

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON STATE COLLEGE

June 12, 1987

MEMBERS PRESENT: Patricia Danielson, Chairman; Christian Yegen; Rita Novitt; John K. Blossom; George H. Hanford; Eleanor Spiegel; E. Harvey Myers; George A. Pruitt, President; Chancellor Hollander.

MEMBERS ABSENT: Thomas Seessel, Vice Chairman; Robert H. Taylor.

ALSO PRESENT: Jerry Ice, Vice President for Academic Affairs; Richard Hansen, Vice President for Public Affairs; Michael J. Scheiring, Vice President for Administration and Finance; Gerri Collins, Executive Assistant to the President; Linda Mather, Department of Higher Education.

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

MINUTES: The minutes of the April 10, 1987 Board of Trustees meeting were presented for approval. Eleanor Spiegel moved and George Hanford seconded a motion to approve the minutes. Motion carried (7-0).

PRESIDENT'S REPORT: Adding to his previously distributed report, Dr. Pruitt called attention to the status reports on Board approved bid waivers indicating that this report is in compliance with the new policies recently adopted by the Board.

He then called attention to the New Jersey College Trustees' Reference Guide distributed at the meeting. Prepared by the New Jersey State College Governing Boards Association, the Guide highlights the powers and duties of trustee boards in accordance with state law and regulations.

Regarding student trustee legislation, Dr. Pruitt stated that on the request for differential treatment for Edison, the College received an opinion indicating that this cannot be achieved via regulation and will require separate legislation. Appropriate language is being drafted by Senator Feldman supported by Assemblymen Baer and Moran to allow Edison to comply with the intent of the legislation.

Dr. Pruitt announced that Commencement will be held on October 18, 1987 in the War Memorial Building in Trenton. Singer actress Pearl Bailey has accepted the invitation to come and to receive an honorary degree.

He further announced that Union President Angela Fontan has accepted a position in Florida and will be leaving shortly. He commended her for her leadership of the Union and for her 12 years of dedication to the mission of Edison State College. The Board added their congratulations and regrets, acknowledging her special contributions to the College.

With regard to the Annual Report, Dr. Pruitt stated that FY 1987 has been a very active and hectic year. The College reviewed its three-year plan to determine its level of accomplishments. Enrollment growth at 7% was expected; 10% was achieved. This has created some concerns that will be addressed in the current year and beyond: transcript evaluation turnaround time, advising needs, and other services.

The College will engage in a process of introspection similar to what was done to prepare the Challenge Grant. Five initiatives will be vital to this introspection:

- 1) the five-year Periodic Review Report to the Middle States Association of Colleges and Schools submitted in April, 1987;
- 2) the Challenge Grant progress and evaluation report due August 1, 1987;
- 3) the state Outcomes and Assessment initiative in progress;
- 4) the state Minority Retention initiative in progress; and
- 5) the College's own enrollment management initiative, planned for FY 1988.

Edison has combined the Outcomes Assessment and Minority Retention initiatives.

Recently, the Academic Affairs and Public Affairs staffs held joint retreats focusing on the current Five-Year Plan. These retreats were followed by a one-day retreat for the President's Council, appropriate mid-management staff, and four representatives from the division retreats. The College has determined that internally the process often drives the standard instead of the reverse. Therefore, the College will be setting standards so that outcomes can be set and evaluated. The College expects to present its outcomes and assessment plan at the September Board meeting. Five areas will be considered:

- 1) What the College does to empower its students to achieve their educational goals.
- 2) Prior learning assessment.
- 3) Curriculum and degree programs.
- 4) Directed independent and guided study.
- 5) System building.

The FY 1988 annual report will include a report on these areas.

Dr. Pruitt further stated that minority enrollment has kept pace with the increase in overall enrollments. The application rate is up to 16%, and minority graduation figures have increased.

Regarding budget, he stated that last year the College received increased support both from the Department and from the Governor. This year the Office of Management and Budget was invited to conduct a review of staffing needs. An external independent review was also conducted by the Arthur Young Company. It is expected that these reviews will lend support to future budget requests.

Concluding his remarks, Dr. Pruitt announced that he has asked Thomas Streckewald to relinquish his development office responsibilities to become the Director of Institutional Research and Outcomes Assessment. He has excellent skills in these areas. He organized and wrote the Challenge Grant and the accreditation Periodic Review Report and is well-qualified to assume this new responsibility.

The Board commended the College for its annual report.

