

MINUTES

BOARD OF TRUSTEES

THOMAS EDISON STATE COLLEGE

March 13, 1992

MEMBERS PRESENT: Christian Yegen, Chairman; Fred Abbate, Vice Chairman; George Fricke; George Hanford; Theodore Kessler; Harvey Myers; Carole Nerlino; Marilyn Pearson; Laura Simurda; George A. Pruitt, President.

MEMBERS ABSENT: John Blossom; Thomas Seessel; Emelia Timpo, Chancellor's designee.

ALSO PRESENT: Jerry Ice, Vice President for Academic Affairs; James Humphrey, Acting Vice President for Administration and Finance; Nat Caliendo, Vice President for Public Affairs; Gerri Collins, Executive Assistant to the President; Fidelia Uzoukwu, Assistant Director, Department of Higher Education.

The public meeting was officially called to order at 10:00 a.m. by Chairman Christian Yegen who noted that the date, time, and location for the meeting had been published in accordance with New Jersey law.

MINUTES:

The minutes of the December 13, 1991 meeting were presented for approval. George Fricke moved and Fred Abbate seconded a motion to approve the minutes. Motion carried (8-0).

PRESIDENT'S REPORT:

Dr. Pruitt called attention to the pictures of the Board and the student ID cards made up for Board members.

He then moved on to talk about the Middle States Association Team's visit, stating that the entire college was exhausted from the two-year effort that went into preparation for the site visit. This week culminated that two-year process. Dr. Jane Altes, Team Chair, provided the entire written text of her exit interview remarks; copies were distributed as part of the Board packet. Dr. Pruitt stated that he has participated in this process for some 20-25 years and has never seen or experienced a more positive report.

Dr. Pruitt asked Ruth McKeefery, Dean of the College, to come to the meeting to hear him publicly thank her for the leadership she gave to the whole process. Ruth McKeefery chaired the Self-Study Commission which guided the work group process, the all-college colloquia to review work group reports and recommendations, the written self-study drafts and final report, and various aspects of the site visit.

Dr. Pruitt added that Tom Streckewald wrote the final self-study report, handled all the logistics and research aspects during the two-year process, and was responsible for all physical arrangements for the site visit. This included travel, hotel accommodations, furniture rental and placement, meeting schedules, computer access, and all other necessary arrangements.

Dr. Pruitt stated that there are differences in recommendations, i.e. those that are critical where things must happen or be corrected. Then there are suggestions that are helpful but not considered serious. There were no critical recommendations in Dr. Altes' report.

Chris Yegen presented the following resolution:

The Board of Trustees of Thomas Edison State College hereby publicly and formally acknowledges and applauds the work and dedication of the college staff in the self-study process which culminated in the unprecedented exit interview remarks by the Middle States Evaluation Team Chair, Dr. Jean Altes.

Further, the Board particularly commends President Pruitt for his leadership, and Ruth McKeefery and Tom Streckewald for their stewardship in the self-study process.

George Hanford moved and Fred Abbate seconded a motion to adopt the resolution.

George Hanford stated that in his experience it is most unusual that a college would get such an exit interview report.

Christian Yegen commented on the laudatory language of the exit interview text.

Dr. Pruitt reported that practically every member of the team used the visit as a consulting opportunity for their own institution and took back with them information on college systems and services.

He explained that the College will receive the formal written report in April, and will have an opportunity to respond to suggestions before the final report goes to the Commission.

The motion was called and carried (8-0).

Regarding the Governor's budget recommendation, Dr. Pruitt referred to the draft handout and noted that the recommendation is identical to 1992 - flat with no cuts.

The salary program is an estimate by the Department of Higher Education as to what it will take to cover salary step increases. Even if the new contract says no raises, staff will still get about a 4% cost-of-living increase.

Regarding the Governor's Tuition Stability Incentive program, a \$30 million pot of money is expected to be established to be distributed to those colleges which hold their fee increases to 4.5% or below. Thomas Edison's share would be \$167,000. The incentive program does not apply to out-of-state student fees. If the Governor's budget recommendation is funded, the College would get the \$3.82 million plus the transfer of \$257,000 for the salary program, and \$167,000 for the incentive program.

