

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON STATE COLLEGE

June 3, 1988

MEMBERS PRESENT: Thomas Seessel, Chair; George Hanford, Vice Chair; E. Harvey Myers; Fred Abbate; Robert H. Taylor; Christian Yegen; John Blossom; Patricia R. F. Danielson; George A. Pruitt, President; Deborah P. Wolfe, Chair, Board of Higher Education; T. Edward Hollander, Chancellor, Department of Higher Education.

MEMBERS ABSENT: Rita Novitt

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

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

Thomas Seessel welcomed Board of Higher Education Chairman Dr. Deborah Wolfe and Department of Higher Education Chancellor T. Edward Hollander. He added that prior to the meeting the Board had met in Executive session for the annual evaluation of the President. The subsequent report was outstanding.

MINUTES: The minutes of the March 11, 1988 Board of Trustees meeting were presented for approval. Christian Yegen moved and Fred Abbate seconded a motion to approve the minutes. Motion carried (8-0).

PRESIDENT'S REPORT: Adding to his previously distributed report, Dr. Pruitt reported that the College received \$15,000 from the Robert Wood Johnson Foundation for the Bachelor of Science in Nursing program. Trustee Rita Novitt was instrumental in securing this grant. This brings to \$40,000 the total private funding received for the program:

\$15,000 - Robert Wood Johnson Foundation  
\$15,000 - Merck Foundation  
\$10,000 - Smith Charitable Trust

Dr. Pruitt indicated that in reference to short-term space needs, the College has acquired facilities at 167-169 Hanover Street and expects to move select staff units there in late summer, 1989. In addition, the brownstones

next to the College will be renovated for possible occupancy in late 1989. Temporary arrangements have been made for space at 28 West State Street for the fall of this year.

He reported that the College made budget for the year in May.

He then introduced the three Challenge Grant Project Directors, indicating that the second year of the grant period had ended and that each Director would demonstrate progress to-date. Drew Hopkins presented the infrastructure component; William Seaton presented the CALL network; and Paul Jacobs presented diagnostic testing.

Following the demonstration, Fred Abbate moved and Christian Yegen seconded a motion to accept the year-two report and demonstration. Motion carried (8-0).

#### REPORT OF THE ACADEMIC AFFAIRS COMMITTEE:

Committee Chairman George Hanford summarized the report as previously distributed, indicating the following:

##### Call Network

The spring semester concluded with four courses in progress at Bell Core, Division of Taxation, Department of State, and McGuire Air Force Base. A computer monitoring of student/faculty assignment exchanges was implemented.

In the area of diagnostic testing, the Basic Language Examination has been field tested; analyzation and further tryout will be continued. To date, 13 exams have been selected for the field testing, archived answer sheets have been analyzed, and mock examination questions formulated for a number of the examinations.

The College's 1990 budget will contain as its number one priority institutionalizing the costs of the CALL Network.

##### Regents College Consulting Fees

Dr. Pruitt indicated that no resolution has been made on the Regents College consulting fee charges of \$58,575 for Edison's Bachelor of Science in Nursing Program,. It is hoped that this can be resolved within the current fiscal year.

##### Middle States Follow-Up Report

The Committee was provided a copy of the Middle States follow-up report by the College as well as the chance to review all of the documentation in support of the report. The Committee commended the College for a fine report and for the quality of the response to Middle States.

### Institutional Outcomes Assessment

The mission and services of the College have been divided into five major components: curriculum; student empowerment; networking; testing/assessment; and distance learning.

A matrix was given to the Committee showing the different steps of student interaction with the College from prospect to graduation. An audit will be undertaken of letters, materials, publications, etc. A survey will be forwarded to students for their input on evaluating the College's success in achieving the student empowerment goals set by the College. In September, a complete report will be available to the Board of Trustees.

### New Specialization in International Business

The Committee discussed the debate within the Academic Council surrounding the Council's approval of this new specialization. The debate centered on a foreign language requirement. Council members in the business area felt that such a requirement was not necessary, given the multi-language requirement that one would have to complete. The Committee endorsed the requirements as outlined in the Specialization.

Patricia Danielson moved and John Blossom seconded a motion to accept the report. Motion carried (8-0).

