

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON STATE COLLEGE

September 16, 1988

MEMBERS PRESENT: Thomas Seessel, Chairman; George Hanford, Vice Chairman; Fred Abbate; Christian Yegen; John Blossom; Patricia R. F. Danielson; Rita Novitt; George A. Pruitt, President; Grey Dimenna, Chancellor's Designee.

MEMBERS ABSENT: E. Harvey Myers; Robert Taylor.

ALSO PRESENT: Jerry Ice, Vice President for Academic Affairs; Richard Hansen, Vice President for Public Affairs; Michael J. Scheiring, Vice President for Administration and Finance; Gerri Collins, Executive Assistant to the President; Jean Fitts, Department of Higher Education; Antonio D. Pirone, Student Trustee elect; and Richard A. Sheeran, Student Trustee elect.

The public meeting was officially called to order at 10:00 a.m. by Thomas Seessel 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 June 3, 1988 Board of Trustees meeting were presented for approval. It was noted that John Blossom's name was inadvertently omitted under Members Present. Fred Abbate moved and Christian Yegen seconded a motion to approve the minutes as amended. Motion carried (7-0).

BYLAWS: Thomas Seessel presented the resolution to amend the Bylaws, indicating that the proposed changes are in Article III - Membership to reflect Board action taken June 3, 1988 to add student representation on the Board.

Changes in Article III - Membership are indicated below in bold type.

ARTICLE III - MEMBERSHIP⁴

The Board of Trustees of Thomas A. Edison State College shall consist of nine citizens of the state, not more than three of whom shall reside in any one county and of whom at least two shall be women, who shall be appointed by the Board of Higher Education subject to the approval of the Governor.

⁴ N.J.S. 18A:64-3; 18A:64-5

In addition to the citizen members, the President of the College and the Chancellor of Higher Education, or the Chancellor's designee, shall serve as ex officio nonvoting members of the Board. The term of office shall be for six years. Each member shall serve until a successor shall have been appointed and qualified, and vacancies shall be filled in the same manner as the original appointment or the remainder of the unexpired term.

In addition, two student representatives, a voting member and an alternate, shall be elected by the Board of Trustees at the annual meeting in September. Student members must be New Jersey residents. They should have knowledge of the broad-based methods of learning and have a minimum of 61 semester hours completed. The student representative term of office shall be for two years, one year as a voting member preceded by one year as an alternate.

For the first election held pursuant to this section, one student shall be elected for a one year term as a full voting member, and one student shall be elected for two years, but shall serve as an alternate member during the first year and as a voting member during the second year. At each subsequent election, one student shall be elected for two years, but shall serve during the first year as an alternate member, and as a voting member during the second year.

The student members shall be entitled to full participation in all activities of the board except that they shall not participate in:

- (1) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific prospective officer or employee employed or appointed by the board unless all the individual employees or appointees whose rights could be adversely affected request in writing that the matter or matters be discussed at a public meeting.
- (2) Any matter involving the purchase, lease acquisition or sale of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of these matters were disclosed.

- (3) Any pending or anticipated litigation in which the board is, or may become a party, where it could adversely affect the public interest if discussion of these matters were disclosed, or any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.

Any member of the Board of Trustees may be removed by the Governor for cause upon notice and opportunity to be heard. Members of the Board of Trustees shall serve without compensation but shall be entitled to reimbursement for all reasonable and necessary expenses.

Patricia Danielson moved and George Hanford seconded a motion to adopt the following resolution:

WHEREAS: The Bylaws of Thomas A. Edison State College Board of Trustees may be amended, altered, repealed or added to in any manner not inconsistent with the laws of the State of New Jersey or of the rules and regulations of the State Board of Higher Education by the affirmative vote of a majority of the whole number of the Board of Trustees at any public meeting of the Board of Trustees, provided that a copy of the proposed amendment has been furnished to each member of the Board of Trustees by the Secretary at least 30 days before the meeting at which the vote upon the amendment is to be held; and

WHEREAS: Statutory changes require modifications in the Bylaws, and

WHEREAS: Prior notification of said Bylaws changes have been duly provided; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas A. Edison State College does hereby adopt the provided modifications to its Bylaws as attached and incorporated herein by reference.

Motion carried (7-0).

