

MINUTES
BOARD OF TRUSTEES
THOMAS EDISON STATE COLLEGE

December 11, 1992

MEMBERS PRESENT: Fred Abbate, Vice Chairman; George Fricke; Carole Nerlino; Thomas O'Neill; Marilyn Pearson; Drunell Levinson; George A. Pruitt, President; Emelia Timpo, Chancellor's designee.

MEMBERS ABSENT: Christian Yegen, Chairman; John Blossom; Harvey Myers; Wendy Logan; and Laura Simurda.

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

The public meeting was officially called to order at 10:15 a.m. by Vice Chairman Fred Abbate who noted that the date, time, and location for the meeting had been published in accordance with New Jersey law.

SWEARING-IN OF NEW BOARD MEMBER:

Fred Abbate introduced Tom O'Neill, Executive Director of Partnership for New Jersey in New Brunswick, New Jersey. and new Trustee. He then led Mr. O'Neill in the swearing-in ceremony and welcomed him on behalf of the Board.

MINUTES:

The minutes of the September 11, 1992 meeting were presented for approval. Carole Nerlino moved and George Fricke seconded a motion to approve the minutes. Motion carried (5-0).

PRESIDENT'S REPORT:

Adding to his previously distributed report, Dr. Pruitt gave highlights from the three-day celebration in October: the symposium, the ball, and the commencement ceremonies.

He outlined three major spheres of operation which will drive the institution in the next ten years: 1) continuing the technological advancements which started with Guided Study, 2) solidifying the institution's financial base in light of changes in the state fiscal environment, and 3) the infrastructure needed to support the above.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE:

Marilyn Pearson presented the committee report. Dr. Pruitt corrected the minutes to indicate that George Fricke was not at the meeting. He then called attention to the auditor's report which was thoroughly reviewed by those present at the meeting. Marilyn Pearson added that the Committee recommended approval of the resolution accepting the final audit.

Regarding the proposed fee increase, Dr. Pruitt summarized previous actions taken in June and steps the College has taken to reduce expenditures, which includes a hiring freeze, an equipment purchasing freeze, and other operational reductions where student services are not impacted. He also reviewed the state's actions which have necessitated reconsideration of the College's fee structure. The College has received full support from the Department of Higher Education in the proposed mid-year fee increase.

This fee increase abolishes the assessment tuition fee by combining it with the annual enrollment fee, and modestly increases the credit transfer evaluation fee. The proposed changes are expected to generate an additional \$190,755 in student revenue for FY 1993 which will help to reduce the \$400,000 budget deficit.

Fred Abbate 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 11, 1992 meeting provisionally accepting the audit for the fiscal year ending June 30, 1992, 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 Edison State College does hereby receive and accept the final audit report for the fiscal year ending June 30, 1992 as presented and incorporated herein by reference.

Marilyn Pearson moved and George Fricke seconded a motion to adopt the resolution. Motion carried (5-0).

Fred Abbate then presented the following resolution regarding external auditing services:

WHEREAS: The "State College Contracts Law" Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding the bidding threshold 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 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: The current contract with KPMG Peat Marwick, external auditor, concluded on June 30, 1992; and

WHEREAS: The College is requesting authorization to contract for external auditing services at a cost which exceeds the bidding threshold; and

WHEREAS: The College has determined that the accounting firm of KPMG Peat Marwick meets the specifications for such services; and

WHEREAS: The Administration and Finance Committee of the Board of Trustees has recommended to the Board the approval of a bid waiver to allow the College to enter into a two-year contract with the KPMG Marwick accounting firm; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby authorize a bid waiver which will enable the College to contract for external auditing services for a period of two years ending June 30, 1994; and be it further

RESOLVED: That the contract specify that the auditing services will be performed for \$20,700 for FY 1993 and \$21,400 for FY 1994.

Marilyn Pearson moved and Tom O'Neill seconded a motion to adopt the resolution. Motion carried (5-0).

Fred Abbate then presented the fee increase resolution as follows:

WHEREAS: The Administration and Finance Committee of the Board of Trustees has recommended the approval of the proposed fee changes to be effective January 1, 1993 as indicated on the schedule provided; and

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

RESOLVED: That the Board of Trustees does hereby approve the proposed schedule of fees as recommended and incorporated herein by reference, effective January 1, 1993.

Marilyn Pearson moved and George Fricke seconded a motion to adopt the resolution. Motion carried (5-0).

Fred Abbate then presented the first bid waiver resolution as follows:

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 Prospectus in January, 1993, which will cost over \$10,300; and
- WHEREAS:** The estimated printing cost is approximately \$33,500; 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 Prospectus at an estimated cost of \$33,500, 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 Tom O'Neill seconded a motion to adopt the resolution. Motion carried (5-0).

Fred Abbate then presented the final bid waiver resolution as follows:

- 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 Course Description Book in January, 1993, at a cost of over \$10,300; and
- WHEREAS:** The estimated printing cost is approximately \$15,000; 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 Course Description Book at an estimated cost of \$15,000, 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 Tom O'Neill seconded a motion to adopt the resolution. Motion carried (5-0).

