

MINUTES

BOARD OF TRUSTEES

THOMAS EDISON STATE COLLEGE

September 4, 1998

MEMBERS PRESENT: Richard Arndt, Chairman; Fred Abbate; Nicholas Carnevale; Christopher Daggett; George Fricke; Tina Greco, Student; Ida Hammond; E. Harvey Myers; Carole Nerlino-Cerepak; Thomas O'Neill; Heidi Schwab, Student; George A. Pruitt, President.

MEMBERS ABSENT: None.

ALSO PRESENT: Jerry Ice, Vice President and Provost; Michael Scheiring, Vice President and Treasurer; John Thurber, Vice President for Public Affairs; Esther Paist, Executive Assistant to the President; Jack Livingstone, State Librarian; Donald Trucksess, Union Representative.

Vice Chairman Carole Nerlino-Cerepak who noted that the date, time, and location for the meeting had been published in accordance with New Jersey law, officially called the public meeting to order at 10:00 a.m.

MINUTES:

The minutes of the June 5, 1998, meeting were presented for approval. Nicholas Carnevale moved and Fred Abbate seconded a motion to adopt the minutes. Motion carried (10-0).

SWEARING IN OF STUDENT TRUSTEE:

Dr. Pruitt introduced Ms. Tina Greco, the new student Trustee. Carole Nerlino-Cerepak swore in Ms. Greco and presented the following resolution:

**WHEREAS: New Jersey state law and the Bylaws of Thomas 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 Tina Greco meets the criteria; and**

**WHEREAS: The President of the College does hereby nominate Tina Greco 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 Edison State College does hereby elect Tina Greco as student trustee alternate effective September 4, 1998 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 June 2000.**

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

PROVISIONAL ACCEPTANCE OF FY 1998 EXTERNAL AUDIT REPORT:

Michael O’Gorman, of Peat Marwick, stated that the results of the audit are excellent, and that he will meet with the Finance Committee in November to present the final report. Mr. O’Gorman commented on the excellent cooperation the firm received from College management and called attention to the first-time availability of comparative data on the State Library. Richard Arndt commended the good shape of the fund balance, especially considering that the College had the lowest tuition increase in the state.

Carole Nerlino-Cerepak presented 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: Various agencies of state government have expressed a need to receive a copy of the College’s audit report prior to the next meeting of the Board of Trustees; 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; now, therefore, be it**

**RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby provisionally accept the College's external audit for the year ending June 30, 1998, contingent upon the review of said audit by the Finance Committee of the Board; and be it further**

**RESOLVED: That the Finance Committee of the Board shall be directed to report its findings and conclusions to the full Board at the next meeting of the Board of Trustees.**

Nicholas Carnevale moved, and Fred Abbate seconded a motion to adopt the resolution. Motion carried (10-0).

**PRESIDENT'S REPORT:**

Adding to his written report, Dr. Pruitt commented on the budget. He stated that although the budget is flat, due to good management we have the smallest tuition increase (4%) of any state college, and we were successful in having responsibility for fringe benefits shifted back to the state. We will need to revisit issues of salary with the state, especially since we are about to enter the collective bargaining process. Dr. Pruitt further noted that the "performance incentive" measures on which the College is being evaluated for budget purposes are still under discussion. For example, the Commission on Higher Education's "Time to Completion" benchmark may not be relevant to the College, since that data relates to the time spent enrolled at Thomas Edison, and our students are earning an average of only about 30% of their credits with us. He stated that the College is in good shape financially and that the State Library has the best budget ever.

Regarding the status of the Townhouses project, Dr. Pruitt stated that we are behind schedule due to disputes, which the College is trying to mediate, between the state and the architect. A total of \$14.2 million has now been authorized for the entire project.

Dr. Pruitt noted that our first installation of Datatel has been accomplished, and that ours was the fastest of all Datatel's university or college clients. This was largely due to the efforts of our Controller's Office and our Management Information Systems staff.

Dr. Pruitt reported that the issue of the College's participation in the federal Title IV financial aid program was resolved in our favor. He stated that our response to the eligibility issue will be used as a standard for other institutions, and he acknowledged the good work that was done by John Thurber and Esther Paist.

Dr. Pruitt then briefed the Board on the Capitol Campus Consortium, which currently comprises Thomas Edison State College, Rider University, and Mercer County Community College. As envisioned, the Consortium will provide an "educational mall" for adults in the City of Trenton. The student population may include Mercer County Community College students seeking baccalaureate degrees and/or state employees who work in Trenton. Thomas Edison will provide administrative infrastructure for the Consortium. Our requirements will be the foundation of the degree, but they will be fulfilled by courses from Mercer and Rider. Thomas Edison State College will provide courses only as a last resort. Facilities for this venture exist at Mercer County College here in Trenton, with the possibility of our electronic classrooms also being used. Questions were raised regarding potential enrollments and regarding the fact that this initiative may cause the College to venture into classroom-based education for the first time. There were also questions about the potential for joint degrees and graduate degrees, duplication of credits, new degree offerings, and future partnership initiatives. Dr. Pruitt stated that our first concern is to test the market, and only then can more specific planning be done. He emphasized that we have no desire to change our traditional student profile, nor do we wish to establish a classroom-based faculty.

