

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

**MINUTES
May 2, 2007**

- Trustees Present:** Dr. Clarence C. Hoover, III, Chair
Ms. Madeleine Deininger
Mr. Albert L. Gutierrez
Mr. Dean C. Pappas
Mr. Andrew D. Klimkowski, Student Trustee
Mr. Matthew Ashe, Student Trustee Alternate
Dr. Herman J. Saatkamp, President and Ex Officio
- Absent:** Mr. Curtis J. Bashaw
Ms. Emma Byrne
Mr. Stanley M. Ellis
Michael Jacobson, Esq.
Dr. James Yoh
- Call to Order and Roll Call:** Chairman Hoover called the meeting to order at 1:30 p.m. on Wednesday, May 2, 2007 in Board Room K-203k. On November 10, 2006, 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.
- Note: Unless otherwise stated, all votes on the following resolutions were voted on and approved by Consent Agenda.
- Approval of Meeting Minutes of February 21, 2007:** Upon a motion made by Trustee Pappas and seconded by Trustee Gutierrez, the Board voted to adopt the minutes of February 21, 2007.
- Resolution to Meet in Closed Session:** Upon a motion made by Trustee Gutierrez and seconded by Trustee Pappas, the Board adopted the Resolution to Meet in Closed Session.
- Return from Closed Session:** Chairman Hoover reconvened the Open/Public Session at 3:30 p.m.
- Swearing in of new Board of Trustee Member:** Chairman Hoover administered the Oath of Office to new Board of Trustee member, Ms. Madeleine Deininger. Chairman Hoover commented Ms. Deininger was one of the first Stockton alums to be sworn in as a trustee of the college. Trustee Deininger stated she was honored to serve and noted the importance Stockton has played in her development and career.
- Report of the Chair:** Chairman Hoover said the College is moving in the right direction in a variety of areas including; the undertaking of a performance review of the Board and President, growth in the student population, and new construction projects. He also noted recent reports on student loans at other institutions and the tragic events at Virginia Tech and that the College was focused on ensuring safety and security on campus.

President's Report:

President Saatkamp welcomed Trustee Deininger and noted the support she and her husband have provided through the writer's series and hosting events throughout the year.

Dr. Saatkamp reported that the 2007 Spring Benefit Gala was the largest ever, with 978 attendees at the Trump Taj Mahal Casino and Resort. Over \$670,000 (gross) was raised. He thanked Mac and Kay Seelig for their leadership as co-chairs of the event and the planning committee and staff for their outstanding work. Next year's event will be held at Harrah's Casino Hotel, with Mr. Carlos Tolosa, Harrah's President, Eastern Division, as honorary Chair. Trustee James Yoh, Chair of next year's event, has provided the first \$50,000 sponsorship in the history of the event.

Dr. Saatkamp also reported on activities of the Holocaust Resource Center (HRC). He highlighted the production of *A Comb and a Prayer: A Survivor's Story*, which is based on the book by former Stockton alumna, Shana Fogarty. The book is based on the experience of her grandmother, Elizabeth Blum Goldstein, a survivor of the Holocaust and adapted for the stage by Pamela Hendrick, Associate Professor of Theatre Arts. The HRC has also published the book titled *Holocaust Survivors of South Jersey: Portraits of Resilience*, edited by Maryann McLoughlin, Assistant Supervisor of the HRC. It includes essays and photographs by students of Professor Wendell White.

Dr. Saatkamp announced several major gifts to the HRC. First was a \$500,000 gift (the largest in the College's history) from the Schoffer family to name the center the Sam and Sara Schoffer Holocaust Center. Leo, Patty and Sam Schoffer were in attendance as well as Honorable Gerald Weinstein, a past Chair of the Board of trustees who assisted in facilitating the gift. Dr. Saatkamp also shared a brief history of the formation of the HRC and those who had been involved (the Grossmans, Weinstein's and Schoffers) to preserve and record the stories of the holocaust survivors in Southern New Jersey. Further, Dr. Saatkamp read a letter from Leo Schoffer about his parents. Dr. Saatkamp concluded by recognizing the Schoffers for their generous gift to the HRC. Mr. Leo Schoffer replied "I am honored that you thought to give me and my family this opportunity, and we want to do what we can to support the HRC and the College."

