting Assistant Professor of Philosophy | 09/01/04- 06/30/05 | 46,781. | +BSA 13-D Appointment |
| Niccum, Daniel, G. | Visiting Assistant Professor of Theater Arts | 09/01/04- 06/30/05 | 44,654. | +BSA 13-D Appointment |

*Compensation for FY2004-2005 to be determined in accordance with the appropriately established compensation plan.

+Background Statement Attached

PRE-AUTHORIZATION

BE IT RESOLVED, that the following actions are approved:

August 9, 2004

| NAME | TITLE | EFFECTIVE DATES | *CURRENT SALARY | NOTES |
|--|--|-----------------------|--------------------|--------------------------|
| <u>NEW APPOINTMENTS (Faculty) continued</u> | | | | |
| Sutman, Francis, X. | Visiting Assistant Professor of Science Education | 09/01/04- 06/30/05 | 51,034. | +BSA 13-D Appointment |
| Tyska, Claudia D | Assistant Professor of Business Studies | 09/01/04- 06/30/05 | 60,948. | +BSA |
| Vijaya, Ramya, M. | Visiting Assistant Professor of Economics | 09/01/04- 06/30/05 | 46,781. | +BSA 13-D Appointment |
| Ward, William, J. | Visiting Assistant Professor of Creating Writing | 09/01/04 06/30/05 | 46,781. | +BSA 13-D Appointment |

*Compensation for FY2004-2005 to be determined in accordance with the appropriately established compensation plan.

+Background Statement Attached

PRE-AUTHORIZATION

THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

BOARD OF TRUSTEES

RESOLUTION

PERSONNEL ACTIONS

BE IT RESOLVED, that the following actions are approved:

August 9, 2004

| NAME | TITLE | EFFECTIVE DATES | *CURRENT SALARY | NOTES |
|--|--|-----------------------|--------------------|-------|
| <u>§</u> | | | | |
| <u>NEW APPOINTMENTS (Faculty)</u> | | | | |
| Poole, Robyn, R. | Assistant Professor of Business Studies | 09/01/04- 06/30/05 | 57,415. | +BSA |

*Compensation for FY2004-2005 to be determined in accordance with the appropriately established compensation plan.

+Background Statement Attached

BACKGROUND STATEMENT

PAMELA BERESFORD

I. EDUCATIONAL BACKGROUND

| | | |
|-------------------|-----------------------------|------|
| Ph.D. Biology | City University of New York | 2002 |
| B.A. Biology | City University of New York | 1995 |
| A.A. Liberal Arts | Union County College of NJ | 1989 |

II. PROFESSIONAL EXPERIENCE

| | |
|---|------------------------|
| Adjunct Assistant Professor City College of New York | January 2003 – present |
|---|------------------------|

| | |
|--|----------------|
| Postdoctoral Student Supervisor University of Cape Town South Africa | September 2003 |
|--|----------------|

| | |
|---|-------------|
| Graduate Teaching Assistant City College of New York | Spring 2001 |
|---|-------------|

OTHER INFORMATION

Dr. Beresford brings to this position experience as an adjunct professor and graduate teaching assistant. She has several publications, awards and grants, and she has several manuscripts in preparation. Dr. Beresford will be an asset to the Biology Program and Stockton. She has the full support of the Biology Program.

RECOMMENDED FOR:

13D VISITING ASSISTANT PROFESSOR OF BIOLOGY
THIS IS AN AFFIRMATIVE ACTION APPOINTMENT

BACKGROUND STATEMENT

SANDRA BIERBRAUER

III. EDUCATIONAL BACKGROUND

| | | |
|----------------|------------------------|------|
| Ph.D. Genetics | Univ. of Massachusetts | 1971 |
| M.A. Botany | Univ. of Massachusetts | 1966 |
| B.S. Botany | Univ. of Massachusetts | 1965 |

IV. PROFESSIONAL EXPERIENCE

| | |
|--|----------------|
| The Richard Stockton College of New Jersey | 1971 – present |
| Assistant Professor of Biology | 1971 - 1975 |
| Associate Professor of Biology | 1976 – 2002 |
| Professor Emeritus of Biology | 2002 – present |

| | |
|--|-------------|
| Staff Member | 1979 – 1981 |
| Monmouth College Archaeological Field School | |
| Monmouth, NJ | |

| | |
|-----------------------------|------|
| Assistant Instructor | 1969 |
| University of Massachusetts | |
| Amherst, Massachusetts | |

OTHER INFORMATION

Dr. Bierbrauer brings to this position over thirty years of teaching experience.

She has received many honors and awards. She has an extensive list of publications, presentations, grants, research, and community and college service. Dr. Bierbrauer's expertise will be an asset to the Biology Program and Stockton. She has the full support of the Biology Program.