Dr. Ann Marie Senior, Director of Institutional Research and Outcomes Assessment, reported on various statistics relative to College activities in FY '98. Dr. Pruitt commented on the effect that the previous flat period in applicant growth is having on current enrollments, and he indicated that the current increase in applications bodes well for the future. Dr. Pruitt remarked that, even in the face of flat enrollments, we have increased revenue as more students use DIAL options. Dr. Pruitt stated that it is still too early to tell if the direct effect of our marketing effort has generated more applicants, but he commended recent changes in our Prospectus as especially effective.

Michael Scheiring commented that the College has met and exceeded our budget target in terms of new enrollments, but the effect of previous flat enrollment may be of some concern for the future. He further stated that, although the College's budget picture is mixed, the State Library's is entirely positive, and that the library will be open on Saturdays for the first time in many years.

#### BID WAIVERS:

George Fricke presented the following resolutions:

#### Printing of MSM Prospectus and Revised Prospectus

**WHEREAS: The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$12,300 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**

**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 approved by the Board of Trustees on October 10, 1986 provide for the granting of categorical prior approval and post reporting to the Board of such purchases; and

**WHEREAS:** The College is planning to print a one-year supply of 60,000 copies of the undergraduate Prospectus and 8,000 copies of the MSM Prospectus in October 1998; and

**WHEREAS:** The printing cost is estimated at \$80,000 for the undergraduate Prospectus and \$14,400 for the MSM Prospectus; 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 does hereby authorize a bid waiver for the College to print a one-year supply of 60,000 copies of the revised undergraduate Prospectus at a cost not to exceed \$80,000, and 8,000 copies of the MSM Prospectus at a cost not to exceed \$14,400, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Nicholas Carnevale moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (10-0).

HINT Professional Consulting Services

**WHEREAS:** The "State College Contracts Law" Chapter 64 of Title 18A of the New Jersey Statutes states requires that any purchase exceeding \$12,300 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 professional consulting services; and**

**WHEREAS: The purchasing policies of Thomas Edison State College approved by the Board of Trustees on October 10, 1986 provide for granting categorical prior approval and post-reporting to the Board of such purchases; and**

**WHEREAS: The College has been specifically designated to provide Healthcare Information Networks and Technologies consultant support by the State Legislature, with the concurrence of the Governor, in the State of New Jersey Fiscal Year 1999 Appropriations Act through funding of \$250,000; and**

**WHEREAS: This grant is to facilitate and assist in the implementation of the Healthcare Information Networks and Technologies (HINT) study's recommendations; and**

**WHEREAS: The College has determined that professional consulting services will be necessary to assist in completing grant responsibilities; and**

**WHEREAS: The consulting services are expected to cost approximately \$200,000; now, therefore, be it**

**RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby authorize a bid waiver which will enable the College to enter into professional consulting service contracts in an amount not to exceed \$200,000 and that any purchase pursuant to this authority will be reported to the Board of Trustees in public session at its next scheduled meeting.**

After brief discussion on ways in which consultants are selected and contracts drawn, Nicholas Carnevale moved and Fred Abbate seconded a motion to adopt the resolution. Motion carried (10-0).

Health Consulting Services

**WHEREAS: The "State College Contracts Law" Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$12,300 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 professional consulting services; and**

**WHEREAS: The purchasing policies of Thomas Edison State College approved by the Board of Trustees on October 10, 1986 provide for granting categorical prior approval and post-reporting to the Board of all purchases; and**

**WHEREAS: In order to address one of the HINT project recommendations, the Department of Health and Senior Services has provided \$490,000 in funding to the College to act as project administrator to hire consultants, issue an RFP for a data intermediary vendor, award a contract, and oversee the RFP implementation process; and**

**WHEREAS: The College is requesting authorization to contract for professional consulting services at a cost of \$100,000; and**

**WHEREAS: The College intends to contract with Deloitte and Touche Consulting Group as a sole source vendor based on their familiarity with the Department of Health and Senior Services current data intermediary system and current consulting services provided to convert the data intermediary system to an electronic reporting system; now, therefore, be it**

**RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby authorize a bid waiver which will enable the College to enter into professional consulting service contract with Deloitte and Touche at a cost not to exceed \$100,000, and that any purchase pursuant to this authority will be reported to the Board of Trustees in public session at its next scheduled meeting.**

After a brief discussion verifying that the College anticipates no problem related to an appeal on the contract, Fred Abbate moved and Heidi Schwab seconded a motion to adopt the resolution. Motion carried (10-0).

