

## MINUTES

### BOARD OF TRUSTEES

#### THOMAS EDISON STATE COLLEGE

December 10, 1999

MEMBERS PRESENT: Richard Arndt, Chairman; Carole Nerlino-Cerepak, Vice Chairman; Fred Abbate; Nicholas Carnevale; Christopher Daggett; George Fricke; Tina Greco, Student; Ida Hammond; E. Harvey Myers; George A. Pruitt, President.

MEMBERS ABSENT: Lynn Mathews, Student; Thomas O'Neill.

ALSO PRESENT: Jerry Ice, Vice President and Provost; John Thurber, Vice President for Public Affairs; Michael Scheiring, Vice President and Treasurer; Esther Paist, Executive Assistant to the President; Ann Marie Senior, Director, Institutional Research and Outcomes Assessment; Donald Trucksess, Union Representative; Drew Hopkins, Director, Management Information Systems.

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

#### MINUTES:

The minutes of the September 10, 1999, meeting were presented for approval. Fred Abbate moved and George Fricke seconded a motion to adopt the minutes. Motion carried (9-0).

#### PRESIDENT'S REPORT:

Dr. Pruitt reported that College staff have moved into the townhouses, and he invited Board members to tour the facility. He then asked the Board to mark their calendars for the "grand opening/ribbon-cutting" reception on January 29.

Dr. Pruitt then stated that the bill allowing out-of-state trustees to serve on college Boards of Trustees has passed the Senate and will go on to the full Assembly (with the likelihood of passage) next week. He then reported that our MAPS degree has now been approved and we expect rollout next fall. Likewise, our Associate in Applied Science degree has been approved. New partnerships with Cal State-Longbeach and Dallas

Community College are moving well, although there are continuing complications with implementation.

Dr. Pruitt reported that DIAL enrollment continues to increase (up 11% this year). He indicated the Carnegie market research presentation will provide good quantitative, objective data regarding our students and our marketplace. He stated that the fact that only 23% of adults over 25 years of age currently have baccalaureate degrees, and that many of them started degrees but did not finish, bodes well for our future markets, as does the fact that the "baby boom echo" will create capacity problems at traditional colleges. We are in a good position now to turn our enrollment figures around.

Dr. Pruitt commented that a grant of \$382,000 has been made by the Robert Wood Johnson Foundation for an 11-month span of time to the College. The grant supports a feasibility study in Trenton regarding outcomes of various interventions on children's healthcare. Three College staff (to be hired on a project basis) in the Watson Institute will work with various consultants to conduct this investigation. The grant will support all costs. Our established relationships with Robert Wood Johnson Foundation and other collaborators will be very positive for the College in the future.

Dr. Pruitt remarked that the Gala was a great success, generating \$15,000. The honorees were outstanding this year. Mr. Mann has already contributed \$5,000 and indicated that he would like to work with the College in the future. Chris Yegen, a former Trustee and Foundation Board member, stopped by to see Dr. Pruitt and left a check for \$10,000.

Dr. Pruitt stated that the impact of Datatel on the College has been extraordinary. Much work has been done throughout the College. The College went "live" with the student system in October, and this is the most complex aspect of the project. We are going to be debugging for several years. He commented that this has also been a great financial outlay. He commended Drew Hopkins and the Datatel Steering Committee, as well as the rest of the College staff, and staff from Deloitte and Touche. Paul Hammond, a Deloitte and Touche partner, was present at the meeting to present an update.