CANDIDATES FOR DEGREE:

Jerry Ice presented the candidates for the associate and baccalaureate degrees as of November 1, 1992. There were 15 candidates for the Associate in Arts, 10 candidates for the Associate in Science in Management, 1 candidate for the Associate in Science in Natural Science and Math, 5 candidates for the Associate in Public and Social Service, 26 candidates for the Associate in Science in Applied Science and Technology, 36 candidates for the Bachelor of Arts, 9 candidates for the Bachelor of Science in Human Services, 33 candidates for the Bachelor of Science in Applied Science and Technology, 14 candidates for the Bachelor of Science in Business Administration, and 2 candidates for the Bachelor of Science in Nursing, for a total of 151 candidates.

Commenting on this class, he reported that 52% are New Jersey residents; 32% are female; 2.6% are Black; 6.6% are Hispanic; 65% are between the ages of 31 to 50 with 44% of that group in the 31-40 age group; the youngest is 21, and the oldest is 65. The number of years it took to complete a degree ranged from less than 1 year to over 8 years. However, 81% completed in 3 years or less.

Fred Abbate presented the following resolution:

The Board of Trustees of Thomas Edison State College does hereby approve the awarding of the appropriate degrees to those November 1, 1992 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.

Carole Nerlino moved and Marilyn Pearson seconded a motion to adopt the resolution. Motion carried (5-0).

CONTRACT RENEWALS:

Dr. Pruitt presented the contract renewal recommendations as follows:

DIVISION OF ACADEMIC AFFAIRS

CONTRACT RECOMMENDATIONS

Virginia Alexander, Assistant to the Director of Testing and Assessment	1 year	1993 - 1994
Julie Atwood, Senior Evaluator	1 year	1993 - 1994
Mitchell Bondi, Evaluator	3 years	1993 - 1996
Emily Carone, Assistant to the Director of Test Development and Research	1 year	1993 - 1994
Carla Colburn, Evaluator	3 years	1993 - 1996
Belinda Dalton, Evaluator	3 years	1993 - 1996
Patricia Jackson, Program Advisor	3 years	1993 - 1996
Alma Johnson-Laster, Administrative Assistant	3 years	1993 - 1996
Samone Jolly, Coordinator of Degree Programs	3 years	1993 - 1996
Maureen Marcus, Administrative Assistant	3 years	1993 - 1996
Dorothy Sconyers, Program Advisor	3 years	1993 - 1996
Todd Siben, Evaluator	3 years	1993 - 1996
Esther Taitzman, Program Advisor	3 years	1993 - 1996
Donald Trucksess, Administrative Assistant	3 years	1993 - 1996
Donna Watson, Senior Evaluator	1 year	1993 - 1994
Celestine Wynn, Portfolio Advisor	3 years	1993 - 1996

DIVISION OF ADMINISTRATION AND FINANCE CONTRACT RECOMMENDATIONS

Sedell Bailey, Assistant to the Director of Administrative Services	1 year	1993 - 1994
Robert Jackson, Desk Top Applications Specialist	1 year	1993 - 1994
Carol Kuykendall, Assistant Director, Accounts Payable	5 years	1993 - 1998
Eunice Lewis, Assistant Administrator, Student Fees and Revenues	3 year	1993 - 1996
Mindi Shalita, Assistant to the Controller, Payroll	1 year	1993 - 1994
William Thompkins, Imaging Specialist	1 year	1993 - 1994
Betty Wright, Financial Assistant	5 years	1993 - 1998

DIVISION OF PUBLIC AFFAIRS

Annie Bowser, Senior Admissions Representative	4 years	1993 - 1997
Linda Soltis, Program Assistant	3 years	1993 - 1996

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 herein taken is pursuant to an evaluation of each employee's work performance and the recommendation of the President.

Carole Nerlino moved and Marilyn Pearson seconded a motion to adopt the resolution (5-0).

PERSONNEL ACTIONS:

Dr. Pruitt presented the following personnel actions for approval:

Stacy Bevis	- 20th Anniversary Celebration Coordinator
Barbara Eklund	- Project Specialist (hourly)
Todd Siben	- Portfolio Advisor
Dawn Lagano	- Clerical (hourly)
Catherine Funchello	- Clerical (hourly)
Gary Barton	- Clerk
Emily Schmitt	- Clerical (hourly)

Fred Abbate 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.

George Fricke moved and Carole Nerlino seconded a motion to adopt the resolution. Motion carried (5-0).

EXECUTIVE SESSION:

Fred Abbate presented the following resolution:

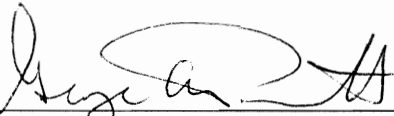
BE IT HEREBY RESOLVED pursuant to N.J.S.A. 10:4-13 and 10:4-12 that the Board of Trustees of Thomas Edison State College hold a closed session for the purpose of discussing personnel matters.

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

Marilyn Pearson moved and Carole Nerlino seconded a motion to adopt the resolution. Motion carried (5-0).

Following a 20 minute session, the public meeting was reconvened at 12:00 p.m. There being no further business, George Fricke moved and Carole Nerlino seconded a motion to adjourn the meeting. Motion carried (5-0).

Submitted by,

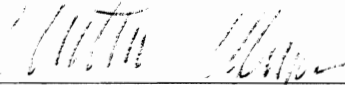


George A. Pruitt
Secretary to the Board

10/11/93

Date

Approved by,



Christian Yegen
Chairman of the Board

10/11/93

Date