

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON STATE COLLEGE

December 16, 1988

MEMBERS PRESENT: Thomas Seessel, Chairman; George Hanford, Vice Chairman; Fred Abbate; Patricia R. F. Danielson; Robert Taylor; Rita Novitt; Anthony Pirone; George A. Pruitt, President; Grey Dimenna, Chancellor's Designee.

MEMBERS ABSENT: John Blossom; Christian Yegen; E. Harvey Myers; Richard Sheeran.

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; and Jean Fitts, Department of Higher Education.

The public meeting was officially called to order at 2:00 p.m. by Thomas Seessel 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 September 16, 1988 Board of Trustees meeting were presented for approval. It was noted that on page 8, the motion to adopt the resolution granting Governor Kean an honorary degree was made by Rita Novitt and not Patricia Danielson. George Hanford moved and Fred Abbate seconded a motion to approve the minutes as amended. Motion carried (7-0).

PRESIDENT'S REPORT: Adding to his previously distributed report, Dr. Pruitt commented that Commencement was great as usual. The Governor was scheduled to leave at 3:30 p.m., but he was having so much fun he stayed through the ceremony and lingered afterwards. He told Dr. Pruitt that it was the first commencement where he thought the graduates were really glad that he was there.

Dr. Pruitt announced that the deferred gift life insurance policy given to the Foundation (page 3, President's Report) was given by Board member Christian Yegen.

The College will be renewing the long-range plan which will include plans for the next site visit from the Middle States Association of Colleges and Schools. The new long-range plan should be ready by June.

Regarding continuation of the Challenge Grant, the College is still hoping that funding for it will be put into the base budget. All indications so far are positive. However, it will not be known for sure until the Governor gives his budget message.

Dr. Pruitt referred to a funding proposal to AMOCO (page 4, President's Report) indicating that the request for funds was for the Foundation's annual fund and for the satellite downlink.

Select college staff have moved into the 28 West State Street location: the Vice President for Academic Affairs, the Vice President for Administration & Finance, Personnel, Admissions, Corporate Programs, the Center for Learning through Telecommunications, and Public Relations and Publications. Occupancy of the West Hanover site is scheduled for the fall of 1989 followed by occupancy of the brownstones on West State Street, hopefully by the spring of 1990.

With regard to state revenues, the Governor indicated that there will be a shortfall and has instituted a hiring freeze. This appears to be a real condition and may be long-lasting. The state has expanded so rapidly that it has almost exhausted its expansion potential. The unemployment rate is low, so to some extent, the state is suffering from its own success.

The College will be expanding in two areas: telecommunications and corporate programs. These two areas should be able to support their own growth, so the College should be able to endure the austerity phase in state budgeting.

All hiring during the freeze will have to go through a three-party review committee. After long review, the College will probably be given authorization to hire. This process applies to all positions, including totally grant-funded positions.

Dr. Pruitt stated that the resolution which comes later in the agenda (Autonomy Transition - Phase III Authorization) only states that the College wants to have the authority transferred, and that the College will then decide what is the best way to get the payroll done. If the College has this authority, it would not have to honor the freeze mandate for grant positions or for corporate funded cooperative program positions. The College might consider a freeze in other areas by choice and in support of the statewide effort.

Dr. Pruitt noted that supplementary handouts for Board review or information include the Peat Marwick audit report, an updated Board membership listing, an agenda for easy reference, and a statement, issued by the nine state colleges, entitled In Service to the State: New Jersey's State Colleges as Teachers and Employers.

Dr. Pruitt then read a letter dated November 30, 1988 addressed to David Puddington, Director of Development. The letter states:

"Inasmuch as I am an alumna of Edison State College, Class of '82, and feel that I owe the College much as far as contributing to my professional advancement is concerned, my husband and I have decided to name the Foundation as secondary co-beneficiary in our respective wills. Since our primary beneficiaries are much older than ourselves, it is almost certain that you will benefit from our eventual demise in the amount of about one hundred thousand dollars (\$100,000). As specified in the "Planned Giving" section of the 1987 financial statement recently received by us, we are taking this opportunity to notify you of this decision.

We are also enclosing a personal check in the amount of fifty dollars (\$50.00) as our gift for this year."

Dr. Pruitt withheld the names to protect requested confidentiality.

