

MINUTES

BOARD OF TRUSTEES

THOMAS EDISON STATE COLLEGE

June 11, 1999

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

MEMBERS ABSENT: Fred Abbate; George Fricke; Thomas O'Neill.

ALSO PRESENT: Jerry Ice, Vice President and Provost; John Thurber, Vice President for Public Affairs; Michael Scheiring, Vice President and Treasurer; Esther Paist, Executive Assistant to the President; Drew Hopkins, Director of Management Information Systems; Jack Livingstone, State Librarian; Cecilia Blasina, Union Representative.

Chairman Richard Arndt, 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 2:00 p.m.

SWEARING IN OF TRUSTEE

Harvey Myers was reappointed to the Board and was duly sworn in to a new term.

MINUTES

The minutes of the March 19, 1999, meeting were presented for approval. Nicholas Carnevale moved and Ida Hammond seconded a motion to adopt the minutes. Motion carried (7-0).

PRESIDENT'S REPORT

Dr. Pruitt noted the following College accomplishments during the past year: the college-wide technology upgrade; the new marketing campaign; DIAL revenues, which passed \$2 million, and DIAL's ranking of fifth in the nation in terms of enrollments; the \$75 million bond issue for the State Library; the Foundation's readiness to "go public"; and the development of two new degree programs. Dr. Pruitt stated that regarding the Department of Education's

Distance Education Demonstration Project, the College's previously successful argument for our lack of need for waivers, along with our successful argument that we are *already* a model program has caused the Department to put us in a category of "mentoring model" in the Demonstration Project. He also commented on the Watson Institute's collaboration with urban mayors; the completed articulation-agreement signing with Edison Community College; and our current outreach efforts to the University of California at Long Beach and to Dallas Community College.

Dr. Pruitt stated that the College has achieved all of the current five-year plan goals, except for enrollment growth. Although demographic trends of enrollment downturns in institutions everywhere are causing us to rethink targets, we still intend to grow. As part of our next five-year planning activity, a staff retreat to be held in October will be followed by a strategic planning exercise. This will be discussed with Board committees in March of 2000 and followed by a Board retreat in June.

Dr. Pruitt commented that our budget may yet have some increases to aid with our salary funding. However, although it is generally favorable, the state's budget appropriation is essentially flat. Regarding union negotiations, he stated that the state and education unions follow one another making similar requests and demands for salary increases. The question for the next cycle is whether or not the state will adequately fund the next negotiated salary increases. Due to good economic conditions, the increases may be larger than in recent years. If this increase is not adequately funded, there will be great difficulty for higher education. We have been working closely with the administration to ensure adequate funding and so avoid having to institute a mid-year tuition increase. The \$550 million bond issue should be successful, but the match requirement will put pressure on tuition, too. Our marketing efforts are also apparently causing an increase of from 500 to 3,000 "hits" per day on our website. However, it is still too soon to gauge results of the new campaign. The number of inquirers about the College is declining, although the number of applicants remains steady.

Dr. Pruitt commended Neal Bond and his work with College staff on the implementation of Datatel, the largest technology project the College has ever undertaken. Mr. Bond's report (which he distributed at the meeting) provides an update on this ongoing project, specifically describing progress made on installation of the "student systems" portion of the Datatel package. He pointed out that Thomas Edison State College is moving far more quickly than any of his other higher-education clients in implementing Datatel. Mr. Bond emphasized the leadership role of Drew Hopkins (recently promoted to Chief Information Officer at the College) and the general staff "team building" in the Datatel project – this cross-divisional activity has resulted in the emergence of a true "institutional culture" for the College, as opposed to separate unit-by-unit cultures. The College has also become a part of an inter-institutional group of users. Mr. Bond's report outlined progress and challenges, some of which affect the timing of the "roll-out" of the implementation. That such activities as "course mapping" can be automated represents an early return on investment. The new system will allow staff to move away from "silo" to "matrix" management. The full implementation of the Student System will allow for "going live" by October 1999. After the student system is in place, we will move on to the set up and implementation of Datatel in the Alumni/Development area.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Dr. Pruitt commended the Committee and pointed out that some of the informational materials relevant to College finances have now been streamlined. He reported that the College is in good shape relative to budget targets. While our overall enrollments are not growing, we have had explosive growth in the number of students using Thomas Edison State College credit options (especially via DIAL). We are in good shape financially. As we near the end of the fiscal year, our expenditures-to-income ratio is good, and we will have a significant surplus. We will use our current carryforward (as well as next year's) to fuel our marketing efforts.

