

**THE RICHARD STOCKTON COLLEGE OF NEW JERSEY  
BOARD OF TRUSTEES  
MINUTES  
December 7, 2005**

**Trustees Present:**

Dr. Clarence Hoover, III., Vice Chair  
Mr. Curtis J. Bashaw  
Ms. Emma B. Byrne  
Ms. Celeste Carpiano  
Mr. Albert L. Gutierrez  
Michael Jacobson, Esq.  
Mr. Andrew D. Klimkowski, Student Trustee Alternate  
Dr. Herman J. Saatkamp, Ex Officio

**Absent:**

Hon. Gerald Weinstein, Chair  
Dr. James Yoh, Member-at-Large  
Mr. Stanley M. Ellis  
Mr. Jonathan Furtado, Student Trustee

**Call to Order and Roll Call:**

Vice Chairman Hoover called the meeting to order at 1:30 p.m. on Wednesday, December 7, 2005 in Room K203k. On September 23 2005, notice of this meeting as required by the Open Public Meeting was (a) sent to the Business Services Office of the College, (b) 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 the Minutes of  
October 19, 2005:**

Upon a motion made by Trustee Carpiano and second by Trustee Gutierrez, the Board adopted the minutes of October 19, 2005.

**Resolution to Meet in Closed  
Session:**

Upon a motion made by Vice Chairman Hoover and second by Trustee Matos, the Board voted to meet in Closed Session to discuss personnel and legal issues.

**Return from Closed Session:**

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

**Report of the Chair:**

Vice Chairman Hoover commented he had no report at this time.

**President's Report:**

President Saatkamp introducing Mr. Arthur A. Davis, Jr., Executive Director of Corporate Relations and Initiatives, who along with Mr. Bill Garlitz and Mr. Keith Savvas, Executives from Office Max, presented a \$5,000 check for The Council of Black Faculty & Staff's Endowment. Mr. Stephen Davis, President of the Council, and members of the Council's Executive Committee (Mr. Pedro Santana, Mr. Brian K. Jackson, Ms. Patricia W. Collins, and Mr. G. Larry James, Parliamentarian) also came forward to present a check in the amount of \$23,009, proceeds for the Council's Annual Awards Dinner. The funds are to be deposited into the Council's Scholarship Endowment Fund.

President Saatkamp thanked the Council for its consistent and

concerted efforts on behalf of Stockton students and noted the Council deposited \$100,000 in an endowment through the Stockton Foundation, which will be matched at 4% by the College.

Dr. Saatkamp commended faculty and staff listed in the College Report and acknowledged the success of the alumni reception held in New York City at the Park Avenue Country Club. Over 200 participants were in attendance. In addition, Dr. Saatkamp encouraged everyone to participate in the Annual Fund.

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

Committee Chair, Trustee Hoover, gave a brief overview of items before the Board today, which included Sabbatical Leaves for 2005-2006 and the Research and Professional Development (R&PD) Recommendations. He also stated the Bachelor of Science in Nursing degree program will fill a great need throughout the region.

**Sabbatical Leaves, 2005-2006:**

Provost Carr presented the Deans Council's recommended Sabbatical Leaves for 2005-2006 and congratulated those who applied. Professor Wendel White withdrew his request for the sabbatical.

**R&PD Mini-Round Awards (Informational Only):**

Provost Carr reported the RP&D Committee met on November 22, 2005 to evaluate the mini-grant applications. A total of \$9,936.65 was requested and five awards were granted totaling \$5,131.65.

**Report of the Student Affairs Committee:**

Trustee Bashaw called upon Dr. Thomasa Gonzales, Assistant Dean of Students to introduce the recipient of the Distinguished Fellowship for Students for Fall 2005 and announced the next meeting of Student Affairs Committee will be in January 2006.

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

Dr. Gonzalez introduced Paul M. Porter, a senior Mathematics major. He was awarded a \$1,000 scholarship for his study of the Poincaré Conjecture.

**Report of the Finance Committee:**

Trustee Bashaw, Finance Committee Vice Chair, reported the Committee reviewed several initiatives coming forward for board approval. Regarding the budget submission, Trustee Bashaw stated the College had set priorities of how it would spend funds in the event the State of New Jersey increased the College's budget allocation. This helps Stockton place its priorities in the context of the *Vision 2010* plan.

**FY07 State Submission Operating Budget Resolution:**

Trustee Bashaw recommended the Board adopt the FY07 State Submission Operating Budget, which included a priorities request totaling \$16,983,324. Upon a motion made by Trustee Jacobson and second Carpiano, the Board voted to adopt the Resolution. The document and supplemental forms have been submitted in draft form to the Office of Management and Budget (OMB). OMB will review the budget request and make recommendations to the Governor and Treasurer. The Governor's recommendations to the Legislature are anticipated in January 2007. Trustee Klimkowski stated he believed the submission was fiscally

sound and responsive to the College's needs.