The second gift announced was from the Azeez Foundation in the amount of \$250,000 to name a room in the HRC in honor of Dr. Liviu Librescu, Professor of Engineering Science at Virginia Tech and holocaust survivor who was killed during the Virginia Tech massacre while protecting his students. President Saatkamp invited Ms. Ann Azeez (Michael Azeez's mother) and Ms. Jane Stark, Executive Director of the Sam Azeez Museum to come forward for acknowledgement.

Dr. Saatkamp also announced that Mr. Jack Koopman, who provides \$50,000 each year for Holocaust scholarships, donated an additional \$100,000 to the HRC upon hearing about the generosity of the Schoffers and the Azeez Foundation. Dr. Jan Colijn, childhood friend of Mr. Koopman, commented Mr. Koopman was honored to be recognized by the

College. In Mr. Koopman's absence he was given a round of applause.

President Saatkamp presented design plans for the Holocaust Resource Center expansion and noted that this was the first year in the history of the College that we have received support of more than one million dollars in one year's time. He congratulated Chief Development Officer, Ms. Marilyn DiGiacobbe and her staff for her fine work. In addition, he reported the College was a designated evacuation center for southern New Jersey. The College has a planning procedure in place that is coordinated with local and state authorities, as well as the FBI and Homeland Security. Stockton is the safest college in the state, based on all available data. Further, Chief Miller has just been appointed to the Governor's Committee focusing on security in higher education.

Dr. Saatkamp congratulated newly elected Faculty Assembly President, Marilyn Vito, Associate Professor of Business Studies. Outgoing president, Ms. Mary Ann Trail, has been named scholar-in-residence at NYU for this coming fall. He also acknowledged Ralph Viviano and wished him well in his retirement.

Special Presentation:

Chief Miller reported the person selected to receive *Police Officer of the Year* was not available to attend. He requested the presentation be moved to the July 11th meeting. Chief Miller also presented an update on the College's Emergency Operation Plan. He reported that drills will be run two to three times a year. The tragedy at Virginia Tech has also prompted the College to review its existing security and emergency plan. Campus Police are working with Student Affairs and others to better streamline communications and an *Emergency Flipchart* will be developed and available campus-wide and training will be offered to the college community. Moreover, a *Neighborhood Watch Program* will be ready by September 2007. The full plan will be presented in July for Bard approval.

Report of the Academic Affairs and Planning Committee:

Provost David Carr reported the Academic Affairs and Planning Committee met briefly via conference-call. Items being brought forward for approval included the conferral of an honorary degree for Senator William Gormley (Spring Commencement Speaker), the Transition into Retirement Program, and a revised Personnel Policy for Faculty Performance Reviews. He also mentioned the Research & Professional Development Committee recommendations and the Periodic Review Report. Actions items voted by consensus.

Conferral of Honorary Degree Resolution:

Upon a motion made by Trustee Klimkowski and seconded by Trustee Pappas, the Board voted to adopt the resolution to confer an honorary Doctor of Laws degree for Hon. William L. Gormley.

Adopt Revised Personnel Policy for Faculty Performance Review Resolution:

Upon a motion made by Trustee Hoover and seconded by Trustee Pappas, the Board voted to adopt the resolution, with an abstention from Trustee Klimkowski. Dr. Carr reported the policy had been under discussion with the Stockton Federation of Teachers (SFT) for close to two years.

Transition into Retirement Program Resolution:

Upon a motion made by Trustee Klimkowski and seconded by Trustee Pappas, the Board voted to adopt the resolution.

