

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON STATE COLLEGE

March 10, 1989

MEMBERS PRESENT: George Hanford, Vice Chairman; Fred Abbate; Patricia R. F. Danielson; E. Harvey Myers; Rita Novitt; Richard Sheeran; Robert Taylor; Christian Yegen; George A. Pruitt, President; Grey Dimenna, Chancellor's Designee.

MEMBERS ABSENT: Thomas Seessel, Chairman; John Blossom; Antonio Pirone.

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; Thomas C. Streckewald, Director of Institutional Research and Outcomes Assessment; and Jean Fitts, Department of Higher Education.

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

Dr. Pruitt announced that John Blossom is recovering from an auto accident but is all right. He also announced that Tom Streckewald would be taking the minutes because Gerri Collins is representing the President's Office at the funeral for Anne Rue's husband. Anne Rue is secretary to the President.

The Board expressed dismay and sadness at the news of the death and requested that the College draft an expression of sympathy from the Board. Patricia Danielson moved and Robert Taylor seconded a motion to that effect. Motion carried (8-0). The Board also indicated that members would be making contributions to the American Cancer Society.

MINUTES: The minutes of the December 16, 1988 Board of Trustees meeting were presented for approval. There were no additions or corrections, but Rita Novitt made note that the audit report indicated the highest level of audit possible according to the examiners, and that information does not appear in the minutes. Rather than modify the minutes George Hanford suggested that the information included be in the minutes of the March meeting. Robert Taylor moved and Patricia Danielson seconded a motion to approve the minutes. Motion carried (8-0).

PRESIDENT'S REPORT:

Adding to the previously distributed report, Dr. Pruitt called attention to the suggested meeting dates for Fiscal Year 1990. He asked that members review the list and report problem dates so that the final dates may be approved at the June meeting.

Dr. Pruitt announced that the Governing Boards Association will host a meeting for trustees on March 29 regarding the trustee selection process. Interested Edison Board members were welcome to attend as schedules permitted, but were not obligated to do so. Patricia Danielson represents Edison's Board at the regular Governing Boards Association meetings.

With regard to space expansion, Dr. Pruitt reported that all three Board of Trustees committees have reviewed the floor plans for the Kelsey Building extension and for the West Hanover Street site. He added that exterior renovations to the Kelsey Building have been approved and that the bird problem will be finally resolved when renovations are completed. He reiterated from previous discussions that the pigeons had been eliminated following the installation of the Robert Taylor Memorial Owls but that the starlings were not deterred by the owls. Renovations to the eaves will eliminate starling roosts.

Rita Novitt commented that when she leaves the Board, she would like an owl for her mantel as a remembrance.

With regard to the Trustee Selection Process Paper attached to the President's Report, Dr. Pruitt commented that the key to a successful selection and appointment process is good open communications between the College, the Department of Higher Education, and the Board of Higher Education. With good communications, the College will continue to be successful in nominating and having appointed trustees who meet the unique requirements of the College.

He added that within the printed President's Report, he has identified a process by which Edison Trustees might identify potential trustees for vacancies as they occur.

Dr. Pruitt announced that Robert Taylor's term expires in June, 1989. He is not eligible for reappointment, having served two consecutive terms. George Fricke from New Jersey Bell has been nominated and is awaiting appointment by the Board of Higher Education and approval by the Governor.

Rita Novitt's term expires in 1990. Her eligibility for reappointment is under consideration by the Board of Higher Education.

Terms for Thomas Seessel and Patricia Danielson expire in 1991; both will have served two consecutive six-year terms.

Dr. Pruitt added that Harvey Myers' move from Monmouth County to Mercer County complicated the trustee residency regulations in that no more than three Trustees on the same Board may come from the same county. The Board of Higher Education has agreed to delay action in this matter, since terms will expire soon for the other three Mercer County residents.

Continuing the discussion of the trustee selection process, Dr. Pruitt commended the Chancellor for his role in developing the new process. Patricia Danielson cited the Governing Boards Association for its role. Dr. Pruitt concluded the discussion by indicating that under the new process, in June, 1990 the Edison Board of Trustees will for the first time, nominate its own trustee replacement (or reappointment) of Rita Novitt's trustee position.