The College will have to make fee decisions no later than the June Board meeting, so every effort will be made to secure more information and feel for what the legislature is going to do, before setting the fees. If any of the special programs are not funded, the College will have about \$350,000 of fixed costs to make up.

Dr. Pruitt concluded that the best way for the College to operate during the next few years is to continue prudent spending and to increase reserves.

Turning to other matters, Dr. Pruitt called attention to page 1 of the written President's Report which mentions the intention to award a posthumous earned degree for Thomas Alva Edison. A team of experts is investigating that possibility.

He also mentioned that the College will host a party on July 10 for all staff, the Board of Trustees, the Foundation Board, and Alumni Board--a boat ride on the Liberty Belle II. Details will be forthcoming.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE:

Carole Nerlino, Chair of the Committee, summarized the previously distributed report, stating that the Committee recommends approval of both resolutions as presented. Regarding the bank proposal, following autonomy the College selected the National State Bank for a three-year term. When the renewal time came, consideration was given to the strength and health of the banking institutions. CoreStates New Jersey National came out clearly ahead of all others. They will also provide free checking service to all staff who have direct deposit.

Christian Yegen presented the following resolution regarding banking services:

WHEREAS: The Board of Trustees of Thomas Edison State College has the authority to enter into contracts and agreements for the purchase of services; and

- WHEREAS:** The current agreement for banking services expires June 30, 1992; and
- WHEREAS:** The College provided specifications and solicited requests for proposals from area banks; and
- WHEREAS:** The College received proposals from area banks; and
- WHEREAS:** It was determined by the College that the most advantageous and comprehensive banking proposal was submitted by Corestates New Jersey National Bank; and
- WHEREAS:** The proposals and recommendation have been reviewed by the Administration and Finance Committee of the Board; now, therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College, upon recommendation of the President and concurrence by the Administration and Finance Committee of the Board, does hereby authorize the College to enter into an agreement with CoreStates New Jersey National Bank effective July 1, 1992, with the commencement of necessary transitory activities effective immediately.

Carole Nerlino moved and George Hanford seconded a motion to adopt the resolution. Motion carried (8-0).

Christian Yegen presented the following resolution:

- WHEREAS:** The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$10,300 must be publicly advertised for sealed bids in the local newspapers; and
- WHEREAS:** Section 5a of the additional article to Chapter 64 of Title 18A of the New Jersey Statutes states that the College may waive the bidding procedures by resolution of the Board of Trustees of the College for printing; and

- WHEREAS:** The purchasing policies of Thomas Edison State College approved by the Board of Trustees on October 10, 1986 provide for the granting of categorical prior approval and postreporting to the Board of such purchases; and
- WHEREAS:** The College is planning to purchase a Guided Study Bulletin in April, 1992, which will cost over \$10,300; and
- WHEREAS:** The estimated printing cost is approximately \$14,000;
- WHEREAS:** The College will not be going to a sole source, but will seek proposals from a list of printers; now, therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby authorize a bid waiver for the College to purchase a Guided Study Course Registration Bulletin, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Carole Nerlino moved and George Fricke seconded a motion to adopt the resolution. Motion carried (8-0).

CANDIDATES FOR DEGREE:

Jerry Ice presented the candidates for the associate and baccalaureate degrees as of January 1, 1992. There were 10 candidates for the Associate in Arts, 5 candidates for the Associate in Science in Management, 3 candidates for the Associate in Public and Social Service, 11 candidates for the Associate in Science in Applied Science and Technology, 31 candidates for the Bachelor of Arts, 6 candidates for the Bachelor of Science in Human Services, 17 candidates for the Bachelor of Science in Applied Science and Technology, 11 candidates for the Bachelor of Science in Business Administration, and 1 candidate for the Bachelor of Science in Nursing, for a total of 95.

Commenting on the class, he reported that 53% are New Jersey residents; 38% are female; 5% are Black; 2% are Hispanic; 63% are between the ages of 31 to 50 with 36% of that group in the 31-40 age group; the youngest is 23, and the oldest is 62. The number of years it took to complete a degree ranged from less than 1 year to over 10 years. However, 79% completed in 3 years or less.

Christian Yegen presented the following resolution:

The Board of Trustees of Thomas Edison State College does hereby approve the awarding of the appropriate degrees to those January 1, 1992 candidates indicated on the lists provided and incorporated herein by reference.