A question was raised with regard to the Minority Advisory Committee (page 6, President's Report). Dr. Pruitt responded that this committee was established as an effort to get outside advice and support in the continuing effort to increase minority enrollment. The target is still 18%.

Robert Taylor moved and Rita Novitt seconded a motion to accept the President's Report. Motion carried (7-0).

ADMINISTRATION AND FINANCE COMMITTEE REPORT

Robert Taylor presented the Committee report as previously distributed.

The Administration and Finance Committee of the Board of Trustees of Thomas A. Edison State College met on December 6, 1988 at the College's East Orange Office. Present were Robert Taylor, Chairman, Christian Yegen, George A. Pruitt, Michael J. Scheiring, and Gerri Collins. Also present were Wayne Frankenfield and Paul Merrill of Peat Marwick, the College's external auditing firm.

External Audit

Wayne Frankenfield and Paul Merrill of the Peat Marwick accounting firm presented the College's audited financial statements for the fiscal year ending June 30, 1988. The auditors have issued an unqualified opinion indicating that the College's financial statements are free of any material weaknesses.

In addition, Peat issued a management letter concerning the College's internal accounting control processes and procedures which indicates that no weaknesses were uncovered and no recommendations for improvement were suggested. The audit indicates that the College is in good financial health. There was extensive discussion on the audit by the Finance Committee with the auditors and management present, and the Trustees met with the auditors without management present. The members of the Finance Committee were pleased with both the audit findings and the College's financial results for the period ending June 30, 1988 and recommend acceptance of the audit by the Board of Trustees.

FY 1989 First Quarter Financial Results

The first quarter financial results for the College were reviewed. The Committee was pleased that revenues had exceeded budget targets by 27% and that expenditures were within budget. It was noted that expenditure patterns had increased in the salary account due to staff increases.

FY 1988 Carry Forward Funds

The Committee reviewed the College's recommendation to utilize \$300,000 in FY 1988 carry forward funds to undertake one-time purchases of items to meet deferred and needed expenditures for new space, data processing equipment, outcomes assessment study, publications, consulting services, and telecommunications equipment. The Committee endorsed the request and recommends approval by the Board of Trustees. Resolutions authorizing the expenditures of these funds and bid waivers for the outcomes assessment survey and consulting services for installing fund-raising software are attached.

Autonomy Transition - Phase III

The Committee reviewed the resolution to transfer the authority for personnel and payroll functions to the College by the Board of Higher Education and to continue, for the present, to utilize the New Jersey Department of Treasury's centralized payroll system pending further review. The Committee recommends approval by the Board of Trustees for the attached resolution.

Investments

The Committee discussed the College's current investments in the cash management fund and in short-term treasury bills. Management indicated that, with interest rates continuing to rise, it would continue to invest primarily in the cash management fund.

.

With regard to the external audit, Dr. Pruitt stated that this audit is a good news - bad news situation. The good news is that the report is excellent. The bad news is that the report is excellent, i.e., this sets a very high expectation for future audits.

Dr. Pruitt then introduced two members of the auditing team who reviewed the report as previously distributed. A copy of the report will be filed with the December 16, 1988 Board minutes for historic reference.

Thomas Seessel presented the following resolution:

- WHEREAS: The Board of Trustees, at its September 11, 1987 meeting, authorized the College to contract for professional external auditing services; and
- WHEREAS: The College secured the services of Peat Marwick Main & Company, certified Public Accountants; and
- WHEREAS: The audit report has been reviewed and endorsed by the Administration and Finance Committee of the Board; now, therefore, be it
- RESOLVED: That the Board of Trustees of Thomas A. Edison State College does hereby receive and accept the external audit report as presented and incorporated herein by reference.

Robert Taylor moved and Rita Novitt seconded a motion to accept the audit report. Motion carried (7-0).

With regard to first quarter financial results as previously distributed, Dr. Pruitt summarized that the College exceeded its first quarter target earning \$634,512 and incurred expenses and commitments of \$1,243,525 or 24% of the budget. He commented that expenditures were within budget expectations but higher than FY 1988 by 9% for that quarter, because 10 positions were added at the College's expense, plus additional funding was not provided for mandated salary increases.