Patricia Danielson moved and Harvey Myers seconded a motion that the Board show support to the Board of Higher Education for the new trustee selection process. Motion carried (8-0).

With regard to the budget, Dr. Pruitt indicated that the state fiscal crisis is real. As for Edison's FY 1990 budget, if there is no change in the budget, the College faces an \$800,000 problem. Of that \$800,000, \$400,000 is related to space, the purchasing of computers, and equipment for the space; \$200,000 is expenses associated with new positions which have no salary program dollars attached to them. Another \$100,000 approximately represents the cut in the current salary account leaving the remaining \$100,000 to adjust the operating budgets which have not been adjusted for three years.

He announced that \$466,000 from the Challenge Grant program has been added to the base. Overall, the College feels that it can accommodate the \$800,000 problem that it has, although it will not be easy. However, the downside is that the budget can get cut more than it has been already. That would create serious consequences.

In the larger picture, higher education support took a cut as a sector. Dr. Pruitt then called upon Grey Dimenna who presented a brief overview of the FY 1990 budget as it effects the higher education sector.

Dr. Pruitt stated that the State College Coalition is requesting \$2.1 million in increased funding for the state colleges. Across the board, there is a request for \$40,000,000 for all of higher education. In the coalition plan, Edison State College would get \$40,000. It is the opinion of the coalition that the request is not likely to get funded, but the approach is needed to defend the need that is there and to maintain the budgets that have already been announced by the Governor. Efforts are underway to protest and/or increase TAG funding.

Edison State College's position is to accept the cuts received if necessary, but further cuts would have serious consequences. The bottom line is that the College is in a maintenance mode and needs to maintain the budgets the Governor has announced.

Patricia Danielson moved and Fred Abbate seconded a motion to accept the President's Report as presented. Motion carried (8-0).

Following the vote Rita Novitt asked for clarification about the CALL conferencing statements on page 8 of the President's Report. She was interested in which carriers would be identified for the CALL Project, and the answer was that New Jersey Bell and Globnet have been chosen as carriers.

George Hanford thanked Grey Dimenna on behalf of the Board of Trustees for his presentation.

ADMINISTRATION AND FINANCE COMMITTEE REPORT

Committee Chair Robert Taylor summarized the report as previously distributed, indicating the following:

FY 1990 Budget

The President reported that the College's FY 1990 budget request to the Governor resulted in a mixed bag for the College. On the one hand, the Governor recommended that \$466,000 be added to the base budget to institutionalize the Challenge Grant. In addition, 32 new positions, previously funded through priority packages, were recommended to be added to the base. On the other hand, the base was reduced by \$78,000 and no funds were provided for the infrastructure costs needed for the new facilities on West Hanover Street.

FY 1989 Six Months Financial Results

The Committee reviewed the financial results for the first six months of the College noting that revenue was ahead of budget and that expenditures were within budget.

Status of College Space Initiatives

The Committee reviewed extensively the plans for renovations to the Kelsey Building, the acquisition and renovation of the brownstones (105-115) adjacent to the Kelsey Building, and the facility at 167-169 West Hanover Street. Currently, the College has completed the architectural study for the exterior renovations of the Kelsey Building and has received finalized copies of the design architect's report for the interior for all three campus facilities.

Robert Taylor then presented six items requiring Board action.

Fee Increase

The Committee reviewed and endorsed the proposed fee increase of approximately 7% which, when combined with increases in student counts, should result in a 21.5% increase in expected revenue for FY 1990. This increase is projected to generate \$2,316,575 or \$408,024 more than the FY 1989 budget target of \$1,898,551. The 21.5% increase in expected revenue over FY 1989 results from an approximate 7% increase in fees and 14.5% increase in student counts.

Dr. Pruitt added that the fee increase this year had three objectives: 1) to shift some of the burden off new students, 2) to simplify the fee structure, and 3) to restructure fees in keeping with college services. He noted that Thomas Streckewald, James Brossois, and Philip Sanders provided excellent leadership in redesigning the fee structure and in guiding college staff through the entire process. He also stated that the Administration and Finance Committee of the Board met for five hours to review the fee proposal and the other action items.

