

MINUTES

BOARD OF TRUSTEES

THOMAS EDISON STATE COLLEGE

December 20, 1996

MEMBERS PRESENT: George Fricke, Chairman; Fred Abbate; Richard Arndt, Nicholas Carnevale; Carole Nerlino; Thomas O'Neill; William Kisby, student; Cordell Trotman, student George A. Pruitt, President.

MEMBERS ABSENT: Ida Hammond; Wendy Logan; E. Harvey Myers.

ALSO PRESENT: Jerry Ice, Vice President and Provost; Michael Scheiring, Vice President and Treasurer; John Thurber, Vice President for Public Affairs; Penelope Brouwer, Executive Assistant to the President; Gerri Collins, Special Assistant to the President; Jack Livingstone, State Librarian; Donald Trucksess, Union Representative.

The public meeting was officially called to order at 10:00 a.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 September 13, 1996 meeting were presented for approval. Nicholas Carnevale moved and Carole Nerlino seconded a motion to approve the minutes. Motion carried (7-0).

PRESIDENT'S REPORT:

Adding to his written report, Dr. Pruitt noted that there appears to be a \$1 billion problem in the state's \$16 billion budget. This shortfall, combined with the mandate for state support for K-12 education, which will need to be funded out of the Direct State Services portion of the budget which also supports higher education, create a difficult fiscal environment for the FY 1998 budget. He further remarked that the administration had requested that the senior public institutions identify how their appropriation could be cut to help address state budget problems, and said that the College had chosen not to respond to this exercise. Dr. Pruitt stressed the need to be proactive and vocal about the upcoming budget and commented that the College is an active participant in an aggressive advocacy effort aimed at making clear the disproportionate and counterproductive nature of any proposed cuts to higher education.

WHEREAS: It is the policy of the Board of Trustees to subject the College's finances and

relevant administrative practices to an independent audit; and

WHEREAS: It is the practice of the Board of Trustees to have said audit reviewed by the Administration and Finance Committee of the Board, acting as an audit committee and reporting its findings and conclusions to the Board; and

WHEREAS: In the presence of representatives of the external accounting firm that conducted the audit, the President has certified to the Board of Trustees that said audit contains no significant adverse findings; and

WHEREAS: The Board of Trustees adopted a resolution at the September 13, 1996 meeting provisionally accepting the audit for the fiscal year ending June 30, 1996, contingent upon the review of said audit by the Administration and Finance Committee of the Board; and

WHEREAS: The Administration and Finance Committee has reviewed the external audit and has affirmed the President's certification; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby receive and accept the final audit report for the fiscal year ending June 30, 1996 as presented and incorporated herein by reference.

Fred Abbate moved and Thomas O'Neill seconded a motion to adopt the resolution. Motion carried (7-0).

State Library Grants Administration Policy: Richard Arndt asked Jack Livingstone, State Librarian, how the Library's transition of responsibility from the Department of Education to the College was going. Mr. Livingstone responded that he sees positive results all over New Jersey. The Library is more able to get things done and the people all over the state are excited about the new affiliation.

Richard Arndt then presented the following resolution:

- WHEREAS:** The New Jersey State Library became an affiliate of Thomas Edison State College on July 6, 1996, through Executive Reorganization Plan 2 signed by Governor Whitman and through a Memorandum of Understanding signed by the College with the Secretary of State; and
- WHEREAS:** The State Library administers state and federal grant and aid programs and grants from private sources that support the mission and services of libraries in New Jersey; and
- WHEREAS:** In FY 1997 the College and its affiliate the State Library will be responsible for administering \$12 million in state aid and \$3.5 million in federal aid; and
- WHEREAS:** The Board authorizes the President's designee, the State Librarian, to develop and award grants to the state's libraries, in accordance with legislation which permits the State Library to exercise judgment in selecting the project, the grantee, and the amount of the award; and
- WHEREAS:** The Board of Trustees authorizes the President's designee, the State Librarian, to annually distribute and administer nondiscretionary grant programs that are formula based as defined by State Statute and New Jersey Administrative Code, Title 6 Chapter 68: State Library Aid and Grants, Subchapters 2, 5, 7 and Title 6, Chapter 70 Library Network Services; and
- WHEREAS:** The Board authorizes the President's designee, the State Librarian, to establish and appoint, as deemed

necessary or required by state or federal law, advisory bodies to support the administration of state and federal grant and aid programs; and

