

MINUTES
BOARD OF TRUSTEES
THOMAS EDISON STATE COLLEGE

March 12, 1992

MEMBERS PRESENT: Chris Yegen, Chairman; Fred Abbate, Vice Chairman; Harvey Myers; Thomas O'Neill; Marilyn Pearson; Laura Simurda, student; Drunell Levinson, student; Emelia Timpo, Chancellor's designee; George A. Pruitt, President.

MEMBERS ABSENT: John Blossom; George Fricke; Wendy Logan; Carole Nerlino.

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

The public meeting was officially called to order at 10:00 a.m. by Chairman Chris Yegen 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 11, 1992 meeting were presented for approval. Fred Abbate moved and Marilyn Pearson seconded a motion to approve the minutes. Motion carried (6-0).

PRESIDENT'S REPORT:

Dr. Pruitt reviewed some of the items in the written report. He indicated that a concept paper was being prepared which delineates and defines the direction the College will be taking during the next ten years. The focus will be on advancing access via technology, collaborations, and articulation programs. He called particular attention to the articulations with county colleges wherein associate graduates from county colleges could take their baccalaureate degree through Thomas Edison but would access courses at the county college. The first of these programs should be ready for implementation in fall, 1993 with Mercer County Community College.

Dr. Pruitt reported that the college facilities program is finally coming to conclusion. Funds have been made available to complete the townhouse project beginning in late summer of this year. This is a \$9.2 million renovation program. The move into the Kuser Mansion should be completed by May. Those offices now housed at 28 West State Street will be moved to Kuser.

He also reviewed the equipment leasing bond initiative which will provide approximately \$1 million toward technological hardware to carry out the programmatic plans for the future. This will be a 75:25 matching funds initiative with the potential for another \$125,000 in equipment support from other sources.

Concluding his remarks, he called attention to the three awards recently given to the College by NUCEA. Linda Holt, Director of Communications and College Relations, will go to Nashville in April to accept the awards on behalf of the College.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE:

Marilyn Pearson gave the report for the Committee. She commended the College for its handling of the budget deficit and for its involvement in the Smart Card project.

Dr. Pruitt elaborated on the report, commenting particularly on the status of the FY 1994 budget recommendation.

Chris Yegen then presented the following resolutions:

Consulting Services - Smart Card Study

- WHEREAS:** The "State College Contracts Law," Chapter 64 Title 18A of the New Jersey Statutes requires that any purchase exceeding \$10,300 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 on such purchases; and
- WHEREAS:** The College will be undertaking in partnership with the New Jersey Institute of Technology a feasibility study on health care retrieval technology in processing health care payments and applying technology to reduce administrative costs of processing billing and medical information by potentially utilizing "Smart Card" technology; and

- WHEREAS:** This eighteen month study will require the College to engage consulting service(s) to support the cost benefit analysis that will be a part of this important study; and
- WHEREAS:** The College will not be going to a sole source, but will secure proposals from firms capable of performing the needed analysis at a cost not to exceed \$100,000; and
- WHEREAS:** The College will award the job to the lowest responsible bidder which can meet the study's requirements; 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 consulting services at an estimated cost not to exceed \$100,000, and that any purchase pursuant to this authority will be reported to the Board of Trustees in public session at its next scheduled meeting.

Marilyn Pearson moved and Harvey Myers seconded a motion to adopt the resolution. Motion carried (6-0).

College Catalog Reprint

- WHEREAS:** The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$10,300 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 a two-year college catalog in June 1993, which will cost over \$10,300; and

WHEREAS: The estimated printing cost is approximately \$43,200 for a two year supply of catalogs; 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 Edison State College does hereby authorize a bid waiver for the College to purchase a college catalog at an estimated cost of \$43,200, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Fred Abbate moved and Marilyn Pearson seconded a motion to adopt the resolution. Motion carried (6-0).

Guided Study Course Registration Bulletin

WHEREAS: The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$10,300 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 a Guided Study Course Manual in July 1993 at a cost of over \$10,300; and

WHEREAS: The estimated duplicating cost is approximately \$18,140; and

WHEREAS: The College intends to use the same supplier who had the lowest bid over the past three separate semesters; 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 Guided Study Course Manual at an estimated cost of \$18,140, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Marilyn Pearson moved and Harvey Myers seconded a motion to adopt the resolution. Motion carried (6-0).

REPORT OF THE ACADEMIC AFFAIRS COMMITTEE:

Fred Abbate, Chairman of the Committee, gave the report highlighting the degree reviews and accompanying degree change recommendations. Jerry Ice elaborated on the degree review process and explained more fully the degree change recommendations as presented.

