

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

August 17, 2005

Trustees Present:

Hon. Gerald Weinstein, Chair
Dr. Clarence C. Hoover, III, Vice Chair
Dr. James Yoh, Member-at-Large
Mr. Emma N. Byrne
Mr. Stanley M. Ellis
Mr. Albert L. Gutierrez
Michael Jacobson, Esq.
Mr. Jonathon Furtado, Student Trustee
Mr. Andrew D. Klimkowski, Student Trustee Alternate
Dr. Herman J. Saatkamp, President, Ex Officio

Trustees Absent:

Mr. Curtis J. Bashaw
Ms. Celeste Carpiano

**Call to Order and Roll
Call:**

Chairman Gerald Weinstein called the meeting to order at 1:30 p.m. on Wednesday, August 17, 2005 in Board Room K203k. On February 24, 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, (d) Galloway Township Clerk's Office and (e) Atlantic County Clerk's Office.

**Approval of Minutes of
June 15, 2005:**

Upon a motion made by Trustee Furtado and second by Trustee Byrne, the Board adopted the minutes of June 15, 2005.

**Approval of Minutes
Special Ad-Hoc Meeting
of July 1, 2005:**

Upon a motion made by Trustee Hoover and second by Trustee Ellis, the Board adopted the Minutes of the Special Ad-Hoc Meeting of July 1, 2005 with abstentions from Trustees Yoh and Jacobson.

**Resolution to Meet in
Closed Session:**

Upon a motion made by Trustee Jacobson and second by Trustee Yoh, the Board adopted the Resolution to Meet in Closed Session.

Committee of the Whole:

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

Report of the Chair:

Chairman Weinstein congratulated Larry James, Dean of Athletics and Recreational Programs and Services, for his leadership role at the 2005 IAAF World Championships in Helsinki, Finland. The US Track & Field team garnered multi-Gold medals. He also reported since the last Board meeting, he met with student and faculty representatives to receive input and suggestions for membership on board committees for FY06. A report on committee membership will be made at the September 21 meeting. Chairman Weinstein acknowledged Mr. Charles Klein, Interim Vice President for Administration and Finance and his staff for preparation of the FY06 Budget and he noted it was the most complete, accurate and

transparent budget ever presented to the Board. Ms. India Jacobs and the Committee were also thanked for their efforts in evaluating the proposals for external legal services. In addition, Chairmen Weinstein commended Plant Management for renovations to the Parkway Building, which was completed within budget and on time. Chairman Weinstein closed by reporting that a break in the water line from the fuel cell flooded portions of the College and he thanked Plant Management for their assistance in the clean-up.

President's Report:

Dr. Saatkamp stated that during the past two years the Board made significant progress in addressing four main issues: facilities, capacity, student/faculty ratio, and development. Achievements in facility planning and growth include: the Facilities Master Plan; the construction of the F-Wing Overbuild; the purchase and renovation of the Parkway Building, J-Wing renovation and the proposals for the Campus Center, Science Center, parking garage dormitories, and other initiatives.

The Board agreed to an annual 2-3% increase in student enrollment through the fall of 2008 when we will review our capacity goals again. Closely related to capacity issues are the student/faculty ratio, and we are working to increase the number of faculty members each year. This year alone, he said, 14 new faculty positions were added, and including replacements for this fall, 42 new faculty members have been hired to teach during the current academic year. In less than two years the number of faculty has increased by more than 10%. Furthermore, the Board authorized the recruitment of up to ten new faculty members for the Fall FY2006; with two carried forward from this year for a total of up to twelve. Student scholarships have also increased 79% this year.

The memorandum of agreement between the Board of Trustees and the Foundation Board highlights significant progress in our development plans and organization.

Dr. Saatkamp commended the College's faculty and staff for their activities over the summer and noted that summer was a very busy time for faculty to complete research and other projects. He closed his report by thanking everyone for their work this summer.