CONSIDERATION OF FY 2000 FEE INCREASE

Regarding fee increases, Dr. Pruitt explained that the amount of the state's appropriation and the need to fund salary increases drive our need to increase fees. We are describing our general increase as 5%. However, we need to acknowledge that this is hard to calculate in specific terms, given our "menu" approach to fees. He stated that some students will experience greater or lesser increases, depending on what specific services they use. Dr. Pruitt briefly explained the various fee-increase charts. Christopher Daggett presented the following resolution:

WHEREAS: The "Higher Education Restructuring Act of 1994," Chapter 48 of Title 18A of the New Jersey Statutes requires the governing boards of public institutions to conduct public hearings prior to the date of the adoption of a tuition or fee schedule; and

WHEREAS: The Administration and Finance Committee of the Board of Trustees held a public hearing at the American Cancer Society North Brunswick, NJ, on May 24, 1999, and considered testimony presented; and

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 1999, 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 of Thomas Edison State College does hereby approve the proposed schedule of fees as recommended and incorporated herein as referenced, effective July 1, 1999.

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

CONSIDERATION OF DONATED LEAVE POLICY

Dr. Pruitt described the Donated Leave Policy, saying it stems from the good relationship the College has with its unions. He stated that we want employees to be responsible, but also to have the opportunity to use and donate time. This is an employee initiative to which the College has responded. We have done careful research into other such programs as we planned ours.

Christopher Daggett presented the following resolution:

WHEREAS: Thomas Edison State College has a strong commitment to the well being and support of the College and State Library community; and

WHEREAS: College management and labor representatives have worked together to develop a program that will enable staff to share earned leave time in the event of a catastrophic illness; and

WHEREAS: The proposed Donated Leave Program meets all statutory and regulatory requirements; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby approve the adoption of the Donated Leave Program to be effective July 1, 1999, that will allow College and Library employees to donate earned unused leave time to each other in the event an employee who has experienced a catastrophic illness or injury has exhausted his or her personal time balances.

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

CONSIDERATION OF BID WAIVERS

Christopher Daggett presented the following resolution and pointed out that information summaries will emphasize that the bidding process is, in fact, competitive.

WHEREAS: The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$17,700 must be publicly advertised for sealed bids in the Local newspapers; and

WHEREAS: Section 5a of the additional article to Chapter 64 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: Background information on each bid waiver will always be provided in one attached document entitled "Bid Waiver Requests," and

WHEREAS: The College is planning to

- engage continuing advertising services at an estimated cost of \$400,000;
- publish 60,000 copies of the revised Prospectus at an estimated cost of \$75,000;
- enter into professional consulting service contracts to facilitate and assist the Department of Health and Senior Services in the implementation of the Healthcare Information Networks and Technologies Study at an estimated cost of \$200,000;
- enter into a professional consulting services contract with Deloitte and Touche to assist the Department of Health and Senior Services administer the Discharge Data project at an estimated cost of \$260,000;
- enter into a professional service contract with Datatek Corporation for the purpose of exploring the feasibility of a statewide, on-line eligibility determination and tracking system for the Charity Care Program for the Department of Health and Senior Services at an estimated cost of \$40,000;
- enter into an agreement with Palinet to provide access to the database and related services to member libraries at an estimated cost of \$250,000;
- purchase hardware and software maintenance services for the State Library for FY 2000 at an estimated of \$45,000;
- purchase software products specifically geared to the library community to upgrade the library's technology to provide state-of-the-art access to electronic information resources at an estimated cost of \$550,000;
- purchase equipment and software that meet the needs of the blind and visually impaired users at an estimated cost of \$169,000;