Mr. Hammond spoke to the points outlined in his handouts, and identified the College's October "go live" as very successful. However, learning-curve challenges will continue as staff adapt to change. The next steps will deal with overcoming the learning curve, enhancements that Datatel will provide for the College, and changes in procedure that will be necessary. Phase III (development, grants, etc.) is still to come. Richard Arndt asked about Datatel's "life cycle." Mr. Hammond said that Datatel will be good at updating and maintaining the system for at least 5 – 8 years and likely much longer than that. He stated that the fact that Datatel is so widely used in colleges also points to its viability. The College will need to keep up with Datatel releases. Fred Abbate asked about staff training and was told by Drew Hopkins that training is in process via implementation and in more formal classes for staff in specific areas. Datatel training may be folded into the College's usual training classes (e.g., in Word, Excel, etc.). He also stated that Datatel is an "enterprise-wide" system and is valuable especially for

tracking and analyzing the progress of individuals from applicants to alumni. Paul Hammond extended his thanks to the College for working with Deloitte and Touche.

Dr. Pruitt indicated that our five-year planning process will be pushed back, with deliverables (planning assumptions and major goals and objectives) to the Board now planned for next December's meeting. This decision on timing was made in light of Datatel implementation, Middle States self-study, etc.

#### CONSIDERATION OF FY 1999 AUDIT REPORT

George Fricke commended attention to the third paragraph on the first page of the auditors' letter and the first paragraph on the second page as "key" statements by the auditors. He also pointed out that College management was cited as excellent by the auditors in a private meeting with the Administration and Finance Committee. Michael Scheiring stated that the College's carryforward of \$3.2 million is strong and will be used to good effect on the townhouses and Datatel installation.

George Fricke presented the following resolution:

**WHEREAS: It is the policy of the Board of Trustees to subject the College's finances and relevant administrative practices, and the finances and relevant administrative practices of its affiliate, the New Jersey State Library, 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 10, 1999, meeting provisionally accepting the audit for the fiscal year ending June 30, 1999, 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, 1999, as presented and incorporated herein by reference.

George Fricke moved and Nicholas Carnevale seconded a motion to adopt the resolution. Motion carried (9-0).

**CONSIDERATION OF BID WAIVER**

George Fricke presented the following bid waiver:

**WHEREAS:** The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$17,700 must be publicly advertised for sealed bids in the Local newspapers; and

**WHEREAS:** Section 5a of the additional article to Chapter 64 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 post reporting to the Board of such purchases; and

**WHEREAS:** Background information on each bid waiver will always be provided in an attached document entitled "Bid Waiver Request"; and

**WHEREAS:** The College is planning to engage consulting services for donor prospecting and alumni outreach efforts at an estimated cost of \$60,000, in accordance with the explanation and description of the project as set out in the attached "Bid Waiver Request"; now, therefore be it

**RESOLVED:** That the Board of Trustees does hereby authorize a bid waiver for the College to engage consulting services for major donor prospecting and alumni outreach efforts at an estimated cost of \$60,000.

George Fricke moved and Carole Nerlino Cerepak seconded a motion to adopt the resolution. Motion carried (9-0).

## FY 2000 BUDGET OVERVIEW

Dr. Pruitt stated that the College was the first to get its budget in, and that a 2.5% increase will be provided in response to that request. Michael Scheiring also said that he believes that favorable action will be taken on the salary request. NJIN funding will be redirected next year. Dialogue on priority funding will be held in the future, and we are optimistic on the Library's funding being granted. Dr. Pruitt commented that the College is trying to get salary funding. Meetings with the Governor and others have been held, and the state has said it is "positively disposed to responding favorably." The Governor's Office of Management and Budget is also looking at position counts. Although the authorized position count has been frozen, we now have some 30-40 extra positions for which we must pay all fringe benefits. Dr. Pruitt and other presidents are working with Jacki Stevens (an alumna of Thomas Edison State College who is Policy Advisor at OMB) and are hopeful of a positive outcome regarding state funding in the salary program. We may also get a raise in position count. A general 4.5% increase in the operating budgets of all colleges has been requested. We may not, however, get funding for our distance education projects. George Fricke commented on the high quality of the budget narrative within the larger budget request document.