Chris Yegen presented the following resolutions:

Associate in Arts Degree

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

WHEREAS: A committee of the Academic Council has concluded a five-year review of the Associate in Arts degree program; and

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

WHEREAS: The final report has been reviewed and approved by the Academic Council at its February 19, 1993 meeting; and

WHEREAS: The President of the College recommends the changes as presented; and

WHEREAS: The Academic Affairs Committee of the Board of Trustees has reviewed and concurred with recommendations as presented; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby accept the degree change recommendation as presented and incorporated herein by reference, effective July 1, 1993.

Bachelor of Arts Degree

- WHEREAS:** The Board of Trustees of Thomas Edison State College has the authority and the responsibility to determine the educational curriculum and academic policies of the College; and
- WHEREAS:** A committee of the Academic Council has concluded a five-year review of the Bachelor of Arts degree program; and
- WHEREAS:** The committee report has been reviewed by an external consultant; and
- WHEREAS:** The final report has been reviewed and approved by the Academic Council at its February 19, 1993 meeting; and
- WHEREAS:** The President of the College recommends the changes as presented; and
- WHEREAS:** The Academic Affairs Committee of the Board of Trustees has reviewed and concurred with recommendations as presented; now, therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby accept the degree change recommendation as presented and incorporated herein by reference, effective July 1, 1993.

Associate in Science in Natural Science and Mathematics Degree

- WHEREAS:** The Board of Trustees of Thomas Edison State College has the authority and the responsibility to determine the educational curriculum and academic policies of the College; and
- WHEREAS:** A committee of the Academic Council has concluded a five-year review of the Associate in Science and Natural Science and Mathematics degree program; and
- WHEREAS:** The committee report has been reviewed by an external consultant; and
- WHEREAS:** The final report has been reviewed and approved by the Academic Council at its February 19, 1993 meeting; and
- WHEREAS:** The President of the College recommends the changes as presented; and

- WHEREAS:** The Academic Affairs Committee of the Board of Trustees has reviewed and concurred with recommendations as presented; now, therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby accept the degree change recommendation as presented and incorporated herein by reference, effective July 1, 1993.

Associate in Science in Public and Social Service Degree

- WHEREAS:** The Board of Trustees of Thomas Edison State College has the authority and the responsibility to determine the educational curriculum and academic policies of the College; and
- WHEREAS:** A committee of the Academic Council has concluded a five-year review of the Associate in Science in Public and Social Service degree program; and
- WHEREAS:** The committee report has been reviewed by an external consultant; and
- WHEREAS:** The final report has been reviewed and approved by the Academic Council at its February 19, 1993 meeting; and
- WHEREAS:** The President of the College recommends the changes as presented; and
- WHEREAS:** The Academic Affairs Committee of the Board of Trustees has reviewed and concurred with recommendations as presented; now, therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby accept the degree change recommendation as presented and incorporated herein by reference, effective July 1, 1993

Bachelor of Science in Human Services Degree

- WHEREAS:** The Board of Trustees of Thomas Edison State College has the authority and the responsibility to determine the educational curriculum and academic policies of the College; and

WHEREAS: A committee of the Academic Council has concluded a five-year review of the Bachelor of Science in Human Services degree program; and

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

WHEREAS: The final report has been reviewed and approved by the Academic Council at its February 19, 1993 meeting; and

WHEREAS: The President of the College recommends the changes as presented; and

WHEREAS: The Academic Affairs Committee of the Board of Trustees has reviewed and concurred with recommendations as presented; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby accept the degree change recommendation as presented and incorporated herein by reference, effective July 1, 1993.

Fred Abbate moved and Thomas O'Neill seconded a motion to adopt the resolutions for all five degrees. Motion carried (6-0).

Dr. Pruitt called attention to the new program approval guidelines appended to the report. He added that the new guidelines will strengthen the process and eliminate some of the steps without jeopardizing quality control issues.

REVISIONS TO THE MISSION STATEMENT:

With regard to the proposed Mission Statement, Dr. Pruitt explained that the only change was to add a stated public service commitment. He added that Academic Programs staff suggested that the word "learning" be changed to "education" to be consistent with the other language in the statement.

Chris Yegen presented the following resolution as amended:

WHEREAS: The Board of Trustees of Thomas Edison State College has the authority to establish college policies and guiding principles; and

WHEREAS: The Mission Statement of the College is its premiere guiding principle; and

WHEREAS: The proposed revised Mission Statement reinforces the College's public service obligation inherent to American institutions of higher education; and

WHEREAS: The revised Mission Statement has been reviewed by the Academic Council; and

WHEREAS: The proposed action is pursuant to a recommendation by the President and has been reviewed and endorsed by the Academic Affairs Committee of the Board; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby approve and adopt the revised Mission Statement as previously distributed and incorporated herein by reference, effective immediately.

Fred Abbate moved and Thomas O'Neill seconded a motion to adopt the resolution as amended. Motion carried (6-0).