- provide for professional library services as needed for special projects or to temporarily replace professional librarians at an estimated cost of \$50,000;

in accordance with the explanation and description of each project as set out in the attached "Bid Waiver Requests"; and

WHEREAS: The College will not be going to a sole source, but will seek proposals from a list of vendors; now, therefore be it

RESOLVED: That the Board of Trustees does hereby authorize a bid waiver for the College to engage continuing advertising services at an estimated cost of \$400,000; publish 60,000 copies of the revised Prospectus at an estimated cost of \$75,000; enter into professional consulting service contracts to facilitate and assist the Department of Health and Senior Services in the implementation of the Healthcare Information Networks and Technologies Study at an estimated cost of \$200,000; enter into a professional consulting services contract with Deloitte and Touche to assist the Department of Health and Senior Services administer the Discharge Data project at an estimated cost of \$260,000; enter into a professional service contract with Datatek Corporation for the purpose of exploring the feasibility of a statewide, on-line eligibility determination and tracking system for the Charity Care Program for the Department of Health and Senior Services at an estimated cost of \$40,000; enter into an agreement with regional subsidiary corporations to provide access to the database and related services to member libraries at an estimated cost of \$250,000; purchase hardware and software maintenance services for the State Library for FY 2000 at an estimated cost of \$45,000; purchase software products specifically geared to the library community to upgrade the library's technology to provide state-of-the-art access to electronic information resources at an estimated cost of \$550,000; purchase equipment and software that meet the needs of the blind and visually impaired users at an estimated cost of \$169,000; provide for professional library services as needed for special projects or to temporarily replace professional librarians at an estimated cost of \$50,000.

Christopher Daggett moved and Carole Nerlino-Cerepak seconded a motion to adopt the resolution. Motion carried (7-0).

CONSIDERATION OF ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAM

Jerry Ice pointed out the need for a new associate's degree to meet the needs of military personnel, especially. This "applied" associate's degree program is built on MOSs and Navy training areas. It does not conflict or compete with programs offered by our community college partners.

Ida Hammond presented the following resolution:

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: The College is proposing to offer an Associate in Applied Science degree program; and

WHEREAS: The Academic Council has reviewed and approved the proposal for the degree program at its May 21, 1999, meeting; and

WHEREAS: The President of the College recommends the proposal as presented; and

WHEREAS: The Academic Affairs Committee of the Board of Trustees has reviewed the proposal and concurs with recommendations as presented; now, therefore be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby accept the recommendations for the College to offer an Associate in Applied Science degree program as presented and incorporated herein by reference, effective June 11, 1999. The action herein taken is subject to the approval of the New Jersey Commission on Higher Education.

Carole Nerlino-Cerepak moved and Nicholas Carnevale seconded a motion to adopt the resolution. Motion carried (7-0).

CONSIDERATION OF MASTER OF ARTS IN PROFESSIONAL STUDIES (MAPS) DEGREE PROGRAM

Jerry Ice updated progress on MAPS degree development and described the liberal-arts-within-professional-studies area. He noted that the degree will be delivered on-line and emphasized that faculty have been actively engaged in planning. Some courses may be ready for field-testing by January. If approved by the Board of Trustees, the request to offer this degree program will move to the Council of Presidents. The College is hopeful that MAPS will be as

popular as our undergraduate liberal arts program. Christopher Daggett pointed out that we need more such degrees to ensure a "civilized society."

