

MINUTES

BOARD OF TRUSTEES

THOMAS EDISON STATE COLLEGE

June 11, 1993

MEMBERS PRESENT: Chris Yegen, Chairman; Fred Abbate, Vice Chairman; John Blossom; George Fricke; Harvey Myers; Thomas O'Neill; Laura Simurda, student, Drunell Levinson, student; Emelia Timpo, Chancellor's designee; George A. Pruitt, President.

MEMBERS ABSENT: Wendy Logan; Carole Nerlino; Marilyn Pearson.

ALSO PRESENT: Jerry Ice, Vice President and Provost; Michael Scheiring, Vice President and Treasurer; Nat Caliendo, Vice President for Public Affairs; Gerri Collins, Executive Assistant to the President.

The public meeting was officially called to order at 2:00 p.m. by Chairman Chris 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 March 12, 1993 meeting were presented for approval. Fred Abbate moved and John Blossom seconded a motion to approve the minutes. Motion carried (6-0).

PRESIDENT'S REPORT:

Dr. Pruitt distributed copies of new legislation which grants exclusive use of the Kelsey Building and adjacent townhouses for Thomas Edison State College. He added that in mid-June, legislation is expected to pass which will provide funding for restoration of these facilities. About \$9 million of the funds will be set aside for the restoration as part of a larger "capital campus" project which includes The War Memorial building, the Old Barracks, and Stacy Park. In addition, the Governor signed legislation which provides \$100 million to fund the Higher Education Equipment Leasing Fund program. The College will receive \$1 million in equipment funding from this program.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE:

George Fricke summarized the Committee's report, stating that third quarter operating results were positive with revenues at 104% of target and expenditures held below target. By freezing vacant positions, reducing nonsalary costs, and raising select fees mid-year, the projected budget deficit the College expects to end the year in the black.

He stated that the Committee thoroughly reviewed the proposed fee increase and the 4 bid waiver requests, and the Committee recommends adoption of resolutions pertaining to these items.

Dr. Pruitt added that the College should know before July 1 what the final budget will be. Indications are that the salary program will be funded and that the Tuition Stabilization Incentive Program will be in effect; however, nothing will be certain until the budget has been signed.

Mike Scheiring called attention to the legislative update in the written report. He added that the legislative agenda has been the best the College has had in its favor since the autonomy legislation and the Challenge Grant program.

Regarding the fee increase, the major changes are in adding a technical service fee - a \$25 fee to help support this area, and, for the first time, the College is proposing a transcript fee and a Guided Study registration fee.

Dr. Pruitt reviewed the history which led to how the College identifies the separate charges referred to as "fees." The College uses the term "tuition" only for those categories which classically result in the awarding of credit. Other categories are service-oriented and are referred to as fees.

Chris Yegen presented the following resolution:

- WHEREAS:** The Administration and Finance Committee of the Board of Trustees has recommended the approval of the proposed fee changes to be effective July 1, 1993 as indicated on the schedule provided; and
- WHEREAS:** The action herein taken is pursuant to a recommendation by the President now, therefore, be it
- RESOLVED:** That the Board of Trustees does hereby approve the proposed schedule of fees as recommended and incorporated herein by reference, effective July 1, 1993.

George Fricke moved and John Blossom seconded a motion to adopt the resolution regarding fees. Motion carried (6-0).

BID WAIVERS:

Dr. Pruitt reviewed the bid waiver process. Chris Yegen then presented the following resolutions:

Guided Study Course Manuals

- 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; and
- WHEREAS:** The purchasing policies of Thomas Edison State College 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 Course Manual in July 1993, at a cost of over \$10,300; and
- WHEREAS:** The estimated duplicating cost is approximately \$18,140; and
- WHEREAS:** The College will not be seeking proposals from a list of printers for fiscal year 1994, but instead will use the same supplier who had the lowest bid over the past three separate semesters; 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 Manual at an estimated cost of \$18,140, and that any purchase pursuant to this authority will be reported to the Board of Trustees in public session at its next scheduled meeting.

Program Planning Handbooks Reprint

- 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 printed materials; and

- WHEREAS:** The purchasing policies of Thomas Edison State College provide for the granting of categorical prior approval and postreporting to the Board of such purchases; and
- WHEREAS:** The College is planning to purchase eleven Program Planning Handbooks in July 1993, which will cost approximately \$35,000; 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 Edison State College does hereby authorize a bid waiver for the College to publish Program Planning Handbooks, and that any purchase pursuant to this authority will be reported to the Board of Trustees in public session at its next scheduled meeting.

Test Description Book/DANTES Reprint

- 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 printed materials; and
- WHEREAS:** The purchasing policies of Thomas Edison State College 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 Test Description Book/DANTES reprint in October 1993, which will cost approximately \$13,200; 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 Edison State College does hereby authorize a bid waiver for the College to publish the Test Description Book, and that any purchase pursuant to this authority will be reported to the Board of Trustees in public session at its next scheduled meeting.