WHEREAS: Plans prepared for state and federal aid programs will be submitted to the Board of Trustees for their approval and on an annual basis a summary listing of all grant awards made during the fiscal year will be provided to the Board of Thomas Edison State College; and

WHEREAS: It is the policy of the Board of Trustees to have all grant funds administered from federal, state or private sources accounted for under generally accepted accounting policies and procedures, the College's financial policies, and such other terms specified by federal or state statute or regulation and by donor or private sources. Grants administered by the State Library will be audited annually by the College's external auditor; and

WHEREAS: The recommendation 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, upon the recommendation of the President, does hereby establish the State Library grants policy, as incorporated herein by reference, for administering state and federal grant programs and grant funds from private sources.

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

Fixed Asset Purchasing Threshold: Richard Arndt presented the following resolution:

WHEREAS: Thomas Edison State College's policies and procedures for fixed asset purchasing threshold is currently set at \$300; and

WHEREAS: The College has determined that the purchasing threshold should be increased to \$1,000, effective retroactive to July 1, 1996; and

WHEREAS: The College and State Library will be effected by this change in purchasing threshold; and

WHEREAS: No other changes will be necessary to effect the fixed asset management procedures; and

WHEREAS: The recommendation 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, upon recommendation of the President and concurrence by the Administration and Finance Committee of the Board, does hereby authorize an increase of the fixed asset purchasing threshold to \$1,000 effective retroactive to July 1, 1996.

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

Bid Waivers: Richard Arndt made a positive comment on the post-reporting process. George Fricke concurred and noted that the process is working well. Richard Arndt then presented the following resolutions:

College Videos

- 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; and
- WHEREAS:** The purchasing policies of Thomas Edison State College approved by the Board of Trustees on October 10, 1986, provide for the granting of categorical prior approval and postreporting to the Board of such purchases; and
- WHEREAS:** The College is planning to purchase production services for College videos in January 1997, which are anticipated to cost approximately \$45,000; and
- WHEREAS:** The College will not be going to a sole source, but will seek proposals from a list of video companies; 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 video production services, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

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

Advertising Services

- 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; and
- WHEREAS:** The purchasing policies of Thomas Edison State College approved by the Board of Trustees on October 10, 1986, provide for the granting of categorical prior approval and postreporting to the Board of such purchases; and
- WHEREAS:** The College is planning to purchase advertising services for the College during a six-month period from January through June 1997, which will cost approximately \$65,000; and
- WHEREAS:** The College will not be going to a sole source, but will seek proposals from a list of advertising companies; 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 advertising services, 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 Fred Abbate seconded a motion to adopt the resolution. Motion carried (7-0).

Fulfillment Services

- 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 forego the bidding procedures by resolution of the Board of Trustees of the College and sole source a service; and
- WHEREAS:** In December 1994, the Board of Trustees approved a bid waiver for fulfillment services in the amount of \$75,000; and
- WHEREAS:** As a result of an RFP process, the Hibbert Group was awarded the contract to provide these services to the College; and
- WHEREAS:** The College is planning to purchase fulfillment services on a noninterrupted basis to process initial requests for information on the College’s undergraduate and graduate programs and services in January 1997; and
- WHEREAS:** The estimated yearly cost for such services is \$95,000; and
- WHEREAS:** The College desires to continue with a sole source vendor, The Hibbert Group; and
- WHEREAS:** The College’s contracted service through The Hibbert Group for the previous two years has resulted in operating efficiencies and the timely distribution of requests for college information; and

WHEREAS: The historical success of the Hibbert Group contract has been discussed with 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 sole source bid waiver for the College to purchase fulfillment services at a cost not to exceed \$95,000 from The Hibbert Group.

Michael Scheiring commented that the Hibbert contract is the first time we will sole source. Carole Nerlino moved and Fred Abbate seconded a motion to adopt the resolution. Motion carried (7-0).

