

**THE RICHARD STOCKTON COLLEGE OF NEW JERSEY  
BOARD OF TRUSTEES  
MINUTES OF THE OPEN/PUBLIC MEETING**

**August 25, 2004**

- Trustees Present:** Michael Jacobson, Esq., Chair  
Hon. Gerald Weinstein, Vice Chair  
Dr. James Yoh, Member-at-Large  
Ms. Celeste Carpiano  
Dr. Clarence Hoover, III  
Carmen R. Matos, Esq.  
Mr. Steven Radwanski, Student Trustee  
Ms. Imani Movva (Outgoing Student Trustee)  
Dr. Herman J. Saatkamp, President, Ex Officio
- Call to Order and Roll Call:** Chairman Michael Jacobson called the meeting to order at 3:45 p.m. in the Multipurpose Room of the Ann B. Townsend Residential Life Center (TRLIC). On July 14, 2004, notice of this meeting as required by the Open Public Meeting was (a) posted in the Business Services Office of the College, (b) sent to the editors of *The Press* and the *Vineland Times Journal*, and (c) filed with the Secretary of State.
- Approval of Minutes of June 16, 2004:** Upon a motion made by Trustee Weinstein and second by Trustee Yoh, the Board voted to adopt the minutes of July 16, 2004.
- Approval of Minutes Special Ad-Hoc Meeting of July 7, 2004:** Upon a motion made by Trustee Weinstein and second by Trustee Hoover, the Board voted to adopt the Minutes of the Special Ad-Hoc Meeting of July 7, 2004 with an abstention vote from Trustee Matos.
- Resolution to Meet in Closed Session:** Upon a motion made by Trustee Matos and second by Trustee Hoover, the Board voted to Meet in Closed Session.
- Return from Closed Session:** Chairman Jacobson reconvened the Open/Public Session at 3:45 p.m. upon the Board's return from Closed Session.
- Special Presentation - The American Red Cross** Ms. Mary Doolittle, College Account Manager of the American Red Cross, presented a special award to Stockton student, Jennifer Eisen, for her outstanding work with the college's blood drive. Jennifer's efforts led to the blood drive's highest number of participants in Stockton's history, saving the lives of over 600 people.
- President's Report:** President Saatkamp noted he was speaking at the beginning of the meeting, as prescribed by Board Policy. This is a change from the pattern that had occurred in the recent past, and he hoped it would

prove productive.

President Saatkamp indicated that the past two days were remarkably significant ones for the future of the College. They are hinge points on which the future of the College swings. He complimented the Board of Trustees for advancing plans for both the College faculty and facilities during the Board retreat, and noted that later in today's meeting the community would learn of major plans for the College. He concluded by noting the extensive number of publications, grants, lectures, and civic engagements of the faculty and staff during the summer.

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

Trustee Yoh, Chair of the Academic Affairs and Planning Committee, reported his committee met to discuss several issues, including: how to improve the student-faculty ratio, increasing funding for faculty vitality initiatives, ways of improving diversity among the faculty, and distinguished professorships at the College.

**Report of the Student  
Affairs Committee:**

Trustee Carpiano, Chair of the Student Affairs Committee, reported the committee discussed proposed suggestions for policy reviews for AY 2004-05. The committee also reviewed enrollment and registration for the fall, in addition to issues related to renovations of on campus housing.

**2004 Summer EOF  
Program Report:**

Trustee Carpiano called upon Mr. Stephen Davis, Assistant Dean of Students and Director of the Educational Opportunity Fund Program, to give a brief report on the 2004 EOF Program. Mr. Davis distributed a brochure highlighting the accomplishments of the EOF Program during the past academic year. He also presented certificates of appreciation to the EOF staff: Mr. Anthony Bethel; Ms. Barbara Haney; and Ms. Deborah Joseph. Mr. Davis closed by thanking the College for its support, especially Mr. Melvin Gregory, Assistant Director of Admissions and Ms. Melinda Cruz, Assistant Director of Financial Aid.

**2004 Summer  
Orientation &  
Registration Figures for  
Fall 2004 First-Time  
Students**

Mr. Sal Catalfamo, Dean of Enrollment, presented the 2004 Summer Orientation and Registration Figures for Fall 2004 First-Time Freshman. Dean Catalfamo reported that this was the fifteenth consecutive summer in which the College has offered this program, and based upon the final registration figures the program, has met its goals. The number of first-time freshmen who participated in the summer program was 836. The average credit load for freshman enrolled was 15.5, exceeding last year's average.

