

MINUTESBOARD OF TRUSTEESTHOMAS EDISON STATE COLLEGE

December 14, 1990

MEMBERS PRESENT: George Hanford, Chairman; Christian Yegen, Vice Chairman; Harvey Myers; Carole Nerlino; George Fricke; Thomas Seessel; Theodore Kessler; George A. Pruitt, President; and Grey Dimenna, Chancellor's designee.

MEMBERS ABSENT: John Blossom; Patricia Danielson; Fred Abbate.

ALSO PRESENT: Jerry Ice, Vice President for Academic Affairs; James Humphrey, Acting Vice President for Administration and Finance; Norman Crawford, Vice President for Public Affairs; Gerri Collins, Executive Assistant to the President; Jean Fitts, Assistant Director, Department of Higher Education.

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

George Hanford presented the following resolution:

**WHEREAS:** Thomas van Arsdale has regretfully resigned from his term as Student Trustee; and

**WHEREAS:** Theodore Kessler as Student Trustee Alternate would have advanced to Student Trustee (voting) in September, 1991; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby appoint Theodore Kessler as Student Trustee (voting) effective immediately; and be it further

**RESOLVED:** That the vacant Student Trustee Alternate position will be filled as soon as possible but no later than September, 1991.

Christian Yegen moved and Thomas Seessel seconded a motion to adopt the resolution. Motion carried (6-0).

MINUTES:

The minutes of the September 14, 1990 meeting were presented for approval. Thomas Seessel moved and Christian Yegen seconded a motion to approve the minutes. Motion carried (7-0).

PRESIDENT'S REPORT:

Dr. Pruitt reported that since the September meeting, the Board of Higher Education appointed Ed Goldberg to the Chancellor's position. Dr. Pruitt served as an advisor to the search committee. The appointment has been well received among the higher education community. Goldberg served well in an interim roll; he provided good aspects of continuity but also provided good concepts for change.

George Fricke moved that the Board send a letter of congratulations regarding Goldberg's appointment. Thomas Seessel seconded the motion which carried (7-0). Chairman George Hanford indicated that he would write the letter.

Adding to his previously distributed report, Dr. Pruitt reported that since the last meeting, the Board of Higher Education held its budget meeting. He explained that the Governor assigns to the Board of Higher Education the responsibility for advising on what the fiscal needs are within higher education and for making budget recommendations. Subsequent to its budget meeting, the Board made those recommendations. For Thomas Edison State College, there was a budget recommendation of an additional \$400,000 in new funds which was a partial restoration of funds cut in the last fiscal year.

However, the Treasurer reprimanded the Board of Higher Education for their budget requests, since they were asked for budget requests that reflected an 8% cut. This created tension between the Board of Higher Education and the Treasurer which seems to have been reconciled. The heart of the controversy was a governance issue.

Dr. Pruitt then reviewed the contract negotiations for the AFT and the CWA wherein the Governor's Office negotiates the salary program, i.e., raises and other benefits, which constitutes financial commitments beyond each institution's budget. He then distributed copies of a memo from the Department of Treasury to the Chancellor detailing procedures for obtaining the first quarter salary program allocations. This information was forwarded to the senior public institutions on November 19, 1990. Thomas Edison's total allocation is \$366,440; the first quarter allocation is \$91,610. Within three days, the colleges received notification that none of the salary program monies for the year would be funded. This places the burden on the colleges to finance the salary program which is not provided for in their budgets. As stated, for Thomas Edison, this means that \$366,440 must be found in a budget that is already underfunded more than any other public higher education institution.

To accommodate this additional cut, the College has imposed a hiring freeze and is carefully reviewing equipment purchases. Reserves will be used to get through the year, but this puts a major dent in reserves. The latest word is that this tactic represents the 8% cut the Board of Higher Education was expected to make in its budget recommendations, but nothing is certain.

If this were a fact, the College could begin modeling for the next fiscal year. However, this represents more than an 8% cut for Thomas Edison, and other information suggests that there may be an additional 8% cut in July, 1991. The impact statewide will be severe. Rutgers has lost \$26 million, and Trenton State \$13 million.

The Legislature has expressed concern about further reductions, and all indications are that both the Assembly and the Senate will continue to support higher education. Dr. Pruitt will keep the Board informed as new information becomes available.

Regarding the hiring freeze, he commented that a few critical positions will be filled; however, the College will have to cap enrollment in the nursing program and restrict registrations in the testing and assessment programs, possibly creating waiting lists, etc. If things get worse, the College will be forced to go to terminations and elimination of programs.

The College will not be initiating new ventures during the year. Success will be determined by whether or not the College is able to endure the current conditions.

Moving to other matters, Dr. Pruitt called attention to a packet of materials distributed at the meeting. This packet represents the materials a newly-enrolled student receives as he or she works through the evaluation and program planning processes.