Fee Revisions:

ACE/PONSI Transcription Fee - Dr. Pruitt commented that the College has created a new product, an Individual Learners Account (ILA). Through this service, students can “bank” PONSI credits and apply them toward a degree if they choose to do so. George Fricke commented that this is a win-win situation. Nicholas Carnevale asked if there’s an aging dimension. Dr. Pruitt replied that there are currency requirements as they apply to the major. Richard Arndt then presented the following resolution:

WHEREAS: The College is proposing a new ACE/PONSI Transcription Fee in the amount of \$10 per credit; and

WHEREAS: The Administration and Finance Committee of the Board of Trustees has reviewed the proposal to create a new service for students pursuing credit through ACE/PONSI; and

WHEREAS: The Administration and Finance Committee of the Board of Trustees has reviewed and endorsed the proposal to establish a per credit ACE/PONSI Transcription Fee for students who wish to have their ACE/PONSI recommendations placed on Thomas Edison State College transcripts; and

WHEREAS: The action herein taken is pursuant to a recommendation by the President; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby approve the proposed fee as recommended and incorporated herein by reference, effective January 1, 1997.

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

Customized Tuition/Fee Plans - Dr. Pruitt commented that the College has been having discussions with large organizations, corporations and the military. There are opportunities to package the College's fees, programs and services to better meet the needs and reimbursement structures and thus attract new students. He also mentioned that competition in the adult student market is coming from places like the University of Phoenix. Thomas Edison will need to have pricing strategies that enable the College to be competitive. Richard Arndt stated that this allows the College to be customer focused.

Richard Arndt presented the following resolution on customized tuition/fee plans as a novel approach and one that is creative and will generate good response.

WHEREAS: The College has identified the opportunity to custom package fees and services for certain client groups; and

WHEREAS: The Administration and Finance Committee of the Board of Trustees has reviewed the College's proposal to create customized tuition/fee plans as appropriate to stimulate enrollments from large organizations; and

WHEREAS: The Administration and Finance Committee of the Board of Trustees has reviewed and endorsed the proposal to attract students from certain large scale employers by offering tuition/fee packages specific to the needs and tuition aid practices of these organizations; and

WHEREAS: **The action herein taken is pursuant to a recommendation by the President; now, therefore, be it**

RESOLVED: **That the Board of Trustees of Thomas Edison State College does hereby approve the College's authority to customize tuition/fee plans as recommended and incorporated herein by reference, effective January 1, 1997.**

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

FY 1998 Budget Request:

Dr. Pruitt stated that he views the budget as a tactical, strategic document. Michael Scheiring gave an overview of the College's budget request, and noted that the College and the State Library are submitting a joint budget. He further stated that the College is seeking a 50% increase and is focusing on ways not to get cut. The Library is looking for restoration of the book budget and per capita aid. Jack Livingstone noted that this is the funding that ensures that the local libraries can meet certain standards. The book budget has dropped from 18% to 4% of the total library budget. Mr. Livingstone also noted that the budget contains a \$1.5 million request for capital construction. He stated that approximately \$3 million in federal aid will be spent primarily for technology and that federal funds are not a concern.

REPORT OF THE ACADEMIC AFFAIRS COMMITTEE:

Dr. Pruitt commented on the suspension of the Pre-Graduation Conference (PGC), stating that the PGC goes back to the early days of the College and was designed to challenge students to integrate what they had learned into an end-of-experience exercise. As it is not valid as an assessment tool, the College is moving to suspend it until a more valid tool is developed. Since the PGC is a degree requirement, Board approval is required to suspend it.

George Fricke asked how long it will take to create a new assessment tool. Dr. Pruitt replied that the College will be assembling teams and doing some sampling. Students will be asked to participate, and will be provided some incentives to do so.

Carole Nerlino asked if this type of tool is appropriate for a distance learning student. Dr. Pruitt stated that while the methods are diverse, all programs are designed with the assertion that people ought to know certain things and be able to do certain things. Learning is outcomes-centered. This new assessment tool will be the College's way to validate these assertions.

Nicholas Carnevale asked if there is any benefit to this coming from an association of distance learning colleges. Dr. Pruitt said that actually Thomas Edison State College gets high marks because the College proactively asks these questions. No other college submits itself to this type of scrutiny.

Thomas O'Neill commented that the College should aim for the expeditious development of the new tool and asked if there is a benefit in setting a completion date. Dr. Pruitt stated that the entire premise of this effort is the valid assessment and said that staff will provide the Board with a timeline and expected completion date for this endeavor.

William Kisby commented that the PGC is good not as a prerequisite, but rather as a fact-finding vehicle. Dr. Pruitt stated that it is believed that the PGC has created a barrier for students. Carole Nerlino mentioned that this could be a plus in bidding for the UAW/Ford and military contracts.

