

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON STATE COLLEGE

April 10, 1987

MEMBERS PRESENT: Patricia Danielson, Chairman; Christian Yegen; Robert H. Taylor; Rita Novitt; John K. Blossom; George H. Hanford; George A. Pruitt, President, Chancellor Hollander.

MEMBERS ABSENT: Thomas Seessel, Vice Chairman; Eleanor Spiegel; E. Harvey Myers.

ALSO PRESENT: Jerry Ice, Vice President for Academic Affairs; Richard Hansen, Vice President for Public Affairs; Michael J. Scheiring, Vice President for Administration and Finance; Gerri Collins, Executive Assistant to the President.

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

Patricia Danielson introduced and welcomed Ms. Joan Fitts from the State College Office.

MINUTES APPROVED: The minutes of the February 13, 1987 Board of Trustees meeting were presented for approval. Robert Taylor moved and Christian Yegen seconded a motion to approve the minutes. Motion carried (6-0).

PRESIDENT'S REPORT: Adding to his previously distributed report, Dr. Pruitt reported that the annual Phonathon exceeded its revenue target. The FY 1986 goal was \$30,000, and \$37,000 was pledged. The FY 1987 goal was \$37,000, and \$42,000 was pledged.

Since the agenda for the day was particularly heavy, Dr. Pruitt asked for questions or comments on the President's Report.

Regarding the item "Status Report on Board Approval Waiver" which indicated a savings on data processing equipment, Rita Novitt asked how the savings was achieved. Dr. Pruitt responded that as a result of the Board's approval to waive the full bidding process, the College was able to act expeditiously on an equipment price offer that saved the College \$7,435.00.

Regarding the Simulated Classroom item, George Hanford asked where the College is going for the design of the system. Dr. Pruitt responded that New

Jersey Educational Network is designing the system which will have the capability to be accessed nationwide. He added that it is not an overly complex system, because it will be used as a communications system.

With regard to the item "Center News", Richard Hansen reported that the two companies interested in PONSI evaluations are Balle's and McGraw-Hill.

BOARD OF TRUSTEES BYLAWS:

Patricia Danielson then presented the proposed Board of Trustees Bylaws for consideration.

Dr. Pruitt explained that the current Bylaws had not been amended to reflect changes as a result of the autonomy legislation. The proposed Bylaws reflect these changes with direct reference to New Jersey Statute 18:A and the Autonomy legislation which amends relevant portions of that statute.

He added that a question was raised regarding the language determining a quorum (Article IV, page 8). The language as previously distributed stated:

Five voting members of the Board shall constitute a quorum. When there are vacancies on the Board, a quorum shall consist of one-half the number of voting members presently serving, plus one.

This language might present a hardship in the event of two vacancies where a quorum would still be 5 when only 7 voting members were eligible to attend.

The amended language is as follows:

Five voting members of the Board shall constitute a quorum. When there are vacancies on the Board, a quorum shall consist of a simple majority of the voting membership presently serving.

General discussion followed.

Patricia Danielson presented the following resolution:

WHEREAS: The Bylaws of the Thomas A. Edison State College Board of Trustees may be amended, altered, repealed or added to in any manner not inconsistent with the laws of the State of New Jersey or of the rules and regulations of the State Board of Higher Education by the affirmative vote of a majority of the whole number of the Board of Trustees at any public meeting of the Board of Trustees, provided that a copy of the proposed amendment has been

furnished to each member of the Board of Trustees by the Secretary at least 30 days before the meeting at which the vote upon the amendment is to be held, and

WHEREAS: Amendments may be proposed by the President or any three members of the Board, and

WHEREAS: The full membership of the Board has received the proposed changes 30 days prior to the April 10, 1987 meeting; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas A. Edison State College does hereby adopt the attached Bylaws as amended and incorporated herein by reference.

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

FEE INCREASE:

Dr. Pruitt then presented the FY 1988 proposed fee changes explaining that in 1984 the College presented a three year plan for fee increases.

Enrollments have gone up with the fee increases. The College has concluded that the increase in fees has not adversely effected enrollments, including minority enrollment.

Also, the College has added staff who are not in authorized lines. For example, the controller is not a budgeted position. Approximately 1/3 of the fees will be a result of increasing the student count. The remaining 2/3 of the fee revenue will come from the fee increases.

This is the first time the Board will act on fees without Board of Higher Education oversight. In all previous years, the fees could have been increased without going to the Board of Trustees, but by going directly to the Board of Higher Education. College administration has always elected to review fees with this Board before submitting to the Board of Higher Education.