## CONSIDERATION OF CANDIDATES FOR DEGREE

Jerry Ice commented that this group of graduates transferred only about 20% of credits, the lowest ever. This trend is reflected in the double-digit increase in DIAL enrollment. Thirty percent completed their degrees in one year or less; 80% completed in five years or less. Zaidner Institute was cited as a rich source of graduates for Thomas Edison State College. Our relationship with Zaidner is a good example of the importance of partnerships. Although this quarter's graduation statistics indicate only 7% of graduates as coming from Black and Latino populations, our usual rate is around 12%. This 7% figure, therefore, may be an aberration. We should continue to monitor this because we want to keep minority numbers up. Our "relationship manager" for underserved populations is charged with working with Black and Latino groups like Aspira, and the College is committed to being a "portal of access" for minority populations. Our marketing plan also has taken this into account. Other efforts, such as our recent meeting for Trenton-area community leaders, also support College efforts in this area.

Jerry Ice then presented the candidates for the associate, baccalaureate, and master's degrees as of November 15, 1999, as follows: 4 candidates for the Associate in Arts; 4 candidates for the Associate in Science in Management; 3 candidates for the Associate in Science in Public and Social Services; 5 candidates for the Associate in Science in Applied Science and Technology; 86 candidates for the Bachelor of Arts; 18 candidates for the Bachelor of Science in Human Services; 34 candidates for the Bachelor of Science in Applied Science and Technology; 13 candidates for the Bachelor of Science in Business Administration; and 6 candidates for the Bachelor of Science in Nursing, for a total of 173 candidates.

Jerry Ice 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 December 15, 1999, 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.**

Nicholas Carnevale moved and Fred Abbate seconded a motion to adopt the resolution. Motion carried (9-0).

**CONSIDERATION OF TRANSCRIPT EVALUATION PRIOR TO ENROLLMENT PROGRAM**

Dr. Pruitt reported that only between 20% and 30% of applicants electing to pay for and receive transcript evaluation prior to enrollment decide against enrollment after the evaluation is completed. This service is still (and will continue to be) only by request. It may be especially helpful for BSAST students. Marketing an evaluation of transcript for its own sake is counterproductive, however, and most of our students will progress in the usual way, getting an evaluation only after enrollment. He then presented the following resolution:

**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: The College wishes to establish a program allowing applicants who request it the opportunity to obtain an academic evaluation (for a fee of \$200) prior to enrolling at the College, as described in the attachment herewith; and**

**WHEREAS: The appropriate Academic Affairs staff have reviewed and recommended the establishment of such a program; now, therefore, be it**

**RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby approve the establishment of a program allowing applicants to obtain an academic**

**evaluation prior to enrolling in the College, as detailed in the attachment herewith.**

Christopher Daggett moved and Carole Nerlino Cerepak seconded a motion to adopt the resolution. Motion carried (6-0).

#### **CONSIDERATION OF ACADEMIC COUNCIL APPOINTMENTS**

Dr. Pruitt presented the following resolutions:

##### **First-Time Appointments**

**The Board of Trustees of Thomas Edison State College does hereby appoint Nora Carrol, President, The First Forward Institute, Inc., and Asst. Professor, University of Maryland University College; Sister Ellen M. Dauwer, Associate Dean, Adult Undergraduate Degree Programs, College of St. Elizabeth; John H. Glascock, Jr., Visiting Assistant Professor, Political Science Department, Barnard College, Columbia University; Camille W. Haberle; Professor Emeritus, Mathematics, Raritan Valley Community College; William J. Mulkeen, Assistant Professor and Chair of Legal Studies, Warren County Community College; Jean L. Ryersbach, Coordinator, Life Learning Experience Assessment Program, Bucks County Community College; and Mark S. Kassop, Professor, Social Sciences, Bergen Community College to three-year terms on the Academic Council, and also appoints Carla Tisdale-Walker, Deputy Director, Office of Constituent Relations, Department of State to a two-year term as student representative 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.**

##### **Staff Appointments**

**The Board of Trustees of Thomas Edison State College does hereby appoint Aaron Appelstein, Instructional Designer, and Donna Keehler, Learner Services Representative as Thomas Edison State College staff members of the Academic Council for a two-year term.**

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

Carole Nerlino Cerepak moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (9-0).