Patricia Danielson noted that the College had clearly made a commendable effort in this area.

George Hanford presented the following resolution:

- WHEREAS: The Administration and Finance Committee of the Board of Trustees has recommended to the Board of Trustees of Thomas A. Edison State College the approval of the proposed schedule of fees for FY 1990 as indicated on the scheduled 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 does hereby approve the proposed schedule of fees as recommended and incorporated herein by reference, effective July 1, 1989.

Patricia Danielson moved and Christian Yegen seconded a motion to adopt the resolution approving the new fees. Motion carried (8-0).

Autonomy Transition - Phase III

Dr. Pruitt stated that Phase III of autonomy transition involved personnel and payroll functions. The proposed resolution is required to request that the Board of Higher Education transfer to the College the authority and responsibility for personnel and payroll administration.

He added that it is important for the College to get off the state payroll system as soon as possible, and he indicated that the Board of Higher Education has agreed to not consider the resolution regarding payroll responsibility passed at the December meeting of the Board of Trustees. They have agreed instead to wait for the results of the March 10 resolution.

George Hanford 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 Finance Committee of the Board has reviewed and endorsed the requested transfer of authority; and
- WHEREAS: This resolution supercedes a similar resolution approved by the Board of Trustees December 16, 1988; 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 pursuant to compliance with all provisions of the Autonomy Transition certification requirement of the Department of Higher Education.

Robert Taylor moved and Rita Novitt seconded a motion to adopt the resolution. Motion carried (8-0).

Bid Waiver to Purchase Payroll Services

Dr. Pruitt indicated that the College is seeking an external service bureau to perform its payroll processing functions as identified in the

request for proposal. It is the College's intention to assume and implement payroll processing effective July 1, 1989 through an external vendor pending certification by an external consultant.

The attached bid waiver will permit the College to engage an external vendor for processing the college payroll including costs associated with start-up and meeting specific requirements of external agencies such as Division of Pensions, TIAA-CREF, and health benefit providers. It also would permit the College to engage an external consultant to assist in planning, organizing, monitoring, and certifying readiness to initiate payroll functions with the external vendor.

George Hanford presented the following resolution:

- WHEREAS: P.L. 1986 Chapter 46 known as the State College Autonomy Law, requires a timetable for the implementation of various statutory sections of the autonomy legislation; and
- WHEREAS: Appendix C of the State College Autonomy transaction document dated July 18, 1986 as adopted by the Board of Higher Education establishes Phase III of transition to be the assumption of authority for personnel and payroll functions by the College through existing or new payroll systems; and
- WHEREAS: The Board of Trustees of Thomas A. Edison State College at its December 16, 1988 meeting requested that authority for personnel and payroll functions be transferred to the College by the Board of Higher Education; and
- WHEREAS: The College intends to utilize an external service bureau to perform its payroll processing functions; and
- 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 on such purchases; and

WHEREAS: The College is requesting authorization to contract with an external service bureau for payroll processing and to acquire consulting services to ensure a timely implementation for certification to the Board of Higher Education having anticipated costs which individually exceed the \$8,400 bidding threshold:

- . \$30,000 for payroll services; and
- . \$30,000 for consulting services to implement and certify payroll; and

WHEREAS: The Administration and Finance Committee of the Board of Trustees 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, 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 Rita Novitt seconded a motion to adopt the resolution. Motion carried (8-0).

Bid Waiver for Admissions Viewbook

George Hanford 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 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: The College is planning to purchase an Admissions Viewbook in June, 1989, which will cost over 8,400; and
- WHEREAS: The estimated cost is approximately \$28,000 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 an Admissions Viewbook, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Robert Taylor moved and Patricia Danielson seconded a motion to adopt the resolution. Motion carried (8-0).

Bid Waiver to Publish the Catalog

George Hanford 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 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: The College is planning to purchase a two-year college catalog in June, 1989, which will cost over \$8,400; and

WHEREAS: The estimated printing cost is approximately \$28,000; 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 pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Robert Taylor moved and Patricia Danielson seconded a motion to adopt the resolution. Motion carried (8-0).

