

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON STATE COLLEGE

December 8, 1989

MEMBERS PRESENT: George Hanford, Chairman; Thomas Seessel; Rita Novitt; George Fricke; Harvey Myers; Richard Sheeran; Thomas van Arsdale; George A. Pruitt, President; and Grey Dimenna, Chancellor's designee.

MEMBERS ABSENT: Christian Yegen, Vice Chairman; John Blossom; Fred Abbate; and Patricia Danielson.

ALSO PRESENT: Jerry Ice, Vice President for Academic Affairs; Michael Scheiring, Vice President for Administration and Finance; Norman Crawford, Vice President for Public Affairs; Gerri Collins, Executive Assistant to the President; Thomas Streckewald, Director of Institutional Research and Outcomes Assessment; Jean Fitts, Assistant Director, Department of Higher Education.

The public meeting was officially called to order at 10:00 a.m. by Chairman George Hanford 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 8, 1989 Board of Trustees meeting were presented for approval. Thomas Seessel moved and George Fricke seconded a motion to approve the minutes. Motion carried (6-0).

PRESIDENT'S REPORT:

Dr. Pruitt introduced two guests from the Governing Boards Association: Valerie Brown, Associate Director for Policy Research; and Paul Shelley, Associate Director, Special Projects and Communications.

Dr. Pruitt then introduced Dr. Norman Crawford, Vice President for Public Affairs as of November 14, 1989. Dr. Pruitt stated that the extensive national search resulted in 160 applicants. He was delighted at the strength of the field of applicants and is very pleased to have Norman Crawford on board.

He then announced that David Puddington, Director of Development, has resigned for personal reasons unrelated to the College. Dave was on the Search Committee which recommended Norman Crawford for final consideration. Dr. Pruitt added that David Puddington received a merit award last year and has done an excellent job of working with the Foundation.

Turning to items related to his previously distributed report, Dr. Pruitt stated that the press has released contradictory information regarding the state budget. One report indicated that there would be a billion dollar shortfall during Governor Florio's first year in office. Another report stated that Governor Kean supposedly said that there would be a \$250,000,000 shortfall. Both reports seem to be true. There may be a billion dollar shortfall in new revenue but not in regular revenue. It still will be a perilous time for the new administration.

Regarding space, the original cost estimate for renovations and expansion of the Kelsey Building facility was 6 1/2 million. This has now been reduced to about 5 1/2 million by eliminating one elevator, a loading dock, and some of the storage. The Treasurer has requested approval for the 5 1/2 million. The Commission on Capital Planning and Budget is expected to approve it as a "must do" project even if it is not done this year. The College will know in February when the Governor makes his budget presentation.

Regarding the Hanover Street facility, the prediction is that occupancy will occur in about one year and that the College will proceed with the equipment purchase plans.

Dr. Pruitt thanked Richard Sheeran for his television coverage of Commencement on Channel 3 nightly news.

George Hanford called attention to Dr. Pruitt's appointment to the National Advisory Committee on Accreditation and Institutional Eligibility. The Board commended Dr. Pruitt for this recognition and added that it is an honor for Dr. Pruitt and for the College.

Rita Novitt moved and Thomas Seessel seconded a motion to receive the report. Motion carried (6-0).

FIVE-YEAR PLAN:

Dr. Pruitt presented the revised Five-Year Plan for consideration. He indicated that on page 1 on the previously distributed copy, reference to the Chancellor of Higher Education as an ex officio nonvoting member was inadvertently omitted, and that on the Division of Academic Affairs chart in the Appendix, the Coordinator, Bachelor of Science in Human Services proposed position, was inadvertently omitted.

Dr. Pruitt then reviewed the major changes in the document since the proposed document distributed in September. Where the earlier document referred to the masters degree program in general terms, the current document identifies that program specifically as a Master of Science in Management. Where the former document implied a continuing education program, the current document identifies and elaborates on the nature of that program.

A final major change is in the staffing of the proposed administrative hierarchy within Academic Programs. The previous draft reclassified coordinators upward to associate deans. Subsequent analysis and planning for the proposed masters program resulted in the revised structure which maintains the coordinators as they currently stand.

Dr. Pruitt then reviewed the one-year process which produced the final proposed plan.

- 1) The process began in January, 1989 with a management staff retreat to consider the Mission Statement, and to discuss priorities and future plans. (The Mission Statement was changed and subsequently approved by the Board in June, 1989.)
- 2) A Planning Committee was established and met throughout the year.
- 3) Vice Presidents met regularly with division managers and staff.
- 4) The President met with division managers, directors, and Vice Presidents as a group, and met individually with Vice Presidents prior to the final draft.
- 5) Vice Presidents reviewed the proposed document for submission to the President.
- 6) The final draft was submitted to the President.
- 7) The proposed document was distributed to the Board at the September meeting.
- 8) All three Board committees reviewed and endorsed the proposed document.
- 9) The final Five-Year Plan was submitted to the full Board for consideration.

