

MINUTES
BOARD OF TRUSTEES
THOMAS EDISON STATE COLLEGE

March 22, 1996

MEMBERS PRESENT: George Fricke, Chairman; Fred Abbate; Nicholas Carnevale; Ida Hammond; Harvey Myers; Thomas O'Neill; William Kisby, student; Mary Slabicki, student; George A. Pruitt, President.

MEMBERS ABSENT: Richard Arndt; Wendy Logan; Carole Nerlino.

ALSO PRESENT: Michael Scheiring, Vice President and Treasurer; John Thurber, Acting Vice President for Public Affairs; Patricia Sparks, Academic Dean; Penelope Brouwer, Director, Institutional Planning, Research, and Outcomes Assessment.

The public meeting was officially called to order at 1:00 p.m. by Chairman George Fricke 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 December 8, 1995 meeting were presented for approval. Thomas O'Neill moved and Ida Hammond seconded a motion to approve the minutes. Motion carried (7-0).

PRESIDENT'S REPORT:

Dr. Pruitt introduced John Thurber, acting Vice President for Public Affairs, and Patricia Sparks, Academic Dean. He then introduced David Gibson and John Fallon of D.F. Gibson Architects who made a presentation on the townhouse renovations. He also introduced Russell Hart, Director of the Division of Buildings and Construction (DBC) and cited the cooperation the College has received from Mr. Hart.

Discussing the Governor's budget, Dr. Pruitt indicated that the budget does not include the \$305,000 to fund the salary program, and calls for the College to contribute \$140,000 to fringe benefits. The effect of the Governor's budget recommendation for the College is a reduction in state appropriations of \$445,000 or approximately 9%. This would mean that we are looking at huge tuition increases in the coming years. We are

actively and aggressively engaged in trying to get the cuts restored. We will not bring a fee schedule to the Board until June when we will have a better picture of the impact of the budget on the College.

Commenting on the tentative agreement the state has reached with the American Federation of Teachers, Dr. Pruitt stated his disappointment with how the negotiations have been handled by the Governor's office. We will seek to have legislation enacted that will allow us to handle employee issues in-house. He noted that the agreement does not accommodate the two key elements sought by the state colleges; establishment of a multiple-range structure (similar to that at Rutgers), and the tying of salary increases to merit.

Dr. Pruitt stated that State Library negotiations are going well and we hope for conclusion by mid-April. The Library would be in but not of the Secretary of State's office, and fiscal agency would be assumed by the College. Personnel, purchasing and policies will be under the Board of Trustees. The Governor's office would like to have this done by Executive Order and given to the legislature by May 1. The fact that the Governor has indicated that she wants this accomplished has expedite the process.

Regarding the College possibly taking over the Masonic Temple facility, Dr. Pruitt stated that this is not going to happen because the current owners have decided to retain the property. However, we have been approached to see whether the College wants to take facilities management responsibility for the War Memorial which is being renovated into a performing arts center.

Regarding a training and professional development partnership with the New Jersey Department of Personnel and Mercer County Community College, the College would be interested if the program statement developed was consistent with the education and training agendas of the College and if adequate resources were made available.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE:

Nicholas Carnevale presented the committee report. He then presented the following resolution to undertake an executive recruitment search to fill the position of Vice President of Public Affairs:

WHEREAS: **The State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$11,700 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; and

WHEREAS: The purchasing policies of Thomas Edison State College approved by the Board of Trustees provide for the granting of categorical prior approval and postreporting to the Board for such purchases; and

WHEREAS: The College is planning to purchase management consulting services specializing in executive recruitment which includes making recommendations regarding the hiring of a Vice President for Public Affairs; and

WHEREAS: The cost for such services is estimated at \$35,000; and

WHEREAS: The College has been securing references from a variety of firms that have particular expertise in recruitment management, and will select the most appropriate firm; and

WHEREAS: The bid waiver request has been reviewed by the Administration and Finance Committee of the Board; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby authorize a bid waiver for the College to purchase management consultant services at an estimated cost of \$35,000, and that any purchase pursuant to this authority be reported to the Board of Trustees in public session at its next scheduled meeting.

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

He then presented the following resolution authorizing the sale of the ECN property, of which the College is one-ninth owner:

WHEREAS: Thomas Edison State College is one-ninth owner of property (building and land) located at 3900 Park Avenue, Edison, New Jersey; and

- WHEREAS:** The property, primarily used by State Colleges, is now vacant and no longer serves a useful purpose for the nine institutions; and
- WHEREAS:** Since January of 1995, the property has been for sale; and
- WHEREAS:** The Jain Center of New Jersey, has submitted a bid of \$1,140,000 to purchase the property; and
- WHEREAS:** The Agreement with the Jain Center of New Jersey will have no financing contingency and will be a cash transaction; and
- WHEREAS:** The nine institutions will be obligated to pay a real estate commission to Jacobson, Goldfarb, Tanznan Associates in the amount of \$40,000; and,
- WHEREAS:** The bid waiver has been reviewed by the Administration and Finance Committee of the Board; now, therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby agree to the sale of the property owned by the State Colleges located at 3900 Park Avenue, Edison, New Jersey, to the Jain Center of New Jersey for \$1,140,000.

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

He then presented the following resolution to publish a revised DIAL Bulletin:

- WHEREAS:** The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$11,700 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 for printing services; and

WHEREAS: The purchasing policies of Thomas Edison State College approved by the Board of Trustees provide for the granting of categorical prior approval and postreporting to the Board for such purchases; and

WHEREAS: The College is planning to purchase a DIAL Bulletin in May 1996, which will cost over \$11,700; and

WHEREAS: The estimated printing cost is approximately \$35,000; and

WHEREAS: The College will not be going to a sole source, but will seek proposals from a list of printers; and

WHEREAS: The bid waiver has been reviewed by the Administration and Finance Committee of the Board; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby authorize a bid waiver for the College to purchase a DIAL Bulletin at a cost not to exceed \$35,000, and that any purchase pursuant to this authority be reported to the Board of Trustees in public session at its next scheduled meeting.