Data Processing Infrastructure

George Hanford presented the following resolution:

WHEREAS: The College expects to acquire 50,000 square feet of space in April of 1989 to meet the space needs of its Academic Affairs Division; and

WHEREAS: The College estimates that it will acquire data processing equipment estimated to cost \$400,000 and be required to make other facility improvements to modernize the facility in conjunction with the Department of Treasury's General Services Administration; and

WHEREAS: The funding for these costs have not been recommended in the Governor's FY 1990 budget; and

WHEREAS: The College has fund balances available from excess fee revenues, unspent carryforward balances, and the College's reserve; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas A. Edison State College does hereby authorize the President to utilize in a prudent manner College excess fee revenues, unspent, anticipated, and previous carry forward balances, and/or the College reserve to address this requirement; and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Robert Taylor moved and Rita Novitt seconded a motion to adopt the resolution. Motion carried (8-0).

Dr. Pruitt elaborated on this item indicating that the College is seeking approval to commit its anticipated carry forward now rather than in September, which has been the usual procedure, so that there will be no fee balances left in Edison funds at year end. In other words, the College's carry forward funds will be encumbered by the end of the year.

REPORT OF THE ACADEMIC AFFAIRS COMMITTEE

Committee Chair George Hanford presented the Committee report as previously distributed, indicating that the Committee focused on the status of the Bachelor of Science in Nursing degree, and on the degree program review of the associate and baccalaureate business degrees.

He indicated that the Committee had reviewed a draft of the business degrees report and had made recommendations pending the action of the Academic Council. Jerry Ice indicated that the Academic Council had subsequently accepted the review report, and he also indicated that the external review included in the report was laudable and very positive. The recommendations made in the external review represented fine-tuning of the business degrees in that five years have passed since the last review.

George Hanford presented the following resolution:

WHEREAS: The Board of Trustees of Thomas A. Edison State College has the authority and responsibility to determine the educational curriculum and program of the College; and

WHEREAS: A Committee of the Academic Council has concluded a five-year review of the Bachelor of Science in Business Administration degree program and the Associate of Science in Management degree program; and

WHEREAS: The Committee report has been reviewed by an external review consultant; and

- WHEREAS: The Academic Affairs Committee of the Board of Trustees has reviewed and concurred with recommendations presented in a draft report by the Review Committee; and
- WHEREAS: The final report has been reviewed and approved by the Academic Council at its February 24, 1989 meeting; and
- WHEREAS: The Academic Council recommends that for the Bachelor of Science in Business Administration the Liberal Arts requirements be the same for all students: Humanities 12 semester hours, Social Sciences 12 semester hours, Natural Sciences/Math 9 semester hours; and
- WHEREAS: The Academic Council further recommends that for the Bachelor of Science in Business Administration degree, all students must complete 3 semester hours of college-level mathematics; and
- WHEREAS: The Academic Council further recommends that the following course or course equivalent be required for specific Bachelor or Science in Business Administration specializations:

<u>Course/Course Equivalent</u>	<u>Specialization</u>
Intermediate Accounting I	Accounting
Principles & Practices of Insurance	Insurance
Marketing Research	Marketing
Purchasing Management	Procurement
Introduction to Public Administration	Public Administration
Real Estate Principles & Practices	Real Estate
Introduction to Transportation	Transportation Management;

and that the following course or course equivalent be required for specific Associate in Science in Management options:

<u>Course/Course Equivalent</u>	<u>Option</u>
Intermediate Accounting I	Accounting
To parallel the General Management Specialization in BSBA: Credits required from four of the five following areas: Accounting, Finance, Marketing, Management of Human Resources, Operations Management.	General Management
Principles & Practices of Insurance	Insurance
Purchasing Management	Procurement
Introduction to Public Administration	Public Administration
Real Estate Principles & Practices	Real Estate
Introduction to Transportation	Transportation Management

and,

WHEREAS: The President of the College recommends the changes as presented; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas A. Edison State College does hereby accept the Degree Review Report as previously distributed and incorporated herein by reference, and approves the recommendations as indicated above, effective July 1, 1989.