RECOMMENDED FOR:

13D HALF TIME VISITING ASSISTANT PROFESSOR OF BIOLOGY
THIS IS AN AFFIRMATIVE ACTION APPOINTMENT

BACKGROUND STATEMENT

MARIA CASTILLO

I EDUCATIONAL BACKGROUND

| | |
|---|------|
| M.A., West Chester University, PA, TESL | 1985 |
| B.A., West Chester University, Spanish | 1983 |
| University of Valencia, Spain, Certificate of Spanish Studies | 1981 |

II PROFESSIONAL EXPERIENCE

| | |
|---|----------------|
| Instructor, The Richard Stockton College of NJ | 1994 – Present |
| Instructor, Delaware County Community College, PA | 1985 & 1992 |
| Instructor, Pennsylvania State University, Lima, PA | 1991 |
| Instructor, Atlantic County Community College | 1993 |
| Instructional Specialist, St. Joseph's University, ELS Language Center | 1985 – 1991 |
| Acting Director of Courses, ELS Language Center | 1988 – 1989 |
| Instructor, ELS Language Center, Sao Paola, Brazil | 1987 |
| Instructor, Fundacion Ponce de Leon, Madrid, Spain | 1986 |

III OTHER INFORMATION

Awards:

Outstanding Service Award, ELS Language Center for outstanding teaching.
Scholarship from Fundacion Ponce de Leon, Spain, to receive teacher training while teaching in intensive program. Speaker at national and international language and cultural conferences on methods and approaches to foreign language teaching. Work presented in Merida, Venezuela has been published.

RECOMMENDED FOR: VISITING INSTRUCTOR OF SPANISH (Full-time, 13-D)

BACKGROUND STATEMENT

MARY K. DABNEY

I EDUCATIONAL BACKGROUND

| | |
|---|------|
| Ph.D., Columbia University, Dept. Art History and Archaeology | 1989 |
| M.A., Columbia University, Dept. Art History and Archaeology | 1980 |
| B.A., Bryn Mawr College | 1976 |

II PROFESSIONAL EXPERIENCE

| | |
|--|-----------|
| Executive Director, Germantown Historical Society Museum & Library | Present |
| Research Associate, Dept. of Classical & Near Eastern Archaeology | Present |
| Co-director, Nemea Valley Archaeological Project | Present |
| Director, Camden County Historical Society | 1991-1999 |
| Consulting Curator, Belmont Mansion & Hatfield House | 1995-1999 |
| Director of Archives, Museum & Publications/Assistant to the Director for Development/Field Supervisor, Nemea Valley Archaeological Project | 1981-1999 |

III OTHER INFORMATION

Awards/Honors:

S.K. Stevens Award from the Pennsylvania Federation of Museums and Historical Organizations and board of Directors Preservation Achievement Award from the Preservation Alliance for Greater Philadelphia to the Germantown Historical Society

Certificate of Commendation from the American Association for State & Local History
Award of Merit from the Pennsylvania Federation of Museums and Historical Organizations to the Germantown Historical Society.

Northern New Jersey Museum Council Fellow

Mid-Atlantic Association of Museums Fellow

Rudolf Wittkower Fellow, Columbia University

President's Fellow, Columbia University

Memberships:

American Association of Museums

Archaeological Institute of America

Museum Council of Philadelphia and the Delaware Valley

Register of Professional Archaeologists

American Association for State & Local History

Greater Philadelphia Cultural Alliance

Publications:

"Late Mycenaean Feasting on Tsoungiza at Ancient Nemea." Co-authored with Paul Halstead and Patrick Thomas. *Hesperia* in press.

Germans, Generals, and Gentlemen in Historic Germantown, Pennsylvania: Virtual Field Trip. Philadelphia 2003.

"Centered in Germantown: 18th and 21st Century Trades." *Germantown Crier* 51, 2001: 71-75.

Crown Jewel of Fairmount Park: Belmont Mansion. Philadelphia 2001.

RECOMMENDED FOR: VISITING ASSISTANT PROFESSOR OF HISTORY

BACKGROUND STATEMENT

SHARON GUTMAN

I EDUCATIONAL BACKGROUND

| | | |
|-------|---|------|
| Ph.D. | New York University, Occupational Therapy | 1998 |
| BA | Arcadia University, Psychology | 1987 |

II PROFESSIONAL EXPERIENCE

| | |
|---|--------------|
| Acting Division Director, Long Island University, Division of Occupational Therapy | 2003-2004 |
| Assistant Division Director, Long Island University, Division of Occupational Therapy | 2002-2003 |
| Assistant Professor, Long Island University, Division of Occupational Therapy | 1998-Present |
| Assistant Professor, Thomas Jefferson University, Occupational Therapy | 1997-1998 |
| Teaching Fellow and Adjunct Instructor, New York University, Occupational Therapy Dept. | 1993-1997 |

III OTHER INFORMATION

Dr. Gutman has published more than twenty refereed articles and three books, and has been awarded two research grants.

**RECOMMENDED FOR: ASSOCIATE PROFESSOR OF
OCCUPATIONAL THERAPY.**

Dr. Gutman is an Affirmative Action candidate – female - white.

BACKGROUND STATEMENT

JESSICA R. HAVILAND

I EDUCATIONAL BACKGROUND

| | |
|--|------|
| M.A., Rowan University, Public Relations | 2002 |
| B.A., Asbury College, Communications | 1999 |

II PROFESSIONAL EXPERIENCE

| | |
|---|---------------------|
| Adjunct Instructor, Richard Stockton College | Spring 2003-Present |
| Adjunct Instructor, Atlantic Cape Community College | Spring 2003-Present |

| | |
|---|--------------------|
| Real Estate Consultant/Public Relations Consultant | Present |
| Public Information Officer, Atlantic County Division of Public Health | Jan 2003-Jan 2004 |
| Freelance Public Relations Consultant | April 2002-Present |

III OTHER INFORMATION

Additional activities/coursework

Member-Greater Atlantic City Public elations Council, Greater Atlantic City
Chamber of Commerce
Asbury College Intercollegiate Speech and Debate Team, 1997-1999

RECOMMENDED FOR: VISITING INSTRUCTOR OF COMMUNICATIONS

Ms. Haviland is an Affirmative Action candidate – female.

