

**THE RICHARD STOCKTON COLLEGE OF NEW JERSEY
BOARD OF TRUSTEES MEETING
MINUTES
DECEMBER 8, 2010**

Approved by the Board of Trustees on 2/16/2011

Trustees Present:

Mr. Stanley Ellis, Chair
Ms. Emma Byrne, Secretary
Ms. Mady Deininger
Dr. Clarence C. Hoover, III
Michael Jacobson, Esq.
Ms. Barbara J. Morvay
Dr. James Yoh
Mr. Conor P. Sullivan, Student Trustee
Ms. Janet Ta, Student Trustee Alternate
Dr. Herman J. Saatkamp, Jr., Ex Officio

Trustees Absent:

Mr. Curtis J. Bashaw, Vice Chair
Mr. Albert L. Gutierrez
Mr. Dean C. Pappas

Call to Order:

Chairman Ellis called the meeting to order at 1:40 p.m. on Wednesday, December 8, 2010 in Room K-203k. On July 14, 2009 and June 21, 2010, notice of this meeting as required by the Open Public Meeting Act were (a) sent to the Business Services Office of the College, (b) the editors of The Press and Vineland Times Journal, and (c) filed with the Secretary of the 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 approved by Consent Agenda.

**Approval of Regular Meeting
Minutes of September 15, 2010:**

Upon a motion by Trustee Jacobson and second by Trustee Yoh, the Board voted to adopt the regular meeting minutes of September 15, 2010.

**Resolution to Meet in Closed
Session:**

Upon a motion by Trustee Deininger, and second by Trustee Yoh, the Board voted to meet in Closed Session.

Report of the Chair:

Chairman Ellis reconvened the open/public session at 3:30 p.m., upon the Board's return closed session. Chairman Ellis announced the appointment of chairpersons of the board sub-committees for 2010-12, including the addition of two committees*:

- Academic Affairs and Planning - Trustee Curtis J. Bashaw
- Audit Committee - Trustee Albert L. Gutierrez
- Development - Trustee Dean C. Pappas
- Buildings and Grounds - Trustee Mike Jacobson
- Finance and Professional Services - Trustee Barbara Morvay
- Investment - Trustee James Yoh
- Student Affairs - Trustee Mady Deininger
- *Compensation Committee - Trustee James Yoh
- *Nomination and Governance - Trustee Stanley Ellis

The asterisk (*) denotes the establishment of a newly formed committee as per

new NJ state statute.

President's Report:

President Saatkamp gave a brief Power Point presentation highlighting a number of issues related to the state of the economy and its impact on the College this year:

- Salary increases for FY2011 were based on COLA and Increment increases, which averaged as follows: AFT (9.3%); CWA (9.4%); IFPTE (9.1%), PBA (6.3%), and Managers (3.0%). This was a significant increase over FY10, except for managers, who did not receive an increase in that year.
- FY2011 budget sources included the Direct State Appropriation (13%); Student Payments (66%); Investment Income (2%); Central State Appropriation (12%); Carry-forward (6%); and Other Income (1%).
- Program expenses of total operating expenses for Fiscal Year 2010 include: Instruction and Academic Support (42%), Student Services (9%), and Institutional Support (14%)
- Stockton's Fy11 Budget Sources were student payments (66%), Direct State Appropriation (13%), Central State Appropriation (12%), Carryforward (6%), and the remaining 3% from investment income and other income.
- The contribution ratio to total revenues in FY10: student revenue (64%), direct state appropriation (14%), and central appropriation (12%). The figures are for fiscal year 2010.
- Program Expenses as a percentage of total operating expenses in FY10 remained fairly constant over FY09 at Instruction and Academic Support (42%), Student Services (9%), and Institutional Support (14%).
- Stockton scholarships (\$791,425 in 2005; compared to \$6,191,857 in 2010).

President Saatkamp encouraged the administration, faculty, and staff to think about ways in which the College can retain and attract students. President Saatkamp and Ms. Gayle Gross, President of the Foundation Board, recognized Ms. Sharon Schulman, who has served as Interim Chief Development Officer, and Executive Director of Foundation. She was presented a plaque of appreciation.