There being no further discussion, Patricia Danielson read the following resolution:

The Board of Trustees of Thomas A. Edison State College does hereby approve the attached schedule of fees effective July 1, 1987.

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

Rita Novitt asked about the 100 and 440 accounts. Dr. Pruitt responded that they will be eliminated July 1, 1987, and a new account 485 would be established.

George Hanford moved and Rita Novitt seconded a motion to adopt the resolution. Motion carried (6-0).

AUTONOMY POLICIES:

Dr. Pruitt then presented the Fee Policy as previously distributed. Patricia Danielson presented the following resolution:

WHEREAS: Governor Thomas H. Kean has signed into law bills providing autonomy to the state colleges; and

WHEREAS: The Board of Higher Education on July 18, 1986 took action to implement the provisions of the autonomy legislation; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas A. Edison State College hereby adopts the Policy on Fees as attached and hereby incorporated by reference.

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

Dr. Pruitt then presented the Investment Policy as previously distributed. Patricia Danielson read the following resolution:

WHEREAS: Governor Thomas H. Kean has signed into law bills promoting autonomy to the state colleges, and

WHEREAS: The Board of Higher Education, on July 18, 1986, took actions to implement the autonomy legislation; and

WHEREAS: The Board of Higher Education requires each state college to promulgate its own policies prior to transferring authority in administrative areas; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas A. Edison State College hereby adopts the Policy on Investments as attached and hereby incorporated by reference.

Rita Novitt moved and Robert Taylor seconded a motion to adopt the resolution. Motion carried (6-0).

Dr. Pruitt then presented the Cash Management Policy as previously distributed. Following a brief discussion, the policy was amended (2.0:2.2, E.1) as follows:

From:

To delay cash out-flow as long as possible.

To:

To delay cash out-flow as long as possible consistent with good business practices and good creditor relationships.

Patricia Danielson presented the following resolution:

WHEREAS: Governor Thomas H. Kean has signed into law bills providing autonomy to the state colleges; and

WHEREAS: The Board of Higher Education on July 18, 1986 took action to implement the provisions of the autonomy legislation; and

WHEREAS: The Board of Higher Education requires each state college to promulgate its own policies prior to transferring authority in administrative areas; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas A. Edison State College hereby adopts the Policy on Cash Management as attached and hereby incorporated by reference.

Robert Taylor moved and John Blossom seconded a motion to adopt the resolution regarding the Cash Management Policy as amended. Motion carried (6-0).

Dr. Pruitt presented the final Policy on Fixed Assets Management as previously distributed.

In response to a question regarding disposition of fixed assets, Dr. Pruitt indicated that the Purchasing Policy, approved at the October, 1986 meeting, Item XI. Sale of Personal Property, addresses that issue.

Patricia Danielson presented the following resolution:

WHEREAS: Governor Thomas H. Kean has signed into law bills providing autonomy to the state colleges; and

WHEREAS: The Board of Higher Education on July 18, 1986 took action to implement the provisions of the autonomy legislation; and

WHEREAS: The Board of Higher Education requires each state college to promulgate its own policies prior to transferring authority in administrative areas; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas A. Edison State College hereby adopts the Policy on Fixed Assets as attached and hereby incorporated by reference.

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

PURCHASE OF DATA PROCESSING SERVICES:

Dr. Pruitt presented the resolution regarding the purchase of data processing services from New Jersey Educational Computer Network, Inc., adding that working with NJECN does not preclude the College from dealing with other vendors for these services.

Patricia Danielson read the resolution as follows:

WHEREAS: New Jersey Educational Computer Network Inc. (NJECN) was formed by the state colleges in 1972 as a user-supported entity to provide data processing-related services to higher education, and

WHEREAS: NJECN is designated under the state appropriations act as a state agency for the purpose of permitting state agencies to utilize its services, and

WHEREAS: The College utilizes NJECN to perform data processing services in support of its educational programs; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas A. Edison State College does hereby authorize the College to purchase data processing services from NJECN to support college operations from funds budgeted for this purpose on a continuing annual basis.