At the March meeting, the Board will be given a proposed fee increase which will be necessary primarily to cover costs of new positions authorized but not completely supported by state appropriations.

Dr. Pruitt presented the carry forward spending request indicating that the College has determined that there is \$300,000 in unrestricted carry forward funds available for one-time purchase items. Following consultation with the external auditors, it was recommended that these funds be displayed in the FY 1988 audit in two areas: \$100,000 in a quasi-endowment fund and \$200,000 in the plant fund.

This combined sum may be used to meet deferred and needed expenditures for new space, data processing equipment, outcomes assessment study, consulting services, publications, and telecommunications equipment. The attached spending plan details the needed items. All but two items on the spending plan list are items that may be purchased from sources listed on the state contractors list, and, therefore, do not require bid waivers or other special processing. A separate resolution is attached for the two items requiring bid waivers.

The resolution would authorize the College to make all the purchases indicated.

With regard to the FY 1988 carry forward funds, Dr. Pruitt stated that the College probably will not have the same kind of carry forward at the end of FY 1989 as it has had in previous years as a result of the authorized but not-funded positions.

Thomas Seessel presented the following resolution:

WHEREAS: Thomas A. Edison State College has determined that there is \$300,000 in unrestricted carry forward funds available for special one-time purchase items; and

WHEREAS: These unrestricted funds have been displayed by the Fiscal 1988 audit in two areas: \$100,000 in a quasi-endowment fund and \$200,000 in the plant fund, the combined sum to be used to meet deferred and needed expenditures for new space, data processing equipment, outcomes study, consulting services, publications, and telecommunications equipment; and

WHEREAS: The College has determined that specific requirements exist for use of these funds; and

WHEREAS: The Finance Committee of the Board has reviewed the spending plan for these funds; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas A. Edison State College does hereby authorize that the \$300,000 in unrestricted available funds be budgeted as follows: \$100,000 in a quasi-endowment fund and \$200,000 in the plant fund, the combined amount to be used to purchase deferred and needed equipment for new college space, data processing equipment, outcomes study, consulting services, publications, and telecommunications equipment.

Robert Taylor moved and Fred Abbate seconded a motion to adopt the resolution. Following general discussion, the motion carried (7-0).

Dr. Pruitt then presented the request for bid waiver indicating that the College first proposes to conduct an Outcomes Assessment Survey of five categories of adult learners served by Edison, as called for in the Outcomes Assessment Report, at an estimated cost of \$50,000. The survey will provide the College with important and necessary information regarding the effectiveness of student empowerment.

Secondly, the College proposes to purchase consulting services to assist in the installation and implementation of the Dynalogic software package for fund raising.

In both cases, the College will secure proposals from a list of capable vendors and will award the jobs to the most appropriate vendor.

Adoption of the resolution by the Board will enable the College to proceed with obtaining informal proposals rather than going through the advertising stage and formal sealed bid process.

He added that the Foundation made a grant to the College in the amount of approximately \$7,000 for the software which is to be installed and implemented, as indicated above.

Thomas Seessel presented the following resolution:

WHEREAS: The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$8,400 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 procedure by resolution of the Board of Trustees of the College; 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: The Board of Trustees at its December 16, 1988 meeting has authorized spending of carry forward monies not to exceed \$300,000; and

WHEREAS: The College is requesting authorization to purchase the following items having estimated costs which individually exceed the \$8,400 bidding threshold:

- * \$50,000 for Outcomes Assessment Survey; and
- * \$15,000 for Consulting Services to install and implement Dynalogic fund-raising software; and

WHEREAS: The Administration and Finance Committee has reviewed and endorsed the bid waiver request; 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 the above items from its carry forward balance, and that any purchase made pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Robert Taylor moved and George Hanford seconded a motion to adopt the resolution. Motion carried (7-0).

Dr. Pruitt then presented the Autonomy Transition - Phase III request for authorization stating that following enactment of the New Jersey State College Autonomy Law, the Board of Higher Education acted to ensure an orderly transition to full autonomy by all nine state colleges. In July, 1986, the Board of Higher Education passed a resolution establishing a timetable for the implementation of the various processes and procedures for which the colleges are now responsible. The College's responsibility for personnel and payroll functions is a portion of Phase III of that timetable having an implementation date of July, 1989.