Jean Fitts commented that she was pleased to see that ethics was included as a recommended course in the business area, and she also offered a minor correction that the degree review report will go to the Office of Institutional Relations, not to the Office of State Colleges which no longer exists.

Fred Abbate moved and Rita Novitt seconded a motion to adopt the resolution. Motion carried (8-0).

CANDIDATES FOR DEGREE

Jerry Ice presented the candidates for associate and baccalaureate degrees as of January 1, 1989 and March 1, 1989.

In the January 1 class, there were 14 candidates for the Associate in Arts; 2 candidates for the Associate in Science in Management; 3 candidates for the Associate in Science in Applied Science and Technology; 1 candidate for the Associate in Applied Science in Radiologic Technology; 21 candidates for the Bachelor of Arts; 10 candidates for the Bachelor of Science; and 4 candidates for the Bachelor of Science in Business Administration, for a total of 55 candidates.

In the March class, there were 18 candidates for the Associate in Arts; 10 candidates for the Associate in Science in Management; 2 candidates for the Associate in Science in Natural Science and Math; 5 candidates for the Associate in Science in Applied Science and Technology; 1 candidate for the Associate in Applied Science in Radiologic Technology; 29 candidates for the Bachelor of Arts; 18 candidates for the Bachelor of Science; 27 candidates for the Bachelor of Science in Business Administration; and 6 candidates for the Bachelor of Science in Nursing, for a total of 116 candidates.

He added that there was a slight increase in the percentage of females over previous years. Black and Hispanic graduates remained at about 10% of total graduates and 60% of the graduates were between the ages of 31 and 50. Thirty percent were between the ages of 21 and 30. Four graduates were 65 years old. Of the associate degree recipients, 80% completed in three years or less, and of the baccalaureate degree, 78% completed in four years or less. Eleven people took eight years or more to complete their degrees.

Under methods of earning credit, he noted that 36% of the associate students and 31% of the baccalaureate students completed their entire degrees through transfer of credit only. On average, associate recipients completed 15 credits and baccalaureate recipients completed 40 credits after enrolling in the College. He also indicated that 48% of all credits were earned through methods alternative to the classroom. Of this 48%, 63% were earned through testing, 15% through portfolio, and 12% through Guided Study and other distance learning opportunities.

The total graduates in the last two graduations brought the year-to-date total to 475, which is 20% over FY '88 at the same time, and 50% over two years ago. He also announced that the College has now awarded 6,916 degrees; 44% of these are baccalaureate, and 56% are associate.

George Hanford presented the following resolution:

The Board of Trustees of Thomas A. Edison State College does hereby approve the awarding of the appropriate degrees to those January 1, 1989 and March 1, 1989 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.

Patricia Danielson moved and Harvey Myers seconded a motion to adopt the resolution approving candidates. Motion carried (8-0).

Fred Abbate inquired as to whether any one degree was more desired by students than other degrees.

Jerry Ice responded that the Bachelor of Science in Business Administration and the Bachelor of Science in Applied Science and Technology have become very popular. The Bachelor of Arts continues to be popular, and the criminal justice specialization (BSHS) is very strong. He indicated that over the last few years, the pattern of degree choice has been fairly consistent.

REPORT OF THE PUBLIC AFFAIRS COMMITTEE

Committee Chair Rita Novitt presented the Committee report as previously distributed, indicating that the complete report includes briefing reports on the Ciervo and Campbell studies previously distributed, a strategic plan for the Development Office, and a report on the minority outreach activities of the College.

She added that the Public Affairs Committee was pleased to again review the status of the Ciervo and Campbell reports and noted that they are clear, direct reports that are not filled with doublespeak or confusing statements which are often found in consultant reports. The College is following these reports to the letter, and the plans which Edison has made in response to the report are on target and on time. The Committee notes that the Foundation Board has greatly benefitted from the direction provided by the Campbell report and that the Committee in general is very pleased with the development of the Public Affairs Division.

Rita Novitt also indicated that the Committee had the opportunity to preview the Edison State College video Opening Doors and found it to be excellent.

Richard Hansen noted that the \$100,000 bequest announced to the Board at the December meeting has been confirmed in writing from the attorney of the Edison alumna making the bequest.

