

MINUTES

BOARD OF TRUSTEES

THOMAS EDISON STATE COLLEGE

December 10, 1993

MEMBERS PRESENT: Fred Abbate, Chairman; Richard Arndt; John Blossom; George Fricke; Wendy Logan; Harvey Myers; Carole Nerlino; Thomas O'Neill; Marilyn Pearson; William Kelly, student; Drunell Levinson, student; George A. Pruitt, President.

MEMBERS ABSENT: Emilia Timpo, Chancellor's Designee.

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 10:00 a.m. by Chairman Fred Abbate who noted that the date, time, and location for the meeting had been published in accordance with New Jersey law.

SWEARING-IN OF NEW BOARD MEMBERS:

Fred Abbate introduced Richard Arndt, Executive Vice President and CEO of the American Cancer Society, and new Trustee. He also introduced William Kelly, the new Student Trustee Alternate. He then led Mr. Arndt and Mr. Kelly in the swearing-in ceremony and welcomed them on behalf of the Board.

Fred Abbate commented on the induction of Dr. Pruitt into the Junior Achievement Hall of Fame.

MINUTES:

The minutes of the September 10, 1993 meeting were presented for approval. Carole Nerlino moved and George Fricke seconded a motion to approve the minutes. Motion carried (10-0).

PRESIDENT'S REPORT:

Adding to the previously distributed report, Dr. Pruitt reviewed three recent events: 1) the dinner/dance sponsored by the Foundation and which celebrated Dr. Pruitt's first ten years at the College. The gala, held at the New Jersey State Aquarium in Camden, was a huge success; 2) Commencement was especially significant in that the College celebrated its 10,000 graduate. The 1994 Commencement will be at the Garden State Park Pavillion in South Jersey; and 3) the state election results have prompted much speculation as to how budget deficits will be met under the new administration, and as to how this will impact on higher education.

Dr. Pruitt commented that there is movement on the brownstones. The Office of Management and Budget is looking at the floor plans to see if changes are needed, but there is still some concern about the project moving ahead, given the state fiscal crisis.

The baccalaureate degree program, in cooperation with community colleges, is progressing well. Implementation is expected in the fall, 1994.

Dr. Pruitt stated that the college budget has been cut every year for the last four years, and it remains a concern. However, consideration is being given to renegotiations regarding funding of the salary program. If funded, the budget deficit would be greatly reduced.

Dan Negron, the President of the local AFT, was introduced. Dr. Pruitt expressed appreciation for a plaque given to him by the Union local in honor of his 10th anniversary.

Questions were raised about the test irregularity item in the written report. Jerry Ice explained that the exam was compromised in that someone who had access to it offered a tutorial using the actual exam in the preparation process. The students were offered the opportunity to retest. Most have not done so. A criminal investigation is underway by local authorities.

Drew Hopkins, Director, MIS, and Evelyn Spradley, Assistant Director, Education Technology, made presentations regarding the projected Local Area Network system and the current CALL Network system, respectively.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE:

George Fricke added to the written report, stating that the Committee met privately with the external auditors who gave great reports with regard to the auditing process, staff cooperation, and the quality of management and systems which consistently produce excellent audits.

Fred Abbate presented the following resolution to accept the audit report:

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 10, 1993 meeting provisionally accepting the audit for the fiscal year ending June 30, 1993, 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, 1993 as presented and incorporated herein by reference.

George Fricke moved and Harvey Myers seconded a motion to adopt the resolution. Motion carried (10-0).

Dr. Pruitt stated that for the first time in its history, the College had a midyear fee increase last fiscal year. This year the College is experiencing a slight decline in student income and did not meet budget for the first quarter. He added, however, that it seems to have turned around.

Regarding the equipment leasing program, Dr. Pruitt reviewed the program and the College's request for authorization to participate in the program, and to commit to supporting the College's share of the \$1 million commitment.

Fred Abbate presented the following resolution:

WHEREAS: The Legislature has passed the "Higher Education Equipment Leasing Fund Act," Chapter 136, P.L. 1993, to support the purchase of scientific, engineering, technical, computer, communications, or instructional equipment for use by institutions; and

WHEREAS: The Act supplements P.L. 1970, c.13 (C. 5:9-1, et seq.) and the "New Jersey Educational Facilities Authority Act," chapter 72A of Title 18A of N.J.S.A.; and

WHEREAS: The ten-year bond would be issued by the New Jersey Educational Facilities Authority (NJEFA) with principal and interest supported from state and college revenues; and

- WHEREAS:** The Act stipulates that the State will provide for 75 percent of the principal and interest, and that the College will fund the remaining 25 percent; and
- WHEREAS:** Thomas Edison State College has been allocated \$1 million of the \$24 million allocated for state colleges from the initial grant of \$100 million for the leasing of equipment from NJEFA through this Fund; and
- WHEREAS:** The College has identified its capital equipment needs of approximately \$3 million; and
- WHEREAS:** The College is requesting authorization to purchase from the equipment list as provided and incorporated herein by reference, up to \$1 million; and
- WHEREAS:** The College is requesting a bid waiver consistent with applicable statutes to purchase the equipment as identified; and
- WHEREAS:** The Administration and Finance Committee of the Board has thoroughly reviewed all aspects of the 1993 Capital Equipment Bond Issue and recommends approval; now, therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby approve the College's participation in the Higher Education Equipment Leasing Fund project and authorizes the expenditure of up to \$1 million of the debt service related thereto; and be it further
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby commit to funding the institution's share (25%) of the debt service; and be it further
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby authorize a bid waiver for the College to purchase the proposed equipment, and be it further
- RESOLVED:** That any purchase made pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

George Fricke moved and Carole Nerlino seconded a motion to adopt the resolution. Motion carried (10-0).