Fulfillment Services for Inquiries and Financial Aid

**WHEREAS:** The "State College Contracts Law" Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$12,300 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 sole source a service; and

**WHEREAS:** The College is planning to purchase fulfillment services on a non-interrupted basis to process initial requests for College information on undergraduate, graduate and financial aid in September 1998; and

**WHEREAS:** The estimated annual cost for such services is \$110,000; and

**WHEREAS:** The College has successfully employed The Hibbert Group for the previous four years, offering the College operating efficiencies and timely distribution of requests for College information; and

**WHEREAS:** The College desires to continue with a sole source vendor, The Hibbert Group; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby authorize a sole source bid waiver for the College to purchase fulfillment services from The Hibbert Group at a cost not to exceed \$110,000 and that any purchase pursuant to this authority will be reported to the Board of Trustees in public session at its next scheduled meeting.

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

Marketing Research

**WHEREAS:** The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$12,300 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 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 planning to engage a firm to conduct marketing research and analysis, which is anticipated to cost approximately \$25,000; and

**WHEREAS:** The College will not be going to a sole source, but will seek proposals from a list of firms; 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 marketing research services at a cost not to exceed \$25,000, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

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

Advertising Agency

**WHEREAS:** The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$12,300 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 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 planning to engage an agency to place advertising and assist in the management of relationships with advertising vendors, which is anticipated to cost up to \$200,000; and

**WHEREAS:** The College will not be going to a sole source, but will seek proposals from a list of agencies; 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 advertising agency services at a cost not to exceed \$200,000, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Nicholas Carnevale moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (10-0).

Contract Library Services

**WHEREAS:** The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$12,300 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 forego the bidding procedures by resolution of the Board of Trustees of the College; and

**WHEREAS:** The purchasing policies of Thomas 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 affiliation of the New Jersey State Library with the College effective July 1, 1996 places the State Library under the purchasing policies of the College; and

**WHEREAS:** The State Library has a periodic need to contract with library services vendors to perform one-time projects or to provide temporary professional librarians in cases of illness or other long-term absence of regular staff; and

**WHEREAS:** The State Library has estimated the cost of contracting for library services in FY 1999 to be \$50,000; and

**WHEREAS:** The State Library will not be going sole source, but will seek bids from a list of vendors capable of providing these services; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby authorize a waiver of bidding for the State Library to contract for professional library services at a cost not to exceed \$50,000, and that any purchase pursuant to this authority will be reported to the Board of Trustees in public session at its next scheduled meeting.

Fred Abbate moved and Ida Hammond seconded a motion to adopt the resolution.  
Motion carried (10-0).

Library for the Blind Circulation System

**WHEREAS:** The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$12,300 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 forego the bidding procedures by resolution of the Board of Trustees of the College; and

**WHEREAS:** The purchasing policies of Thomas 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 affiliation of the New Jersey State Library with the College effective July 1, 1996 places the State Library under the purchasing policies of the college; and

**WHEREAS: The State Library must invest up to \$300,000 in new hardware and software for the Library for the Blind and Handicapped to make the circulation system Year 2000 compliant; and**

**WHEREAS: All of the software and a portion of the hardware is available from a limited group of vendors whose business is modifying standard industry products for the use of the visually impaired; and**

**WHEREAS: The State Library will not be going sole source, but will seek bids from a list of vendors capable of providing this specialized hardware and software; now, therefore, be it**

**RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby authorize a waiver of bidding for the State Library to purchase a Year 2000 compliant circulation system in an amount not to exceed \$300,000, and that any purchase pursuant to this authority will be reported to the Board of Trustees in public session at its next scheduled meeting.**

Nicholas Carnevale moved and Christopher Daggett seconded a motion to adopt the resolution. Motion carried (10-0).

Library Technology Upgrade

**WHEREAS: The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$12,300 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 forego the bidding procedures by resolution of the Board of Trustees of the College and sole source a service; and**

**WHEREAS: The purchasing policies of Thomas 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 affiliation of the New Jersey State Library with the College effective July 1, 1996 places the State Library under the purchasing policies of the college; and**

**WHEREAS: The State Library has received a capital appropriation in the 1998-1999 state budget in the amount of \$450,000 for upgrading the library's technology; and**

**WHEREAS: Much of the library technology to be purchased is highly specialized and available from a small number of vendors well established in the library community; and**

**WHEREAS: The State Library will not be going sole source, but will seek bids from a list of vendors capable of providing this specialized technology; now, therefore, be it**

**RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby authorize a waiver of bidding for the State Library to purchase hardware and software for specialized library applications in an amount not to exceed \$450,000, and that any purchase pursuant to this authority will be reported to the Board of Trustees in public session at its next scheduled meeting.**

Fred Abbate moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (10-0).