ACADEMIC COUNCIL APPOINTMENTS:

Chris Yegen presented the following resolution:

The Board of Trustees of Thomas Edison State College does hereby appoint James Cline, Adjunct Professor, Fire Science, Jersey City State College, to a three-year term on the Academic Council.

The action herein taken is pursuant to a recommendation by the President of the College, having been reviewed and endorsed by the Academic Council.

Fred Abbate moved and Marilyn Pearson seconded a motion to adopt the resolution. Motion carried (6-0).

CANDIDATES FOR DEGREE:

Jerry Ice presented the candidates for the associate and baccalaureate degrees as of January 1, 1993. There were 14 candidates for the Associate in Arts, 4 candidates for the Associate in Science in Management, 4 candidates for the Associate in Science in Public and Social Services, 10 candidates for the Associate in Applied Science and Technology, 1 candidate for the Associate in Applied Science in Radiologic Technology, 24 candidates for the Bachelor of Arts, 5 candidates for the Bachelor of Science in Human Services, 25 candidates for the Bachelor of Science in Applied Science and Technology, 14 candidates for the Bachelor of Science in Business Administration, and 3 candidates for the Bachelor of Science in Nursing for a total of 104 candidates.

Commenting on this class, he reported that 61% are out-of-state residents; 26% are female; 5.8% are Black; 73% are between the ages of 31 to 50 with 53% of that group in the 31-40 age group; the youngest is 21, and the oldest is 60. The number of years it took to complete a degree ranged from less than one year to over ten years. However, 65% completed in two years or less.

Chris Yegen 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, 1993 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.

Laura Simurda moved and Harvey Myers seconded a motion to adopt the resolution. Motion carried (6-0).

CONTRACT RENEWALS:

Dr. Pruitt presented the contract renewal recommendations as follows:

DIVISION OF ACADEMIC AFFAIRS

CONTRACT RECOMMENDATIONS

Edward Foris, Program Assistant	1 year	1993 -	1994
Rebecca Hull, Portfolio Advisor	1 year	1993 -	1994
Mary Jo Kamin, Evaluator	1 year	1993 -	1994
Barbara Losty, Coordinator, BSHS Degree Program	1 year	1993 -	1994
Maureen O'Dowd, Evaluator	1 year	1993 -	1994
Eleanor Robertson, Evaluator	1 year	1993 -	1994
Doris Simmons, Evaluator	1 year	1993 -	1994
Alicia Smith, Evaluator	1 year	1993 -	1994
M. Susan Williams, Evaluator	1 year	1993 -	1994

DIVISION OF ADMINISTRATION & FINANCE

Deborah McCloud, Systems Coordinator	1 year	1993 -	1994
--------------------------------------	--------	--------	------

DIVISION OF PUBLIC AFFAIRS

Margaret Allen, Program Assistant	1 year	1993 -	1994
Mercedes Diaz, Admissions Services Officer, Bilingual	1 year	1993 -	1994
Nancy Spencer, Program Manager (80%)	1 year	1993 -	1994

Chris Yegen 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.

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

PERSONNEL ACTIONS:

Dr. Pruitt presented the following personnel actions for approval:

Terry Thornton	-	Mail Clerk (hourly)
Norma Manigan	-	Director of Development
Beth Shapiro	-	Project Specialist (TOPS Intern)
Jane Coult	-	Director of Administrative Services
Mark Gordon	-	Director of the Smart Card Project

Dr. Pruitt highlighted Norma Manigan's appointment; Jane Coult, an alumnae who will be Alumni President next year; and Mark Gordon for the Smart Card project.

Chris Yegen 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.

Marilyn Pearson moved and Fred Abbate seconded a motion to adopt the resolution. Motion carried (6-0).

NEW BUSINESS

The following proposed meeting dates for FY 1994 were presented:

September 10, 1993	-	10:00 a.m.
December 10, 1993	-	10:00 a.m.
March 11, 1994	-	10:00 a.m.
June 10, 1994	-	2:00 p.m.

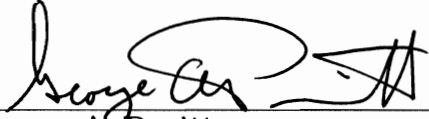
These dates will be finalized at the June meeting.

Dr. Pruitt noted that this year's Commencement will be held on October 10.

Tom O'Neill announced that beginning on March 29, and for the next twelve months or so, Fred Abbate will begin serving as an Atlantic Electric loaned executive to the Partnership for New Jersey project, where he will be Director of the Leadership New Jersey Program.

Tom O'Neill moved and Laura Simurda seconded a motion to adjourn the meeting. Motion carried (6-0).

Submitted by,

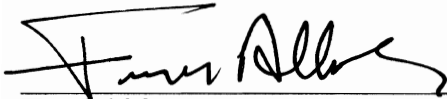


George A. Pruitt
Secretary to the Board

9/10/93

Date

Approved by,



Fred Abbate
Chairman of the Board

9/10/93

Date