

MINUTES

BOARD OF TRUSTEES

THOMAS EDISON STATE COLLEGE

September 10, 1999

MEMBERS PRESENT: Carole Nerlino-Cerepak, Vice Chairman; Fred Abbate; Nicholas Carnevale; Christopher Daggett; George Fricke; Ida Hammond; E. Harvey Myers; Thomas O'Neill; George A. Pruitt, President.

MEMBERS ABSENT: Richard Arndt, Tina Greco.

ALSO PRESENT: Jerry Ice, Vice President and Provost; John Thurber, Vice President for Public Affairs; Michael Scheiring, Vice President and Treasurer; Esther Paist, Executive Assistant to the President; Jack Livingstone, State Librarian; Eunice Lewis, Union Representative; Jane Letts and Paul Merrill, auditors, Peat-Marwick.

Vice Chairman Carole Nerlino-Cerepak, who noted that the date, time, and location for the meeting had been published in accordance with New Jersey law, officially called the public meeting to order at 10:00 a.m.

MINUTES

The minutes of the June 11, 1999, meeting were presented for approval. Ida Hammond moved and Christopher Daggett seconded a motion to adopt the minutes. Motion carried (8-0).

CONSIDERATION OF PROVISIONAL ACCEPTANCE OF THE FY 1999 EXTERNAL AUDIT REPORT

Paul Merrill of Peat-Marwick presented the report, which shows a financially healthy year, despite much activity relative to the installation of the new computer system. It was noted that this year, there is a statement in the audit regarding readiness for Y2K, and this is standard procedure. College management has taken appropriate steps to ensure readiness.

Carole Nerlino-Cerepak presented the following resolution:

WHEREAS: It is the policy of the Board of Trustees to subject the College's finances and relevant administrative practices to an independent audit; and

WHEREAS: It is the practice of the Board of Trustees to have said audit reviewed by the Finance Committee of the Board, acting as an audit committee and reporting its findings and conclusions to the Board; and

WHEREAS: Various agencies of state government have expressed a need to receive a copy of the College's audit report prior to the next meeting of the Board of Trustees; and

WHEREAS: In the presence of representatives of the external accounting firm that conducted the audit, the President has certified to the Board of Trustees that said audit contains no significant adverse findings; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby provisionally accept the College's external audit for the year ending June 30, 1999, contingent upon the review of said audit by the Finance Committee of the Board; and be it further

RESOLVED: That the Finance Committee of the Board shall be directed to report its findings and conclusions to the full Board at the next meeting of the Board of Trustees.

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

PRESIDENT'S REPORT

Dr. Pruitt reported that by the December Board meeting we should have furniture and the staff will be installed in the new townhouse facility. He also stated that the budget is flat; but that is good, in that we had actually experienced declines heretofore. He went on to announce that we are near agreement on contract negotiations with the AFT, and it is expected that their increase will mirror the CWA increase of 14-15% increase for "maxed-out" employees. For others, the actual increase over the next four years will be closer to 30%. Therefore, it is essential that the state-negotiated salary program be funded by the state. We are doing our best to encourage the state to do this.

Kenneth Walker, President of Edison Community College in Ft. Myers, Florida, reported to Dr. Pruitt that the State of Florida may insist that out-of-state institutions in

agreements with Florida community colleges be subjected to licensure by Florida. Dr. Pruitt pointed out to Dr. Walker that we would decline to do that. However, we already have many students in Florida irrespective of our agreement with Edison Community College, and we will continue to have such students. However, if this policy goes into effect in Florida, Edison Community College may be prohibited from working formally with us. It is not yet clear that this will actually occur. We will keep the Board informed on developments.

Dr. Pruitt said the State Library's budget year has been very successful, and Jack Livingstone is to be congratulated on the acquisition of state funding. An issue of concern is that Jack and many of his management team members are nearing retirement. Planning is in process for orderly transition. Jack's leadership in this, and in all issues, has been excellent and invaluable. The Board gave Jack a round of applause, which Jack gratefully acknowledged.

In other developments, Dr. Pruitt noted that discussions are underway with the state regarding new building/space for both the College and the Library. On a sad note, Dr. Pruitt informed the Board of the passing of Penny Brouwer's husband. Dr. Pruitt complimented Esther Paist on the content, layout, and design of the Annual Report.