BACKGROUND STATEMENT

REBECCA HOFFMAN

V. EDUCATIONAL BACKGROUND

| | | |
|--------------------------------------|----------------|------|
| Ph.D. Anatomy and Structural Biology | Univ. of PA. | 1990 |
| B.A. Biology | Vassar College | 1977 |

VI. PROFESSIONAL EXPERIENCE

| | |
|--------------------------------|----------------|
| Senior Research Investigator | 2001 – present |
| University of Pennsylvania | |
| Research Associate | 1992 – 2001 |
| University of Pennsylvania | |
| Postdoctoral Fellow/Instructor | 1990 – 1992 |
| Thomas Jefferson University | |
| Graduate Teaching Assistant | 1982 – 1987 |
| University of Pennsylvania | |
| Research Assistant | 1979 – 1981 |
| Georgetown University | |
| Graduate Teaching Assistant | 1977 – 1979 |
| Georgetown University | |

OTHER INFORMATION

Dr. Hoffman brings to this position experience as a teacher and medical researcher. Dr. Hoffman will be an asset to the Biology Program and Stockton.

She has the full support of the Biology Program.

RECOMMENDED FOR: **13D VISITING ASSISTANT PROFESSOR OF**
BIOLOGY THIS IS AN AFFIRMATIVE ACTION
APPOINTMENT

BACKGROUND STATEMENT

SUNYOUNG JOUNG

I EDUCATIONAL BACKGROUND

| | | |
|-------|--|------|
| Ph.D. | Florida State University, Instructional Systems | 2003 |
| M.S. | Florida State University, Management Information Systems | 2000 |
| M.S. | Florida State University, Instructional Systems | 1998 |
| B.S. | Ewha Woman's University, Educational Technology | 1997 |

II PROFESSIONAL EXPERIENCE

| | |
|--|----------------------|
| Research and Training Consultant, Florida Department of Revenue, Office of Professional Development, Florida | Oct. 2003-Present |
| Instructor, Florida State University, Dept. of Educational Psychology and Learning System, Florida | Aug. 2002-June 2003 |
| Instructional Designer/Research Assistant, Florida State University, Learning Systems Institute, Florida | Oct. 2000-Jan. 2003 |
| Teaching Assistant, Florida State University, Management Information Systems, Florida | Sept. 1999-Aug. 2000 |
| Instructional Designer, Harris Center for Training and Development, Melbourne, Florida | Jan. 1999-Apr. 1999 |
| Instructional Designer, Samsung Human Resources Development Center, Saoul, Korea | June 1996-Aug. 1996 |
| Teacher, Kyounghui Junior High School, Seoul, Korea. | April 1996 |
| Instructional Designer, Dong-Bu Human Resources Development Center. | Dec. 1995-Jan. 1996 |

III OTHER INFORMATION

Dr. Jounge has experience with instructional technology in corporate, governmental, and educational settings, and is a particularly apt match for the program's needs. She has several conference presentations.

RECOMMENDED FOR: ASSISTANT PROFESSOR OF INSTRUCTIONAL TECHNOLOGY

Dr. Jounge is an Affirmative Action candidate: female-Asian.

BACKGROUND STATEMENT

ROBERT KACHUR

I. EDUCATIONAL BACKGROUND

| | | |
|-----------------|---|------|
| Ph.D. Candidate | Capella University, Minneapolis, MN Accounting and Information Systems | |
| MBA | University of Richmond, Richmond, VA Finance and Marketing | 1976 |
| BS | Drexel University, Philadelphia, PA Accounting | 1973 |

II. PROFESSIONAL EXPERIENCE

| | |
|---|-------------|
| Assistant Professor of Accounting, Atlantic Cape Community College | 2001- Pres. |
| Adjunct Faculty, Richard Stockton College of NJ | 1998-2001 |
| Adjunct Faculty, Philadelphia University (Philadelphia College of Textiles & Sciences) | 1998-2001 |
| Adjunct Faculty, Widener University | 1998-2000 |
| Adjunct Faculty, Gloucester County College | 1998 |
| Adjunct Faculty, St. Joseph's University | 1998 |
| Adjunct Faculty, Mercer County College | 1998 |
| Assistant Professor, Cabrini College | 1996-2001 |
| Adjunct Faculty, Rowan University (Glassboro State College) | 1991-1996 |
| Adjunct Faculty, Camden County College | 1980-1991 |
| Adjunct Faculty, Drexel University | 1977-1980 |
| Adjunct Faculty, University of Richmond | 1976-1977 |

III. OTHER INFORMATION

In addition to his teaching experience, Mr. Kachur has ample practical experience. He has been active in professional associations and has particular expertise in the use of technology in accounting.

**RECOMMENDED FOR: ASSISTANT PROFESSOR OF BUSINESS
STUDIES**

BACKGROUND STATEMENT

MICHAEL LAGUE

I. EDUCATIONAL BACKGROUND

| | | |
|--------------------------------|---------------------|------|
| Ph.D. Anthropological Sciences | SUNY at Stony Brook | 2000 |
| M.S. Anthropology | SUNY at Stony Brook | 1996 |
| B.A. Anthropology | New York University | 1992 |