Update on the Periodic Review Report:

Dr. Carr reported that every 10 years the College is visited by the Middle States Association of Schools and Colleges in order to undergo the accreditation process that is preceded by the self study. In the intermediate five year period the College is required to prepare a Periodic Review Report, which addresses changes that have taken place and issues raised in the previous self study visit. The College periodic review will be submitted by June 1, 2007 and has been shared widely across campus and on the website for several months. He recognized the Co-Chairs, Dr. Debbie Dagavarian, Dr. Linda Nelson and Ms. Donna Wanat, and the committee for their work. Provost Carr announced the Periodic

Research and Professional Development Committee (R&PD) Recommendations:

The Research and Professional Development Committee met to review and discuss applications for FY08 funding. There were proposals for 37 projects from 40 faculty members, requesting a total of \$195,105. The R&PD committee recommended funding 31 projects (involving 34 faculty members and 84% of applicants) for a total of \$135,125.

Report of the Student Affairs Committee:

Vice President Marchetti called upon Dr. Thomas Gonzalez, Dean of Students, to introduce the Stockton Board of Trustees Fellowships for Distinguished Students.

Stockton Board of Trustees Fellowships for Distinguished Students:

Dean Gonzalez introduced this year's distinguished fellows: Chelsie Connolly, a junior majoring in Psychology; Leia Park, a junior Literature major; Maxine Patroni, a sophomore Literature major; and Phillip Skipwith, a junior Biology major. Each student received a \$1,000 fellowship.

Report of the Buildings & Grounds Committee:

President Saatkamp reported the Buildings & Grounds Committee met via teleconference to look at the Campus Center and begin working on the new structures and designs, which were all very positive discussions.

Report of the Finance Committee

Chairman Hoover reported Trustee Stan Ellis attended the Finance Committee meeting, but was not able to be present for the Open/Public meeting. The action items would be acted upon by consensus.

Approval of FY08 Bid Waivers

Chairman Hoover reported recommended approval of the following items: **(1) Revised FY08 Bid Waiver for: CODE (Consortium of Distance Education)** (\$100,000) to support regional consortium that facilitates licensing of professionally produced video-based courses; **Blackboard** (\$72,000) for WebCT, a web-based course management software used to create instructional course materials; **Acess1 Communications Corporation** (\$15,000) for promoting student enrollment in the Summer School Program; **Assn. of Governing Boards of Universities & Colleges** (\$55,000) for consulting services to facilitate board and presidential performance review; **Midwest Library Services** (\$30,000) to provide scientific, professional and reference books from university presses; **Bridgeport National Bindery** (\$30,000) contract bindery services for the Library; **Yankee Book Peddler** (\$30,000) for acquiring books for the Library and the Master of Arts program in Holocaust and Genocide Studies; **Siris Corporation** (\$50,000) for equipment, software and training support for the Library's automated system; **Palinet** (\$150,000) to provide regional library network service in NJ, DE and PA; **William Paterson University of**