Dr. Philip T. Ellmore was introduced as the new Chief Development Officer and Executive Director of the Richard Stockton Foundation.

President announced that Dr. Suk-Chung Yoon, Chair of the Computer Science Department at Widener University, will join the Stockton community for the spring 2011 semester as one of forty-six 2010-11 American Council on Higher Education (ACE) Fellows.

Report of the Academic Affairs and Planning Affairs Committee:

Trustee Clarence Hoover, III, Committee Chair, reported the Academic Affairs and Planning Committee met earlier and recommended for approval a Conferral of Distinguished Service Award Resolution for Dr. Kenneth Tompkins, Professor Emeritus of Literature. Dr. Tompkins will also be the December 19, 2010 Fall Commencement speaker. Upon a motion made by Trustee Jacobson and second by Trustee Byrne, the

Board voted to adopt the resolution.

Scholarly Activity Report:

Trustee Hoover acknowledged the distribution of the updated Scholarly Activity Report and thanked the faculty and staff for their outstanding contributions (a 65% increase in activity since last year).

Report of the Student Affairs Committee:

Trustee Michael Jacobson, Committee Chair, reported his committee did not meet today. Dr. Thomosa Gonzales, Vice President of Student Affairs called upon Mr. Pedro Santa to introduce the recipients of the Board of Trustees Fellowships for Distinguished Students (Winter Break/Spring 2011 funding): John Alexander, a sophomore, majoring in Biochemistry; Stephanie Cawley, a senior, majoring in Literature; Clarence Chu, a senior, majoring in Biology; and Alicia Johnson, a junior, majoring in Chemistry. All received a \$1,000 award.

Report of the Buildings and Grounds Committee:

There was no report given at this time.

Report of the Audit Committee:

Chairman Ellis announced Trustee Albert L. Gutierrez, Chairman of the Audit Committee, had planned to participate via phone, but was called away to a meeting. President Saatkamp reported Stockton received unqualified audits for the College and Foundation.

Increase in Bid-Waivered Contracts Resolution (consent):

Upon a motion made by Trustee Yoh and second by Trustee Hoover, the Board voted the bid waiver contracts resolution.

FY11 Bid Waiver Resolution (consent):

Upon a motion made by Trustee Yoh and second by Trustee Hoover, the Board voted to adopt the resolution. Trustee Jacobson abstained from voting on the waiver for Sykes, O'Connor, Salerno, Hazaveh, PA dba SOSH Architects, as his law firm represents the company.

FY12 State Budget Request Resolution:

Upon a motion made by Trustee Jacobson and second by Trustee Yoh, the Board voted to adopt the resolution.

Comprehensive Policy Review and Update – First Reading Resolution:

Chairman Ellis called upon Mr. Matt Altier, Vice President of Administration and Finance to give a brief overview on the process involved in updating and consolidating the College's policies and procedures. Mr. Paul Taman, Director of Project Research and Development and Robert Hickman, Jr. Professional Services Specialist 2 assisted in the presentation:

Project Overview

- Stockton's policies and procedures were previously in binders, containing over 500 policies and 1500 procedures dating back to the founding of the college. New policies and procedures were distributed manually, with the binders updated by each divisional office or department.
- Optical Character Recognition (OCR) was used to convert the paper documents to electronic files.
- Electronic files were updated using Microsoft Word.
- Policies and procedures were organized categorically and distributed campus-wide to ensure current practices were reflected.

- A policy and procedure website was created to provide greater accessibility.

Website Features

- An A-Z index
- Tools for developing new policies and procedures: designed guidance to locate policies and procedures
- Templates created in common format
- Links provided to additional resources with the College
- Links provided to divisional and departmental home pages

Website Maintenance (Division of Administration and Finance)

- Will collaborate with all divisional and departmental offices annually to ensure policies and procedures remain up-to-date
- Will ensure all new documents receive approval through the President's Office
- Will ensure new policies and procedures follow the College's standard format
- Will continue to be a resource for policy and procedure development

Upon a motion made by Trustee Jacobson and second by Trustee Deininger, the Board voted to adopt the First Reading of the resolution. The second reading will be at the board's February 16, 2011 meeting.