CONSIDERATION OF CONTRACT RENEWALS

Dr. Pruitt presented for approval contract renewal recommendations as follows:

<u>Division of Administration & Finance</u>	<u>Contract Recommendation</u>
Rebecca Barton, Grants Administrator	1 year 1989 - 1990
Anna Benitz, Assistant to the Controller	1 year 1989 - 1990
Jack Davis, Systems Coordinator	1 year 1989 - 1990
Gloria Dienes, Personnel Assistant	1 year 1989 - 1990
William Harrison, Systems Researcher	1 year 1989 - 1990
Farouk Hassieb, Controller	1 year 1989 - 1990
Eunice Lewis, Assistant Administrator, Student Fees and Revenues	1 year 1989 - 1990
<u>Division of Academic Affairs</u>	
Kathleen Adamczyk, Evaluator	1 year 1989 - 1990
Mitchell Bondi, Evaluator	1 year 1989 - 1990
Howard Bueschel, Senior Program Advisor	1 year 1989 - 1990
Carla Caputo, Evaluator	1 year 1989 - 1990
Ellen Carriere, Evaluator	1 year 1989 - 1990
Debra Dagavarian, Director of the Office of Prior Learning Assessment	1 year 1989 - 1990
Belinda Dalton, Evaluator	1 year 1989 - 1990
Rosa Lee Eickhoff, Evaluator	1 year 1989 - 1990
Patricia Jackson, Senior Program Advisor	1 year 1989 - 1990
Samone Jolly, Coordinator, Degree Programs	1 year 1989 - 1990
Muriel Jones, Evaluator	1 year 1989 - 1990
Maureen Marcus, Administrative Assistant to the Dean	1 year 1989 - 1990

<u>Division of Academic Affairs (cont'd)</u>	<u>Contract Recommendation</u>
Alice Mencher, Evaluator	1 year 1989 - 1990
Dorothy Sconyers, Senior Program Advisor	1 year 1989 - 1990
Todd Siben, Evaluator	1 year 1989 - 1990
Esther Taitsman, Senior Program Advisor	1 year 1989 - 1990
Donald Trucksess, Administrative Assistant	1 year 1989 - 1990
Celestine Wynn, Senior Portfolio Advisor	1 year 1989 - 1990

Division of Public Affairs

Wenrich Green, Director of Admissions	1 year 1989 - 1990
Louis Martini, Admissions Representative	1 year 1989 - 1990
Robert Orta, Admissions Representative	1 year 1989 - 1990
David Puddington, Director of College Development	1 year 1989 - 1990
Linda Soltis, Program Assistant	1 year 1989 - 1990

George Hanford presented the following resolution:

The Board of Trustees of Thomas A. Edison State College does hereby approve the 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.

Patricia Danielson moved and Robert Taylor seconded a motion to adopt the resolution approving contract renewals. Motion carried (8-0).

PERSONNEL ACTIONS

Dr. Pruitt presented for approval one appointment recommendation as follows:

Margaret Bodnar - Secretarial Assistant III

He added that the single personnel action over the last three months is a clear result of the hiring freeze. This action was an internal lateral move and, therefore, not affected by the freeze.

George Hanford 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.

Patricia Danielson moved and Fred Abbate seconded a motion to adopt the resolution. Motion carried (8-0).

ADJOURNMENT

Prior to a motion for adjournment, George Hanford reminded members that the tentative meeting dates for FY 1990 are announced in the Board packet and the Board members should respond to the President's Office as soon as possible. He also reminded everyone of the lunch at the Trenton Country Club which would include as part of the agenda the premiere of the Edison video Opening Doors.

There being no new business, Fred Abbate moved for adjournment; Patricia Danielson seconded the motion. Motion carried (8-0). George Hanford declared the meeting adjourned at 12:15 p.m.

Submitted by,

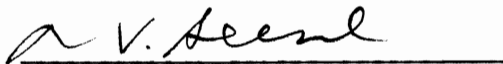


George A. Pruitt
Secretary to the Board

9/8/89

Date

Approved by,



Thomas V. Seessel
Chairman of the Board

9/8/89

Date