New Jersey (\$80,000) for subscriptions to electronic databases and resources through VALE (Virtual Academic Library Environment); **JSTOR** (\$25,000) for access to electronic database archives of full-text scholarly journals; **Black North America** (\$125,000) to acquire trade, university press, scientific, technical and professional books; **Baker & Taylor** (\$80,000) to supply books, standing order serials, media items and software; **EBSCO** (\$400,000) for providing periodical subscriptions and access to electronic databases; and **Elsevier** (\$120,000) to access electronic databases, periodicals and print periodicals. **UTILITIES: Atlantic Electric** (\$2,000,000); **Sewer-Galloway Township MUA** (\$400,000); **South Jersey Gas** (\$400,000); **Comcast Of South Jersey** (\$300,000) **INSTITUTIONAL ADVERTISING: South Jersey Publishing** (\$80,000); **Philadelphia Inquirer** (\$80,000); **Follet Higher Education Group** (\$80,000) to support expenses for various bookstore materials; **HEALTH SERVICES: Atlanticare Health System** (\$299,583.54) for providing on campus health services to students. The funds for this contract are supported by student funds; **.Dr. Norman Chazin, M.D., L.L.C.** (\$45,000) for a one year contract to provide psychiatric services for students and direct supervision and consultation services for staff; **COMPUTER SERVICES: Touchnet** (\$50,000.00) for maintenance of voice response and e-check hardware and software and to interface with Banner; **Verizon** (\$140,000) for telephone and 911 service; **Sungard SCT, Inc.** (\$297,000) to support and maintain Banner and Luminus; **Sungard Availability Services** (\$65,000) for computing disaster recovery services; **NJEdge** (\$150,000) to provide high-speed internet and video communication; **ADT** (\$80,000) to provide maintenance and support for ADT security alarm and new equipment; **Comcast Corporation** (\$25,000) to support a 10 MD data circuit that connects Pomona campus to Carnegie Library. **Stanley Security** (\$100,000) to provide electronic locking services and hardware/software systems for the maintenance and expansion of electronic locks; **CBORD/One Card** (\$220,000) for the CBORD Odyssey PCS Campus ID Card System to be implemented in Fall 2007; **PERFORMING ARTS CENTER: Guest Arts Series** (total \$147,000) for Atlantic City Ballet (30,000), Bay Atlantic Symphony (\$36,000), Baylin Artists Management (\$36,000) and Columbia Artists Management (\$45,000) for various performances during the 2007-2008 season; **PLANT MANAGEMENT: CSL Water Quality, Inc.** (\$60,532.50) for materials to produce potable water; **Simplex Grinnell** (\$668,000) to provide service and parts to maintain the All-Campus Life Safety Line alarm protection system throughout the campus; and **Atlantic County Utility Authority (ACUA)** (\$251,840) for sewage collection.

Upon a motion made by Trustee Pappas and seconded by Trustee Gutierrez, the Board voted to approve the resolution.

**FY08 Bid Waiver & Renewal/
Bookstore Contract**

Upon a motion made by Trustee Pappas and seconded by Trustee Gutierrez, the Board approved the resolution to renew the bookstore contract with Follett College Stores from July 1, 2007 - June 30, 2009.

**FY08 Bid Waiver and
Extension of Chartwells**

The FY08 Bid Waiver and Extension of Chartwells Dining Services Resolution would authorize the President of the College to enter into and

**Dining Services Resolution:
(pulled from consent agenda
for separate vote)**

execute an agreement with Chartwells Dining Services, without requiring a bid, as is permitted under Procedure 2.1-2[7], to extend the current contract for an additional two years, beginning July 1, 2008 and ending June 30, 2010.

Trustee Klimkowski expressed concern that the college did not undertake a competitive bid process for this contract and not limit itself by having only one food service provider on campus. However, following discussions about this in the Finance Committee meeting this morning, he understood the rationale by the administration.

Trustee Pappas inquired about the total annual contract for Chartwells. Mr. Chuck Klein, Vice President of Administration and Finance responded the total amount of commissions is approximately \$2 million.

Trustee Gutierrez asked when the initial contract started. Vice President Klein responded the College has been using Chartwells since 1994. There have been a number of bids through the years; just within the last five years Chartwells has been given contract extensions. President Saatkamp noted the current contract was approved two years ago. In the contract the administration agreed to make the decision at least one year in advance.

Trustee Gutierrez inquired about the last date the contract was in a competitive venue. Vice President Klein responded over six years ago.

Upon a motion made by Trustee Klimkowski and seconded by Trustee Pappas, the Board voted to adopt the resolution.

**Increase the Funding Cap for
Term Contracts for Small
Business Set-Aside
Consultants Resolution:
(by consent)**

Upon a motion made by Trustee Pappas and seconded by Trustee Gutierrez, the Board voted to adopt the resolution. The approval will increase the cap for architectural services to \$300,000 for projects identified by the College with the two (2) year term for program, design development and construction projects, subject to the review and approval of the President or his designee.