HOUSING ALLOWANCE POLICY:

Patricia Danielson presented the proposed Housing Allowance Policy for consideration. She read the following resolution:

WHEREAS: The Board of Trustees of Thomas A. Edison State College has the authority and responsibility to fix the compensation of the President of the College; and

WHEREAS: It is widely accepted practice for college presidents to receive a housing allowance; and

WHEREAS: The Board of Higher Education has promulgated guidelines which indicate that such allowance may be fixed at up to 20% of the president's base salary; and

WHEREAS: The President's housing allowance approved by the Board of Trustees was established August, 1984; now, therefore, be it

RESOLVED: That the housing allowance provided by the College shall be fixed annually at 20% of the President's base salary.

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

REPORT OF THE ACADEMIC AFFAIRS COMMITTEE:

George Hanford, Committee Chair, presented the minutes from the May 21, 1987 meeting as previously distributed. The Committee recommended to the Board, approval of Academic Council recommendations as identified in 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 Liberal Arts degree programs and the liberal arts requirements for all degree programs; and
- WHEREAS: The Committee report has been reviewed by an external review consultant; and
- WHEREAS: The Committee and consultant reports have been reviewed by the Academic Council; and
- WHEREAS: The Academic Council recommends increasing to six semester hours the written expression requirement for all degrees; and
- WHEREAS: The Academic Council further recommends that for the Bachelor of Arts degree, the number of upper-level liberal arts credits required be reduced from 42 to 36 with 27 of the 36 credits being in the Area Concentration or Specialization; 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 approve the increase in the written expression requirement to six semester hours for all degrees; and be it further
- RESOLVED: That the Board of Trustees of Thomas A. Edison State College does hereby approve a reduction in the number of upper-level liberal arts credits required for the Bachelor of Arts degree from 42 to 36, with 27 of the 36 credits being in the Area Concentration or Specialization.

George Hanford moved and Eleanor Spiegel seconded a motion to approve the recommendations. Motion carried (7-0).

CANDIDATES FOR DEGREE:

Jerry Ice presented the candidates for degree as of May 1, 1987. There were 13 candidates for the Associate in Arts, 5 candidates for the Associate in Science in Management, 1 candidate for the Associate in Science in Public & Social Sciences, 6 candidates for the Associate in Science in Applied Science & Technology, 2 candidates for the Associate in Applied Science in Radiologic Technology, 9 candidates for the Bachelor of Arts, 17 candidates for the Bachelor of Science, 11 candidates for the Bachelor of Science in Business Administration, and 1 candidate for the Bachelor of Science in Nursing, for a total of 65 candidates, bringing the cumulative total to 5,987.

Commenting on the graduating class, he added that 61.5% are New Jersey residents and 38.5% from out-of-state; 66% males and 34% females; 20% minority (7.7% black, 4.6% Hispanic); 52 out of 65 took 4 years or less to complete their degrees; 32% used transfer exclusively; 14% transfer and testing; 15% transfer, testing, and assessment; 13% transfer and assessment; and 2% testing and assessment. One of the students enrolled in 1979 with 0 credits and completed 105 s.h. via testing and 18 via portfolio assessment. Total graduates for FY 1987 to date is 380: 123 associate and 257 baccalaureate.

Patricia Danielson presented the following resolution:

The Board of Trustees of Thomas A. Edison State College does hereby approve those candidates who have met all the requirements for the Associate and Baccalaureate degrees by May 1, 1987.

The action herein taken is pursuant to a recommendation by the President of the College and the degree requirements set by the Academic Council.

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

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE:

On behalf of the Committee Chair Robert Taylor, Dr. Pruitt presented the minutes of the Committee meeting on May 29, 1987 as previously distributed. The Committee recommended Board approval on the following three items:

Autonomy Transition Authority - Patricia Danielson presented the following resolution:

- WHEREAS: Governor Thomas H. Kean has signed into law bills providing autonomy to the state colleges, and
- WHEREAS: The Board of Higher Education promulgated a "State College Autonomy Transition" plan which identified three phases of Transition; and
- WHEREAS: Phase II of Transition requires that the accounting, cash management, revenue management, disbursing operations, institutional borrowing, external auditing, and facilities construction areas be in place by July 1, 1987; and
- WHEREAS: The College has complied with relevant Phase II Transition requirements; and
- WHEREAS: The Board of Trustees of Thomas A. Edison State College has approved select policies on the above; and
- WHEREAS: An external accounting firm has certified that the College has appropriately and adequately satisfied the Phase II transition requirements; and
- WHEREAS: The President of the College has affirmed that the College is prepared to assume responsibility for the identified functions; now, therefore, be it
- RESOLVED: That the Board of Trustees of Thomas A. Edison State College accepts the consultant's certification letter and authorizes implementation of Phase II autonomy; and be it further
- RESOLVED: That the Board of Trustees of Thomas A. Edison State College accepts the responsibility for the authority as indicated above to be delegated by the Board of Higher Education at its June 19, 1987 meeting.