### CANDIDATES FOR DEGREE:

Jerry Ice presented the candidates for associate and baccalaureate degrees as of May 1, 1988. There were 6 candidates for the Associate in Arts degree; 5 candidates for the Associate in Science in Management degree; 3 candidates for the Associate in Science in Applied Science and Technology degree; 1 candidate for the Associate in Science in Public and Social Services degree; 17 candidates for the Bachelor of Arts degree; 15 candidates for the Bachelor of Science degree; 8 candidates for the Bachelor of Science in Business Administration; and 4 candidates for the Bachelor of Science in Nursing, for a total of 59 candidates.

The youngest candidate is age 20; the oldest is 70. As of May 1, 1988, 454 degrees have been awarded compared to 380 as of May 1, 1987. The cumulative total is 6,441.

Further breakdown of the May 1 class shows 56% New Jersey residents; 63% males; 83% White, 7% Black, 5% Hispanic; 29% took 2 years or less to complete, 44% took 3-5 years, and 10% took 6 or more years.

Thomas Seessel presented the following resolution:

The Board of Trustees of Thomas A. Edison State College does hereby approve the awarding of the appropriate degree to those May 1, 1988 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 established by the Board of Trustees.

George Hanford moved and Harvey Myers seconded a motion to adopt the resolution. Motion carried (8-0).

REPORT OF THE PUBLIC AFFAIRS COMMITTEE:

Committee Chairman Patricia Danielson summarized the report as previously distributed, indicating the following:

Consultant Report

As a result of the consultant's report prepared by Arthur Ciervo and Associates, the scope of the public relations function will be expanded to include a broader scope of responsibilities which affect the College's communication with all of its publics.

A full-time secretarial/administrative assistant has been added, and a full-time publications assistant position has been approved pending budget considerations.

The thrust of the consultant's recommendations were positive.

Minority Recruitment

The goal is to increase the minority student participation in the College to mirror the combined 18% Black and Hispanic population percentage in New Jersey.

To date in fiscal year 1988, the percentage of applicants recorded as minority is 16.1%, and the minority percentage of new enrollments in fiscal year 1988 to date is 14.8%.

The Center for Corporate Partnerships

The Center maintains continuing contracts with more than 60 corporations. New clients include: Aetna Institute for Corporate Education; AT&T Network Planning Services at Bedminster (New Jersey) and Cincinnati (Ohio); Bergen County Police Academy; Blue Cross/Blue Shield of New Jersey; Dow-Jones; Educational Testing Service; New Jersey Bell; and Squibb.

A Center Advisory Council has been established and meets twice annually.

### Development

Donald A. Campbell & Company has completed the development assessment authorized by the Board of Trustees in December, 1987. The assessment will assist the College in determining the fund raising potential for the development program.

Implementation of a Return-of-Gifts Program was begun as a value added donor benefit.

Guidelines for memorial and honor scholarships have been put in place as a result of recent requests.

A gift from Public Service Electric and Gas was received in the amount of \$6,000, the largest ever received from PSE&G.

The Alumni Phonathon held in March and April generated a record \$50,592 in pledges. To date, \$24,745 has been received.

### Student Trustee Policy

Patricia Danielson concluded her report with the presentation of the Student Trustee Policy as previously distributed. She indicated that New Jersey law now specifies that each state college board of trustees shall provide for student trustees. Subsequent legislation specifically enabled the Edison State College Board of Trustees to determine the method of selection and the designation of eligible academic status of the student representatives.

The proposed Student Trustee Policy establishes the criteria and selection method for Edison State College. The Public Affairs Committee reviewed and discussed the policy and recommends its adoption by the full Board of Trustees.

Dr. Pruitt added that the initial state law did not allow Edison State College to participate because of the definition of student. The second enabling legislation made it possible to comply.

Thomas Seessel presented the following resolution:

WHEREAS: New Jersey Law specifies that each state college board of trustees shall provide for the participation of two student trustees; and

WHEREAS: Under amended statute P.L. 1986, c. 136 (C.18A:64-3.1-), the Thomas A. Edison State College Board of Trustees is authorized to determine the method of selection and the designation of eligible academic status of the student representatives to the Board; and

WHEREAS: The Board of Trustees of Thomas A. Edison State College has determined the criteria and procedures for selection as indicated in the Board of Trustee Student Trustee Policy; and

WHEREAS The Board of Trustees has delineated the level of student participation as defined by New Jersey law; and

WHEREAS: The Public Affairs Committee of the Board of Trustees has recommended to the Board of Trustees the adoption of the Student Trustee Policy; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas A. Edison State College hereby approves and adopts the Student Trustee Policy attached and incorporated herein by reference; and, be it further

RESOLVED: That the Board of Trustees of Thomas A. Edison State College hereby authorizes the President to implement the policy as approved, effective upon the signing of the enabling legislation by the Governor.