**Issuance of an Amendment to
the Contract of Marathon
Engineering and
Environmental Services, Inc.
Resolution: (by consent)**

Upon a motion made by Trustee Pappas and seconded by Trustee Gutierrez, the Board voted to adopt the resolution. This approval amends the contract of the engineer, Marathon Engineering, for Professional A/E services for the Environmental Assessment and Site and Utility Surveys Project. The amendment is for Phase II of the Threatened & Endangered Species Study as outlined in their Proposal dated January 31, 2007.

**Renewal of Snack Food
Vending Services through
June 2009 Resolution: (by
consent)**

Upon a motion made by Trustee Pappas and seconded by Trustee Gutierrez, the Board voted to adopt the resolution. This approval extends the current contract with N.J. Coffee for a two (2) year period from July 1, 2007 through June 30, 2009.

**Declare the Gypsy Moth a
Public Nuisance Resolution:
(by consent)**

Upon a motion made by Trustee Pappas and seconded by Trustee Gutierrez, the Board voted to adopt the resolution.

Low Interest Loan to repair Four (4) Spillways along the Pathway Surrounding Lake Fred Resolution: (by consent)

Upon a motion made by Trustee Pappas and seconded by Trustee Gutierrez, the Board voted to adopt the resolution. This low interest loan will not exceed two (2) percent per year and the maturity period shall be for a period not to exceed 20 years, if a loan is granted to the College by the New Jersey Department of Environmental Protection, Bureau of Dam Safety & Flood Control. The four (4) spillways are in need of repair.

Adoption an Exposure Control Plan for the Prevention of Transmission of Blood Borne Pathogens Resolution: (by consent)

Upon a motion made by Trustee Pappas and seconded by Trustee Gutierrez, the Board voted to adopt the resolution. The resolution authorizes the College to adopt the Blood Borne Pathogen Exposure Control Plan required by The New Jersey Public Employees Occupational Safety and Health Act (PEOSH) for the protection of College employees and the prevention and containment of blood borne pathogens in the workplace environment.

Extension of Lease of Property at 300 Shore Road, City of Linwood Resolution:

This resolution was pulled from the May 2, 2007 agenda at the request of Administration and Finance.

Awarding of Contract – Parkway Building Roof/HVAC Replacement Project Resolution: (by consent)

Upon a motion made by Trustee Pappas and seconded by Trustee Gutierrez, the Board voted to adopt the resolution. The Parkway Building roof & HVAC units have reached their life expectancy and are in need of replacement. Construction will begin in May with an expected completion date of September 2007.

Awarding of Contract – Assessment of the Office of Facilities Planning and Plant Management (Sightlines) Resolution: (by consent)

Upon a motion made by Trustee Pappas and seconded by Trustee Gutierrez, the Board voted to adopt the resolution. A review of the Offices of Facilities Planning and Construction and the Plant Management is needed to access operating effectiveness and efficiency in an effort to accommodate the *2005 Master Plan*. The contract will be awarded to Sightlines, Inc. in the amount of \$89,200 to conduct the assessment.

Authorize a Modification to the Project Scope Related to the New Jersey Education Facilities Authority Revenue Bonds (Series 2006 F) Resolution: (by consent)

Upon a motion made by Trustee Pappas and seconded by Trustee Gutierrez, the Board voted to adopt the resolution. This approval will approve the project modification and authorize the amendment of any and all financing documents related to the issuance of the 2006 F Bonds, which may be necessary and proper to affect the project modification.

Approve the Distribution of an Employee handbook Resolution:

Chairman Hoover announced this item will be a tabled and presented for approval at the July 11 Board meeting.

Adopt Revised Personnel Policies for Classified, Managerial and Executive Staff Resolution: (by consent)

Upon a motion made by Trustee Pappas and seconded by Trustee Gutierrez, the Board voted to adopt the resolution. The policies may be reviewed and further revised as deemed necessary by the Board. The policies and procedures will be fully implemented, effective July 1, 2007.