Dr. Pruitt then reviewed the five planning assumptions: 1) continued enrollment growth; 2) relatively stable appropriations; 3) expansion into additional facilities; 4) significant program growth in the Center for Corporate and Public Partnerships and in Directed Independent Adult Learning; and 5) areas of national prominence will continue to develop in experiential learning assessment, in corporate and public partnerships, and in directed independent adult learning.

The seven major issues are as follows: 1) graduate studies; 2) directed independent learning for gaps in students' knowledge in courses presented for portfolio assessment; 3) continuing education for professionals; 4) accreditation--Middle States Association and the National League of Nursing; 5) facilities needs; 6) outcomes assessment; and 7) resources--appropriations/student fees, venture capital and grant support, and staffing (sufficiency, deployment, and organization).

Dr. Pruitt concluded his remarks by indicating that this was not a "comfortable" plan. It will stretch and challenge the College, but it is achievable. It is focused and has measureable outcomes.

The Board discussed the proposed plan at length through a series of questions and answers. Highlights of that discussion are summarized below.

The biggest downside risk in this plan is that the College might have erosion in state appropriations. Without endowment funds and cash reserves, the College is on fragile ground, so expenditures are tightly monitored. However, there is still adequate room for growth in fees, although the College hopes to be able to hold the state accountable for its fair share of college funding.

The Master of Science in Management degree is expected to be implemented within five years. It will be competency based and probably will include a culminating thesis. The College is adequately staffed in core areas to serve up to about 9,000 students. With the proposed staffing for the graduate degree, there should be no impediment to or impairment of services throughout the enrollment growth period.

The two areas that are feeling the most pressure right now are the Admissions Office and Prior Learning Assessment. The Guided Study program can support its own consulting faculty once rights and materials are paid.

Graduate enrollments will probably be limited, because the potential is so high. The program should not effect facilities needs, because the program will use the CALL network for seminars. In all, the College expects to need space for about 26 new staff in all programs including the graduate program.

With regard to minority enrollment goals, Dr. Pruitt explained that the minority enrollment goal has been and continues to be a reflection of the minority population in the state. Minority enrollments have tripled in the last few years, while total enrollment has doubled. While the goal is somewhat arbitrary and somewhat complicated by overall growth, it is a reasonable goal.

Grey Dimenna interjected that the Department of Higher Education would rather see the College have a difficult goal and fall short than to have a modest goal too easily obtained.

Dr. Pruitt concluded that the Five-Year Plan is expected to be a living document--reviewed and reconsidered each year.

Harvey Myers, Chair of the Academic Affairs Committee, commented that some of the same reservations were raised in Committee meeting regarding the Five-Year Plan, but the questions and reservations were satisfactorily answered. He and Rita Novitt, Chair of the Public Affairs Committee, concurred that all committees were enthusiastically supportive of the Plan.

There being no more discussion, George Hanford presented the following resolution:

WHEREAS: The Academic Affairs Committee of the Board of Trustees, the Administration and Finance Committee, and the Public Affairs Committee have recommended adoption of the Five-Year Plan for July 1, 1989 to June 30, 1994 as previously distributed; and

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

RESOLVED: That the Board of Trustees of Thomas A. Edison State College hereby approves and adopts the Five-Year Plan for July 1, 1989 to June 30, 1994 as provided and incorporated herein by reference.

Thomas Seessel moved adoption of the resolution, adding a special note of commendation to Dr. Pruitt and all staff for the Plan itself, to the process used, and for the extensive effort made to include all staff in the process. Rita Novitt seconded the motion. Motion carried (6-0).

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE:

Representing the Administration and Finance Committee, George Hanford summarized the Committee report previously distributed, indicating that by the end of summer or early fall, the College should be in its new facility in Newark and be out of the East Orange office.

He stated that, at the last Board meeting, the Board conditionally approved the audit report pending review by the Finance Committee. The Committee met in October and recommends approval of the audit report. He added that at the conclusion of the meeting, the auditors met privately with the Committee members. They restated the same good things about the College and its finance staff in private as was stated in staff presence, and urged the Board to put any reservations aside.

Dr. Pruitt interjected that, with regard to plant maintenance, money had been designated to clean the outside of the building and to eliminate the bird problem. A qualified bidder for exterior restoration and cleaning of an historical building has been approved, and work should begin in the spring.

Rita Novitt asked what effect expensing plant facilities would have on accounting. Michael Scheiring responded that the only effect would be that the College will have more reliable records of plant assets, their annual depreciation, and life expectancy; therefore, replacement and/or repair costs can be planned and budgeted accordingly.

Thomas Seessel again congratulated the College in that the auditors had to hunt for something to report.

George Hanford presented the following resolution:

- 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 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 8, 1989 meeting provisionally accepting the external audit for the fiscal year ending June 30, 1989, contingent upon the review of said audit by the Finance Committee of the Board; and
- WHEREAS: The 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 A. Edison State College does hereby receive and accept the final audit report for the fiscal year ending June 30, 1989 as presented and incorporated herein by reference.

Thomas Seessel moved and Rita Novitt seconded a motion to adopt the resolution. Motion carried (6-0).