APPOINTMENT AND SWEARING-IN OF STUDENT TRUSTEES

Thomas Seessel commented on the advantages of having adult students serve on the Board. He introduced Antonio D. Pirone and Richard A. Sheeran and welcomed them.

The following two resolutions were presented for approval:

WHEREAS: New Jersey state law and the Bylaws of Thomas A. 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 Antonio D. Pirone meets said criteria; and

WHEREAS: The President of the College does hereby nominate Antonio D. Pirone as a student trustee in accordance with the procedures of the Board; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas A. Edison State College does hereby elect Antonio D. Pirone as student trustee effective September 16, 1988 for a term of one year which shall conclude at the annual meeting of the Board to be held in September, 1989.

WHEREAS: New Jersey state law and the Bylaws of Thomas A. 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 Richard A. Sheeran meets said criteria; and

WHEREAS: The President of the College does hereby nominate Richard A. Sheeran 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 A. Edison State College does hereby elect Richard A. Sheeran as student trustee alternate effective September 16, 1988 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 September, 1990.

Patricia Danielson moved and Fred Abbate seconded a motion to adopt both resolutions. Motion carried (7-0).

Antonio D. Pirone, student Trustee, and Richard A. Sheeran, student Trustee Alternate were sworn-in in accordance with state law.

All members were introduced to the new Trustees.

PRESIDENT'S REPORT

Adding to his previously distributed report, Dr. Pruitt announced that the Commencement ceremonies would be held at 2:30 p.m. October 16, 1988 in the War Memorial Building in Trenton. The Honorable Governor Thomas H. Kean will be the speaker.

Dr. Pruitt then reviewed the state appropriations process for the FY 1989 budget. He stated that ten new positions were approved as requested, and that \$260,000 was added to the budget request. The budget request has been passed by both Houses and is awaiting the Governor's signature. This should enable the College to continue without limiting enrollment growth.

Regarding space issues, he reported that all of the brownstones adjoining the Kelsey Building are to be renovated within about the next 18 months. The facility at 167-169 Hanover is now occupied by part of the Department of Pensions which will move to the new State Street Square building when completed sometime in 1989. Following that move, 167-169 Hanover will be renovated for occupancy by the College.

During the interim, temporary relief for space needs will be at 28 West State Street on two floors of the National State Bank building. About 30 people will be moved to that facility within the next 30 days.

The General Services Administration Department has been extremely cooperative with the College and will assist in getting the space redesigned to meet Edison's specific needs.

All of these changes will triple the College's current space when completed, and all facilities will have to be equipped. This will require dedicated finances for that purpose.

In previous meetings, Dr. Pruitt referred to a bill for BSN services presented to Edison by the Regents. Updating this matter, he indicated that the initial bill of over \$60,000 had to be investigated. Jerry Ice and Michael Scheiring went to Albany to work this out. As a result, the bill has been reduced to about \$50,000 and will be paid as per agreement.

Dr. Pruitt announced that the College will be hosting a national conference on prior learning assessment in cooperation with CAEL. The tentative date is for summer, 1989, and the tentative location is the Chauncey Center at Educational Testing Service.

He also announced that the new Board table will be installed prior to the December Board meeting.

Regarding the Annual Report, Dr. Pruitt commented that the total revenue figures at the bottom of the summary page do not reflect state appropriations, and that expenditures were kept under budget as planned.

George Hanford commented that on page 4 under the major challenges for the coming year, he assumes that minority enrollment will continue to be a challenge as well as an accomplishment for many years to come.

Dr. Pruitt responded that minority enrollment has been and will continue to be a major emphasis at the College.

He added that minority enrollment is up, and that the increase exceeds overall enrollment growth for FY 1988. Dedicated efforts will continue to focus not only on maintaining significant minority enrollments but on increasing the percentages beyond the current level. The continuing goal is to reach at least 18% combined Black and Hispanic enrollment.

Regarding the BSN degree program accreditation, Dr. Pruitt reported that the earlier postponement pending the Regents BSN accreditation has now been resolved. Edison's BSN self-study will begin in 1989 with a site visit planned for 1990.

Dr. Pruitt then called upon Thomas Streckewald to present an overview of the student demographic data as presented in Appendix B (page 93ff) of the Annual Report.

