

MINUTESBOARD OF TRUSTEESTHOMAS A. EDISON STATE COLLEGE

February 13, 1987

MEMBERS PRESENT: Thomas Seessel, Vice Chairman; E. Harvey Myers; Christian Yegen; Robert Taylor; Eleanor Spiegel; Rita Novitt; John Blossom; George A. Pruitt, President.

MEMBERS ABSENT: Patricia Danielson, Chairman; George Hanford; Chancellor T. Edward Hollander.

ALSO PRESENT: Jerry Ice, Vice President for Academic Affairs; Richard Hansen, Vice President for Public Affairs; Michael Scheiring, Vice President for Administration and Finance; Gerri Collins, Executive Assistant to the President; Linda Mather, Department of Higher Education.

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

MINUTES APPROVED: The minutes of the December 12, 1986 Board of Trustees meeting were presented for approval. Eleanor Spiegel moved and Robert Taylor seconded a motion to approve the minutes. Motion carried (7-0).

PRESIDENT'S REPORT: Adding to his previously distributed report, Dr. Pruitt stated that while there has been no formal action yet taken, there is every indication that the Chancellor will be reappointed at the February Board of Higher Education meeting.

He then called attention to an item in the report which states that the College has received a \$10,000 grant from the George F. Smith Charitable Income Trust. Received through the assistance of Trustee Rita Novitt, this grant will enable the College to continue on track with the establishment of two performance assessments centers for the Bachelor of Science in Nursing Program.

Commenting on the "Westward Movement" item on page four of his report, Dr. Pruitt indicated that even after moving the Testing and Assessment Offices and the BSN Office to 108 West State Street, there will not be a single meeting room in the Kelsey Building other than the Board Room and Prudence Townsend Kelsey Room. He stated that talks are underway for expansion into facilities immediately adjoining the Kelsey Building. Discussions with James B. Kennedy, head of the General Services Administration, indicated support for the plan. In fact, such plans were drawn up in 1979 when the College moved to Trenton, with the idea in mind that such expansion might eventually be necessary. This will be further discussed and plans developed in the next few months. The façade will be retained for

historical purposes, but the internal structure of the adjoining facilities will provide direct access from inside the Kelsey Building.

Dr. Pruitt then announced that prior to the April Board meeting, the Finance Committee and the Academic Affairs Committee will meet to review possible fee increases and the Middle States five-year report.

With regard to the Governor's FY 1988 budget recommendations, Dr. Pruitt reported that the College received favorable recommendations, and that for the first time in the last four years, it will not be necessary to go to the Legislature for restoration.

Referring to the budget report distributed at the meeting, he called attention to priority packages as follows:

\$50,000 for TECEP
\$32,000 for Minority Recruitment
\$78,000 for Administrative Support

He added that for the first time in years, the College has had four new positions authorized.

Dr. Pruitt reported that there are two major initiatives under way that will affect next year's budget. Two analyses of staffing needs are already in progress: one by the state Office of Management and Budget, Department of Treasury; and one by the College with the assistance of the independent accounting firm Arthur Young and Company. OMB is pleased that we have asked them to come in to do the study, and having two separate reports for comparison will be critical to subsequent decisions regarding staffing needs.

In response to a question regarding the relationship between the Center for Learning Through Telecommunications and the CALL Network, Dr. Pruitt stated that the Center handles Guided Study, which, at this time, is primarily telecourses. Guided Study courses are not dependent upon the computer network.

The CALL Network is computer-based but will also provide class discussions through the simulated classroom. In addition, CALL will provide advisement, diagnostic testing, and a variety of other student services.

He reported that there are 150 students currently enrolled in Guided Study courses. In the CALL Network, computers will be installed in libraries, prisons, and other locations so that lower income people will have access if they do not have a home computer.

There being no further discussion regarding the President's Report, John Blossom moved and Robert Taylor seconded a motion to approve the report. Motion carried (7-0).

ASSEMBLY BILL #1173 - ANALYSIS

Thomas Seessel then referred to Agenda Item IV the Analysis of Assembly Bill #1173 which was prepared by the College to delineate the changes in Board of Trustee authority under autonomy. He commented that the analysis was particularly helpful to the Board in understanding the changes that might affect them.

Dr. Pruitt responded that the Bill does very little to change the responsibility, but that it does a great deal to change the authority.

General discussion followed with an item by item review of the changes.

BID WAIVER APPROVAL:

Dr. Pruitt then presented the proposal to acquire computer equipment as identified in his February 13, 1986 memo as previously distributed in the Board packet. Thomas Seessel presented the following resolution:

WHEREAS: The "State College Contracts Law," Chapter 64, Title 18A, Section 5A, authorizes the purchase of data processing equipment exceeding \$7,500 without public bidding upon the actions of the Board of Trustees, and

WHEREAS: The purchasing policies of Thomas A. 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 requesting categorical authority of the Board of Trustees to acquire certain data processing equipment necessary to implement the Governor's Challenge Grant award to the College; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas A. Edison State College does hereby authorize a bid waiver for the College to purchase data processing equipment in excess of \$7,500, provided that this equipment is directly necessary to the implementation of the Challenge Grant program, is taken from funds budgeted for this purpose in accordance with the restrictions of the Grant, and that any purchase made pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Christian Yegen moved and Eleanor Spiegel seconded a motion to adopt the resolution. There was general discussion on the resolution before the vote was called. Motion carried (7-0).