CANDIDATES FOR DEGREE:

Jerry Ice presented the candidates for the associate, baccalaureate, and master's degrees as of July 15, 1998, and September 15, 1998, as follows: 29 candidates for the Associate in Arts; 10 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 & Social Services; 18 candidates for the Associate in Science in Applied Science and Technology; 1 candidate for the Associate in Applied Science in Radiologic Technology; 161 candidates for the Bachelor of Arts; 17 candidates for the Bachelor of Science in Human Services; 60 candidates for the Bachelor of Science in Applied Science and Technology; 49 candidates for the Bachelor of Science in Business Administration; 14 candidates for the Bachelor of Science in Nursing; and 14 candidates for the Master of Science in Management, for a total of 379 candidates.

Dr. Pruitt made special mention that Marjorie Carnevale, wife of Board member Nicholas Carnevale, received a Bachelor of Arts Degree in the September class; and Mary Buzby, a member of the College's staff, received an Associate in Arts Degree in the July class.

Carole Nerlino presented the following resolution to approve the candidates as indicated:

**The Board of Trustees of Thomas Edison State College does hereby approve the awarding of the appropriate degrees to those July 15, 1998, and September 15, 1998, 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.**

Nicholas Carnevale moved and Christopher Daggett seconded a motion to adopt the resolution. Motion carried (10-0).

Candidate for Honorary Degree

Carole Nerlino presented the following resolution concerning Thomas P. Salmon, who was selected to receive an honorary degree and speak to our graduates at the College's twenty-sixth commencement ceremonies, on October 3, 1998.

**WHEREAS: Mr. Thomas P. Salmon, former Governor of Vermont, former president of the University of Vermont, and current "of counsel" partner in the law firm of Salmon and Nostrand, has distinguished himself as a nationally recognized leader and advocate for higher education; and**

**WHEREAS: His dedication to higher education is clearly demonstrated by his accomplishments and contributions as a professor and practitioner in the fields of leadership development and management, as a public servant, and as a valued advisor to academic institutions; now, therefore, be it**

**RESOLVED: That the Board of Trustees of Thomas Edison State College, upon the recommendation of the President and the concurrence of the Academic Affairs Committee, does hereby award Mr. Thomas P. Salmon the degree of Doctor of Humane Letters, *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 3, 1998.**

Fred Abbate moved and Christopher Daggett seconded a motion to adopt the resolution. Motion carried (10-0).

PERSONNEL ACTIONS:

Carole Nerlino presented the following resolution:

**The Board of Trustees of Thomas Edison State College does hereby approve all appointments as indicated on the list provided and incorporated herein by reference.**

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

Nicholas Carnevale moved and George Fricke seconded a motion to adopt the resolution. Motion carried (9-0, student abstention).

NEW BUSINESS:

Election of Officers – Fred Abbate, Chairman of the Nominating Committee, presented the recommendation for Board officers as follows: Richard Arndt, Chair, and Carole Nerlino, Vice Chair. He then asked for nominations from the floor. There being no nominations, Fred Abbate made a motion to close the nominations. Ida Hammond seconded. Motion carried (10-0).

In accordance with public law, a ballot was distributed for secret written vote, the results of which confirmed unanimously the election of the recommended officers.

Carole Nerlino thanked the Board for their expression of confidence.

Distinguished Service Award – Dr. Pruitt presented the following resolution concerning Senator Robert E. Littell, who was selected to receive a Distinguished Service Award for his support of the College and the State Library, and for his advocacy of the HINT project.

**WHEREAS: The Honorable Robert E. Littell has served the State of New Jersey long and well both as an Assemblyman and as a Senator, representing the twenty-fourth district; and**

**WHEREAS: Senator Littell is a well recognized advisor to and friend of higher education, now, therefore, be it**

**RESOLVED: That the Board of Trustees of Thomas Edison State College, does hereby award Senator Robert E. Littell 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 on October 3, 1998.**

Nicholas Carnevale moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (10-0).

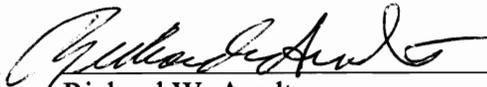
There being no further business, Richard Arndt moved and Harvey Myers seconded a motion to adjourn. Motion carried (10-0).

Submitted by,

Approved by,



George A. Pruitt  
Secretary to the Board



Richard W. Arndt  
Chairman