Mr. Catalfamo also reported there were over 800 transfer students

registered to date, which would put the College on target to exceed 7,000 students this fall. The Divisions of Social and Behavioral Sciences (SOBL) and Professional Studies (PROS) experienced the largest percentage of gains for intended majors of freshman. Intended majors for first-time freshman were 11% in Arts and Humanities (ARHU), less than 1% in General Studies (GENS), 23% in Natural Sciences and Mathematics (NAMS), 18% in Professional Studies (PROS), and 19% in SOBL. Twenty eight percent of entering freshman were undecided. Dean Catalfamo closed by thanking Ms. Donna Wanat, Director of Institutional Research, and Office of Academic Affairs for assistance with the presentation.

Chairman Jacobson also commended the vice presidents and deans for their outstanding work.

**2004 Summer Session  
Final 10<sup>th</sup> Day  
Enrollment Statistics:**

Chairman Jacobson called upon Vice President Joseph Marchetti to present the 2004 Summer Session Final 10<sup>th</sup> Day Enrollment Statistics. Dr. Marchetti acknowledged Dr. Jan Colijn, Dean of General Studies and Mr. Sal Catalfamo for their assistance in making this program a success.

Dr. Marchetti reported the total combined headcount for graduate and undergraduate students was 2,614. The corresponding total full-time equivalents (FTE) set a record of 2,307 FTE this summer. The total number of undergraduates who enrolled this summer was 2,417, which reflected an increase of less than 1% compared to last year's figure of 2,409. Heavy summer session activity for undergraduates resulted in 2,190 FTE; 3% higher than last summers FTE of 2,132. In addition, Stockton's matriculated students comprised 86% of the undergraduates enrolled this summer. Graduate and post-baccalaureate headcount also experienced an increase this summer, from 190 to 196. The corresponding FTE generated was 117, a decrease of 12% as compared to the 133 FTE generated in Summer 2003, due largely to the *Summer-to-Summer Education Certification Program*. The number of matriculated students comprised 73% the total number of students enrolled in graduate classes, which is an increase over the 47% figure from last year. There were also drops in the Holocaust and Genocide Studies and MAIT programs.

Dr. Marchetti reported the undergraduate population is 24% male and 65% female; 16% minority, 79% non-minority, and 5% other. For graduate students, the breakdown is as follows: 34% male, 66% female, 9% minority, 87% non-minority, and 4% other.

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

**Information Item-  
Summer Session 2004:**

Dr. David Carr, Vice President for Academic Affairs, thanked the deans and faculty for ensuring course availability for students. He reported the summer school program would add approximately \$2.6 million in revenue, compared \$2.4 million last year. In closing, he stated he looked forward to working with Dr. Deborah Figart, Interim Dean of Graduate Studies, over the next year and utilizing the Carnegie Library.

**Alcohol Policy Update –  
Informational Item:**

Vice President Marchetti reported a Task Force of faculty, staff and students has been reviewing the College's Alcohol Policy to make the language consistent with state guidelines. He highlighted the new changes, which have been reviewed by Deputy Attorney General. Dr. Marchetti also thanked Mr. Patrick Shields, Assistant Director of Alcohol and Chemical Dependency Program for his work with this program.

**Report of the Audit and  
Finance Committee:**

Trustee Weinstein reported the Audit/Finance Committee had met on several occasions since the June meeting with the largest portion of the Committee's time being spent discussing increasing the College's facilities and the means to do so. Trustee Weinstein indicated that the Audit/Finance Committee recommended for adoption several of the resolutions brought forth for adoption at today's meeting, including the Revised Bond Issue in the amount of \$104 million.

Trustee Weinstein noted the Administration was asked by the Committee to provide an analysis to determine the possibility of also constructing a new science building. If it is deemed appropriate, the Audit/Finance Committee may come back to the Board to recommend an increase in the bonding by an additional \$90 million. Moreover, the Committee is anxious to lock into current low interest rates.

Trustee Weinstein also mentioned the College would like to fund through bonding, a 256 unit housing complex near the campus. The developer of this property will pay back the money that the College would bond; secured by a mortgage (money would come from rents the students would pay). This would cost the College less money in

the long run and would expedite the entire process. The project is on the Pinelands Commission's agenda for review. President Saatkamp and Vice President Hale are scheduled to meet with Galloway Township officials later in the day to discuss the housing proposal.

In closing, Trustee Weinstein commented on the capacity issues discussed at the Retreat and reminded everyone that Stockton currently has the lowest bonding debt among the state colleges. Chairman Jacobson commended the Audit/Finance Committee on its work and asked that the Committee be given a round of applause.