Patricia Danielson moved and Fred Abbate seconded a motion to adopt the resolution. Motion carried (8-0).

John Blossom moved and Robert Taylor seconded a motion to accept the Committee report. Motion carried (8-0).

#### THE REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Committee Chairman Robert Taylor summarized the report as previously distributed, indicating the following:

##### Third Quarter Financial Results

The third quarter revenue exceeded budget targets by 30% and expenditures were within budget and compared favorably with previous expenditures patterns.

##### Merit Awards

The Thomas A. Edison State College Merit Award Program recognizes outstanding professional contributions by members of the College leadership and professional staff. The FY 1988 recipients are:

Annie Bowser	- Admissions Representative
Dolores Brown-Hall	- Director, Nursing Program
Richard Hamilton	- Senior Portfolio Advisor
Farouk Hassieb	- Controller

James Humphrey	- Director, Administrative Services
Ruth McKeefery	- Dean, Academic Programs
Daniel Negron	- Senior Portfolio Advisor
Philip Sanders	- Administrator, Student Fees and Revenues

Each award is in the amount of \$1,000.

#### Bank Line of Credit

The College's line of credit for \$250,000 was extended by the National State Bank. The interest rate would be at the bank base rate plus 1 1/2 %.

#### FIPSE Grant

The Federal Department of Education informed the College that a final financial report was never submitted for the FIPSE Grant which funded the development and implementation of the Statewide Testing and Assessment Center in 1979. This program operated during a time at the College when grant funded project reporting was done by the program director and not in conjunction with an overall grants accountant. However, Project Director Susan Simosko left the College prior to final closing out of the grant, and the financial statement was not filed.

This occurred during a period when the College did not have sufficient staffing to provide separate but parallel fiscal and programmatic oversight for grant administration. This circumstance should not be able to repeat itself given the current staffing and organization of the College. Appropriate reports were provided, and the College does not anticipate any liabilities as a result of this episode.

#### FY 1989 Budget

The FY 1989 budget is currently before the Legislative Appropriation Committees. The College is currently seeking a resolution totalling \$350,000 to provide funding for priority packages not recommended by the Governor. This resolution is supported and is part of the Higher Education coalition package.

#### FY 1990 Budget

The FY 1990 budget request totals \$6.8 million which includes \$1.8 million in priority packages focused toward institutionalizing the Challenge Grant, securing priority needs left unfunded in FY 1989, and securing funding to meet the expanded needs of the Guided Study Program.

New Accounting System

The Committee reviewed and endorsed the bid waiver request authorizing the College to acquire the Dynalogic fund accounting system recommended by management and a bid waiver request to utilize Peat Marwick's Consulting unit in the implementation of the new accounting system.

Thomas Seessel presented the following resolution regarding a bid waiver for the purchase of a fund accounting system from Dynalogic, Inc.:

- WHEREAS: The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$8,400 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 data processing software and systems; and
- WHEREAS: The purchasing policy of Thomas A. Edison State College approved by the Board of Trustees on October 10, 1986 provides for the granting of categorical prior approval and post-reporting of such purchases to the Board; and
- WHEREAS: Edison State College is requesting to purchase an automated fund accounting system to meet its financial accounting needs which will cost over \$8,400; and
- WHEREAS: The Board of Trustees granted a bid waiver for the purpose of acquiring an automated accounting system; and
- WHEREAS: The College has completed an extensive search of various fund accounting systems with the assistance of Peat Marwick; and
- WHEREAS: The College has identified Dynalogic, Inc. as the software accounting system most suitable for meeting the College's financial accounting requirements at cost estimated at approximately \$73,000 excluding training and enhancements; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas A. Edison State College does hereby authorize the College to purchase a fund accounting system from Dynalogic, Inc., and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Robert Taylor moved and Patricia Danielson seconded a motion to adopt the resolution. Motion carried (8-0).