Ann Marie Senior made a presentation regarding College statistics over the past fiscal year. Statistics were presented regarding enrollment, and Dr. Pruitt pointed out that our trends replicate those of the Union Institute, community colleges, and other institutions serving primarily adults. Information coming out of our Carnegie Marketing Report corroborates some of this data. That report will be presented at the December Board meeting. Our enrollment is essentially flat, and we will need to continue to watch the trends. Applications are well up this year, but the "conversion rate" is only at 58% this year. It is not clear as to why the conversion rate has changed from the usual 60%.

Other statistics show the following:

- California, Pennsylvania, New York, Florida, Texas, and Vermont send us most students from out-of-state;
- international students make up only 1% of our total enrollment, although they come from 84 countries;
- we have 26% minorities in our MSM program;
- AA and ASAST degrees and BA, BSAST, and BSBA are our most popular degree programs; General Studies, Liberal Arts, and Psychology are among the most popular specializations; some 53% of graduates were in the BA program this year;
- credit-earning methods via Thomas Edison State College methods account for 27% (up from 14% in 1990 and 21% in 1995) of all credits earned, with 16.6% of these coming from DIAL. This great increase in DIAL course

development, enrollment, and revenue is an overachievement of our 5-year plan.

Michael Scheiring discussed financial results for the year, stating that the College is healthy especially regarding total assets of \$50 million with a \$3 million growth this year, when both the College and Library are considered. (This statement of growth does not account for the townhouses yet.) Mr. Scheiring further reported that, given the instability of state funding for operations over the past five years, we have been very successful at achieving our five-year goals. Our revenues grew by \$9 million for both the College and the Library, and we still have considerable carryover, despite significant spending on items like Datatel.

He commented that although we achieved only 97% of our budget's revenue goal, our control of expenditures (at only 81%) and the revenue success of programs like DIAL allow us to continue to enjoy surpluses. The College is operating with good margins and has remained affordable for students. However, the state support and funding is disappointing in that there is little stability and almost no spending commitment for new initiatives, even in these "good economic times."

CONSIDERATION OF BID WAIVERS

George Fricke presented the following resolution:

WHEREAS: It is the policy of the Board of Trustees to subject the College's finances and relevant administrative practices to an independent audit; and

WHEREAS: It is the practice of the Board of Trustees to have said audit reviewed by the Finance Committee of the Board, acting as an audit committee and reporting its findings and conclusions to the Board; and

WHEREAS: Various agencies of state government have expressed a need to receive a copy of the College's audit report prior to the next meeting of the Board of Trustees; and

WHEREAS: In the presence of representatives of the external accounting firm that conducted the audit, the President has certified to the Board of Trustees that said audit contains no significant adverse findings; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby provisionally accept the College's external audit for the year ending June 30, 1999,

contingent upon the review of said audit by the Finance Committee of the Board; and be it further

RESOLVED: That the Finance Committee of the Board shall be directed to report its findings and conclusions to the full Board at the next meeting of the Board of Trustees.

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

CONSIDERATION OF STUDENT CODE OF CONDUCT POLICY STATEMENT

Dr. Pruitt stated that for the first time in the history of the College, we need a policy on student conduct, as recent events have indicated that we need a code to codify practice and policy. He then presented the following resolution:

WHEREAS: Thomas Edison State College has a strong and continuing commitment to interaction between learners and the College that is thoughtful, respectful, and civil; and

WHEREAS: A policy setting out a College Code of Conduct will codify and aid in the creation of conditions appropriate to that interaction; and

WHEREAS: The President has taken legal counsel in the establishment of such policy and has deemed it worthy of recommendation; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College hereby approve the policy setting out a College Code of Conduct as provided and incorporated herein by reference.

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

CONSIDERATION OF CANDIDATES FOR DEGREE

Jerry Ice presented the candidates for the associate, baccalaureate, and master's degrees as of July 15, 1999, and September 15, 1999, as follows: 21 candidates for the Associate in Arts; 10 candidates for the Associate in Science in Management; 1 candidate for the Associate in Science in Natural Science and Mathematics; 5 candidates for the Associate in Science in Public and Social Services; 15 candidates for the Associate in Science in Applied Science and Technology; 1 candidate for the Associate in Applied

Science in Radiologic Technology; 207 candidates for the Bachelor of Arts; 21 candidates for the Bachelor of Science in Human Services; 92 candidates for the Bachelor of Science in Applied Science and Technology; 61 candidates for the Bachelor of Science in Business Administration; 19 candidates for the Bachelor of Science in Nursing; and 17 candidates for the Master of Science in Management. There was a total of 480 candidates.