Ida Hammond presented the following resolution:

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 faculty team and college staff have completed the curriculum design and implementation plan for a Master of Arts in Professional Studies Degree Program at Thomas Edison State College; and

WHEREAS: The College is proposing to offer a Master of Arts in Professional Studies degree program; and

WHEREAS: The Academic Council has reviewed and approved the proposal for the degree program at its May 21, 1999, meeting; and

WHEREAS: The President of the College recommends the proposal as presented; and

WHEREAS: The Academic Affairs Committee of the Board of Trustees has reviewed the proposal and concurs with recommendations as presented; now, therefore be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby accept the recommendations for the College to offer a Master of Arts in Professional Studies degree program as presented and incorporated herein by reference, effective June 11, 1999. The action herein taken is subject to the approval of the New Jersey Commission on Higher Education.

Christopher Daggett moved and Nicholas Carnevale seconded a motion to adopt the resolution. Motion carried (7-0).

CANDIDATES FOR DEGREE

Jerry Ice presented the candidates for the associate, baccalaureate, and master's degrees as of March 15, 1999, and May 15, 1999, as follows: 18 candidates for the Associate in Arts; 4 candidates for the Associate in Science in Management; 2 candidates for the Associate in Science in Natural Science and Mathematics; 3 candidates for the Associate in Science in Public and Social Services; 22 candidates for the Associate in Science in Applied Science and Technology; 135 candidates for the Bachelor of Arts; 11 candidates for the Bachelor of Science

in Human Services; 49 candidates for the Bachelor of Science in Applied Science and Technology; 49 candidates for the Bachelor of Science in Business Administration; and 20 candidates for the Bachelor of Science in Nursing. There was a total of 313 candidates, 145 from out-of-state and 168 from New Jersey.

Jerry Ice 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 March 15, 1999, and May 15, 1999, 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-Cerepak moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (7-0).

CONTRACT RENEWALS

Dr. Pruitt presented the recommendations for contract renewals as follows:

PRESIDENT'S OFFICE

CONTRACT RECOMMENDATIONS

Esther Paist, Executive Assistant to the President and Director of Institutional Planning	1 year 1999 - 2000
Ann Marie Senior, Director of Institutional Research and Outcomes Assessment	1 year 1999 - 2000

DIVISION OF ACADEMIC AFFAIRS

CONTRACT RECOMMENDATIONS

Dolores Brown Hall, Associate Dean/ Director Nursing Program	1 year 1999 - 2000
Debra Dagavarian Bonar, Deputy Vice Provost	1 year 1999 - 2000
Susan Davenport, Assistant Director Learner Services	1 year 1999 - 2000
Gregory Dye, Registrar	1 year 1999 - 2000
Sonja Eveslage, Assistant Vice President for New Program Development	1 year 1999 - 2000
Susan Friedman, Associate Dean, Applied Science	1 year 1999 - 2000
Charlene Glascock, Director of Instructional Services	1 year 1999 - 2000
Gordon Holly, Director of Admissions	1 year 1999 - 2000
Jerry Ice, Vice President and Provost	1 year 1999 - 2000
Evette Jackson, Office Manager, DIAL	1 year 1999 - 2000
Samone Jolly, Associate Dean for Liberal Arts	1 year 1999 - 2000
Judith Krom, Associate Dean for Human Services	1 year 1999 - 2000
James Lehman, Director of Test Development and Research	1 year 1999 - 2000

Devorah Namm, Assistant Vice President of Learner Service	1 year	1999 - 2000
James Ratigan, Director of Corporate Higher Education Programs	1 year	1999 - 2000
William Seaton, Associate Vice President for Distance & Independent Adult Learning	1 year	1999 - 2000
Patricia Sparks, Vice Provost and Academic Dean	1 year	1999 - 2000
Ronald Sukovich, Associate Dean, Business Administration	1 year	1999 - 2000
Esther Taitsman, Associate Dean/Director of MSM	1 year	1999 - 2000
P.Henry R. van Zyl, Acting Director Distance Education Programs	1 year	1999 - 2000