George Fricke then presented the following resolution:

- WHEREAS:** The College has identified an opportunity to replace the current PreGraduation Conference (PGC) requirement in the Bachelor of Arts degree program with a learning assessment tool that could be extended to all degree programs offered by the College; and
- WHEREAS:** The College recommended a restructuring of the PreGraduation Conference to the Academic Council; and
- WHEREAS:** The recommendation was reviewed and approved by the Academic Council at its October 25, 1996 meeting; and
- WHEREAS:** The Academic Affairs Committee of the Board of Trustees has reviewed and endorsed the College's proposal to replace the current PGC requirement for the Bachelor of Arts degree program with a different outcomes assessment tool; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby approve the suspension of the current PreGraduation Conference requirement pending a reassessment of a substitute outcomes assessment process.

Fred Abbate moved and Thomas O'Neill seconded a motion to adopt the resolution. Motion carried (7-0).

CANDIDATES FOR DEGREE:

Jerry Ice presented the candidates for the associate and baccalaureate degrees as of September 15, 1996 and November 15, 1996. There are 29 candidates for the Associate in Arts, 10 candidates for the Associate in Science in Management, 4 candidates for the Associate in Science in Natural Science and Mathematics, 2 candidates for the Associate in Science in Public and Social Services, 21 candidates for the Associate in Science in Applied Science and Technology, 209 candidates for the Bachelor of Arts, 15 candidates for the Bachelor of Science in Human Services, 69 candidates for the Bachelor of Science in Applied Science and Technology, 46 candidates for the Bachelor of Science in Business Administration, and 5 candidates for the Bachelor of Science in Nursing, for a total of 410 candidates.

He commented that 52% are in-state residents; 43% are female; 9% are African-American; and 66% are between the ages of 31 and 50.

George Fricke presented the following resolution to approve the candidates as indicated:

The Board of Trustees of Thomas Edison State College does hereby approve the awarding of the appropriate degrees to those September 15, 1996 and November 15, 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.

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

CONTRACT RENEWALS:

George Fricke presented the recommendations for contract renewals as follows:

<u>DIVISION OF ACADEMIC AFFAIRS</u>	<u>CONTRACT RECOMMENDATIONS</u>
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Nia Abuwi, Sr. Admissions Representative	5 Years	1997 - 2002
Peggy Allan, Program Assistant	3 Years	1997 - 2000
Rebecca Austin, Evaluator	1 Year	1997 - 1998
Irene Bentz, Program Advisor	1 Year	1997 - 1998
Ann Bielawski, Program Advisor	5 Years	1997 - 2002
Cathy Bunn, Evaluator	1 Year	1997 - 1998
Emily Carone, Asst. Dir. Test Dev. and Research	1 Year	1997 - 1998
Nick Muscente, Program Assistant	1 Year	1997 - 1998
Alicia Smith, Evaluator	3 Years	1997 - 2000
Nancy Spencer, Evaluator	3 Years	1997 - 2000
Mona Spera, Program Assistant	3 Years	1997 - 2000
Richard Strauss, Evaluator	1 Year	1997 - 1998
Maureen Woodruff, Asst Dir of Reg & Test Admin	3 Years	1997 - 2000

<u>DIVISION OF ADMINISTRATION & FINANCE</u>	<u>CONTRACT RECOMMENDATIONS</u>
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Sedell Bailey, Asst. to Director of Admin. Services	4 Years	1997 - 2001
Janet Eickhoff, Administrative Assistant	1 Year	1997 - 1998
Bill Hobson, Procedural Design Specialist	5 Years	1997 - 2002
Chuck Johnstone, Systems Researcher	4 Years	1997 - 2001

<u>DIVISION OF PUBLIC AFFAIRS</u>	<u>CONTRACT RECOMMENDATIONS</u>
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Linda Soltis, College Relations Specialist	3 Years	1997 - 2000
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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.

Fred Abbate moved and Thomas O'Neill 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.


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

Dr. Pruitt noted that this is the first time the Library has hired anyone in five years. He also noted that five years ago the Library had a complement of 130 employees compared to the 95 they have now.

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

Submitted by,

Approved by,

 3/14/97
George A. Pruitt
Secretary to the Board

 3/14/97
George L. Fricke
Chairman