Report: Board of Trustees' Retreat – Memorandum of Understanding between the College and The Richard Stockton College Foundation:

Chairman Weinstein reported on the success of the retreat and thanked the Trustees and Foundation Board for their work, which resulted in unanimous approval by both bodies of the *Memorandum of Understanding*. The Memorandum will govern the relations between the two bodies. He also expressed his appreciation for the consultants at Grenzbech, Glier & Associates, Inc. who had counseled both Boards at the retreat as well as, Brian Jackson and everyone involved in arranging the retreat.

President Saatkamp thanked the Foundation Board and Board of Trustees for an outstanding day-and-a half retreat, which resulted in a *Memorandum of Understanding*. He noted the College could look forward to this coming year in the most positive way.

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

Committee Chair, Clarence Hoover, reported several issues were discussed by his committee. The Committee recommended approval of the Revised Renewal of Faculty Personnel Process through June 30, 2006, while the administration works on re-configurations. The new plan will likely be presented for approval in February 2006. Provost David Carr commented the administration is reviewing the College's faculty review processes. He received a draft of policies and procedures, which need fine tuning. Dr. Carr noted also these changes would involve discussions with the Stockton Federation of Teachers Union. Upon a motion made by Trustee Hoover and second by Trustee Jacobson, the Board adopted the resolution, with an abstention from Trustee Furtado.

**Report of the Student
Affairs Committee:**

**2005 Summer Session
Final 10th Day Enrollment
Statistics:**

Dean Jan Colijn presented highlights from summer school enrollment. He reported that a national survey of the North American Summer School Association ranked Stockton second among 34 private and public institutions with an undergraduate FTE between 5,001 to 10,000 students last year. He also reported the College's summer undergraduate enrollment was down slightly due to the strong economy, lack of available space on campus (F-Wing construction's impact on lab space), and students deciding to take courses at community colleges where tuition is lower. Dean Colijn also noted there was a substantial increase in students eligible for tuition waivers. However, the Board's previous approval of the Housing Discount Policy for summer at 20%; helped to doubled summer residencies. In addition there was growth in graduate enrollment, in particular, the education program. Current projections show net revenue of approximately \$250,000 higher than last year.

Dean Sal Catalfamo reported 33% of the undergraduate and post baccalaureate population were male, 67% female, 16% minority, 79% non-minority, and 5% other. The breakdown for graduate students included 28% male, 72% females and 7% Black, Hispanic, and Native American, 93% non-minority, and 3% other.

**2005 Summer
Orientation &
Registration Figures for
Fall 2005 First-Time
Students**

Dean Catalfamo opened his report by announcing 32 students were accepted into the Honors Program.

Dean Catalfamo stated 785 first-time freshmen participated in this summer's orientation program. The average number of credits enrolled was 15.6, which exceeded last year's average. Transfer students registered a 14.6 average credit load, which was also a record. Six hundred transfer students are also registered, placing the College in line to meet its target by September 2005. Additionally, a record year number of degrees are also expected to be granted to over 1,700 students for the fiscal year. The Divisions of Social and Behavioral Sciences (SOBL) and Professional Studies (PROS) experienced the largest percentage gains for intended majors of freshmen. Intended majors for first-time freshman were 14% in Arts and Humanities (ARHU), less than 1% in General Studies (GENS), 28% in NAMS, 15% in Professional Studies (PROS), and 17% in SOBL. Twenty six percent of entering freshman were undecided.

Trustee Hoover inquired what was the College doing to limit cancellations and should the Stockton offer a higher level of courses for juniors and seniors. Dean Colijn responded the administration may need to shift courses once enrollment figures for juniors and seniors are available or adjust enrollment instead of offering introductory courses with the lowest entry requirement. Moreover, intermediate and advanced courses could be offered in a number of areas to suite student needs. Some programs are offering more courses to their juniors and seniors, which showed the highest results in terms of the FTE generated.

Trustee Furtado stated he thought orientation was well planned and executed.

Chairman Weinstein reminded everyone of the request made by the Dean Catalfamo several years ago to provide additional resources to attract additional, higher quality students. The Board, he stated, responded positively to that request and is prepared to once again, give the administration the tools needed to do the job in order to remain competitive. Dean Catalfamo thanked the Trustees for their vote of confidence and noted the changes which are planned for the College will greatly enhance his ability to attract top students.