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

BID WAIVER FOR THE COLLEGE CATALOG:

Dr. Pruitt then presented the bid waiver request for printing of the College catalog as identified in his April 10, 1987 memo previously distributed. Patricia Danielson read the resolution as follows:

WHEREAS: The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$7,500 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 the printing of college catalogs, and

WHEREAS: The purchasing policies of Thomas A. 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: Edison State College is requesting to purchase a two-year college catalog in June 1987, which will cost over \$7,500, and

WHEREAS: It cost \$10,550 to print the catalog the last time, and it is expected to cost approximately \$12,000 this year, 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 A. Edison State College does hereby authorize a bid waiver for the College to purchase a two-year catalog, and that any purchase made pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

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

CANDIDATES FOR DEGREE

Jerry Ice presented the candidates for degree as of March 1, 1987. There were 8 candidates for the Associate in Arts, 8 candidates for the Associate in Science in Management, 3 candidates for the Associate in Science in Applied Science & Technology, 19 candidates for the Bachelor of Arts, 18 candidates for the Bachelor of Science, and 17 candidates for the Bachelor of Science in Business Administration, for a total of 73 candidates, bringing the cumulative total to 5,922.

Commenting on the graduating class, he added that 45 are from New Jersey and 28 from out-of-state; 42 are males; 7% black; 16% all minorities; 50 of the 73 are in the 31-50 age range; 6 took more than 9 years to complete, 48 took 2 years or less, and 19 took 3-7 years; 1 completed the Associate in Arts degree via CLEP examinations; 1 completed the Bachelor of Arts degree with 98 semester hours by portfolio; and 43 used a combination of transfer, testing, and assessment. He then distributed total graduation statistics for FY 1987 to date.

Patricia Danielson presented the following resolution:

The Board of Trustees of Thomas A. Edison State College does hereby approve those candidates who have met all the requirements for the Associate and Baccalaureate degrees by March 1, 1987.

The action herein taken is pursuant to a recommendation by the President of the College and the degree requirements set by the Academic Council.

Rita Novitt moved and Robert Taylor seconded a motion to approve the candidates as referenced in the resolution. Motion carried (6-0).

PERSONNEL ACTIONS:

Dr. Pruitt presented the list of appointments as follows:

Monique Kidd, Senior Clerk Typist  
Farouk Hassieb, Controller  
Murlean Marshall, Principle Clerk Stenographer  
Ted Merias, Mail Clerk (hourly)  
Louis Martini, Marketing Assistant

Patricia Danielson presented the following resolution:

The Board of Trustees of Thomas A. Edison State College does hereby approve all appointments as indicated on the lists provided.

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

Christian Yegen moved and John Blossom seconded a motion to adopt the resolution approving appointments as presented. Motion carried (6-0).

SALARY ADJUSTMENT AUTHORITY:

Dr. Pruitt then presented background information regarding the transfer of salary adjustment authority from the Salary Adjustment Committee to the local Boards of Trustees. Copies of State Regulations #1, #9, and #10, previously distributed, detail the issues relating to the transfer of authority resulting from autonomy legislation. General discussion followed.

Patricia Danielson presented the following resolution for Board action:

WHEREAS: The compensation of employees of Thomas A. Edison State College is set pursuant to the relevant provisions of the State of New Jersey Compensation Plan, and

WHEREAS: Certain provisions of said compensation plan have been subject to the rules and approval of the Salary Adjustment Committee, and

WHEREAS: As a part of state college autonomy, said approvals of the Salary Adjustment Committee have been delegated to the Board of Trustees, and

WHEREAS: The Board of Trustees has been charged with the authority to fix compensation and terms of employment in accordance with salary ranges and policies adopted by the Board of Higher Education, and concurred in by the Governor; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas A. Edison State College does hereby adopt the relevant provisions of the New Jersey State Compensation Plan as the Compensation Plan of Thomas A. Edison State College until such time as the successor plan is developed and adopted by the Board of Higher Education pursuant to the requirements of relevant statutes; and be it further

RESOLVED: That the President of the College is hereby authorized to fix compensation of college employees in accordance with said compensation plans with consideration for the performance of said employees, the personnel policies of the College, and appropriate collective bargaining agreements; and periodically report the result of said actions to the Board.

Christian Yegen moved and John Blossom seconded a motion to adopt the resolution as presented. Motion carried (6-0).

BOARD MEETING DATES:

Patricia Danielson presented the proposed Board meeting dates for Fiscal Year 1988 as follows:

Friday, September 11, 1987  
Friday, December 11, 1987  
Friday, March 11, 1988  
Friday, June 10, 1988

Board action on these dates will be taken at the June 12, 1987 meeting.

There being no further business, Patricia Danielson called for a motion to adjourn. Rita Novitt moved and George Hanford seconded a motion to adjourn. Motion carried (6-0).

Submitted by,

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

9/11/87  
\_\_\_\_\_  
Date

Approved by,

  
\_\_\_\_\_  
Patricia R.F. Danielson  
Chairman of the Board

9/11/87  
\_\_\_\_\_  
Date