**CONSIDERATION OF CONTRACT RENEWALS:**

Dr. Pruitt presented the recommendation for contract renewals as follows:

**PRESIDENT'S OFFICE**

**CONTRACT RECOMMENDATIONS**

<b>Anna Krum, Program Assistant</b>	<b>1 Year</b>	<b>2000 – 2001</b>
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**DIVISION OF ACADEMIC AFFAIRS**

**CONTRACT RECOMMENDATIONS**

<b>Margaret Allen, Program Assistant</b>	<b>4 Years</b>	<b>2000 – 2004</b>
<b>Irene Bentz, Sr. Program Advisor</b>	<b>1 Year</b>	<b>2000 – 2001</b>
<b>Cecelia M. Blasina, Learner Services Rep.</b>	<b>1 Year</b>	<b>2000 – 2001</b>
<b>Mitchell C. Bondi, Sr. Learner Services Rep.</b>	<b>5 Years</b>	<b>2000 – 2005</b>
<b>Theresa A. Bowman, Program Advisor</b>	<b>5 Years</b>	<b>2000 – 2005</b>
<b>Carla M. Colburn, Program Advisor</b>	<b>5 Years</b>	<b>2000 – 2005</b>
<b>Donna Higgins, Program Assistant</b>	<b>1 Year</b>	<b>2000 – 2001</b>
<b>Patricia A. Jackson, Program Advisor</b>	<b>5 Years</b>	<b>2000 – 2005</b>
<b>Alma Johnson-Laster, Administration Assistant 3</b>	<b>5 Years</b>	<b>2000 – 2005</b>
<b>Kerry Prendergast, Program Assistant</b>	<b>1 Year</b>	<b>2000 – 2001</b>
<b>Jamie A. Priestler, Learner Services Rep.</b>	<b>1 Year</b>	<b>2000 – 2001</b>
<b>Donna K. Keebler, Learner Service Rep.</b>	<b>3 Years</b>	<b>2000 – 2003</b>
<b>Kenneth Lightfoot, Instructional Designer</b>	<b>1 Year</b>	<b>2000 – 2001</b>
<b>Ann Gesse Prime-Monaghan, Program Advisor</b>	<b>1 Year</b>	<b>2000 – 2001</b>
<b>Dorothy B. Sconyers, Program Advisor</b>	<b>5 Years</b>	<b>2000 – 2005</b>
<b>Todd L. Siben, Portfolio Advisor</b>	<b>5 Years</b>	<b>2000 – 2005</b>
<b>Alicia D. Smith, Learner Services Rep.</b>	<b>4 Years</b>	<b>2000 – 2004</b>
<b>Bettye L. Smith, Learner Services Rep.</b>	<b>1 Year</b>	<b>2000 – 2001</b>
<b>Mona Spera, Program Assistant</b>	<b>4 Years</b>	<b>2000 – 2004</b>
<b>Marian J. Stone, Sr. Program Advisor</b>	<b>5 Years</b>	<b>2000 – 2005</b>
<b>Donald C. Trucksess, Asst. Dir. Course Administration</b>	<b>5 Years</b>	<b>2000 – 2005</b>
<b>Donna G. Watson, Sr. Learner Services Rep.</b>	<b>5 Years</b>	<b>2000 – 2005</b>
<b>Maureen O. Woodruff, Asst. Dir. of Test Admin.</b>	<b>4 Years</b>	<b>2000 – 2004</b>
<b>Celestine J. Wynn, Portfolio Advisor</b>	<b>5 Years</b>	<b>2000 – 2005</b>