Trustee Hoover inquired how Stockton could recruit foreign students. Dean Catalfamo responded the College was putting together a recruiting plan to address housing shortages; international housing; ESL courses, and other services that international students require. Trustee Klimkowski noted issues related to capacity, Homeland Security, and passports and Visas.

Dean Catalfamo remarked the College has a new tracking system in place for international students. The components are in place to ensure that Stockton meets all the appropriate INS regulations regarding international students.

President Saatkamp commented the College is working with employers of the large summer, international population in the area to determine if Stockton can play a role in enhancing their experience and training, not just for the summer but perhaps for a year or longer. In addition, the scholarship structure will be carefully examined and by next year, the College will have an even more aggressive and advanced scholarship program for both regular and international students.

**Report of the Finance
Committee:**

Committee Chairman Stan Ellis reported the Finance Committee met and reviewed several initiatives being presented at today's meeting and recommended them for Board adoption.

**Proposed FY2006
Operating Budget
Resolution:**

Trustee Ellis thanked Interim Vice President Charles Klein and his staff for developing a budget which made it easier for the Trustees to deliberate on the tuition. Highlights of the budget include an additional \$655,000 in scholarships (79 % increase), additional graduate assistantships, funding to hire a Chief Developing Officer; \$400,000 for campus beautification; and \$100,000 for a marketing budget. Upon a motion made by Trustee Ellis and second by Trustee Byrne, the Board voted to adopt the FY06 Operating Budget.

Chairman Weinstein reported the Board had never before received an operating budget, this complete, and this early in the season to act upon. He commended the Finance Committee and Administration for their preparation of the budget.

**Academic Tuition
Effective FY2006
Resolution:**

Trustee Ellis reported an increase in undergraduate tuition of \$12.90 (\$11.00) per credit; from \$159.10 to \$172.00 per credit hour and to \$278.00 (\$258.00) per credit hour for out-of-state students and graduate tuition rate of \$376.00 (\$349.38) per credit hour; \$524.00 (\$487.00) per credit hour for out-of-state student. Upon a motion made by Trustee Ellis and second by Trustee Hoover, the Board voted to adopt the resolution.

Trustee Furtado thanked the Trustees and the Committee for taking scholarships into account.

Trustee Gutierrez commented it was important that the Board and administration effectively communicate the goals and objectives as stated by President Saatkamp to those staff members who are not present at this Open/Public meeting and that Stockton's plan to increase the size and quality of its workforce was consistent with what was occurring throughout the region. Furthermore, in order to substantiate the phenomenal work that has been done; it needs to be communicated so that the community understands the goals.

Chairman Weinstein commended James Kennedy, Executive Director of the College Foundation for his work in restructuring the Development Office. Chairman commented the Board has given the President the authorization to seek to quality Chief Development Officer. Dr. Saatkamp echoed Trustees Weinstein's remarks and stated Mr. Kennedy's particular expertise in strategic planning, facilities, etc. will soon now fill the Special Assistant to the President position, which is currently vacant. He noted that Jim Kennedy has accomplished many major projects at Stockton, figuratively wearing 10,000 hats during his work, and that if the President had 10,000 hats he would tip them towards Jim as a sign of the College's gratitude.

Emergency FY06 Bid Waiver for Repairs to Housing I Underground Storm Water Retention by Arthur R. Henry, Inc. Resolution:

Trustee Ellis recommendation adoption of a bid waiver for **Arthur R. Henry, Inc. (\$130,928)** for repairs to the underground storm water retention system in Housing I parking lot. Upon a motion made by Trustee Ellis and second by Trustee Furtado, the Board voted to adopt the resolution.