**Revised Approval of  
Bond Issue Resolution:**

Vice President Hale also commended the Audit/Finance Committee for its leadership and consideration of the bonding issue. He also thanked President Saatkamp, Charles Klein, Associate Vice President of Fiscal Affairs, Ms. Andrea Jaeckel, Controller and Ms. Cheryl Sterling, Staff Accountant for their hard work.

Vice President Hale recommended adoption of the Revised Bond Issue Resolution in an amount not to exceed \$104 million. Upon a motion made by Trustee Weinstein and second by Trustee Matos, the Board voted to adopt the Revised Resolution.

**FY04 Bid Waiver &  
Revised FY05 Bid Waiver  
Resolutions:**

Vice President Hale recommended the adoption of the FY04 and Revised FY05 Bid Waiver Resolutions as follows: **South Jersey Energy Company** for \$475,000, which is an increase of \$150,000 to cover additional utility billings related to the fuel cell; **Maxim Health**, for providing meningococcal immunizations for Stockton students. 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; and **Phillips Brothers, Inc.**, for 31,092 to cover costs of printing the College Bulletin. Upon a motion made by Trustee Matos and second by Trustee Carpiano, the Board voted to adopt both Resolutions.

**Tuition Reimbursement  
for Spouses, Dependents  
and Domestic Partners  
Attending The Richard  
Stockton College of New  
Jersey Resolution:**

Vice President Hale requested the Board's approval of the Tuition Reimbursement for Spouses, Dependents and Domestic Partners Attending The Richard Stockton College of New Jersey Resolution. The resolution offers a 40% reimbursement of tuition charged to and paid by a full time matriculated undergraduate student, spouse, dependents or domestic partner or paid on his or her behalf, provided the semester's academic program has been satisfactorily completed. Budget allocation is limited to \$25,000 for the first year, and may

increase by \$25,000 each year (but not to exceed \$100,000) during the existence of the program. The four unions at the College have all agreed to this modification. The program is also subject to evaluation by the Board on an annual basis and will not continue beyond June 30, 2008 without re-adoption by the Board.

Mr. Hale remarked this program would act as an incentive to attract new faculty and staff and will be offered to all full-time employees. Chairman Jacobson commented this was long over due. Upon a motion made by Trustee Weinstein and second by Trustee Matos, the Board voted to adopt the Resolution.

**FY06 Capital Budget Request Resolution:**

Vice President Hale recommended for approval the FY06 Capital Budget Request. He commented the request would be reviewed by the State's Commission on Capital Budgeting and Planning, and the Office of Management and Budget (OMB). Upon a motion made by Trustee Yoh and second by Student Trustee Radwanski, the Board voted to adopt the FY06 Capital Budget Request Resolution.

**Revised Internal Audit Charter Resolution:**

Trustee Weinstein brought to the Board's attention the Revised Internal Audit Charter Resolution. He reported the Internal Auditor Charter would set forth the responsibilities of that position and to whom he/she reports. Trustee Weinstein commended Ms. Emily Vu, Internal Auditor, for her work at the College. Upon a motion made by Trustee Weinstein and second by Trustee Matos, the Board voted to adopt the revised resolution.

**Sale of Surplus College Property Resolution:**

Mr. Hale reported the sale of surplus college property enables the College to sell or dispose of college equipment. Stockton has enhanced its surplus sale process over the past year and now offers monthly sales via the College's web page. Chairman Jacobson inquired about the type of items sold. Mr. Hale responded that the sale typically includes outdated items, such as furniture, computer equipment, etc. Upon a motion made by Trustee Radwanski and second by Trustee Carpiano, the Board voted to adopt the Resolution. Trustee Weinstein requested the information relative to surplus sales be more widely disseminated to solicit additional bidders.

**Code of Ethics Resolution:**

Mr. Hale announced the Board had adopted a College Code of Ethics at the February 18, 2004 meeting, subject to review by the Attorney General's Office. Mr. Hale noted the modifications to the document and stated the document has been reviewed by the Attorney General. He commended Mr. Michael Diller, Special Assistant to the Vice President for Administration & Finance and

Institutional Advancement for Policy Initiatives and Hearing and Ms. Nancy W. Hicks, Special Assistant to the President for Affirmative Action and Ethical Standards for their assistance in preparing the document. Upon a motion made by Trustee Carpiano and second by Trustee Yoh, the Board voted to adopt the Resolution.