Thomas Seessel presented the second resolution regarding a bid waiver for the purchase of professional services from Peat Marwick to implement the accounting system:

WHEREAS: The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$8,400 must be publicly advertised for sealed bids in the local newspapers; and

WHEREAS: Section 5a of the additional article of Chapter 64 of Title 18A of the New Jersey Statutes states that the College may waive the bidding procedure by resolution of the Board of Trustees of the College for professional services; and

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

WHEREAS: Edison State College is implementing an automated fund accounting system to meet its financial accounting needs and requires implementation support to ensure an effective transition; and

WHEREAS: The implementation support services will cost over \$8,400; and

WHEREAS: The College has identified the Consulting Division of Peat Marwick as the most appropriate implementation support provider at an estimated cost of \$85,000; 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 from Peat Marwick to implement the College's automated fund accounting system, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Robert Taylor moved and Fred Abbate seconded a motion to adopt the resolution. Motion carried (8-0).

PERSONNEL ACTIONS

Dr. Pruitt presented for approval the list of appointments as previously distributed:

Kathleen Adamczyk	- Evaluator
Debra Lutz	- Secretarial Assistant I
Debra Ware	- Senior Operator Automated Typewriter
Linda Soltis	- Program Assistant
Sandra Patterson	- Secretarial Assistant II
Martine Ruffin	- Senior Clerk Typist
Carol Woner	- Senior Clerk Transcriber
Ann Bielawski	- Senior Program Advisor
Dorothy Sconyers	- Senior Program Advisor
Theresa Austin	- Clerk Typist (hourly)
Carla Cooke	- Clerk Typist (hourly)
Deborah Spirk	- Senior Clerk Transcriber
Christine Allen	- Senior Operator Automated Typewriter
Maris Cutting	- Evaluator
Patricia Jackson	- Senior Program Advisor
Rosa Lee Eickhoff	- Senior Program Advisor
Jean Cifelli	- Secretarial Assistant III
Judy Brown	- Senior Data Entry Machine Operator

Thomas Seessel 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.

Patricia Danielson moved and Fred Abbate seconded a motion to approve the appointments. Motion carried (8-0).

BOARD MEETING DATES

Thomas Seessel presented the following resolution:

The Board of Trustees of Thomas A. Edison State College does hereby approve the following meeting dates for FY 1989:

September 16, 1988  
December 16, 1988  
March 10, 1989  
June 9, 1989

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

Robert Taylor moved and John Blossom seconded a motion to approve the meeting dates. Motion carried (8-0).

NOMINATING COMMITTEE:

Thomas Seessel appointed the Nominating Committee as follows:

Patricia R. F. Danielson, Chair  
Robert H. Taylor  
Rita Novitt

The Committee will present its report at the September meeting.

BYLAWS:

Dr. Pruitt presented proposed amended bylaws indicating that as a result of the Board action regarding the Student Trustee Policy Bylaws, Article III - Membership will have to be changed to include student trustees. He added that the Public Affairs Committee reviewed the proposed changes which must be noticed at least 30 days prior to Board action.

Following general discussion of the proposed changes, the Board recommended adding language to address first-year implementation of the student-trustee policy, since each succeeding year, only the alternate will be elected. In addition, the date of amendments should be referenced or footnoted. These changes will be incorporated, and the proposed bylaws presented for Board action September 16, 1988.

Thomas Seessel then called upon Dr. Deborah Wolfe to say a few words. Dr. Wolfe indicated that she has served on the Board of Higher Education for all 20 years of its existence. She watched Edison State College grow from an idea to a full-fledged accredited college, and she commended both the College and Dr. Pruitt for the success and recognition the College now enjoys.

Patricia Danielson moved and Robert Taylor seconded a motion to adopt a resolution of appreciation for the many years of dedicated service Dr. Wolfe has given New Jersey higher education. Motion unanimously carried (8-0).

There being no further business, Harvey Myers moved and George Hanford seconded a motion to adjourn. Motion carried (8-0).

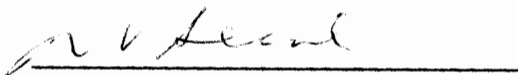
Submitted by,



George A. Pruitt  
Secretary to the Board

12/16/88  
Date

Approved by,



Thomas V. Seessel  
Chairman of the Board

12/16/88  
Date