Trustee Byrne, inquired if the Employee Handbook would be rolled into the Procedures and Policies, to which Mr. Altier responded, "yes". President Saatkamp noted the daunting task involved in updating the policies and procedures and that this was a process that initially began in the fall of 2003, but was only successful under the leadership of Vice President Matt Altier.

To Acquire a Mixed-Use Facility in Hammonton, NJ Resolution:

Upon a motion made by Trustee Jacobson and second by Trustee Morvay, the Board voted to adopt the resolution.

In response to a trustee's inquiry regarding the second "whereas", Vice President Altier remarked the College would have various types of auxiliary and academic functions located in the Hammonton building at the same time (Noyes Museum outpost, bookstore, coffee shop).

Trustee Jacobson inquired if the College would be entering into a separate asset purchase agreement for this purchase. President Saatkamp commented there would be a separate agreement. Vice President Altier stated the College will have a separate Memorandum of Understanding through Stockton Affiliated Services, Inc. (SASI).

Revised - College Facility Usage and Resource Fees for Calendar 2011 Resolution:

Upon a motion made by Trustee Morvay and second by Trustee Jacobson, the Board voted to adopt the resolution. Trustee Ellis reported the revised resolution was distributed to the public.

Overseas Study Fees Resolution:

Upon a motion made by Trustee Jacobson and second by Trustee Hoover, the Board voted to adopt the resolution. Trustee Jacobson inquired if the College has corresponding relationships with overseas institutions. President Saatkamp replied "yes" and that the College was

**Tuition Rate for Off-Campus
Graduation Programs – School of
Education Resolution:**

looking to expand existing and develop new relationships.
Upon a motion made by Trustee Jacobson and second by Trustee Hoover, the Board voted to adopt the resolution.

**Report of the Development
Committee:**

Committee Chair, Trustee Emma Byrne, welcomed Dr. Ellmore to Stockton and commented she was looking forward to working with him. She reported the Development Office was ahead of last year's numbers, with success in the annual fund campaign, including the first \$1,000 phone pledge.

President Saatkamp announced that this week, the College received several significant donations including \$50,000 from Trustee Yoh, as part of his \$500,000 pledge, and two early contributions, totaling \$100,000, from the Schoffer family towards their pledge in support of the Holocaust resource Center.

**Pre-Authorization (actions taken
by the Executive Committee on 11-
28-2010) and Personnel Actions
Resolution:**

Upon a motion made by Trustee Hoover and second by Trustee Morvay, the Board voted to adopt the resolution. Trustees Hoover and Jacobson commented the recognition bestowed upon the two Distinguished Professors (Dr. Janice Joseph, and Dr. Pat Reid-Merritt) were most fitting.

**Comments from the Board of
Trustees:**

Trustees Jacobson and Hoover wished the Board and college community a very happy and prosperous holiday and New Year.

Comments from the Public:

Dr. Dennis Weiss, Dean of Natural Sciences and Mathematics (NAMS) introduced Dr. Esequiel Barrera as the new Assistant Dean and Director of Academic Science Laboratories and Field Facilities.

Ms. Sharon Schulman introduced Mr. Daniel Douglas as the new Executive Assistant for External Affairs.

Provost Harvey Kesselman recognized and congratulated members of the College's staff receiving degrees at the December 19, 2010 Commencement, including: Mr. Don Woolslayer, Jr. Director of Plant Management and Housing Management, Ms. Sharon Giordano, Assistant Registrar, Student Records and Registration; Faishal Youhari, Associate Director, SRI/ETTC; and Kate Juliani, Professional Services Specialist in the School of Education.

President Saatkamp noted Stockton remains the one institution of higher education with the highest percent of full-time faculty.

Next Regularly Meeting:

The next regularly scheduled meeting will be held on Wednesday, February 16, 2011 at 3:30 p.m. in new campus Center the Anne B. Townsend Residential Life Center. The Board's May 4, 2011 meeting will be held in the College's new Campus Center.

Adjournment:

Upon a motion made by Trustee Jacobson and second by Trustee Morvay, the Board voted to adjourn the meeting at 4:35 p.m.

For the Board, Brian K. Jackson, Assistant Secretary