FY06 Bid Waiver Resolution:

Trustee Ellis requested approval of the FY06 Bid Waiver Resolution for the following vendors: **Appworx** (\$65,000) for a job scheduling system to manage the processing of Banner job streams for Financial Aid, Human Resources, Finance, Advancement and backups; **Auburn Moon** (\$36,000) to support the Student Senate Distinguished Lecture Series; **Princeton Review Services** (30,600) to provide web-based admissions application software, equipment and support; and **Parker and Parker** (\$100,000) to provide marketing services to the College. Upon a motion made by Trustee Ellis and second by Trustee Yoh, the Board voted to adopt the resolution.

President Saatkamp reported the Bid Waiver for marketing services for the Spring Benefit provided by **Adrienne Beinfest/Marketing to Win** (\$39,000) will be acted upon by Executive Committee via teleconference, so that the Trustees can get a clear understanding of the duties and responsibilities of the marketing firm.

Emergency FY06 Bid Waiver - for Munters Moisture Control Services Resolution:

Trustee Ellis recommended Board approval of an Emergency Bid Waiver for **Munters Moisture Control Services** (est. \$75,000) to address water and moisture damage caused by the recent flooding of E and F Wings. The College will be reimbursed by the insurance carrier. Upon a motion made by Trustee Hoover and second by Trustee Ellis, the Board adopted the resolution.

Emergency FY06 Bid Waiver for the Purchase Concrete Barriers from United Rentals Resolution:

Trustee Ellis recommended Emergency FY06 Bid Waiver for Concrete Barriers from United Rentals (\$66,000) for directing vehicular/pedestrian traffic on College Drive during the rehabilitation of Lake Fred Dam. Upon a motion made by Trustee Gutierrez and second by Trustee Ellis, the Board adopted the resolution.

Sale of Surplus College Property Resolution:

Trustee Ellis recommended adoption of the Sale of Surplus College Property. Upon a motion made by Trustee Ellis and second by Trustee Byrne, the Board voted to adopt the Resolution.

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

Trustee Ellis presented for Board approval the Tuition reimbursement/waiver program for spouses, dependents and domestic partners of Stockton employees. The percentage of reimbursement is 40%, provided the program has been satisfactorily completed and is limited to \$25,000 (first year) and go up to \$100,000 (per family group) and is subject to evaluation by the Board on an annual basis and will not continue beyond June 30, 2008 without readopted by the Board. Chairman Weinstein commented approximately half of the allocated funds have been used. Upon a motion made by Trustee Ellis and second by Trustee Hoover, the Board adopted the resolution.

Requests for Proposal Approvals Resolution: Holocaust Research Center Addition; Elizabeth B. Alton Auditorium Renovation and Upgrade; Structured Parking Garage; Site and Roadway Improvements; and Additional Parking Spaces along Lakeside Lane:

Upon a motion made by Trustee Yoh and second by Trustee Jacobson, the Board voted to adopt the **Request for Proposal for the Holocaust Resource Center Addition**, which will add 1,000 square feet to the Center.

Upon a motion made by Trustee Furtado and second by Trustee Jacobson, the Board voted to adopt the **Request for Proposal for the Elizabeth B. Alton Auditorium Renovation and Upgrade**, which will improve lighting, egress, acoustics, etc., as well as other renovations and upgrades.

Upon a motion made by Trustee Furtado and second by Trustee Jacobson, the Board voted to adopt the **Request for Proposal for the Structured Parking** Garage, which includes the programming and conceptual design for the proposed structured parking garage. President Saatkamp noted two possible sites: adjacent to Vera King Farris Drive and near the Performing Arts Center.

Upon a motion made by Trustee Byrne and second by Trustee Hoover, the Board voted to adopt the **Request for Proposal for the Site and Roadway Improvements**, for the design and construction administrative services for site and roadway improvements within various campus locations.

Authorization for the President or His Designee to Enter into An Architectural Services Contract for the Design of the College Center:

Chairman Weinstein reported the Pre-Selection Committee had recommended and the Finance Committee approved the selection of architectural firm KSS Architects to provide architectural services for the design of the College Center, in accordance with the terms of the RFP. Upon a motion made by Trustee Ellis and second by Trustee Jacobson, the Board adopted the resolution.