**Authorizing the Distribution of a Request for Proposal for the Nacote Creek Environmental & Marine Science Field Station Rehabilitation and Update Resolution:**

Trustee Bashaw recommended the Board approve the Authorization of an RFP for the design and planning of the Nacote Creek Environmental & Marine Science Field Station Rehabilitation and Upgrade, which is subject to final review and approval by the President or designee. Upon a motion made by Trustee Jacobson and second by Trustee Gutierrez, the Board adopted the resolution.

**Revised Bond Issuance – Revision #3 (12/7/05) includes Housing V Resolution:**

Trustee Bashaw recommended the Board approve the Revised #3 Bond Issuance Housing V Resolution. Occupancy is expected by Fall of 2007; assuming permits are awarded. Upon a motion made by Trustee Jacobson and second by Trustee Byrne, the Board adopted the resolution. President Saatkamp stated there would be additional time-tables for the Board to approval as the project progresses and may require teleconference meetings or delegating approvals to the Executive Committee of the Board.

**Revised Facilities & Usage Fees for Calendar Year 2006 Resolution:**

Trustee Bashaw introduced for board approval the Revised Facilities & Usage Fees for Calendar Year 2006 Resolution, an annual update on fees that were allocated to different facilities, but not limited to space and equipment rental, service, labor and administrative fees. Upon a motion made by Trustee Jacobson and second by Trustee Carpiano, the Board adopted the resolution.

Student Trustee Klimkowski inquired about the way the College markets the use of these facilities. Interim Vice President Charles Klein stated facilities are marketed through Events Services, Student Affairs and communication throughout the community. Mr. Craig Stambaugh, Director of the College Center, reported there were 9,000 reservations made, which equated to approximately 4,000 events for the year. Furthermore, many groups were turned away because of a lack of availability and space.

**Selection of Vendor: Authorizing a Contract for the Design and Construction Management of Services for Housing V Resolution:**

Trustee Bashaw recommended board authorization of a Contract for the Design and Construction Management of Services for Housing V (250-300 beds). The Housing V Pre-Selection Committee selected the architectural firm of Hiller Architecture for the Design and Management services. The estimated cost will be \$2 million with a start and completion date of December 2005 and December 2007, respectively. Upon a motion made by Trustee Jacobson and second by Trustee Gutierrez, the Board adopted the resolution.

Trustee Jacobson inquired about the time-line for Hiller's phase of the work. Mr. Karl Pettit, from Hiller Architecture responded that a schedule had been set to get three bid packages out: The first phase includes the parking lot, set for bid in March or April 2006. Site work/infrastructure and foundation for the buildings should gain approval from DCA in late April 2006 and work will begin in May 2006 so that the design of the superstructure above the foundation can be ready for bid by Summer 2006. Hiller will be involved

through the design process with Skandia Construction serving as the construction manager.

Trustee Gutierrez inquired if an informal meeting with DCA had been scheduled prior to the submission of formal documents. Mr. Jonathan Shambare, Associate Director of Architectural Design, responded Hiller was in the process of setting up that meeting. DCA will receive a project overview in advance of the meeting.

**Selection of Vendor:  
Authorizing a Contract for the  
Design and Construction  
Administration Services for the  
Holocaust Resource Center  
Addition Resolution:**

Trustee Bashaw recommended approval of a resolution authorizing the Contract for the Design and Construction of administrative services for an additional 1,000 square feet to the Holocaust Resource Center. The Holocaust Resource Center Addition Committee selected the architectural firm of Blumberg Associates for the design, permitting, and construction administrative services. Upon a motion made by Trustee Jacobson and second by Trustee Gutierrez, the Board voted to adopt the resolution.

**Authorizing the Establishment  
of Tuition Waivers for  
Admissions Ambassadors  
Resolution:**

Trustee Bashaw recommended the board authorize a tuition waiver for Admissions Ambassadors and noted the importance of having a dedicated group of students who serve the college for recruiting potential new students. Tuition waivers of four (4) credits will be offered to up to 20 ambassadors in good academic and disciplinary standing. The cumulative number of tuition waivers may not exceed eighty (80) credits per semester and is consistent with N.J.S.A. 18A:64-13, which permits the Board to waive tuition to accomplish mission-related or policy goals. Upon a motion made by Trustee Jacobson and second by Trustee Byrne, the Board voted to adopt the resolution.

Trustee Klimkowski mentioned his participation in previous open houses and noted the value of student ambassadors.

**Contract Award to Video Corp  
of America for Sports Center  
Video Projection System  
Resolution:**

Trustee Bashaw recommended the Board approve the resolution to award a contract to Video Corp. of America for \$126,488 (excluding a 5% contingency) for a video projection system. The contract includes design, construction and installation of a video system for the Sports Center. Upon a motion made by Trustee Jacobson and second by Trustee Carpiano, the Board adopted the resolution.