II. PROFESSIONAL EXPERIENCE

| | |
|---|-----------------------|
| Visiting Assistant Professor of Biology The Richard Stockton College of New Jersey Pomona, NJ | Spring 2003 - Present |
|---|-----------------------|

| | |
|---|-------------|
| Postdoctoral Consultant George Washington University | 2000 – 2002 |
|---|-------------|

| | |
|---|-------------|
| Adjunct Professor The Richard Stockton College of New Jersey Pomona, NJ | 1999 – 2000 |
|---|-------------|

| | |
|---|-------------|
| Instructor SUNY at Stony Brook New York | 1997 - 1999 |
|---|-------------|

| | |
|---|-------------|
| Instructor Institute for the Academic Advancement of Youth Center for Talented Youth (CTY) The Johns Hopkins University Baltimore, MD | 1996 – 1999 |
|---|-------------|

| | |
|---|-------------|
| Lab Instructor School of Medicine Health Sciences Center SUNY at Stony Brook New York | 1994 - 1995 |
|---|-------------|

| | |
|---|-------------|
| Teaching Assistant SUNY at Stony Brook New York | 1992 - 1999 |
|---|-------------|

III. OTHER INFORMATION

Dr. Lague brings to this position solid teaching experience. He has published several papers, and he has been involved with several grants. He is also working on several research projects. Dr. Lague will be an asset to the Biology Program, the students and the College.

RECOMMENDED FOR:

13D HALF-TIME VISITING ASSISTANT PROFESSOR OF BIOLOGY

BACKGROUND STATEMENT

FRANCIS MCARDLE

I. EDUCATIONAL BACKGROUND

| | | | |
|-----|--------------------------|-------------------------------|------|
| MBA | West Chester University | Executive, General Management | 1993 |
| BS | Richard Stockton College | Finance | 1976 |

II. PROFESSIONAL EXPERIENCE

| | |
|---|-----------|
| Visiting Instructor in Computer Science, Richard Stockton College | 2003-2004 |
| Visiting Instructor in Computer Science, Richard Stockton College | 2002-2003 |
| Adjunct, Richard Stockton College of New Jersey & Atlantic Cape Community College | 2001-2002 |
| | 1994-1997 |
| Business Analyst & Y2K Consultant, Computer Associates | 1997-2000 |
| Visiting Instructor in Management, Wesley College | 1995-1996 |
| Teaching Fellowship, Temple University | 1993-1994 |
| Sr. V.P., Administrative Manager, First Fidelity Bancorporation | 1961-1991 |
| Other Positions held within Bancorporation: | |
| Manager, Bank Operation & Systems – Affiliate Bank | |
| MIS Director, Project Manager, Project Leader, Programmer, Communications | |

III. OTHER INFORMATION

Mr. McArdle brings extensive private sector experience to this position as well as prior teaching at Stockton as both adjunct and visiting faculty. His teaching has been very well received by students.

RECOMMENDED FOR: VISITING INSTRUCTOR IN COMPUTER SCIENCE AND INFORMATION SYSTEMS

BACKGROUND STATEMENT

MARA MILLER

I EDUCATIONAL BACKGROUND

| | |
|--|------|
| Ph.D., Yale University, Philosophy | 1987 |
| M.A., University of Michigan, Japanese Studies | 1976 |
| B.A., Cornell University, College Scholar in Asian Studies | 1973 |

II PROFESSIONAL EXPERIENCE

| | |
|--|-----------|
| Associate Professor, Moore College of Art & Design | 2003-2004 |
| Adjunct Professor, University of the Arts, Liberal Arts Department: Moore College of Art; Drexel University | 2002-2003 |
| Adjunct Professor, Temple University, Philosophy; Muhlenberg College, Asian Studies | 2003 |
| Adjunct Associate Professor, Rowan University | 2001 |

III OTHER INFORMATION

Research Fellowships, Grants and Awards:

Fellowship in psychoanalysis, Psychoanalytic Center of Philadelphia, 2003-2004
Faculty Travel Grant (Hiroshima, Japan), Moore College of Art & Design, 2003
American Philosophical Association Book Prize nomination for *The Garden as an Art*, 1999

Publications:

BOOKS

The Garden as an Art, State University of New York Press (SUNY), 1993
Nominated 12/99 First annual APA First Book Prize (for reviews, see
Published Discussions of My Work)
Desiring Women: The Gendered Subject in Japanese Art, in preparation.
The Chinese Emperor's Garden in Jehol, a scholarly edition of 3 sets of 18th-
century prints of Chinese gardens with essays on historical and philosophical
significance, in preparation.

PEER-REVIEWED ARTICLES

"Visions of Chinese Gardens in Burlington's England: Chu Kuei and Matteo Ripa
on Kang Xi's *Pi-shu shan-chuang* at Jehol," *Journal of Garden History*,
(accepted pending revision)
"Desiring women: The Female Subject & the Male Object in 18th-Century
Japanese Prints," *Signs: Journal of Women in Culture and Society* (accepted
pending revision)
"The Garden as an Art," *Gartenkunst*, summer 1997

RECOMMENDED FOR: VISITING ASSISTANT PROFESSOR OF PHILOSOPHY

Dr. Miller is an Affirmative Action candidate – female .