Prospectus '93-'94 Reprint

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 printed materials; and

WHEREAS: The purchasing policies of Thomas Edison State College 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 Prospectus 1993 - 1994 reprint in September 1993, which will cost approximately \$52,000; 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 Edison State College does hereby authorize a bid waiver for the College to publish the Prospectus, and that any purchase pursuant to this authority will be reported to the Board of Trustees in public session at its next scheduled meeting.

George Fricke moved and John Blossom seconded a motion to adopt all four bid waivers. Motion carried (6-0).

REPORT OF THE PUBLIC AFFAIRS COMMITTEE:

Committee Chair Harvey Myers summarized the report of the Committee. The Board particularly noted appreciation for the work of Trustee Wendy Logan in getting the Johnson & Johnson grant of \$15,000 toward research and development of the Master of Science in Management degree program. The grant will be received in \$3,000 segments over a five-year period.

Dr. Pruitt reviewed financial aid issues which have an impact on the College, particularly in Guided Study, and reported that the College has been working with Senator Bradley and other legislators to assure college eligibility within the law.

ACADEMIC COUNCIL APPOINTMENTS:

Chris Yegen presented a resolution for the following first time appointments to the Council:

The Board of Trustees of Thomas Edison State College does hereby appoint Gloria Boseman, Assistant Professor in Nursing at Jersey City State College; William J. Younie, Professor in Special Education and Counseling at William Paterson College of New Jersey; Thomas M. Patrick, Associate Professor and Chairperson of the Department of Business Administration at Trenton State College; and Theresa M. Rosania, Associate Professor in Management Science at Kean College of New Jersey, 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.

John Blossom moved and Fred Abbate seconded a motion to adopt the resolution. Motion carried (6-0).

Chris Yegen presented the following resolution for staff appointments to the Council:

The Board of Trustees of Thomas Edison State College does hereby appoint college staff Rosa Lee Eickhoff, Program Advisor; Rebecca Hull, Portfolio Advisor, and Doris Simmons, Transcript Evaluator to a two-year term 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.

George Fricke moved and John Blossom seconded a motion to adopt the resolution. Motion carried (6-0).

Chris Yegen then presented the following resolution for one reappointment to the Council:

The Board of Trustees of Thomas Edison State College does hereby reappoint Charles Nanry, Professor of Human Resources at Rutgers, The State University, to an additional three-year term 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.

John Blossom moved and George Fricke seconded a motion to adopt the resolution. Motion carried (6-0).

CANDIDATES FOR DEGREE:

Jerry Ice presented the candidates for the associate and baccalaureate degrees as of March 1 and May 1, 1993. There were 28 candidates for the Associate in Arts, 18 candidates for the Associate in Science in Management, 3 candidates for the Associate in Science in Public and Social Services, 32 candidates for the Associate in Applied Science and Technology, 80 candidates for the Bachelor of Arts, 8 candidates for the Bachelor of Science in Human Services, 65 candidates for the Bachelor of Science in Applied Science and Technology, 37 candidates for the Bachelor of Science in Business Administration, and 4 candidates for the Bachelor of Science in Nursing for a total of 275 candidates.

Commenting on these two classes, he reported that the 10,000th degree was awarded in the May 1 class to Maureen Kane, BSBA. He also reported that 51% are in-state residents; 28% are female; 4% are Black; 70% are between the ages of 31 to 50 with 49% of that group in the 31-40 age group; the youngest is 20, and the oldest is 71. The number of years it took to complete a degree ranged from less than one year to over ten years. However, 73% completed in two years or less.

Chris 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 March 1 and May 1, 1993 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.

Dr. Pruitt called attention to Drunell Levinson's Associate in Arts degree and asked Drunell to move the resolution.

Drunell Levinson moved and Harvey Myers seconded a motion to adopt the resolution. Motion carried (6-0).

CONTRACT RENEWALS:

Dr. Pruitt called attention to modifications in three titles as formerly listed:

Vice President for Academic Affairs changed to Vice President and Provost

Vice President for Administration & Finance changed to Vice President and Treasurer

Dean, Center for Corporate and Public Partnerships [Eveslage] changed to Associate Vice President for Public Service

These are changes in title only. There are no position responsibility changes or salary change.

Dr. Pruitt presented the contract renewal recommendations as follows:

PRESIDENT'S OFFICE

CONTRACT RECOMMENDATIONS

Gerri Collins, Executive Assistant to the President	1 year	1993 -	1994
Thomas Streckewald, Director, Institutional Planning, Research, and Outcomes Assessment	1 year	1993 -	1994

DIVISION OF ACADEMIC AFFAIRS

Debra Dagavarian-Bonar, Director Office of Testing & Assessment	1 year	1993 -	1994
Thomas Donlon, Director, Office of Test Development & Research	1 year	1993 -	1994
Gregory Dye, Assistant Registrar	1 year	1993 -	1994
Thomas Eklund, Assistant Dean	1 year	1993 -	1994
Dolores Brown Hall, Director, Nursing Program	1 year	1993 -	1994
Jerry Ice, Vice President and Provost	1 year	1993 -	1994
Evette Jackson, Managing Administrative Assistant 3	1 year	1993 -	1994
Ruth McKeefery, Dean of the College	1 year	1993 -	1994
Jack Phillips, Registrar	1 year	1993 -	1994
William Seaton, Director, Center for Directed Independent Adult Learning	1 year	1993 -	1994
Sharon Smith, Associate Registrar	1 year	1993 -	1994