DIVISION OF ADMIN. & FINANCE

CONTRACT RECOMMENDATIONS

Carron Albert, Associate Vice President for Administration & Finance	1 year	1999 - 2000
Anna Benitz, Assistant Controller	1 year	1999 - 2000
James Brossoie, Assistant Director of Management Information Systems	1 year	1999 - 2000
Gloria Dienes, Assistant Director of Human Resources	1 year	1999 - 2000
Edward George, Director of Shipping and Receiving	1 year	1999 - 2000
Frank Haggerty, Director of Administrative Services	1 year	1999 - 2000
Farouk Hassieb, Controller	1 year	1999 - 2000
Drew Hopkins, Director of Management Information Systems and Educational Technology	1 year	1999 - 2000
Alan L. Jacobowitz, Assistant Director, Management Information Systems	1 year	1999 - 2000
Philip Sanders, Administrator, Student Fees and Revenues	1 year	1999 - 2000
Michael Scheiring, Vice President and Treasurer	1 year	1999 - 2000
Christopher Stringer, Assistant Controller	1 year	1999 - 2000
M. Jay Williams, Director of Budget and Analysis	1 year	1999 - 2000
Vincent Zicoello, Assistant Director for Administrative Computing	1 year	1999 - 2000

DIVISION OF PUBLIC AFFAIRS

CONTRACT RECOMMENDATIONS

Samirah Abdul-Fattah, Greater Trenton Youth Promise Associate Fellow	1 year	1999 - 2000
Janet Eickhoff, Director of Alumni Affairs	1 year	1999 - 2000
Mark Gordon, Director of Special Studies	1 year	1999 - 2000
Elizabeth Johnson, Senior Fellow	1 year	1999 - 2000
Louis Martini, Marketing Relationship Manager	1 year	1999 - 2000
Marie R. Power-Barnes, Director of Marketing and College Relations	1 year	1999 - 2000
Maureen McGuire, Director of College Development	1 year	1999 - 2000
John Thurber, Vice President for Public Affairs	1 year	1999 - 2000
Janice Toliver, Marketing Relationship Manager	1 year	1999 - 2000
William Watson, Executive Director, The John S. Watson Institute for Public Policy	1 year	1999 - 2000

Dr. Pruitt 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.

Nicholas Carnevale moved and Carole Nerlino-Cerepak seconded a motion to adopt the resolution. Motion carried (6-0, student abstention).

PERSONNEL ACTIONS

Dr. Pruitt 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.

Christopher Daggett moved and Carole Nerlino-Cerepak seconded a motion to adopt the resolution. Motion carried (6-0, student abstention).

APPOINTMENT OF THE NOMINATING COMMITTEE

Richard Arndt will ask Fred Abbate to Chair the Nominating Committee, and Harvey Myers and Nicholas Carnevale to serve on the committee.

NEW BUSINESS

Consideration of FY 2000 Meeting Dates:

The Board of Trustees of Thomas Edison State College does hereby approve the following meeting dates for FY 2000:

September 10, 1999	-	10:00 a.m.
December 10, 1999	-	10:00 a.m.
March 10, 2000	-	10:00 a.m.
June 9, 2000	-	2:00 p.m.

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

Carole Nerlino-Cerepak moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (7-0).

Recognition of Student Trustee:

Richard Arndt presented the following resolution:

The Board of Trustees, President, and staff of Thomas Edison State College wish to heartily thank Ms. Heidi Schwab 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 Ms. Schwab's accomplishments and commend her continued interest in the College, and we look forward to a continuing relationship with her.

Christopher Daggett moved and Carole Nerlino-Cerepak seconded a motion to adopt the resolution. Motion carried (7-0).

There being no further business, Carole Nerlino-Cerepak moved and Nicholas Carnevale seconded a motion to adjourn. Motion carried (7-0).

Submitted by,

Approved by,



George A. Pruitt
Secretary to the Board



Richard W. Arndt
Chairman