CANDIDATES FOR DEGREE:

Jerry Ice presented the candidates for the associate and baccalaureate degrees as of September 1 and November 1, 1993. There were 25 candidates for the Associate in Arts, 12 candidates for the Associate in Science in Management, 3 candidates for the Associate in Science in Natural Science and Mathematics, 4 candidates for the Associate in Science in Public and Social Services, 36 candidates for the Associate in Applied Science and Technology, 104 candidates for the Bachelor of Arts, 14 candidates for the Bachelor of Science in Human Services, 69 candidates for the Bachelor of Science in Applied Science and Technology, 49 candidates for the Bachelor of Science in Business Administration, and 2 candidates for the Bachelor of Science in Nursing, for a total of 318 candidates.

He commented that 57% are in-state residents; 40% are female; 6% are African-Americans; and 67% are between the ages of 31 and 50.

Fred Abbate presented the following resolution:

The Board of Trustees of Thomas Edison State College does hereby approve the awarding of the appropriate degrees to those September 1, 1993 and November 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.

Carole Nerlino moved and Harvey Myers seconded a motion to adopt the resolution. Motion carried (10-0).

ACADEMIC COUNCIL APPOINTMENTS:

Fred Abbate stated that there were three candidates for Academic Council appointment. He presented the following resolution:

The Board of Trustees of Thomas Edison State College does hereby appoint Adrienne Coons, Science and Allied Health Department at Camden County College; Julian W. Farrior, Natural Science/Mathematics Department at Gwynedd-Mercy College; and Howard Schwartz, Communications Department at Rider College to a 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.

CONTRACT RENEWALS:

Dr. Pruitt presented the contract renewal recommendations as follows:

DIVISION OF ACADEMIC AFFAIRS CONTRACT RECOMMENDATIONS

Barbara Aikins, Assistant Director, Course Administration	4 years	1994 -	1998
Virginia Alexander, Test Administrator	1 year	1994 -	1995
Julie Atwood, Senior Evaluator	1 year	1994 -	1995
Emily Carone, Assistant to the Director of Test Development & Research (80%)	1 year	1994 -	1995
Edward Foris, Program Assistant	1 year	1994 -	1995
Rebecca Hull, Portfolio Advisor	1 year	1994 -	1995
Mary Jo Kamin, Evaluator	1 year	1994 -	1995
Todd Siben, Portfolio Advisor	3 years	1994 -	1997
Doris Simmons, Evaluator	1 year	1994 -	1995
Donna Watson, Senior Evaluator	3 years	1994 -	1997
M. Susan Williams, Evaluator	1 year	1994 -	1995

DIVISION OF ADMINISTRATION & FINANCE

Sedell Bailey, Assistant to the Director of Administrative Services	3 years	1994 -	1997
William Hobson, Procedural Design Specialist	4 years	1994 -	1998
Robert Jackson, Desk Top Applications Specialist	1 year	1994 -	1995
Deborah McCloud, Systems Coordinator	1 year	1994 -	1995
Mindi Shalita, Assistant to the Controller for Payroll	1 year	1994 -	1995
Hope Smith, Educational Technology Specialist	4 years	1994 -	1998
William Thompkins, Imaging Systems Coordinator	3 years	1994 -	1997

DIVISION OF PUBLIC AFFAIRS

Margaret Allan, Program Assistant	1 year	1994 -	1995
Mercedes Diaz, Admissions Services Officer, Bilingual	1 year	1994 -	1995
Nancy Spencer, Program Manager (80%)	1 year	1994 -	1995

Fred Abbate 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.

Wendy Logan moved and Thomas O'Neill seconded a motion to adopt the resolution. Motion carried (10-0).

PERSONNEL ACTIONS:

Dr. Pruitt presented the following personnel actions for approval:

- | | | |
|-------------------|---|---|
| Charlene Glascock | - | Associate Director of Instructional Services/Guided Study |
| Sherry Wallace | - | Clerical (hourly) |
| Iris Figuera | - | Secretarial Assistant III |
| Natalie Smith | - | Secretary (hourly) |
| Frank Haggerty | - | Assistant Director of Administrative Services |
| Jay Williams | - | Project Administrator |
| Carla Colburn | - | Program Advisor |
| Tikiba Green | - | Clerical (hourly) |
| Kathleen Monahan | - | Clerical (hourly) |

Fred Abbate 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.

George Fricke moved and Marilyn Pearson seconded a motion to adopt the resolution. Motion carried (10-0).

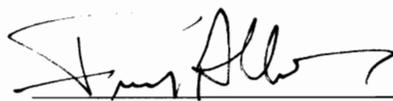
There being no further business, Thomas O'Neill moved and Carole Nerlino seconded a motion to adjourn. Motion carried (10-0).

Submitted by,


George A. Pruitt
Secretary to the Board

6/9/94
Date

Approved by,


Fred J. Abbate
Chairman of the Board

6-10-94
Date