DIVISION OF ADMINISTRATION
AND FINANCE

CONTRACT RECOMMENDATIONS

Carron M. Albert, Director, Office of Human Resources	1 year	1993 -	1994
Anna Benitz, Assistant Controller	1 year	1993 -	1994
James Brossoie, Assistant Director, Office of Management Information Systems	1 year	1993 -	1994
Gloria Y. Dienes, Assistant Director, Office of Human Resources	1 year	1993 -	1994
Edward George, Director, Shipping and Receiving	1 year	1993 -	1994
Farouk Hassieb, Controller	1 year	1993 -	1994
Drew Hopkins, Director, Office of Management Information Systems	1 year	1993 -	1994
Michael J. Scheiring, Vice President and Treasurer	1 year	1993 -	1994
Philip Sanders, Administrator, Student Fees and Revenues	1 year	1993 -	1994
Evelyn Spradley, Assistant Director, Educational Technology	1 year	1993 -	1994

DIVISION OF PUBLIC AFFAIRS

Nat Caliendo, Vice President for Public Affairs	1 year	1993 -	1994
Sonja Eveslage, Associate Vice President for Public Service	1 year	1993 -	1994
Linda Holt, Director, Office of Communications & College Relations	1 year	1993 -	1994
Jules Kahn, Assistant Director of Admissions Services and Financial Aid	1 year	1993 -	1994
Nina Malone, Assistant Director of Communications and College Relations for Publications	1 year	1993 -	1994
James Ratigan, Director, PONSI	1 year	1993 -	1994
Iris Saltiel, Director, Corporate Programs	1 year	1993 -	1994
Annette Singer, Director, Alumni Affairs	1 year	1993 -	1994
John Thurber, Director, Trenton Office of Policy Studies	1 year	1993 -	1994
Janice Toliver, Director of Admissions Services	1 year	1993 -	1994

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

Tom O'Neill moved and John Blossom seconded a motion to adopt the resolution. Motion carried (6-0).

PERSONNEL ACTIONS:

Dr. Pruitt presented the following personnel actions for approval:

Todd Siben	-	Portfolio Advisor
Donna Higgins	-	Secretarial Assistant III
Cheryl Dienes	-	Clerk Typist
Janet Eickhoff	-	Clerical (hourly)

Chris Yegen 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.

Fred Abbate moved and John Blossom seconded a motion to adopt the resolution. Motion carried (6-0).

MEETING DATES:

Chris Yegen presented the following resolution:

The Board of Trustees of Thomas Edison State College does hereby approve the meeting dates for FY 1994:

September 10, 1993	-	10:00 a.m.
December 10, 1993	-	10:00 a.m.
March 11, 1994	-	10:00 a.m.
June 10, 1994	-	2:00 p.m.

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

George Fricke moved and Harvey Myers seconded a motion to adopt the resolution. Motion carried (6-0).

NEW BUSINESS:

Dr. Pruitt presented the following resolutions:

Recognition of Laura Simurda

The Board of Trustees, President, and staff of Thomas Edison State College wish to heartily thank Ms. Laura Simurda for her dedicated service as Student Trustee and for her specific and special interest in the growth and development of Thomas Edison State College.

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

Recognition of Christian Yegen

- WHEREAS:** Mr. Christian Yegen has been a member of the Board of Trustees of Thomas Edison State College since December, 1981; and
- WHEREAS:** Mr. Yegen has demonstrated rare and special leadership and devotion to the growth and development of the College; and
- WHEREAS:** Through his exemplary leadership as Chair and Vice Chair of the Board, Chair of the Administration and Finance Committee, and member of the Public Affairs Committee, he has earned the respect and affection of his colleagues; and
- WHEREAS:** Mr. Yegen was Founding Chair of the Thomas A. Edison State College Foundation, Inc.; and
- WHEREAS:** His term as a member of the Board of Trustees is concluding; and
- WHEREAS:** Mr. Yegen is deserving of an extraordinary and distinctive honor as he leaves the Board; now, therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby award Mr. Yegen the "Distinguished Service Award"; and be it further
- RESOLVED;** That this award be conferred upon him during the proceedings of the Commencement ceremonies to be held October 10, 1993.

Fred Abbate moved and George Fricke seconded a motion to adopt the resolutions. Motion carried (6-0).

APPOINTMENT OF THE NOMINATING COMMITTEE:

Chris Yegen appointed the Nominating Committee as follows:

John Blossom, Chair
Harvey Myers
Carole Nerlino

There being no further business, Tom O'Neill moved and Fred Abbate seconded a motion to adjourn. Motion carried (6-0).

Submitted by,



George A. Pruitt
Secretary to the Board

12-10-93
Date

Approved by,



Fred J. Abbate
Chairman of the Board

12-10-93
Date