The action herein taken is pursuant to a certification by the President that the aforementioned candidates have satisfied all relevant degree requirements as recommended by the Academic Council and as established by the Board of Trustees.

George Hanford moved and Fred Abbate seconded a motion to adopt the resolution. Motion carried (8-0).

CONTRACT RENEWALS:

Dr. Pruitt presented the contract renewal recommendations as follows:

| <u>DIVISION OF ACADEMIC AFFAIRS</u> | <u>CONTRACT RECOMMENDATIONS</u> |
|--|---------------------------------|
| Virginia Alexander, Assistant to the Director of Testing & Assessment | 1 year 1992 - 1993 |
| Julie Atwood, Senior Evaluator | 1 year 1992 - 1993 |
| Rebecca Hull, Portfolio Advisor | 1 year 1992 - 1993 |
| Mary-Jo Kamin, Evaluator | 1 year 1992 - 1993 |
| Doris Simmons, Evaluator | 1 year 1992 - 1993 |
| M. Susan Williams, Evaluator | 1 year 1992 - 1993 |
| <u>DIVISION OF ADMINISTRATION AND FINANCE</u> | |
| Robert Jackson, Desk Top Applications Specialist | 1 year 1992 - 1993 |
| Deborah McCloud, Systems Coordinator | 1 year 1992 - 1993 |
| Mindi Shalita, Assistant to the Controller for Payroll Functions | 1 year 1992 - 1993 |
| <u>DIVISION OF PUBLIC AFFAIRS</u> | |
| Mercedes Diaz, Admissions Representative, Bilingual | 1 year 1992 - 1993 |
| Nancy Spencer, Program Manager 60% | 1 year 1992 - 1993 |

Christian Yegen presented the following resolution:

The Board of Trustees of Thomas Edison State College does hereby approve the contract recommendations as indicated on the lists provided and incorporated herein by reference.

The action herein taken is pursuant to an evaluation of each employee's work performance and the recommendation of the President.

Marilyn Pearson moved and Harvey Myers seconded a motion to approve the contract recommendations. Motion carried (8-0).

PERSONNEL ACTIONS:

Dr. Pruitt presented the following personnel actions for approval:

| | | |
|------------------------|---|--|
| Julie Atwood | - | Senior Transcript Evaluator |
| Donna Watson | - | Senior Transcript Evaluator |
| Nina Malone | - | Assistant Director of Communications & College Relations for Publications |
| Bernette Pettit | - | Clerk Typist (hourly) |
| Candy Funk | - | Clerical (hourly) |
| Teshia Bowser | - | Clerical (hourly) |

The Chair presented the following resolution:

The Board of Trustees of Thomas Edison State College does hereby approve all appointments as indicated on the lists provided and incorporated herein by reference.

The action herein taken is pursuant to a recommendation by the President of the College.

George Fricke moved and Carole Nerlino seconded a motion to adopt the resolution. Motion carried (8-0).

NEW BUSINESS:

The following dates are proposed for Board of Trustees meetings in FY 1993:

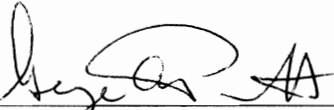
| | | |
|--------------------|---|------------|
| September 11, 1992 | - | 10:00 a.m. |
| December 11, 1992 | - | 10:00 a.m. |
| March 12, 1993 | - | 10:00 a.m. |
| June 11, 1993 | - | 2:00 p.m. |

Dr. Pruitt reported that as of March 13, 1992, the Wendy Logan appointment recommendation is still in the Governor's office. The College hopes to get it resolved as soon as possible.

Dr. Pruitt talked about the Hanover and the Kuser Mansion facilities. He discussed the bill for the brownstones which will be reintroduced by Senator LaRossa and Assemblyman Watson. It is expected to go through without opposition.

There being no further business, George Fricke moved and Harvey Myers seconded a motion to adjourn. Motion carried (8-0).

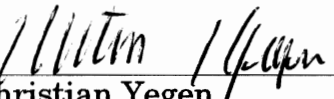
Submitted by,



George A. Pruitt
Secretary to the Board

9/11/92
Date

Approved by,



Christian Yegen
Chairman of the Board

9/11/92
Date