Report of the Investment Committee:

On behalf committee Chair, Trustee Ellis, Chairman Hoover reported the College's investments were performing well.

Report of the Audit Committee:

Trustee Gutierrez reported the Audit Committee met on April 18, 2007 to review the status and change of the College's Internal Auditor position. A new job description will be drafted and forwarded to the external auditor (Ford & Scott) for review. A search will soon commence for a new Internal Auditor. In addition, the Committee had a discussion with all Board members regarding the State requirement for submitting the *Conflict of Interest form* and that they review the College Vendor List for any conflicts under the guidelines there were established by the State to date. The deadline for submission is May 15, 2007. The Audit Committee also received an interim report of the Internal Auditor who has not identified any material defects in any of the studies that she has conducted. A more detailed report will be presented to the Committee at their next scheduled meeting.

Report of the Development Committee:

Chairman Hoover commented there was no report from the Development Committee at this time.

Approval of Board of Trustee Revised By-Laws (First Vote):

Chairman Hoover commented the Board reviewed the Revised By-Laws. He noted that one of the key pieces to the approval was the possible expansion of the Board from nine (9) members up to fifteen (15). Upon a motion made by Trustee Gutierrez, and seconded by Trustee Pappas, the Board voted to adopt the First Reading of the Revised By-Laws (4/13/07), with an abstention from Trustee Klimkowski. A second and final reading will be conducted at the July 11 meeting.

Personnel Resolution:

Chairman Hoover brought the Board's attention to the Personnel Resolution and Addendum. Upon a motion by Trustee Gutierrez and seconded by Trustee Pappas, the Board adopted the personnel resolution, with an abstention from Trustee Klimkowski.

Other Business:

There was no other business to come before the Board at this time.

Comments from the Public:

Chairman Hoover opened the floor for comments from the public and asked that everyone keep the comments to no more than two minutes.

Ms. Mary Ann Trail, outgoing President of the Faculty Assembly, introduced Ms. Marilyn Vito as the newly elected Faculty Assembly President. Ms. Vito thanked the faculty and administrators their support and noted she looked forward to the coming year.

Dr. Michael Frank, President of the Stockton Federation of Teachers (SFT) welcomed Trustee Deininger and commended the administration and Board on the new Transition into Retirement Program. He mentioned that the new policies and procedures significantly raise the standard for obtaining tenure and promotion at Stockton. He also suggested that the College provide additional support for scholarly work and commented on the condition of the science labs. He closed by welcoming the opportunity to be a part of a group to find solutions to these needs.

Mr. Robert Molineaux, Director of Small Business Development Center located at the Carnegie Library introduced Ms. Carol Waties, Assistant

Director for the Small Business Development Center. He thanked all those involved in Ms. Waties' hiring process.

Elaine Ingulli, Professor of Business Law, stated she was pleased with the newly adopted changes to the Transition into Retirement program, which includes recommendations brought forward by the Faculty Task Force. She thanked Provost Carr and his staff and the SFT Union for working in a cooperative way during these negotiations.

Mr. Charles Stroble spoke about his dissatisfaction with the administration, regarding the decision not to reappoint him after June 30, 2007. He read a statement which highlighted issues involving his evaluation. (copy of statement available upon request)

Comments from the Board:

President Saatkamp remarked this was a remarkable day, including the approval of the new policies and procedures for the faculty and staff.

Next Meeting:

Chairman Hoover announced that the next regularly scheduled meeting of the Board will be in the Multipurpose Room of the Townsend Residential Life Center on Wednesday, July 11, 2007 at 3:30 p.m.

Adjournment:

Upon a motion made and seconded, the Board voted to adjourn the meeting at 4:56 p.m.

For the College,

Brian K. Jackson, Assistant Secretary to the Board

Approved by Board of Trustees on July 11, 2007