Authorization for the President or His Designee to Enter into An Architectural Services Contract for the Design of the Science Building Resolution:

Trustee Ellis reported the Pre-Selection Committee had recommended and the Finance Committee approved the selection of the architectural firm Einhorn, Yaffee, Prescott Architecture and Engineering, P.C. to provide architectural services for the design of the Science Building in accordance with the terms of the RFP. Upon a motion made by Trustee Jacobson and second by Trustee Byrne, the Board voted to adopt the resolution.

Contract for Legal Services:

Upon a motion made by Trustee Jacobson and second by Trustee Yoh, with an abstention vote by Trustee Furtado, the Board voted to approve two firms recommended for supplemental legal services: DeCotiis, Fitzpatrick, Cole & Wisler, LLP (first firm) and Hill Wallach (second firm), subject to review of a third firm. Trustee Jacobson commented the two firms were premier firms in New Jersey. The RFP will also allow the College to continue to utilize the services of the Attorney General's Office. In addition, these firms will provide outside legal services in the areas of contracts, real estate, construction, and bonding.

Purchase of Real Property Resolutions: (Evergreen Campground Land; Pomona Road & Insbruck Avenue Land and Galloway Eldercare Land

Trustee Ellis requested Board approval authorizing the President or his designee to enter into negotiations to purchase the following properties: Evergreen Campground Land, Pomona Road & Insbruck Avenue Land, and Galloway Eldercare Land. Upon a motion made by Trustee Jacobson and second by Trustee Hoover, the Board voted to adopt all three resolutions.

Tentative Approval of the Code of Ethics Resolution:

Chairman Weinstein reported approval of the Code of Ethics would be deferred until the September 21 Board meeting so that additional recommended changes could be incorporated into the document.

Personnel Resolution and Addendum to the Personnel Resolution:

Chairman Weinstein requested the Board approve the Personnel Resolution and Addendum to the Personnel Resolution. Upon a motion made by Trustee Jacobson and second by Trustee Ellis, the Board voted to adopt the resolutions, with an abstention vote from Trustee Furtado.

Report of the Nominating Committee:

Trustee Yoh announced the following Board appointments for 2005-2006: Hon. Gerald Weinstein as Chairman, Dr. Clarence Hoover, III as Vice Chairman, Mr. Curtis J. Bashaw as Secretary and Dr. James Yoh as Member-at-Large.

Other Business:

Chairman Weinstein inquired if there was any other business to come before the Board. There was none at this time.

Comments from the Public:

Mr. Lonnie Folks, Director of Athletic Operations introduced Ms. Corrine Wright, Associate Director of Athletics.

Dean Catalfamo announced the promotion of Dr. Thomasa Gonzalez to Interim Dean of Students.

Provost Carr extended his gratitude to Plant Management for assisting with the clean-up of water and moisture damage caused by the recent flooding of E and F Wings. He also acknowledged the Library, Media Services, Distance Education and his staff.

Chairman Weinstein thanked Provost Carr for the Carnegie Center Annual Report, which was distributed to the Trustees. He also commented on the successes of the past year and noted the challenges of meeting projections for the second and third year. Dr. Carr replied the Academic Affairs & Planning Committee discussed the establishment of an operating plan for Carnegie and that the report distributed to the Board included conservative estimates of revenue and expenses.

Monica Coralluzzo, Vice President of Student Senate, inquired how the tuition increase would be communicated to the students since they already received bills. Vice President Klein responded tuition bill already included the 8%, which was based on the summer rate. Chairman Weinstein commented the Board and administration had hoped to do a rebate, but it did not work that way.

Adjournment:

Chairman Weinstein announced there would be changes to the calendar of Board of Trustees' meeting for the remainder of the year. This will be addressed at September's meeting.

Upon motion by Trustee Hoover and second by Trustee Furtado, the Board voted to adjourn the meeting at 5:45 p.m. Chairman Weinstein announced the next regularly scheduled meeting on Wednesday, September 21, 2005 in the Townsend Residential Life Center at 3:45 p.m.

For the College,

Brian K. Jackson, Assistant Secretary to the Board