BACKGROUND STATEMENT

DANIEL G. NICCUM

I EDUCATIONAL BACKGROUND

| | |
|---|------|
| M.F.A., Rutgers University, Scenic Design & Technical Direction | 1979 |
| B.A., Purdue University | 1975 |

II PROFESSIONAL EXPERIENCE

| | |
|---|--------------|
| Stage Manager at Borgata Hotel, Casino & Spa | 2003-Present |
| On-Call Entertainment Technician, 9 Atlantic City Casinos | 1998-Present |
| Production Manager, Dennis Nothhaft & Associates, Intl. | 1998-2002 |
| Special Projects Technician & Lead Stage Technician, Harrah's | 1984-1998 |

TEACHING EXPERIENCE

| | |
|--|--------------|
| Adjunct Instructor, Richard Stockton College | 2001-Present |
| Adjunct Instructor, Richard Stockton College | 1994 Fall |
| Assistant Professor/Technical Director, SUNY | 1979-1984 |
| Instructor/Designer/Technical Director, Centre College of Danville | 1978-1979 |

III OTHER INFORMATION

Membership:

IATSE Local #917, UUP and Stockton Federation of Teachers

RECOMMENDED FOR: VISITING ASSISTANT PROFESSOR OF CREATIVE WRITING

BACKGROUND STATEMENT

DR. FRANCIS X. SUTMAN

I. EDUCATIONAL BACKGROUD

| | | |
|----------------------------|----------------------------------|------|
| Ed. D. Columbia University | Science Education/Administration | 1956 |
| M. A. Montclair University | Physical Science | 1952 |
| B. A. Montclair University | Science | 1949 |

II. PROFESSIONAL EXPERIENCE

| | | |
|-------------------------------|-----------|--|
| Senior Scholar | 1993-2004 | Temple University |
| Exec. Director | 1993-2004 | Rowan University |
| Program Dir. | 1989-1993 | National Science Foundation |
| Dean, College of Ed. | 1982-1989 | Fairleigh Dickinson |
| Prof. Science Ed. | 1982-1989 | Temple |
| Assist. Professor, Education: | | |
| | 1952-1982 | IU Puerto Rico |
| | | William Paterson |
| | | Huazhong University China |
| | | Hebrew University, Ministry of Education |
| | | Rutgers |
| Science Instructor | 1949-1952 | Middle Twp. And W. Orange |

III. OTHER INFORMATION

Dr. Sutman has nine (9) published articles in professional journal in the last ten (10) years. He has written 10 monographs, 8 books, and over 80 professional articles related to Science education. He has submitted a manuscript that will be published by Jossey Bass.

**RECOMMENDED FOR: VISITING ASSISTANT PROFESSOR OF
SCIENCE EDUCATION**

BACKGROUND STATEMENT

CLAUDIA TYSKA

I. EDUCATIONAL BACKGROUND

| | | |
|-------|--|------|
| Ph.D. | Rutgers, The State University of New Jersey, Newark Management, Concentration in Accounting | 2000 |
| MBA | Rutgers Graduate School of Management, Newark Management | 1980 |
| BA | Douglass College, New Brunswick History | 1975 |
| CPA | License: New Jersey | |

II. PROFESSIONAL EXPERIENCE

| | |
|--|--------------------------|
| Assistant Professor (Tenured), Business Division, Program in Accounting, Bloomfield College, Bloomfield, NJ | Sept. 1997- Present |
| Adjunct Lecturer, Accounting and Legal Studies, Middlesex County College, Edison NJ | Sum. 1998- Present |
| Assistant Professor, Department of Accounting and Business Law, Monmouth University, West Long Branch, NJ | Sept. 1987- June 1996 |
| Instructor, Department of Accounting, Rider University, Lawrenceville, NJ | Sept. 1985- Jan. 1987 |
| Assistant Professor, Department of Accounting and Business Law, School of Business, New Brunswick, NJ | Sept. 1980- June 1985 |

III. OTHER INFORMATION

In addition to accounting courses at both graduate and undergraduate levels, Dr. Tyska has taught in an interdisciplinary general education curriculum and in an honors program.

RECOMMENDED FOR: ASSISTANT PROFESSOR OF BUSINESS STUDIES

Dr. Tyska is an Affirmative Action candidate; female - white.

BACKGROUND STATEMENT

RAMYA M. VIJAYA

I. EDUCATIONAL BACKGROUND

| | | | |
|-------|---------------------|-----------|------|
| Ph.D. | American University | Economics | 2003 |
| B.A. | Mumbai University | Economics | 1994 |

II. PROFESSIONAL EXPERIENCE

| | |
|---|-----------------------|
| Assistant Professor, Economics, Wagner College | Aug. 2003- Present |
| Visiting Faculty, Microeconomics, Earlham College | Fall 2002 |
| Adjunct Faculty, Economics, American University | Spring 2001 |

III. OTHER INFORMATION

Dr. Vijaya has a variety of research experience and has acquired various awards and scholarships. She is also active professionally, having several conference presentations and publications

Dr. Vijaya is an affirmative action candidate.

RECOMMENDED FOR: VISITING ASSISTANT PROFESSOR OF ECONOMICS

Dr. Vijaya is an Affirmative Action candidate – Female - Asian

BACKGROUND STATEMENT

WILLIAM J. WARD

I EDUCATIONAL BACKGROUND

| | | |
|------|------------------------|------|
| M.A. | Syracuse University | 1991 |
| B.A. | Stockton State College | 1989 |

II PROFESSIONAL EXPERIENCE

| | |
|---|-----------------------|
| Visiting Assistant Professor, Richard Stockton College, | Fall 2001 Term |
| Director, Warren County Poetry Festival, | Summer 1999 - Present |
| Dodge Poet, Geraldine R. Dodge Foundation, | Spring 1998 - Present |
| Adjunct Professor, Warren County Community College, | Spring 1997 - Present |
| Adjunct Professor, Centenary College | 1994 - Present |

III OTHER INFORMATION

Leadership & Awards:

Fellowship/Residency: Virginia Center for the Creative Arts, June 12 – 30, 2000

Outstanding Teacher Commendation: National Foundation for the Advancement in the Arts. Awarded twice (Spring 2000 and Spring 1997).