Following significant investigation of available payroll systems, the College is in the position of having the knowledge and information necessary to select and administer its own payroll system. Accordingly, the attached resolution is required to request that the Board of Higher Education transfer the authority and responsibility for personnel and payroll administration to Thomas A. Edison State College. The College will continue to use the payroll processing services of the Department of Treasury's Centralized Payroll unit, pending further review.

Thomas Seessel presented the following resolution:

- WHEREAS: P.L. 1986, Chapter 46 known as the State College Autonomy Law, requires a timetable for the implementation by various statutory sections of the autonomy legislation; and
- WHEREAS: Appendix C of the State College Autonomy Transition document dated July 18, 1986 as adopted by the Board of Higher Education establishes Phase III of state transition to be the assumption of authority for personnel and payroll functions by the College through existing or new payroll systems; and
- WHEREAS: Thomas A. Edison State College has declared that it is ready to assume the authority for personnel and payroll functions; and
- WHEREAS: The College has established an intention to continue using the processing services of the New Jersey Department of Treasury's centralized payroll systems, pending further review; and
- WHEREAS: The Finance Committee of the Board has reviewed and endorsed the requested transfer of authority; now, therefore, be it
- RESOLVED: That the Board of Trustees of Thomas A. Edison State College does hereby request that the authority for personnel and payroll functions be transferred to the College by the Board of Higher Education.

Robert Taylor moved and Anthony Pirone seconded a motion to adopt the resolution. Motion carried (7-0).

ACADEMIC COUNCIL APPOINTMENTS

Thomas Seessel presented the following resolution:

The Board of Trustees of Thomas A. Edison State College does hereby appoint Dr. Harry Hoitsma, Chair and Professor of Health Professions at Montclair State College; and Dr. Howard Schwartz, Chair and Professor of Communications at Rider College, to the College's Academic Council for a three-year term.

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 Hanford moved and Rita Novitt seconded a motion to adopt the resolution. Motion carried (7-0).

CANDIDATES FOR DEGREE

Jerry Ice presented the candidates for associate and baccalaureate degrees as of November 1, 1988. There were 5 candidates for the Associate in Arts; 3 candidates for the Associate in Science in Management; 8 candidates for the Associate in Science in Applied Science and Technology; 1 candidate for the Associate in Science in Public and Social Services; 32 candidates for the Bachelor of Arts; 20 candidates for the Bachelor of Science; 12 candidates for the Bachelor of Science in Business Administration; and 1 candidate for the Bachelor of Science in Nursing, for a total of 82 candidates.

He added that 62% are New Jersey residents; 61% male; 84% caucasian; 11% Black or Hispanic; 38% between the ages of 31-40 with 18% between 41-50, and 9.8% between 51-60; the youngest is 21; the oldest is 60; 63% of the baccalaureate candidates took 3 years or less to complete; 5 candidates took 10 or more years to complete; and 71% used a combination of methods to complete. The cumulative total of degrees granted to date is 6,745.

Thomas Seessel presented the following resolution:

The Board of Trustees of Thomas A. Edison State College does hereby approve the awarding of the appropriate degree to those November 1, 1988 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 established by the Board of Trustees.

George Hanford moved and Robert Taylor seconded a motion to adopt the resolution. Motion carried (7-0).

CONTRACT RENEWALS

Dr. Pruitt presented for approval the list of contract renewals as previously distributed. He commented that the number of years recommended for each person listed is determined by relevant current college policy.

OFFICE OF THE PRESIDENT

Contract Recommendation

Gerri Collins, Executive Assistant to the President	1 year 1989 - 1990
Richard Hansen, Vice President for Public Affairs	1 year 1989 - 1990
Jerry Ice, Vice President for Academic Affairs	1 year 1989 - 1990
Michael J. Scheiring, Vice President for Administration and Finance	1 year 1989 - 1990
Thomas Streckewald, Director, Institutional Research and Outcomes Assessment	1 year 1989 - 1990

DIVISION OF ADMINISTRATION AND FINANCE

Carron Albert, Personnel Director	1 year	1989 - 1990
Edward George, Administrative Assistant	1 year	1989 - 1990
Hope Gillico, Educational Technology Specialist	1 year	1989 - 1990
William Hobson, Automation Specialist	1 year	1989 - 1990
Drew Hopkins, Director, Management Information Systems	2 years	1989 - 1991
Phillip Sanders, Administrator, Student Fees and Revenues	1 year	1989 - 1990
Evelyn Spradley, Educational Technology Specialist	1 year	1989 - 1990
Betty Wright, Financial Assistant	4 years	1989 - 1993