**Report of the Investment  
Committee:**

The report of the Investment Committee was deferred to the February 2006 meeting.

**Report of the Development  
Committee:**

Committee Chair, Trustee Byrne, reported the Committee met on November 28, 2005. Following a presentation given by President Saatkamp, the Committee reviewed the results of the 2005 Annual Fund campaign (\$32,919), and discussed plans for 2006. Three fundamental roles of a Development Committee were also decided: (1) Planning – approving goals and objectives for fundraising campaigns, providing leadership, cultivating relationships with constituencies, and identifying prospects for solicitation; (2) Policy setting - determining the types of gifts the College will accept and to

set a relatively uniformed nature of recognition for those donations (naming of buildings and/or endowing a chair); and (3) Monitoring - overseeing the progress of the campaign and review of its effectiveness. Trustee Byrne added that the committee of 12 included student representatives, alumni, faculty, and four members of the Foundation.

**Report of the Audit Committee:**

Trustee Gutierrez, Chair of the Audit Committee, reported a meeting was held on November 18 to review and discuss the 2007 Audit Plan and the Internal Audit Charter, which the Committee recommended be changed from the Audit Committee reporting to the Finance Committee to reporting to the full board. The Committee also discussed the new state Conflict of Interest policy.

**Revised Internal Audit Charter Resolution:**

Upon a motion made by Trustee Jacobson and second by Trustee Bashaw, the Board voted to adopt the revised Internal Audit Charter.

**2007 Audit Plan:**

Trustee Gutierrez recommended board approval of the Audit Plan for 2007. The plan includes areas of high economic activity and volume, areas with significant regulatory requirements, as well as areas which hold auxiliary budgets: Audit Plans for 2008 and 2009 will be submitted at a later date, subject to further review. Upon a motion made Trustee Byrne and second by Trustee Carpiano, the Board voted to adopt the 2007 Audit Plan.

President Saatkamp remarked the selection of budgets to audit randomly was not based on targeted offices and that the President's Office would be the first to be audited each year.

**The Personnel Resolution:**

Chairman Hoover called the Board's attention to the Personnel Resolution, which was distributed to the public. President Saatkamp stated he was pleased with the recommendations and commended everyone involved in the review personnel process. In his opinion, this was the best process in the three years he has been president. He noted there was consistency in criteria at all levels of consideration. This consistency enabled candidates to have a clearer understanding of the review process. Upon a motion made by Trustee Jacobson and second by Trustee Gutierrez, the Board voted to adopt the resolution.

Vice Chairman Hoover thanked everyone involved in evaluating the personnel files and acknowledged the faculty and staff that received board approval today.

**Comments from the Public:**

As there was no other business, Vice Chairman Hoover invited comments from the public.

Trustee Gutierrez noted several College events he had recently attended including, The Council of Black Faculty & Staff's dinner and an event at the Newman Center. He also thanked the choral

group from the College for performing at Shore Memorial Hospital's *Tree of Life Celebration*.

President Saatkamp announced Professor Wendel White as the key-note speaker for Commencement on December 18, 2005

Mrs. Dot Saatkamp invited everyone to the college's annual holiday party on Friday, December 5 at 2:00 p.m. in the PAC Gallery.

Dr. Deborah Figart, Interim Dean of Graduate Studies, thanked the Board for promoting Ms. Cynthia B. Sosnowski.

Dr. Michael Frank, President of the Stockton Federal of Teachers (SFT), stated the College many decisions today which impacted a large number of faculty. Through good selection, good mentoring and a supportive work environment, the College has been able to reappoint and retain strong faculty. Dr. Frank also acknowledged the awarding of emeritus status to retired faculty.

Dr. Frank commented the union was very anxious to review the College's revisions to the personnel process and that he hoped to see the changes very soon. He also referred to the transition of faculty from the classroom to administrative duties and noted the importance of replacing them with full-time teaching faculty.

Trustee Jacobson said he felt the College's personnel review process was much more enlightened and noted the difficulties the board had in making such decisions in the past. The Board, he said, spent a significant amount of time reviewing and analyzing the personnel recommendations. Furthermore, the decisions were not made lightly and the board appreciated the input into the process.

Mr. Jason Simmons, student representative of Stockton Action Volunteers for the Environment (S.A.V.E.), stated the Student Senate and Faculty Assembly passed resolutions to support the sale of fair trade tea, chocolate and coffee on campus and asked that the College continue to take the lead in social and environmental responsibility.

**Next Meeting:**

The next regular meeting of the Board of Trustees would take place in the Anne B. Townsend Residential Life Center on Wednesday, February 15, 2006.

**Adjournment:**

Upon motion by Trustee Jacobson and second by Trustee Byrne, the Board voted to adjourn the meeting at 5:05 p.m.

For the College, Brian K. Jackson, Asst. Secretary to the Board

**Approved by the Board of Trustees on February 15, 2006**