1999 Teaching Artist of the Year: NJ State council on the Arts & Playwrights Theatre of New Jersey.

1994-1995 Artist Fellowship: New Jersey State Council on the Arts/Dept. of State
Syracuse University Summer Fellow, Summer 1991.

Books:

Gravedigger's Birthday. North Atlantic Books, September 2002. (2nd printing: August 2003.) Finalist for the 2003 Paterson Poetry Prize)

17 Love Poems with No Despair

North Atlantic Books, Berkeley, CA. Date of Publication, April 1997.

2nd Printing, February 1998.

Landing in New Jersey with Soft Hands

North Atlantic Books, Berkeley, CA. Date of Publication, May 1994.

2nd Printing, April 1998.

Periodicals:

The Paterson Literary Review, forthcoming

No Neck Review, forthcoming

3 Syllables, forthcoming

Journal of New Jersey Poets, Autumn 1999

The Black Swan Review, September 1999

NEBO, Spring 1999

Poetry, February 1999

RECOMMENDED FOR: VISITING ASSISTANT PROFESSOR OF CREATIVE WRITING

BACKGROUND STATEMENT

ROBYN POOLE

I. EDUCATIONAL BACKGROUND

| | | |
|-------|---|------|
| Ph.D. | University of North Texas, Production Operations Management | 1997 |
| MS | University of Southern California, Systems Management | 1986 |
| BS | Texas A & M University, Economics | 1979 |

II. PROFESSIONAL EXPERIENCE

| | |
|--|-----------|
| Assistant Professor, Chair, MBA Program, Bellarmine University | 1997-2003 |
| Assistant Professor, Central Missouri State University | 1993-1997 |
| Teaching Fellow, University of North Texas | 1989-1993 |

III. OTHER INFORMATION

Dr. Poole has several publications, published proceedings, and presentations. He has directed an MBA program and has experience with accreditation and outcomes assessment.

RECOMMENDED FOR: **ASSISTANT PROFESSOR OF BUSINESS STUDIES**

THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

BOARD OF TRUSTEES

RESOLUTION

PERSONNEL ACTIONS

BE IT RESOLVED, that the following actions are approved:

August 25, 2004

| NAME | TITLE | EFFECTIVE DATES | *CURRENT SALARY | NOTES |
|------|-------|--------------------|--------------------|-------|
|------|-------|--------------------|--------------------|-------|

NEW APPOINTMENTS - FACULTY

NEW APPOINTMENTS - STAFF

| | | | | |
|---------------|--|------------------------|----------|------|
| Garcia, JoAnn | Assistant Director of Counseling Services | 08/30/04 - 06/30/05 | \$44,360 | +BSA |
|---------------|--|------------------------|----------|------|

*Compensation for FY2004-2005 to be determined in accordance with the appropriately established compensation plan.

+Background Statement Attached

BE IT RESOLVED, that the following actions are approved:

August 25, 2004

| NAME | TITLE | EFFECTIVE DATES | *CURRENT SALARY | NOTES |
|------|-------|--------------------|--------------------|-------|
|------|-------|--------------------|--------------------|-------|

CONFIRMATION AND NEW APPOINTMENT

| | | | | |
|----------------------|--|------------------------|---------|--|
| Molineaux, Robert J. | Director, Small Business Development Center | 08/26/04 - 06/30/05 | 79,939. | |
|----------------------|--|------------------------|---------|--|

UNPAID LEAVE OF ABSENCE

| | | | | |
|------------------|-----------------------|--|--|----------------------|
| Leeds, RoseMarie | Assistant Registrar I | | | Long Term Disability |
|------------------|-----------------------|--|--|----------------------|

RESIGNATION

| | | | | |
|-----------------|--|----------|--|--|
| Carter, Vincent | Evening and Weekend Athletics Coordinator | 08/06/04 | | |
| Medina, Heather | Assistant Director of Admissions | 07/30/04 | | |
| Navabi, Daruish | Assistant Professor of Computer Science and Information Systems | 06/30/04 | | |

*Compensation for FY2004-2005 to be determined in accordance with the appropriately established compensation plan.

+Background Statement Attached

BE IT RESOLVED, that the following actions are approved:

August 25, 2004

| NAME | TITLE | EFFECTIVE DATES | *CURRENT SALARY | NOTES |
|------|-------|--------------------|--------------------|-------|
|------|-------|--------------------|--------------------|-------|

TRANSITIONS/RETIREMENT FROM TENURE

| | | | | |
|------------------|--|----------|--|--|
| Bean, Ralph | Professor of Mathematics | 06/30/05 | | |
| Dunn, Stephen | Distinguished Professor of Creative Writing | 06/30/04 | | |
| Pope, Jacqueline | Associate Professor of Political Science | 01/28/05 | | |

*Compensation for FY2004-2005 to be determined in accordance with the appropriately established compensation plan.