Mr. Streckewald noted that enrollment grew to 6,844 students in FY 1988 (up from 5,859 in FY 1987). Black enrollment grew 26% during the period, while Hispanic enrollment increased 20%. The average age of Edison students was 38 for FY 1988, while that of graduates was 38 1/2. Ratios of in-state (66.1%) vs. out-of-state (33.9%) students changed little, as did male (58.5%) vs. female (41.5%). The College awarded 454 degrees in FY 1988, 136 (30%) at the associate level and 318 (70%) at the baccalaureate level.

Dr. Pruitt then asked Michael Scheiring to present an overview of the fiscal year-end financial picture.

Mr. Scheiring indicated that the College successfully completed its first year of managing its own revenues and earned investment income totaling \$97,605. It achieved 126% of the total budgeted revenue target, with student revenues achieving 121% of its target. Expenditures were kept under budget at 91%.

OUTCOMES ASSESSMENT

Dr. Pruitt called upon Thomas Streckewald to provide an oral report to highlight and supplement the Outcomes Assessment Annual Report distributed earlier. Mr. Streckewald reviewed the planning process for the first year of Outcomes Assessment and the major areas of investigation. He then briefly summarized the results of the efforts of the Institutional Research Committee and the Outcomes Assessment Committee. He noted that the College has diverged somewhat from the Outcomes Assessment structure proposed by the Department of Higher Education's College Outcomes Evaluation Project (COEP), and that this divergence is understood and accepted by the Department of Higher Education.

CANDIDATES FOR DEGREE

Jerry Ice presented the candidates for associate and baccalaureate degrees as of July 1, 1988 and September 1, 1988. In the July 1, 1988 class, there were 9 candidates for the Associate in Arts; 5 candidates for the Associate in Science in Management; 3 candidates for the Associate in Science in Applied Science and Technology; 1 candidate for the Associate in Science in Natural Science and Mathematics; 32 candidates for the Bachelor of Arts; 39 candidates for the Bachelor of Science; 30 candidates for the Bachelor of Science in Business Administration; and 4 candidates for the Bachelor of Science in Nursing, for a total of 123 candidates.

In the September 1, 1988 class, there were 11 candidates for the Associate in Arts; 4 candidates for the Associate in Science in Management; 4 candidates for the Associate in Science in Applied Science and Technology; 2 candidates for the Associate in Science in Natural Science and Mathematics; 34 candidates for the Bachelor of Arts; 19 candidates for the Bachelor of Science; 23 candidates for the Bachelor of Science in Business Administration; and 2 candidates for the Bachelor of Science in Nursing, for a total of 99 candidates.

Combining the two classes for analysis, 66% are New Jersey residents; 59% are males; 89% are caucasian, with 4.5% Black and 2.7% Hispanic; the youngest is age 20, and the oldest age 69; 77% completed in two years or less for the associate degrees, and 43% completed in 2 years or less for the baccalaureate degrees, with 17% taking 3 years and 13% taking 4 years or more; 71% used multiple methods for degree completion. The cumulative total of graduates is 6,663.

Thomas Seessel presented the following resolution:

The Board of Trustees of Thomas A. Edison State College does hereby approve the awarding of the appropriate degree to those July 1, 1988 and September 1, 1988 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 established by the Board of Trustees.

Patricia Danielson moved and Rita Novitt seconded a motion to adopt the resolution approving the candidates. Motion carried (8-0) [Student Trustee Pirone now voting].

Thomas Seessel then presented the following resolution for granting an honorary degree:

WHEREAS: Governor Thomas H. Kean has been invited to give the address at the sixteenth annual Commencement, and

WHEREAS: Governor Kean has distinguished himself as a state leader, public servant, and supporter of higher education; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas A. Edison State College upon the recommendation of the President does hereby award Governor Kean the degree of Doctor of Education, 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 16, 1988.

Dr. Pruitt explained that the proposed honorary degree is a professional degree.

Rita Novitt moved and John Blossom seconded a motion to adopt the resolution. Motion carried (8-0).