He reported that the East Orange office has been successfully moved to new facilities at 153 Halsey Street in Newark. An open house will be forthcoming.

The Hanover Street facility is still going forward with occupation expected in June or July. The brownstones project is on hold.

George Fricke commented that he is Chair of the state Technology in Higher Education Commission, and he is concerned that cutting programs like technology at Trenton State, for example, will have a devastating effect on the future, not just in higher education, but for business and industry throughout the state.

Thomas Seessel asked whether or not the cuts in higher education have been disproportionate. Dr. Pruitt responded that they have been disproportionate. Thomas Edison's cuts were the largest of all the public institutions. The Rutgers and Trenton State examples were used to illustrate the magnitude in dollar amounts the percentage cuts represent.

In concluding the budget discussion, Trustees were encouraged to contact legislators that they knew. George Hanford stated that he would communicate with Al Merck to express the Board's support for the action taken by the Board of Higher Education regarding budget recommendations.

George Hanford then called attention to the written President's report which contains many good news items such as receipt of a major grant from Digital initiated by Foundation Director John Fischer. A subsequent media event publicizing the major gift took place recently.

He reported that the Cambridge College project was progressing on schedule. He was at Harvard recently and ran into Badi Foster, President of the AETna Institute, who is very interested in Thomas Edison's master of science degree.

Also, he attended the Alumni dinner following Commencement and found it to be the most moving experience he has had in 60 years. Putting-Him/Her-Through certificates were awarded at the event to those who help to support the graduates throughout their tenure as adult students. He added that Commencement itself is the second most moving experience.

He reminded Trustees to financially support the College through the Foundation.

Regarding the President's salary, implementation of previous actions has been deferred until circumstances are better.

George Fricke moved and Carole Nerlino seconded a motion to receive the President's Report with expressions of concern for the circumstances described. Motion carried (7-0).

ADMINISTRATION AND FINANCE COMMITTEE REPORT:

Christian Yegen, Chairman of the Committee, reported on the meeting with representatives from the Peat Marwick accounting firm. The two auditors present were very positive stating that there were no weaknesses and presented an unqualified audit report. He moved 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:** 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; and

- WHEREAS:** The Board of Trustees adopted a resolution at the September 14, 1990 meeting provisionally accepting the external audit for the fiscal year ending June 30, 1990, contingent upon the review of said audit by the Finance Committee of the Board; and
- WHEREAS:** The Finance Committee has reviewed the external audit and has affirmed the President's certification; now, therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby receive and accept the final audit report for the fiscal year ending June 30, 1990 as presented and incorporated herein by reference.

Seconded by George Fricke, the motion was carried (7-0).

George Hanford called attention to the FASB/GASB controversy. The National Association for College and University Business Officers hopes to resolve this issue soon; however, the College will have to state which set of accounting standards it will follow, which, he added, will probably be GASB.

ACADEMIC AFFAIRS COMMITTEE REPORT:

Harvey Myers, Chairman of the Committee, summarized the previously distributed report, noting that there were two action items: an Academic Council appointment and a degree review and recommendation for change.

Dr. Pruitt added that the National League for Nursing site visit and preliminary report was positive, but the College would not hear the final results until spring.

Regarding the Cambridge College collaboration, Dr. Pruitt indicated that Glegg Watson, Manager, Higher Education, from the Xerox Corporation has expressed interest in supporting the development of the master of science degree program via a gift. Dr. Pruitt met him through Cambridge College earlier this year.

Harvey Myers presented the following resolution and moved its adoption:

- WHEREAS:** The Board of Trustees of Thomas Edison State College has the authority and the responsibility to determine the educational curriculum and academic policies of the College; and
- WHEREAS:** A committee of the Academic Council has concluded a five-year review of the Bachelor of Science in Applied Science and Technology degree program and the Associate of Science in Applied Science and Technology degree program; and

- WHEREAS: The committee report has been reviewed by an external consultant; and
- WHEREAS: The final report was reviewed and approved by the Academic Council at its May 18, 1990 meeting; and
- WHEREAS: The Academic Council recommends that for the Associate in Science in Applied Science and Technology degree program, a three-semester-hour computer science requirement be required in the Liberal Arts component; and
- WHEREAS: The President of the College recommends the changes as presented; and
- WHEREAS: The Academic Affairs Committee of the Board of Trustees has reviewed and concurred with recommendations as presented; now, therefore, be it
- RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby accept the Bachelor of Science in Applied Science and Technology report as previously distributed and incorporated herein by reference, and approves the recommendations for the Associate in Science in Applied Science and Technology degree program as indicated above, effective July 1, 1991.

Seconded by Christian Yegen, the motion carried (7-0).