+Background Statement Attached

BACKGROUND STATEMENT

JOANN L. GARCIA

I. EDUCATION EXPERIENCE

| | |
|--|---------|
| Ed.D., Counseling Psychology – expected Rutgers The University of NJ | 12/2004 |
| C.A.G.S., (Certificate of Advanced Graduate Study) Counseling Psychology Northeastern University | 1999 |
| M.A., Psychological Counseling Monmouth University | 1996 |
| B.A. Psychology Villanova University | 1994 |

II. PROFESSIONAL EXPERIENCE

| | |
|---|------------|
| Intern, Rutgers College Counseling Center Rutgers, The State University of NJ, New Brunswick, NJ | 03/present |
| Trainee, Douglas College Office of Psychological Service Rutgers, The State University of NJ, New Brunswick, NJ | 9/02-5/03 |
| Graduate Assistant, Rutgers College Educational Success Program Rutgers, The State University of NJ, New Brunswick, NJ | 8/99-5/03 |
| Counselor, NJ Gear Up STARS (Success Through Academic Readiness in the Summer) Rutgers, The State University of NJ, New Brunswick, NJ | 6/02-8/02 |
| Trainee, Rutgers College Counseling Center Rutgers, The State University of NJ, New Brunswick, NJ | 9/01-5/02 |
| Trainee, Graduate School of Education Counseling Center Rutgers, The State University of NJ, New Brunswick, NJ | 9/00-5/01 |
| Trainee, The Northeastern University Counseling Center Northeastern University, Boston, MA | 9/98-6/99 |
| Graduate Assistant, Disability Resource Center Northeastern University, Boston, MA | 9/97-6/99 |

III. OTHER INFORMATION

Member - Phi Beta Delta Honor Society for International Scholars, 1999

Member – Phi Delta Kappa Fraternity, 1999

Recipient – Honored Student – The National Dean's List, 19th Annual Edition

RECOMMENDED FOR: ASSISTANT DIRECTOR OF COUNSELING SERVICES

ADDENDUM

THE RICHARD STOCKTON COLLEGE OF NEW JERSEY

BOARD OF TRUSTEES

RESOLUTION

PERSONNEL ACTIONS

BE IT RESOLVED, that the following actions are approved:

August 25, 2004

| NAME | TITLE | EFFECTIVE DATES | *CURRENT SALARY | NOTES |
|------|-------|--------------------|--------------------|-------|
|------|-------|--------------------|--------------------|-------|

NEW APPOINTMENTS - FACULTY

| | | | | |
|----------------------|---|------------------------|---------|--------------------------|
| Reed, Carole-Rae | Visiting Assistant Professor of Nursing | 09/01/04 - 06/30/05 | 53,161. | +BSA 13-D Appointment |
| Saunders, Barbara L. | Visiting Assistant Professor of Education | 09/01/04 - 06/30/05 | 48,908. | +BSA 13-D Appointment |
| Winfrey, Angela | Visiting Assistant Professor of Psychology | 09/01/04 - 06/30/05 | 46,781. | +BSA 13-D Appointment |

*Compensation for FY2004-2005 to be determined in accordance with the appropriately established compensation plan.

+Background Statement Attached

BE IT RESOLVED, that the following actions are approved:

August 25, 2004

| NAME | TITLE | EFFECTIVE DATES | *CURRENT SALARY | NOTES |
|--|---|------------------------|--------------------|---|
| <u>STRUCTURAL RECLASSIFICATIONS</u> | | | | |
| Carr, David L. | Provost and Executive Vice President | 09/04/04 - 06/30/05 | 150,000. | Prorated current multiyear appointment through 06/30/07 as Vice President for Academic Affairs/ Tenured Professor of Political Science |
| Hicks, Nancy W. | Assistant to the President for Affirmative Action and Ethical Standards | 09/04/04 - 06/30/05 | 102,619. | Prorated current multiyear appointment through 06/30/06 |
| Wood, Michael | Director of Budget and Fiscal Planning | 09/04/04 - 06/30/05 | 70,998. | Prorated current annual appointment through 6/30/05 |

RANGE ADJUSTMENTS

| | | | | |
|---------------------|---|----------|---------|---|
| Bearden, William L. | Associate Director of the Library/Technical Services | 09/04/04 | 93,077. | Prorated current multiyear appointment through 06/30/06 |
| Miller, Richard E. | Associate Director of the Library/Public Services | 09/04/04 | 84,774. | Prorated current multiyear appointment through 06/30/07 |

*Compensation for FY2004-2005 to be determined in accordance with the appropriately established compensation plan.

+Background Statement Attached

BACKGROUND STATEMENT

Carole-Rae Reed

I. EDUCATIONAL BACKGROUND

| | | |
|-----------|--|------|
| Ph.D. | University of Pennsylvania School of Nursing | 1997 |
| MSN | University of Pennsylvania School of Nursing, Psychiatric-Mental Health Advanced Practice Nursing | 1986 |
| BSN | Richard Stockton State College, Nursing | 1979 |
| Associate | Atlantic Community College, RN | 1973 |

II. PROFESSIONAL EXPERIENCE

| | |
|--|----------------|
| Advanced Practice Nurse, AtlantiCare Behavioral Health, Atlantic City, NJ | 6/2002-Present |
| Adjunct Professor, Nursing, Richard Stockton College of New Jersey | Spring 2004 |
| Assistant Director of Nursing, County of Atlantic, Meadowview, Northfield, New Jersey | 5/2001-5/2002 |
| Assistant Professor of Nursing, Rutgers, The State University of NJ – Camden | 2000 |
| Post-doctoral Traineeship, University of Pennsylvania School of Medicine | 1999 |
| Research Project Director, University of Pennsylvania School of Nursing | 1997-1999 |
| Nurse Researcher, The Graduate Hospital, Philadelphia, PA | 1995-1997 |
| Research Associate, The Graduate Hospital, Philadelphia, PA | 1990-1995 |
| Psychiatric Consult/Liaison Nurse, The Graduate Hospital, Philadelphia, PA | 1991-1994 |

III. OTHER INFORMATION

Dr. Reed has 25 years of professional experience in the mental health aspects of nursing, and her expertise is an excellent match for the program's needs. She has several publications and presentations.