**Renewal of Faculty  
Personnel Process  
Resolution:**

Vice President Hale reported the Board approved a Faculty Personnel Process in September 1999, which included the establishment of the College-wide Personnel Committee (CPC) to review files submitted by faculty being considered for reappointment, promotion and/or tenure. Noting the Stockton Federation of Teachers Union support of the process, he requested approval to continue the process beyond the scheduled expiration date of June 30, 2004 (to expire June 30, 2005). Upon a motion made by Trustee Matos and second by Student Trustee Radwanski, the Board voted to adapt the resolution.

Chairman Jacobson noted how well the policy has worked for the College and faculty. Trustee Weinstein suggested the College begin work on the process with the SFT Union as soon as possible so that recommendations can be brought before the Board in a timely manner.

**Report of the  
Development Committee:**

Trustee Matos, Chair of the Development Committee, commended Mr. James Kennedy, Acting Executive Director of the Richard Stockton College of New Jersey Foundation at the Retreat on August 24, 2005. She also thanked Ms. Kathleen Cavanaugh of Grenzebach Glier & Associates, Inc. for her presentation at the Retreat. Trustee Matos also reported the Development Committee met earlier in the day to discuss the upcoming golf outing on October 7, 2004, where they expect about 144 participants, compared to 121 last year. The honorees of this year's event will be Mr. & Mrs. Roger Hansen, owners of the Blue Heron Pines Golf Club.

**Naming of A-Wing  
Lecture Hall – Elizabeth  
B. Alton Auditorium  
Resolution:**

Trustee Matos requested that the Board approve the resolution naming A-Wing Lecture Hall in honor of Elizabeth B. Alton, one the founders of Stockton. Upon a motion made by Student Trustee Radwanski and second by Trustee Carpiano, the Board voted to adopt the Resolution. Trustee Matos announced the dedication of the *Elizabeth B. Alton Auditorium* will take place the day of Dr. Saatkamp's Inauguration on September 28, 2004.

President Saatkamp commented Ms. Alton undertook a campaign in

the 1960s to establish a public college in southern new jersey. She also published a book about Stockton. Ms. Alton will attend the dedication with members of her family.

**Personnel Resolution:**

Chairman Jacobson brought the Board's attention to the Confirmation of Personnel Actions taken by the Executive Committee on August 9, 2004. Upon a motion made by Trustee Matos and second by Trustee Yoh, the Board voted to adopt the Pre-Authorization Resolution. Chairman Jacobson also called for a vote on the Personnel Resolution and Addendum to the Personnel Resolution. Upon a motion made by Trustee Weinstein and second by Trustee Matos, the Board voted to adopt the Personnel Resolution and Addendum to the Personnel Resolution with an abstention by Student Trustee Radwanski. Chairman Jacobson congratulated everyone on the appointments.

**Report of the Nominating Committee:**

Trustee Jacobson reported that this would be his last meeting as Chairman and recommended the appointment of the following Board members to the Executive Committee. Trustee Gerald Weinstein as Chairman and Trustee Clarence Hoover as Vice Chairman. Upon a motion made by Trustee Matos and second by Trustee Carpiano, the Board voted to approve the nomination of new Board of Trustee Officers for AY 2004-05.

**Other Business:**

President Saatkamp commented this was a remarkable day for the College, due largely to the approval of the Bonding Resolution and discussions regarding capacity. Dr. Saatkamp expressed his appreciation to the Trustees, faculty, staff and students for their dedication to the College.

Chairman Jacobson thanked Student Trustee, Ms. Imani Movva for leadership and service to the Board of Trustees and noted how valuable her contributions have been over the last two years. Ms. Movva was presented her with a gift and received a round of applause. Ms. Movva thanked the Board and everyone for their kindness.

**Comments from the Public:**

Chairman Jacobson asked if there were any comments from the public.

Mr. Lonnie Folks, Director of Athletic Operations, introduced several new members of the Athletics and Recreation staff: Ms.



Aimee Steward, Head Coach of Field Hockey; Ms. Kristin Camm, Athletic Trainer; and Mr. Nicholas Juengert, Head Women's Soccer Coach.

Vice President Carr introduced Dr. Cheryl Kaus, Dean of Social and Behavior Sciences.

Vice President Hale thanked Mr. Kenneth Johnson for agreeing to step out of retirement to assist the College, while Mr. Marvin Witmer is out on medical leave. Mr. Jonathan T. Shambare, Associate Director of Architectural Design, was also introduced by Mr. Hale.

Ms. Bev Pagano, Events Manger announced Dr. Saatkamp's Inauguration will be held on September 28, 2004 and invited everyone to attend the event.

Dr. Jan Colijn, Dean of General Studies acknowledged Computer Services, Student Records, Bursar's Office and others for their continued support of the summer school program.

**Adjournment:**

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

For the College,

Brian K. Jackson, Liaison to the Board