Jerry Ice presented the following resolution to approve the candidates as indicated:

The Board of Trustees of Thomas Edison State College does hereby approve the awarding of the appropriate degrees to those July 15, 1999, and September 15, 1999, 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.

Nicholas Carnevale moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (8-0).

Candidate for Honorary Degree

Dr. Pruitt stated that Professor Antony Melck of the University of South Africa (UNISA), represents the largest institution in the world to do what Thomas Edison State College does. He went on to point out Professor Melck's achievements, making a strong case for Melck's worthiness as an honorary degree recipient. Finally, Dr. Pruitt said that forming this relationship with UNISA could also benefit the College strategically in terms of course acquisition and student exchange. He then presented the following resolution:

WHEREAS: Professor Antony Melck, Principal and Vice-Chancellor of the University of South Africa, has distinguished himself as an educator and leader in higher education; and

WHEREAS: Under his leadership the University of South Africa has become a paragon for distance-delivered education for mature students; now therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College, upon the recommendation of the President and the concurrence of the Academic Affairs Committee,

does hereby award Professor Antony Melck the degree of Doctor of Humane Letters, *Honoris Causa*; and be it further

RESOLVED: That said degree be conferred upon him during the proceedings of the Commencement ceremonies to be held on October 2, 1999.

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

CONSIDERATION OF ACADEMIC COUNCIL APPOINTMENTS

Dr. Pruitt presented the following resolution for first-time appointments to the Academic Council:

The Board of Trustees of Thomas Edison State College does hereby appoint Nora Carrol, Assistant Professor, University of Maryland University College; John H. Glascock, Visiting Assistant Professor, Barnard College; Camille Haberle, Professor Emeritus, Raritan Valley Community College; and William Mulkeen, Assistant Professor, Warren County Community College, to three-year terms on the Academic Council.

The action herein taken is pursuant to a recommendation by the President of the College, having been reviewed and endorsed by the Academic Council.

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

CONSIDERATION OF PERSONNEL ACTIONS

Dr. Pruitt presented the following resolution:

The Board of Trustees of Thomas Edison State College does hereby approve all appointments as indicated on the list 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 Ida Hammond seconded a motion to adopt the resolution. Motion carried (8-0).

NEW BUSINESS

Election of Officers: Fred Abbate, Chairman of the Nominating Committee, presented the recommendation for Board officers as follows: Richard Arndt, Chair, and Carole Nerlino-Cerepak, Vice Chair. He then asked for nominations from the floor. There being no nominations from the floor, Fred Abbate made a motion to close the nominations. Ida Hammond seconded. Motion carried (8-0).

In accordance with public law, a ballot was distributed for secret written vote, the results of which confirmed unanimously the election of the recommended officers.

APPOINTMENT OF STUDENT TRUSTEE

Dr. Pruitt presented the following resolution:

WHEREAS: New Jersey state law and the Bylaws of Thomas Edison State College provide for student representation on the Board of Trustees; and

WHEREAS: Said Bylaws specify criteria for the selection of student trustees; and

WHEREAS: The President of the College has certified that Lynn Matthews meets the criteria; and

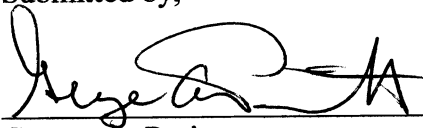
WHEREAS: The President of the College does hereby nominate Lynn Matthews as a student trustee alternate in accordance with the procedures of the Board; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby elect Lynn Matthews as student trustee alternate effective September 10, 1999, for a term of one year, followed thereby as student trustee for a period of one year, which shall conclude at the annual meeting of the Board to be held in June 2001.

Nicholas Carnevale moved and Christopher Daggett seconded a motion to adopt the resolution. Motion carried (8-0).

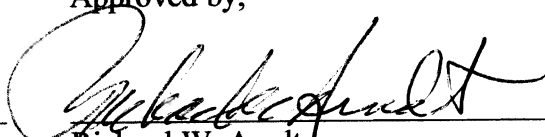
There being no further business, Fred Abbate moved and George Fricke seconded a motion to adjourn. Motion carried (8-0).

Submitted by,



George A. Pruitt
Secretary to the Board

Approved by,



Richard W. Arndt
Chairman