RECOMMENDED FOR: Visiting Assistant Professor of Nursing.
Dr. Reed is an Affirmative Action candidate – female-white.

BACKGROUND STATEMENT

Dr. Barbara A. Saunders

I. EDUCATIONAL BACKGROUND

| | | |
|--------------------------------|-----------------------------------|------|
| Ph. D. Ohio State University | Reading, Curriculum & Instruction | 1975 |
| M. S. Indiana State University | Elementary Education, Supervisor | 1965 |
| B. S. Central State University | Elementary Education | 1960 |

II. PROFESSIONAL EXPERIENCE

| | | |
|-------------------------------------|-------------------------|--------------|
| Assistant Professor | Delaware State | 2003-Present |
| Adjunct Professor | Lincoln | 2001-2003 |
| Reading Specialist | West Chester | 1999-2001 |
| Associate Prof. & Dir. | N. Carolina A & T Univ. | 1986-1995 |
| Associate Prof. & Dir. | Central State Univ. | 1981-1986 |
| Various positions in public schools | | 1960-1980 |

III. OTHER INFORMATION

Dr. Saunders has a wealth of teaching experiences in curriculum and instruction. She has provided workshops in language development, writing, and presented at national conferences such as Council of Teachers of English Conference on College Composition, and International Reading Association.

RECOMMENDED FOR: VISITING ASST. PROFESSOR OF EDUCATION.

Dr. Saunders is an Affirmative Action Candidate.



BACKGROUND STATEMENT

ANGELA WINFREY

I. EDUCATIONAL BACKGROUND

| | | | |
|--------|--|--|------|
| Ph.D. | Drexel University | Clinical Neuropsychology | 1998 |
| M.P.A. | Texas Southern University | Finance and Health | 1985 |
| M.A. | George Peabody College of Vanderbilt University | Psychology-Child Development Specialist | 1973 |
| B.A. | Middle Tennessee State University | Psychology | 1972 |

II. PROFESSIONAL EXPERIENCE

| | |
|--|-----------|
| Private Practice, Philadelphia, PA – Supervise PSYC trainees at Widner, Temple, Hahnemann Universities and University of Of Paris at Sorbonne. | 2000-2002 |
| Northwestern Human Services, Philadelphia – Train and supervise Interns | 2000 |
| Pennsylvania Hospital, Philadelphia – Practicum and externship Supervision of psychology trainees in behavioral assessment | 1999-2000 |
| Drexel University, Philadelphia – Team teaching, Psychological Assessment Course – first year graduate students | 1993 |
| Camden County College, Marlton, NJ – Taught Developmental Psychology | 1990 |
| College of the Mainland, Texas City and Galveston, TX – Taught Child Development practicum and field supervision | 1979 |

III. OTHER INFORMATION

Dr. Winfrey has a variety of research experience and has acquired various awards and fellowships. She currently maintains a private practice, and has conducted numerous clinical and classroom consultations. She is also active academically providing continuing education lectures, and having several conference presentations and publications.

Dr. Winfrey is an affirmative action candidate.

RECOMMENDED FOR:

VISITING ASSISTANT PROFESSOR OF PSYCHOLOGY
Office of Social and Behavioral Sciences

REVISED 7/27/04

The Richard Stockton College of New Jersey
Draft Revenue/Expense Statement-Current Unrestricted Funds
Fiscal 2004 as of June 30, 2004
\$000

| Revenues | <u>Anticipated</u> | <u>Actuals</u> | <u>% Realized</u> |
|--|-------------------------------|---------------------------|------------------------------|
| FY04 Tuition/Per Credit Fees | 31,811 | 32,845 | 103% |
| FY04 State Appropriation | 23,133 | 22,169 | 96% |
| FY04 State Benefit Appropriation | 11,209 | 11,797 | 105% |
| Investment Income | 700 | 434 | 62% |
| Auxiliary Enterprises | 17,837 | 19,141 | 107% |
| Other Sources | 1,050 | 1,363 | 130% |
| Capital Fund Balance | 2,310 | 0 | 0% |
| Total Revenues | 88,051 | 87,749 | 100% |
| Expenditures and Transfers | <u>Anticipated</u> | <u>Actuals</u> | <u>% Expended</u> |
| Educational and General | | | |
| Instruction | 31,198 | 29,252 | 94% |
| Research | 135 | 123 | 91% |
| Public Service | 538 | 500 | 93% |
| Academic Support | 5,473 | 5,633 | 103% |
| Student Affairs | 5,656 | 5,424 | 96% |
| Operations and Maintenance of Plant | 10,203 | 9,452 | 93% |
| Institutional Support | 14,154 | 11,070 | 78% |
| Student Aid | 1,992 | 2,006 | 101% |
| Subtotal Educational and General | 69,349 | 63,460 | 92% |
| Mandatory Transfers & Other Entries | | | |
| Principle and Interest | 375 | 717 | 191% |
| Financial Aid Institutional Match | 490 | 230 | 47% |
| Subtotal Transfers & Other Entries | 865 | 947 | 109% |
| Auxiliary Enterprises | | | |
| Expenditures | 17,491 | 18,077 | 101% |
| Subtotal Auxiliary Enterprises | 17,491 | 18,077 | 101% |
| Total Expenditures and Transfers | 88,051 | 82,484 | 94% |

Please note: Special Programs are not included in Revenue or Expenses.
Fringe Budget has been added to Anticipated Budget
Please note that adjusting entries are not finished.