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

Selection of a Provider of Banking Services - Patricia Danielson presented the following resolution:

WHEREAS: The Board of Trustees of Thomas A. Edison State College has the authority to enter into contracts and agreements for the purchase of services; and

WHEREAS: The College has determined the need to secure appropriate quality banking services; and

WHEREAS: The College provided specifications and solicited requests for proposals from area banks; and

WHEREAS: The College received five proposals from area banks; and

WHEREAS: It was determined by the College that the most advantageous and comprehensive banking proposal was submitted by the National State Bank; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas A. Edison State College, upon recommendation of the President, does hereby approve the selection of National State Bank as the provider of banking services for the College.

A question was raised regarding secured borrowing. Dr. Pruitt responded that at this time there is no policy that allows the College to borrow money. Such a policy will be reviewed at the September Board meeting. The policy will establish the circumstances by which and when the College might need to and actually use emergency funding.

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

Bid Waiver to Purchase Consulting Services - Patricia Danielson 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 \$7,500 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 professional consulting services; and

WHEREAS: The purchasing policies of Thomas A. Edison State College approved by the Board of Trustees on October 10, 1986 provide for granting categorical prior approval and postreporting to the Board of all purchases; and

WHEREAS: Thomas A. Edison State College is requesting purchase of professional consulting services to assist the College in implementing autonomy which will cost over \$7,500; 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 professional services needed for implementing autonomy, and that any purchase made pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

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

With regard to the FY 1989 budget, Dr. Pruitt reported that a budget increase from \$3.9 million to \$6.3 million would be submitted to the Department of Higher Education as follows.

The budget request, totaling \$6.3 million, includes a net state appropriation request of \$4,718,000. It includes \$2,837,000 for meeting the College's current budget needs and \$1,881,000 in program initiatives that are critical to institutionalizing the Governor's Challenge Grant Program, to meeting the requirements of autonomy, and to addressing the College's extraordinary enrollment growth. The budget also includes \$402,000 of existing continuing special items that are requested to be incorporated in the College's budget base including such items as affirmative action, college examination programs, automation, and program support.

The additional \$1,881,000 in program initiatives requested in fiscal year 1989 includes:

- 1) \$455,000 to institutionalize within the College's budget the third year funding under the Governor's Challenge Grant Program for creation of the CALL Network;

- 2) \$337,000 to meet autonomy requirements that were identified by the OMB's Management Analysis Unit;
- 3) \$219,000 for evaluator personnel and \$162,000 for advising personnel needed to meet the College's enrollment growth as documented by external consultants;
- 4) \$425,000 to provide additional data processing equipment for increased staff growth at the College;
- 5) \$76,000 for establishing a financial aid office;
- 6) \$101,000 to provide mid-size and small companies with the same ability as major corporations in providing human resource services at an office or industrial park site;
- 7) \$31,000 to provide a satellite down-link; and
- 8) \$75,000 to provide educational services to state governmental agencies in their efforts to upgrade human resources.

Dr. Pruitt reviewed the priority packages, indicating that he expects items 2, 3, 4, and 5 to be funded and will stress these items at the budget hearings.

He then presented the third quarter revenue results stating that the College ended the first nine months exceeding its budgeted revenue target of \$845,249. As of March 31, 1987, the College realized revenues totaling \$1,245,946, or 147%. As a result, the College has achieved 97% of its total budgeted revenues (\$1,287,712) at the end of the third quarter of the fiscal year.

In comparison, in FY 1986 the College realized \$796,359 which represented 69% of the revenues budgeted in FY 1986 - \$1,147,482, an impressive 28% increase in the revenue realization rate.

Student revenues for the first nine months of FY 1987 totaled \$1,201,475, or 152% of the nine month budget target. On an annualized basis, the College generated 99% of the \$1,217,712 student revenues budgeted.

In comparison, in FY 1986 the College realized \$751,744, or 69% of the total student revenues budgeted - \$1,087,482, an impressive 30% increase in the revenue realization rate.

The Center for Corporate Partnerships, which is budgeted annually at \$70,000, for FY 1987 achieved revenues totaling \$44,300, or 84% of its nine month budget target.

The College's FY 1987 expenditure budget of \$3,587,676 was adjusted by \$47,376 to reflect the salary program for the fourth quarter.