DIVISION OF ACADEMIC AFFAIRS

Barbara Aikens, Administrative Assistant	1 year	1989 - 1990
Lucille Ann Bielawski, Senior Program Advisor	3 years	1989 - 1992
Bernard Bomba, Evaluator	3 years	1989 - 1992
Dolores Brown Hall, Director, Nursing Program	1 year	1989 - 1990
Emily Carone, Assistant to the Director of Test Development (part-time)	1 year	1989 - 1990
Maris Cutting, Evaluator	1 year	1989 - 1990
Richard Hamilton, Senior Portfolio Advisor	1 year	1989 - 1990
Janet Heirigs, Administrative Assistant	1 year	1989 - 1990
Michael Klebanoff, Senior Evaluator	1 year	1989 - 1990
Melinda Lewis, Evaluator	1 year	1989 - 1990
Daniel Negron, Senior Portfolio Advisor	1 year	1989 - 1990
Sharon Smith, Senior Evaluator (part time)	1 year	1989 - 1990

DIVISION OF PUBLIC AFFAIRS

Annie Bowser, Senior Admissions Representative	1 year	1989 - 1990
Lansing Davis, Administrator, Corporate Education	4 years	1989 - 1993
Sonja Eveslage, Director, Corporate Programs	2 years	1989 - 1991
Jules Kahn, Director, Financial Aid	2 years	1989 - 1991
Iris Saltiel, Administrator, Corporate Education	1 year	1989 - 1990
Annette Singer, Director, Alumni Affairs	2 years	1989 - 1991

Since Student Trustee Anthony Pirone does not vote on personnel actions, he excused himself from the meeting to attend another engagement.

Thomas Seessel presented the following resolution:

The Administration and Finance Committee of the Board of Trustees does hereby recommend to the Board of Trustees of Thomas A. Edison State College the approval of contract recommendations as indicated on the lists provided and incorporated herein by reference.

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

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

PERSONNEL ACTIONS

Dr. Pruitt presented for approval the list of appointments as previously distributed:

Margaret Bodner	-	Secretarial Assistant 3
Hope Gillico	-	Educational Technology Specialist
Annie Bowser	-	Senior Admissions Representative
Lynn Sciortino	-	Payroll Clerk
Danita Johnson	-	Clerk Transcriber
Eunice Lewis	-	Assistant Administrator, Student Fees and Revenues
Alma Johnson	-	Administrative Assistant (1/2 time)
Donald Trucksess	-	Administrative Assistant
Kevin Onderdonk	-	Payroll Clerk
Kerry Bunting	-	Clerk Transcriber
Cheri Friend	-	Clerk Transcriber
Michael Klebanoff	-	Senior Evaluator
Sheila Taylor	-	Clerk Transcriber
Donna Watson	-	Evaluator (hourly)
Martine Ruffin	-	Senior Operator, Automated Typewriter
Mitchell Bondi	-	Evaluator
Belinda Dalton	-	Evaluator
Brenda Baylor	-	Clerk Transcriber
Jean Cifelli	-	Secretarial Assistant 3
Muriel Jones	-	Evaluator
Todd Siben	-	Evaluator
Idalie Munoz	-	Director of Communications and College Relations

Thomas Seessel 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 and incorporated herein by reference.

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

Robert Taylor moved and Fred Abbate seconded a motion to adopt the resolution approving personnel actions. Motion carried (6-0).

Rita Novitt thanked Dr. Pruitt for all the material that comes to Board members and for the autographed copy of Governor Kean's book.

There being no further business, Fred Abbate moved and Rita Novitt seconded a motion to adjourn. Motion carried (6-0).

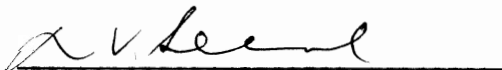
Submitted by,



George A. Pruitt
Secretary to the Board

6/8/89
Date

Approved by,



Thomas V. Seessel
Chairman of the Board

6/9/89
Date