FIRST SIX MONTHS FY 1987 OPERATING RESULTS

Dr. Pruitt presented the first six months FY 1987 financial report, indicating that the College ended the first six months exceeding its budgeted revenues totalling \$801,995 or 146%. As a result, the College has achieved 62% of its total budgeted revenues (\$1,287,712) at the end of the first half of the fiscal year. The College is only \$15,375 from achieving its third quarter budget target. It will obviously realize third quarter revenues in January. The College fully expects to meet its FY 1987 annual revenue target of \$1,287,712. The only down side to the positive student enrollment and service activity is in meeting this increased demand with existing staff. Reallocations of existing staff and minor staff increases have been taken by management to address this demand. Additional staff will be required to achieve a permanent solution.

Michael Scheiring then presented administrative highlights as attached.

General discussion followed regarding the possibility of instituting enrollment caps in the future. No immediate decisions were reached.

Robert Taylor moved and John Blossom seconded a motion to accept the financial report. Motion carried (7-0).

APPROVAL OF CANDIDATES FOR DEGREE:

Jerry Ice presented the candidates for degree as of January 1, 1987. There were 7 candidates for the Associate in Arts, 1 candidate for the Associate in Science in Management, 2 candidates for the Associate in Science in Applied Science and Technology, 5 candidates for the Bachelor of Arts, 4 candidates for the Bachelor of Science in Business Administration for a total of 22 candidates, bringing the cumulative total to 5,849.

Commenting on the graduating class, he indicated that the smaller number of candidates is due to realignment of graduation dates, beginning with January, 1987 and alternating months instead of beginning with February. This change was done to accommodate Commencement in October and the large number of transcripts received after classroom transfer courses completed during the fall, spring, and summer sessions to meet graduation clearance.

He also indicated that the oldest student in this class is 70, and the youngest is 25. Males dominated this group, numbering 17. Three graduates took seven or more years to complete; one took over 10 years. Sixteen of the 22 used alternate methods to complete their degrees. There were 568 semester hours of credit completed after enrollment, averaging 26 s.h. per graduate. A methods breakdown is as follows:

225 s.h. from college transfer
118 s.h. from portfolio assessment
72 s.h. from CLEP
42 s.h. from TECEP

Thomas Seessel read the following resolution:

The Board of Trustees of Thomas A. Edison State College does hereby recommend the approval of candidates meeting all the requirements for the Associate and Baccalaureate degrees by January 1, 1987.

The action herein recommended is pursuant to a recommendation by the President of the College and the degree requirements set by the Academic Council.

He then indicated that the resolution should be amended as follows:

The Board of Trustees of Thomas A. Edison State College does hereby approve those candidates who have met all the requirements for the Associate and Baccalaureate degrees by January 1, 1987.

The action herein taken is pursuant to a recommendation by the President of the College and the degree requirements set by the Academic Council.

(Underlining added to identify the change.)

Eleanor Spiegel moved and John Blossom seconded a motion to amend the resolution as indicated. Motion carried (7-0).

Eleanor Spiegel moved and Harvey Myers seconded a motion to approve the candidates as referenced in the amended resolution. Motion carried (7-0).

PERSONNEL ACTIONS:

Dr. Pruitt presented the list of appointments for approval as follows:

Vincent McNamara	-	Personnel Assistant
Rebecca Barton	-	Accountant
Jonathan Davis	-	Senior Programmer
Nadine Hoston	-	Clerk Transcriber
Rosemary Hamner	-	Clerk Typist (hourly)
Etoria Green	-	Student Assistant

Thomas Seessel presented the following resolution:

The Board of Trustees of Thomas A. Edison State College does hereby approve all appointments as indicated on the lists provided.

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

Christian Yegen moved and John Blossom seconded a motion to adopt the resolution. Motion carried (7-0).

CONTRACT RENEWALS:

Dr. Pruitt then presented the names of those eligible for contract renewals as follows:

<u>DIVISION OF ADMINISTRATION AND FINANCE</u>	<u>CONTRACT RECOMMENDATION</u>
Phillip Sanders, Bursar	1 year, 1987 - 1988
Edward George, Administrative Assistant	1 year, 1987 - 1988
William Hobson, Automation Specialist	1 year, 1987 - 1988
Evelyn Spradley, Senior Programmer	1 year, 1987 - 1988
Vincent McNamara, Personnel Assistant	1 year, 1987 - 1988
<u>DIVISION OF ACADEMIC AFFAIRS</u>	
Michael Klebanoff, Evaluator	1 year, 1987 - 1988
Daniel Negron, Portfolio Advisor	1 year, 1987 - 1988
Richard Hamilton, Portfolio Advisor	1 year, 1987 - 1988
Rebecca Hull, Administrative Assistant	1 year, 1987 - 1988
Janet Heirigs, Administrative Assistant	1 year, 1987 - 1988
Barbara Aikins, Administrative Assistant	1 year, 1987 - 1988
<u>DIVISION OF PUBLIC AFFAIRS</u>	
Iris Saltiel, Corporate Education Specialist	1 year, 1987 - 1988
Annie Bowser, Admissions Representative	1 year, 1987 - 1988
Melinda Lewis, Admissions Representative	1 year, 1987 - 1988

Thomas Seessel presented the following resolution:


The Board of Trustees of Thomas A. Edison State College does hereby approve all appointments as indicated on the lists provided.

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

Robert Taylor moved and Eleanor Spiegel seconded a motion to adopt the resolution. Motion carried (7-0).

There being no further business, John Blossom moved and Robert Taylor seconded a motion to adjourn. Motion carried (7-0).

Submitted by,

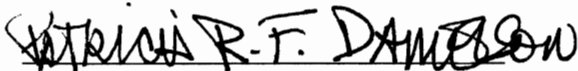


Dr. George A. Pruitt
Secretary to the Board

6/2/87

Date

Approved by,



Patricia R.F. Danielson
Chairman of the Board

6/12/87

Date