Harvey Myers then presented the following Academic Council appointment resolution and moved its adoption:

The Board of Trustees of Thomas Edison State College does hereby appoint Dr. Nancy L. Ashton, Associate Professor of Psychology and Women's Studies 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 Academic Council, having been reviewed and endorsed by the President of the College.

Seconded by Chris Yegen, the motion carried (7-0).

PUBLIC AFFAIRS COMMITTEE REPORT:

Committee Chair Patricia Danielson was ill, so Committee member Thomas Seessel summarized the report as previously distributed. He elaborated on the Leadership Resources Institute proposal, stating that it would be an outstanding extension of college services and would bring new visibility to the outside world. The College is seeking external funding for the planning

stage. A proposal has been sent to the Kellogg Foundation which has expressed interest but does not fund planning grants. They will be approached again when the Institute is operational.

Meanwhile, the College will continue to seek funding. Given the current fiscal climate, the College is not in a position to staff the Institute as initially planned, so external funding is imperative for start-up costs. Once underway, the College expects to pick up the staffing costs.

Dr. Pruitt reported that the City of Trenton has received a grant to implement the Trenton Office of Policy Studies (TOPS). The College will manage the grant for the city and will work with them. An announcement will be forthcoming.

George Fricke talked about the IMS concept which is similar to what the College is planning. He suggested that staff talk with IMS staff about working together or, at least, regarding IMS as a model. He offered to work with staff to make contact with IMS.

Another model for the proposed Institute is Partnerships for New Jersey which might provide consulting expertise. The Thomas Edison Institute will draw upon many organizations for consulting services. The in-house staff will remain small, acting as brokers for Institute clients.

The Board was enthusiastic in its support of this initiative.

#### CANDIDATES FOR DEGREE:

Jerry Ice presented the candidates for the associate and baccalaureate degrees as of November 1, 1990. There were 20 candidates for the Associate in Arts, 4 candidates for the Associate in Science in Management, 3 candidates for the Associate in Science in Natural Science and Math, 8 candidates for the Associate in Science in Applied Science and Technology, 32 candidates for the Bachelor of Arts, 16 candidates for the Bachelor of Science, and 12 candidates for the Bachelor of Science in Business Administration for a total of 95 candidates.

Commenting on this class, he reported that 67% are New Jersey residents; 60% are male; 7% are Black or Hispanic; the youngest is 21, and the oldest is 72; 46% of the baccalaureate candidates took two years or less to complete their degrees; 32% took up to four years; 1 student used testing and assessment only; and 70% used various combinations of classroom, testing, assessment, and Guided Study methods.

George Hanford stated that the greatest potential for the College appeared to be in Guided Study. The faculty serving this area function as mentors, not as teaching faculty. They are facilitators to the learning process. He reviewed the three types of faculty consultants used at the College: assessing faculty, mentoring faculty, and Academic Council oversight faculty.

Student Trustee Ted Kessler commented on his personal experience with the first two types.

George Hanford presented the following resolution:

The Board of Trustees of Thomas A. Edison State College does hereby approve the awarding of the appropriate degrees to those November 1, 1990 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.

Thomas Seessel moved and Ted Kessler seconded a motion to adopt the resolution. Motion carried (7-0).

CONTRACT RENEWALS

Dr. Pruitt presented the contract renewal recommendations as follows:

<u>DIVISION OF ACADEMIC AFFAIRS</u>	<u>CONTRACT RECOMMENDATIONS</u>
Kathleen Adamczyk, Evaluator	1 year 1991 - 1992
Barbara Aikins, Administrative Assistant	3 years 1991 - 1994
Mitchell Bondi, Evaluator	1 year 1991 - 1992
Theresa Bowman, Program Advisor	4 years 1991 - 1995
Howard Bueschel, Program Advisor	1 year 1991 - 1992
Carla Caputo, Evaluator	1 year 1991 - 1992
Emily Carone, Assistant to the Director of Test Development & Research (part time)	1 year 1991 - 1992
Ellen Carriere, Evaluator	3 years 1991 - 1994
Belinda Dalton, Evaluator	1 year 1991 - 1992
Rosa Lee Eickhoff, Program Advisor	1 year 1991 - 1992
Susan Friedman, Coordinator of Degree Programs	5 years 1991 - 1996
Robert Herbster, Program Advisor	5 years 1991 - 1996
Patricia Jackson, Program Advisor	1 year 1991 - 1992
Alma Johnson, Administrative Assistant	1 year 1991 - 1992
Samone Jolly, Coordinator of Degree Programs	1 year 1991 - 1992
Michael Klebanoff, Senior Evaluator	3 years 1991 - 1994
Maureen Marcus, Administrative Assistant to the Dean	1 year 1991 - 1992
Alice Mencher, Evaluator	1 year 1991 - 1992
Dorothy Sconyers, Program Advisor	1 year 1991 - 1992
Todd Siben, Evaluator	1 year 1991 - 1992
Esther Taitzman, Program Advisor	1 year 1991 - 1992
Donald Trucksess, Administrative Assistant	1 year 1991 - 1992
Celestine Wynn, Portfolio Advisor	1 year 1991 - 1992