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

He then presented the following resolution to contract for services to conduct an alumni survey:

WHEREAS: The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$11,700 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 to contract for consulting services; and
- WHEREAS:** The purchasing policies of Thomas Edison State College approved by the Board of Trustees provide for the granting of categorical prior approval and postreporting to the Board for such purchases; and
- WHEREAS:** The College is planning to contract for services to conduct an alumni survey and to publish an alumni directory, which will cost over \$11,700; and
- WHEREAS:** The estimated cost is \$20,000 for conducting the survey, data conversion applications, and publishing costs; and
- WHEREAS:** The College will not be going to sole sources, but will seek proposals from a list of publishers; and
- WHEREAS:** The bid waiver has been reviewed by the Administration and Finance Committee of the Board; now, therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby authorize a bid waiver for the College to contract for services to conduct an alumni survey and to publish an alumni directory, at a cost not to exceed \$20,000, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

George Fricke commented that this would be money well spent, as our alumni donor dollars are not really impressive. Dr. Pruitt commented that we actually have good participation, but we do need to increase the size of the gift. In order to do the prospecting, we need to have good data, and this survey and directory will help us in this effort.

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

He then presented the following resolution to print Guided Study course manuals:

WHEREAS: The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$11,700 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 printing services; and

WHEREAS: The purchasing policies of Thomas Edison State College approved by the Board of Trustees provide for the granting of categorical prior approval and postreporting to the Board for such purchases; and

WHEREAS: The College is planning to purchase Guided Study Course Manuals which will cost over \$11,700; and

WHEREAS: The estimated printing cost is approximately \$24,000; and

WHEREAS: The College will not be going to a sole source, but will seek proposals from a list of printers; and

WHEREAS: The bid waiver has been reviewed by the Administration and Finance Committee of the Board; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby authorize a bid waiver for the College to purchase Guided Study Course Manuals at a cost not to exceed \$24,000, and that any purchase pursuant to this authority is

reported to the Board of Trustees in public session at its next scheduled meeting.

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

CANDIDATES FOR DEGREE:

On behalf of Jerry Ice, Patricia Sparks presented the candidates for the associate and baccalaureate degrees as of January 1, 1996. There were 9 candidates for the Associate in Arts, 3 candidates for the Associate in Science in Management, 1 candidate for the Associate in Science in Natural Science and Mathematics, 1 candidate for the Associate in Science in Public and Social Services, 13 candidates for the Associate in Science in Applied Science and Technology, 36 candidates for the Bachelor of Arts, 7 candidates for the Bachelor of Science in Human Services, 21 candidates for the Bachelor of Science in Applied Science and Technology, 21 candidates for the Bachelor of Science in Business Administration, and 4 candidates for the Bachelor of Science in Nursing, for a total of 116 candidates.

She commented that 48% are in-state residents; 42% are female; 9% are African-American; and 72% are between the ages of 31 and 50.

George Fricke presented the following resolution:

The Board of Trustees of Thomas Edison State College does hereby approve the awarding of the appropriate degrees to those January 1, 1996 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.

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

CONTRACT RENEWALS:

George Fricke presented the recommendations for contract renewals as follows:

DIVISION OF ACADEMIC AFFAIRSCONTRACT RECOMMENDATIONS

Nick Muscente, Program Assistant

1 Year 1996 - 1997

Donna Keehbler, Evaluator

1 Year 1996 - 1997

Nadine Shapiro, Evaluator

1 Year 1996 - 1997

DIVISION OF ADMINISTRATION & FINANCECONTRACT RECOMMENDATIONS

John Cosolito, Systems Coordinator

1 Year 1996 - 1997

Janet Eickhoff, Administrative Assistant

1 Year 1996 - 1997

Ken Hunt, Assistant Administrator Student Fees
and Revenues

1 Year 1996 - 1997

Noreen O'Donnell, Administrative Assistant

1 Year 1996 - 1997

Barbara Sandstrom, Systems Coordinator

1 Year 1996 - 1997

Randolph Schwartz, Desktop Applications Specialist

1 Year 1996 - 1997

DIVISION OF PUBLIC AFFAIRSCONTRACT RECOMMENDATIONS

Anita O'Malley, Desktop Publishing Specialist (P/T)

1 Year 1996 - 1997

Steve Wilson, Assistant Director of Enrollment Services

1 Year 1996 - 1997

George Fricke 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.

Thomas O'Neill moved and Nicholas Carnevale seconded a motion to adopt the resolution. Motion carried (6-0, student abstention).

PERSONNEL ACTIONS:

George Fricke presented the following resolution:

The Board of Trustees of Thomas 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.

Fred Abbate moved and Harvey Myers seconded a motion to adopt the resolution. Motion carried (6-0, student abstention).

Dr. Pruitt commented that a question had been raised about whether temporary employee appointments need to be brought before the Board. It was the sense of the Board that in the future only those temporary employees who are hired for long-term assignments will be presented to the Board.

There being no further business, Thomas O'Neill moved and Fred Abbate seconded a motion to adjourn. Motion carried (7-0).

Submitted by,

Handwritten signature of George A. Pruitt, dated 9/13/96.

George A. Pruitt
Secretary to the Board

Approved by,

Handwritten signature of George L. Fricke, dated 9/13/96.

George L. Fricke
Chairman