ACADEMIC COUNCIL APPOINTMENTS

Thomas Seessel presented the following resolution for approval:

The Board of Trustees of Thomas A. Edison State College does hereby appoint Mr. Jack Waintraub, Chairman, Electrical Engineering Technology Department of Middlesex County College; Mr. Richard Sandhusen, Lecturer, Marketing Department of Rutgers University; Mr. Parthasarathy Iyenger, Professor, Department of Mechanical Technology at County College of Morris; and Mr. Bernard Sless, Assistant Professor, Management Division at Stockton State College to the College's Academic Council for a three-year term.

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

Dr. Pruitt reviewed the Academic Council member selection process indicating that following an extensive review of credentials and related experience appropriate to Edison's programs, all new member candidates are first reviewed and endorsed by the Academic Council before presentation to the Board of Trustees.

George Hanford moved and John Blossom seconded a motion to adopt the resolution appointing new Council members. Motion carried (8-0).

PERSONNEL ACTIONS

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

Valerie Davison	-	Clerk Transcriber
Peggy Brown	-	Administrative Assistant
Eric Nichols	-	Marketing Assistant (hourly)
Alicia Smith	-	Clerk Typist (hourly)
Mitchell Bondi	-	Assistant Administrator (hourly)
Maureen Marcus	-	Administrative Assistant
Jean Puddington	-	Marketing Assistant (hourly)
Cecelia Blasina	-	Secretarial Assistant 3
Mary Wyszynski	-	Senior Operator Automated Typewriter
Ann Marie Martini	-	Secretarial Assistant 2
Ponda Hynson	-	Clerk Transcriber
Mona Brenner	-	Senior Data Entry Machine Operator
Alice Mencher	-	Transcript Evaluator
Celestine Wynn	-	Portfolio Advisor
Carla Caputo	-	Transcript Evaluator
Debra Dagavarian	-	Director, Prior Learning Assessment
Lorraine Johnson	-	Senior Clerk Transcriber

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 and incorporated herein by reference.

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

He added that Student Trustee Antonio Pirone will not be voting on this item.

Dr. Pruitt called attention to the appointment of Debra Dagavarian as the Director of Prior Learning Assessment. She will be expanding this program, and she will head the Prior Learning Assessment Institute mentioned earlier.

Patricia Danielson moved and John Blossom seconded a motion to adopt the resolution approving appointments. Motion carried (7-0).

BID WAIVER

Dr. Pruitt presented a request for a bid waiver to revise and print program planning handbooks for nine of the eleven degree programs, excluding the BSN and the AASRT. The cost is estimated at approximately \$15,000. The handbooks are the working tools for students as they progress through their degree programs. From 400 to 2,500 handbooks per degree program will be printed depending upon the need. The College will secure proposals from a list of capable printers and will award the job to the most appropriate vendor.

Adoption of the resolution will enable the College to proceed with obtaining informal proposals rather than going through the advertising stage and formal sealed bid process.

For the benefit of the new Trustees, the Board reviewed policies adopted previously regarding what must be bid and what can be waived.

Thomas Seessel 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 \$8,400 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 printed material; 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: Edison State College is requesting to purchase Program Planning Handbooks which will cost approximately \$15,000; and

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 A. Edison State College does hereby authorize a bid waiver for the College to purchase Program Planning Handbooks, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

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

REPORT OF THE NOMINATING COMMITTEE

Patricia Danielson, Chair, Robert Taylor, and Rita Novitt presented the Nominating Committee's proposed slate of officers for FY 1989 as follows:

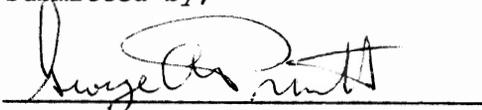
Thomas Seessel, Chairman
George Hanford, Vice Chairman

A prepared ballot was distributed to all voting members, and the secret ballots were presented to Dr. Pruitt for tally. Results were as follows:

Thomas Seessel, Chairman (8-0)
George Hanford, Vice Chairman (8-0)

There being no further business, Christian Yegen moved and Antonio Pirone seconded a motion to adjourn. Motion carried (8-0).

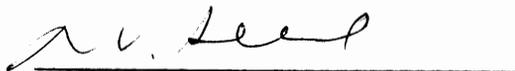
Submitted by,



George A. Pruitt
Secretary to the Board

6/8/89
Date

Approved by,



Thomas V. Seessel
Chairman of the Board

6/9/89
Date