DIVISION OF ADMINISTRATION & FINANCE

CONTRACT RECOMMENDATIONS

Rebecca Barton, Fiscal Administrator	1 year 1991 - 1992
Jonathan Davis, Systems Coordinator	1 year 1991 - 1992
Edward George, Procurement Assistant (Acting Director of Administrative Services)	1 year 1991 - 1992
Hope Gillico, Educational Technology Specialist	3 years 1991 - 1994
William Harrison, Systems Researcher	1 year 1991 - 1992
William Hobson, Procedural Design Specialist	3 years 1991 - 1994
Carol Kuykendall, Assistant Director for Accounts Payable	1 year 1991 - 1992
Eunice Lewis, Assistant Administrator Student Fees and Revenues	1 year 1991 - 1992

DIVISION OF PUBLIC AFFAIRS

CONTRACT RECOMMENDATIONS

Louis Martini, Admissions Representative	1 year 1991 - 1992
Daniel Negron, Program Manager	1 year 1991 - 1992
Robert Orta, Admissions Representative, Bilingual	1 year 1991 - 1992
Linda Soltis, Program Assistant	1 year 1991 - 1992
Janice Toliver, Coordinator of Admissions Programs	5 years 1991 - 1996

George Hanford 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.

Thomas Seessel moved and Christian Yegen seconded a motion to adopt the resolution.

Dr. Pruitt commented that there were no nonrenewals in the group evaluated for contract renewal recommendations at this time; however, the contract letter would state, as usual, "...subject to the availability of funds." The College does not expect to exercise a reduction in force and plans to honor the contracts, but the option is there should the fiscal climate worsen.

The motion carried (7-0).

PERSONNEL ACTIONS:

Dr. Pruitt presented the personnel actions, calling particular attention to the appointment of Dan Negron as Program Manager. Dan was a portfolio advisor for the College; he applied for the Program Manager position and was selected. It was a lateral move. The full list of appointments is as follows:

Daniel Negron	- Program Manager
Rebecca Hull	- Portfolio Advisor (hourly)
Donald Neal	- Clerk
Linda Holt	- Director of Communications and College Relations
Julie Atwood	- Transcript Evaluator
Ruth West	- Program Advisor for Nursing Test Sites
Edward Foris	- Hourly
Jennifer Luisi	- Clerical (hourly)
Tina Lockhart	- Clerical (hourly)
Shirley James	- Principal Clerk Stenographer
Patricia Shine	- Portfolio Advisor

George Hanford 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.**

Christian Yegen moved and Thomas Seessel seconded a motion to adopt the resolution approving appointments. Motion carried (7-0).

Dr. Pruitt stated that the full staff listing with salaries is sent by mail to all Board members. He explained that the information contained in the listing is a matter of public record, but it is not distributed as part of the Board packet so that it is not made a part of the public meeting record. However, the information is available should anyone request it.

He also talked about the Family Rights and Privacy Act and what information can be made available to the Board regarding students and graduates. College staff are amending the data base to show how many students are employed at certain companies.

SPECIAL ACKNOWLEDGEMENT:

George Hanford presented the following resolution regarding Thomas van Arsdale, explaining that Tom moved to Pennsylvania thereby making him ineligible for Student Trustee appointment.

The Board of Trustees, President, and staff of Thomas Edison State College wish to heartily thank Mr. Thomas van Arsdale for his dedicated service as Student Trustee and for his specific and special interest in the growth and development of Thomas Edison State College.

We applaud his accomplishments and commend his continued interest in the College, and we look forward to welcoming him into the ranks of the College alumni.

Thomas Seessel moved and Harvey Myers seconded a motion to adopt the resolution. Motion carried (7-0).

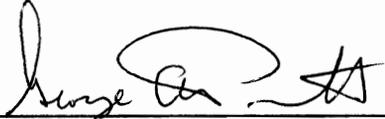
Thomas Seessel led the Board in thanking the College for providing parking behind the building.

Harvey Myers led in thanking the College for copies of the Board photograph taken at the September meeting.

George Hanford announced that Commencement speaker, Alex Plinio, communicated to him that he was honored to have been the recipient of an honorary degree and that he had returned the honorarium to the College.

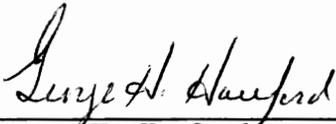
There being no further business, the meeting was adjourned.

Submitted by,

  
\_\_\_\_\_  
George A. Pruitt  
Secretary to the Board

9/17/91  
Date

Approved by,

  
\_\_\_\_\_  
George H. Hanford  
Chair, Board of Trustees

9/6/91  
Date