**DIVISION OF ADMIN. & FINANCE**

**CONTRACT RECOMMENDATIONS**

<b>John Cosolito, Systems Coordinator</b>	<b>3 Years</b>	<b>2000 – 2003</b>
<b>Edward Foris, Systems Researcher</b>	<b>3 Years</b>	<b>2000 – 2003</b>
<b>Noreen O'Donnell, Administrative Assistant 3</b>	<b>3 Years</b>	<b>2000 – 2003</b>
<b>Wendy O'Hare, Fiscal Administrator</b>	<b>1 Year</b>	<b>2000 – 2001</b>
<b>Barbara Sandstrom, Systems Coordinator</b>	<b>3 Years</b>	<b>2000 – 2003</b>
<b>Randolph Schwartz, Desktop Applications Specialist</b>	<b>3 Years</b>	<b>2000 – 2003</b>
<b>Mary Toth, Administrative Assistant 3</b>	<b>1 Year</b>	<b>2000 – 2001</b>

**DIVISION OF PUBLIC AFFAIRS**

**CONTRACT RECOMMENDATIONS**

<b>Patricia Memminger, Program Assistant</b>	<b>1 Year</b>	<b>2000 – 2001</b>
<b>Linda A. Soltis, College Relations Specialist</b>	<b>4 Years</b>	<b>2000 – 2004</b>
<b>Christina M. Young, Desktop Publishing Specialist</b>	<b>1 Year</b>	<b>2000 – 2001</b>

Dr. Pruitt 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.**

Christopher Daggett moved and Nicholas Carnevale seconded a motion to adopt the resolution. Motion carried (8-0, student abstention).

#### PERSONNEL ACTIONS

Dr. Pruitt presented the following resolution:

**The Board of Trustees of Thomas Edison State College does hereby approve all appointments as indicated on the list 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 Nicholas Carnevale seconded a motion to adopt the resolution. Motion carried (8-0, student abstention).

#### CONSIDERATION OF MANAGERIAL COMPENSATION PLAN

Dr. Pruitt explained that the resolution regarding this plan asks permission to adjust the maximum on managerial salary ranges upward. It does not increase any salaries, it only adjusts ranges such that they are similar to those negotiated for unionized employees via collective bargaining. He then presented the following resolution:

**WHEREAS: Title 18A:64-6 sets forth the powers and duties of the State College Boards of Trustees: and**

**WHEREAS: Title 18A:64-6(h) provides that, excluding staff covered by the provision of Title 11 of revised Statutes (Civil Service), the State College Boards of Trustees shall, "upon nomination by the president, appoint a treasurer and such deans and other professional members of the academic, administrative and teaching staffs as defined in section 13 of P.L. 1986, c, 42 (C. 18A:64-21.2) as shall be required and fix their compensation and terms of employment in accordance with salary ranges and policies which shall prescribe qualifications for various classifications and shall limit the percentage of the**

**educational staff that may be in any given classification”; and**

**WHEREAS: The Compensation Plan for all managerial staff requires periodic review and adjustment to provide a compensation structure appropriate for the current labor market, now therefore be it**

**RESOLVED: That the Board of Trustees of Thomas Edison State College hereby approves the revised “Compensation Plan” for all managerial staff, as presented and incorporated herein by reference.**

Carole Nerlino Cerepak moved and Nicholas Carnevale seconded a motion to adopt the resolution. Motion carried (8-0, student abstention).

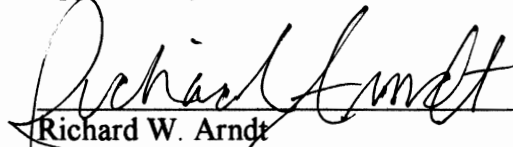
There being no further business, Nicholas Carnevale moved and Fred Abbate seconded a motion to adjourn. Motion carried (9-0).

Submitted by,



George A. Pruitt  
Secretary to the Board

Approved by,



Richard W. Arndt  
Chairman