CANDIDATES FOR DEGREE:

Jerry Ice presented the candidates for associate and baccalaureate degrees as of November 1, 1989. There were 19 Associate in Arts, 8 Associate in Science in Management, 2 Associate in Science in Natural Science and Mathematics, 2 Associate in Science in Applied Science and Technology, 1 Associate in Science in Public and Social Services, 34 Bachelor of Arts, 21 Bachelor of Science, 12 Bachelor of Science in Business Administration, and 7 Bachelor of Science in Nursing, for a total of 106 candidates.

Commenting on this class, he reported that 56% are New Jersey residents; 55% are male; 10.3% are Black or Hispanic; 66% are between 31 and 50; 1 graduate is 76 (BA degree); 32% completed within 1 year, 45.8% within 2-4 years, and 17.6% 5-7 years; and 4 baccalaureate candidates took 10 or more years.

Dr. Pruitt added that the College is graduating about the same percentage of minorities as are being enrolled. This appears to be better than what other institutions report.

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 November 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 as established by the Board of Trustees.

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

CONTRACT RENEWALS:

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

DIVISION OF ADMINISTRATION & FINANCE

Contract Recommendation

Rebecca Barton, Grants Administrator	1 year 1990 - 1991
Jonathan Davis, Systems Coordinator	1 year 1990 - 1991
Edward George, Administrative Assistant	3 years 1990 - 1993
Hope Gillico, Educational Technology Specialist	1 year 1990 - 1991
William Hobson, Procedural Design Specialist	1 year 1990 - 1991
Philip Sanders, Administrator, Student Fees and Revenues	3 years 1990 - 1993
Evelyn Spradley, Educational Technology Specialist	1 year 1990 - 1991

DIVISION OF ACADEMIC AFFAIRS

Contract Recommendations

Barbara Aikins, Administrative Assistant	1 year 1990 - 1991
Howard Bueschel, Program Advisor	1 year 1990 - 1991
Emily Carone, Assistant to the Director for Test Development & Research (part-time)	1 year 1990 - 1991

Ellen Carriere, Evaluator	1 year 1990 - 1991
Rosa Lee Eickhoff, Program Advisor	1 year 1990 - 1991
Thomas Eklund, Coordinator Academic Advisement	5 years 1990 - 1995
Richard Hamilton, Assistant Director, Prior Learning Assessment	3 years 1990 - 1993
Janet Heirigs, Administrative Assistant	1 year 1990 - 1991
Michael Klebanoff, Senior Evaluator	1 year 1990 - 1991
Daniel Negron, Portfolio Adviser	1 year 1990 - 1991
Sharon Smith, Senior Evaluator (part-time)	1 year 1990 - 1991
Ronald Sukovich, Coordinator, Business Degree Programs	5 years 1990 - 1995

DIVISION OF PUBLIC AFFAIRS

Contract Recommendations

Annie Bowser, Senior Admissions Representative	3 years 1990 - 1993
Louis Martini, Admissions Representative	1 year 1990 - 1991
Robert Orta, Admissions Representative	1 year 1990 - 1991
James Ratigan, Assistant Director Corporate Programs/Director PONS I	5 years 1990 - 1995
Iris Saltiel, Administrator, Corporate Education	1 year 1990 - 1991

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.

Rita Novitt moved and George Fricke seconded a motion to adopt the resolution.

A question was raised regarding the number of years preceding a multi-year contract. Dr. Pruitt responded that for Union members, it is five years before a multi-year with subsequent contracts of three years, then four years, and finally five years. As defined, the AFT represents unclassified nonteaching and teaching professionals who are not designated as management; the CWA represents classified personnel who are not designated as management.

George Hanford called the question. Motion carried (6-0).

PERSONNEL ACTIONS:

Dr. Pruitt presented for approval the following appointment recommendations:

Debra McGorvin	- Senior Clerk Transcriber
William Hobson	- Procedural Design Specialist
William Thompkins	- Imaging Systems Coordinator
James Colaizzo	- Admissions Representative
Danita Johnson	- Senior Clerk Typist
Tuma George-Hines	- Clerk Transcriber
Charlotte Stevens	- Senior Clerk Typist
Norman Crawford	- Vice President for Public Affairs
Sedell Bailey	- Assistant to the Director Administrative Services
Nettie Youngblood	- Accountant III

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.

Rita Novitt moved and Thomas Seessel seconded a motion to adopt the resolution. Motion carried (6-0).


EXECUTIVE SESSION:

George Hanford stated that there was no further business for open discussion and that the open meeting would be adjourned immediately following the next resolution.

Rita Novitt moved and Thomas Seessel seconded a motion that the Board of Trustees of Thomas A. Edison State College hold a closed session at 4:00 p.m. or immediately following the public meeting of December 8, 1989 for the purpose of discussing a personnel issue. It is expected that the discussion undertaken in closed session will not be made public due to the confidentiality of the discussion. Motion carried (6-0).

Thomas Seessel moved and George Fricke seconded a motion to adjourn. Motion carried (6-0).

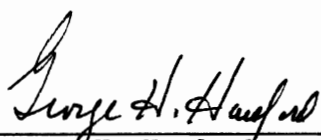
Submitted by,



George A. Pruitt
Secretary to the Board

8/14/90
Date

Approved by,



George H. Hanford
Chairman

8/14/90
Date