As of March 31, 1987, the revised expenditure budget of \$3,635,052 has incurred costs and obligations totaling \$2,216,988, or 61% of the budget. In comparison, during FY 1986 the College has incurred expenses and obligations of \$1,959,991, or 60% of the budget - \$3,271,921.

PERSONNEL ACTIONS:

Dr. Pruitt presented the list of appointments as follows:

James Miller, Clerk
Mary Hinson, Clerk Typist (Hourly)
Robin Hendrickson, Clerk Typist (Hourly)
Joyce Jackson, Clerk Typist (Hourly)
Norman Lederer, Program Advisor
Janet Purdy, Principle Clerk Stenographer
Jacquelyn Martin, Clerk Typist (Hourly)
William Harrison, Clerk Typist (Hourly)
Sandra Martinez, Clerk Typist (Hourly)

Patricia Danielson 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.

Eleanor Spiegel moved and Christian Yegen seconded a motion to adopt the resolution. Motion carried (7-0).

THOMAS A. EDISON STATE COLLEGE FOUNDATION:

Christian Yegen, Chairman of the Board of Directors, presented an update on Foundation activities for the year. The following members of the Board of Directors were added during the year:

Edward M. Mazze, Chairman of the Board,
William Penn Bank
Carole A. Nerlino, Vice President,
Shearson Lehman Brothers
S. John Quattrone, President
S. John Quattrone Associates
Richard B. Reading, President,
Richard Reading and Associates

He noted that the Foundation Board had been successfully built to an effective working size and that, accordingly, this year's activities will focus on prospect cultivation and solicitation. The three resource-raising priorities for 1987 are: 1) building the endowment; 2) public education; and 3) financial aid.

With regard to the Lorraine Matusak Scholarship Fund, he reported that the present balance in this account is \$9,975 and that \$10,000 is the threshold for establishing an operable endowment.

The Foundation Auditor's Report, previously distributed, was summarized as follows:

BALANCE SHEET
AT DECEMBER 31, 1986

ASSETS

<u>CURRENT ASSETS</u>	
Cash	\$111,335
Grants Receivable	10,000
Other Receivables	<u>3,379</u>
<u>TOTAL ASSETS</u>	<u>\$124,714</u>

LIABILITIES AND FUND BALANCE

<u>CURRENT LIABILITIES</u>	
Accounts Payable and Accrued Liabilities	\$ 5,012
Unexpended Grants:	
Scholarship	16,406
Programmatic	23,092
Other	<u>2,900</u>
<u>TOTAL LIABILITIES</u>	47,410
<u>FOUNDATION FUND</u>	<u>77,304</u>
<u>TOTAL LIABILITIES AND FOUNDATION FUND</u>	<u>\$124,714</u>

BOARD MEETING DATES:

Following a discussion of dates as previously distributed, Patricia Danielson presented the following amended resolution for Board of Trustees meeting dates for FY 1988:

The Board of Trustees of Thomas A. Edison State College does hereby approve the following meeting dates for FY 1988:

Friday, September 11, 1987
Friday, December 4, 1987
Friday, March 11, 1988
Friday, June 3, 1988

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

Rita Novitt moved and Christian Yegen seconded a motion to adopt the amended resolution establishing meeting dates. Motion carried (7-0).

NOMINATING COMMITTEE:

Patricia Danielson appointed the following Board members to the Nominating Committee:

Robert Taylor, Chair
Christian Yegen
Rita Novitt

The report of the Committee will be made at the September 11, 1987 meeting.

Rita Novitt requested that a policy manual with Board-approved resolutions (post-autonomy) be prepared for each member of the Board. Dr. Pruitt responded that this would be done.

REMARKS FROM THE CHAIR:

Patricia Danielson commented that it has been a fascinating and interesting time serving as Chairman and thanked everyone who helped her in that responsibility.

EXECUTIVE SESSION:

Patricia Danielson then read the following resolution:

BE IT HEREBY RESOLVED pursuant to N.J.S.A. 10:4-13 and 10:4-12 that the Board of Trustees of Thomas A. Edison State College hold a closed session at 12:00 noon or immediately following the public meeting of June 12, 1987 for the purpose of discussing the annual evaluation of the President, Dr. George A. Pruitt.

It is expected that the discussion undertaken in closed session will not be made public due to the confidentiality of personnel evaluations.

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

Since the Board would not reconvene following the Executive Session, George Hanford moved and Christian Yegen seconded a motion to adjourn. Motion carried (7-0).