

MINUTES

BOARD OF TRUSTEES

THOMAS EDISON STATE COLLEGE

June 8, 1990

MEMBERS PRESENT: George Hanford, Chairman; Christian Yegen, Vice Chairman; Rita Novitt; Thomas Seessel; Fred Abbate; George Fricke; Patricia Danielson; George A. Pruitt, President; and Grey Dimenna, Chancellor's designee.

MEMBERS ABSENT: John Blossom; E. Harvey Myers; Richard Sheeran; Thomas van Arsdale.

ALSO PRESENT: Jerry Ice, Vice President for Academic Affairs; James Humphrey, Acting Vice President for Administration and Finance; Norman Crawford, Vice President for Public Affairs; Gerri Collins, Executive Assistant to the President; Jean Fitts, Assistant Director, Department of Higher Education.

The public meeting was officially called to order at 2:00 p.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 March 9, 1990 meeting were presented for approval. Christian Yegen moved and Fred Abbate seconded a motion to approve the minutes. Motion carried (7-0).

EXECUTIVE SESSION REPORT:

George Hanford reported that the Board had met in Executive Session prior to the open meeting. The purpose of the meeting was for the annual evaluation of the President, and although the nature of the session is not subject to public disclosure, other related issues were discussed. Therefore, the following summary of those issues and subsequent actions were presented for inclusion in the minutes.

BY THE BOARD OF TRUSTEES
THOMAS A. EDISON STATE COLLEGE
June 8, 1990

At its March 9, 1990 meeting, the Board of Trustees adopted a resolution acknowledging the Trustees' authority and obligation to "value its leadership in a manner so as to be competitive in attracting and retaining individuals with appropriate talent and experience as its executive officer."

The Board of Trustees has information available to it which suggests that the current level of compensation provided the College's President should be enhanced so as to ensure the competitiveness of the College and to reflect the performance of the incumbent. We are mindful, however, that because of the severe reductions in the College's budget and the poor fiscal context of the state, redress of this issue at this time would not be appropriate.

The College has made available to its professional staff, pursuant to the bargaining agreement signed by the College, the state, and the bargaining unit representing professional staff, salary increases which average approximately 7.7%. Guidelines issued by the Department of Higher Education called for, on an average, salary increases for the College's management not to exceed 6.5%. The College President has advised the Board to exercise restraint in considering presidential compensation during this period of fiscal stress, and has advised that, if the Board were to consider this matter at all, it should only do so contingent upon three conditions:

1. That no action be implemented until after the Governor has signed into law the FY '91 state budget, so that the College can be assured that its assumptions about the level of appropriation to the institution for this period have been validated.
2. That no increase in the presidential compensation should be considered during this period if the College is required to terminate the employment of any member of the College's staff for purely fiscal reasons in response to the FY '91 budget.
3. That no increase be considered at this time in excess of the 6.5% average increase for the College's management.

The Board of Trustees has, therefore, determined that the base compensation of the College's President shall be set at \$99,500, effective July 1, 1990, the implementation of which shall be deferred until such time as the Board shall determine that the aforementioned conditions contained in the President's request have been satisfied. Further, the Board shall revisit and act to remediate deficiencies in the compensation for its chief executive officer at a time when the fiscal condition of the College and the context of the state would provide an appropriate financial environment for addressing this consideration.

PRESIDENT'S REPORT:

Adding to the previously distributed report, Dr. Pruitt advised the Board of the death of Phillip White, Vice Chancellor, Department of Higher Education, and stated that he represented the College at the memorial service. He expressed sympathy for the family and for the tragic loss to the higher education community as well.

Commenting on other personnel matters, he reported that following a year's leave-of-absence, Paul Jacobs had officially resigned from the College to pursue a career in producing, writing, and performing in the entertainment industry. Dr. Pruitt also reported that Gerri Collins recently won a national award from the Billboard Magazine song writing contest.

Summarizing other announcements, he stated that Harvey Myers is expected to be reappointed to the Board as of the June 15 Board of Higher Education meeting, and that Carole Nerlino is expected to be appointed at the same meeting.

With regard to progress on the development of a graduate degree, he stated that the College has received first-stage approval from the Department of Higher Education to proceed with the degree development. The College is allotted approximately two more years to achieve final approval from the Department of Higher Education. Since there is no current model for a totally competency-based program such as is proposed by Thomas Edison, there will be considerable work to complete within the time allotted. He explained that Cambridge College has a traditional faculty, serves adult students, and is also developing a masters program. Staff from both colleges are now working to establish competency examinations as an admissions screening process. As a result of this activity, both institutions have agreed to work on masters level competency examinations and curriculum issues as well. A joint grant proposal has been submitted to the PEW Foundation for funding for test development.

Dr. Pruitt reported that recently there was a water leak through the roof into the computer room which nearly caused a disaster. As a result, the Management Information Systems department will be relocated to the second floor when the current second floor staff is moved to the Hanover Street facility sometime in the fall, or whenever it is ready for occupancy.

He also reported that the College has a 0% default rate on federal loans to students. The only student who received federal aid has repaid the loan.

Regarding financial matters, Dr. Pruitt indicated that when the Board met in March, 1990, the Governor was expected to deliver his budget message shortly thereafter. In response to a rapidly deteriorating fiscal situation, the Governor proposed a budget which called for severe reductions in state appropriations, a \$2.8 billion increase in revenues, a restructuring of state funding for public education, and the state assumption of certain local obligations with the objective of reducing property taxes.

The budget cuts recommended by the Governor were massive, and affected virtually all areas supported by state revenues. The Department of Higher Education was recommended for a reduction of 10.7%, Environmental Protection 15.22%, Transportation 19.93%, etc. Thomas Edison State College has been recommended for a reduction in appropriations in excess of \$500,000 or approximately 14.5% of the FY '90 support level.

The President outlined a series of budgetary responses to respond to the fiscal crisis occasioned by such serious reductions in state support. In general, these responses include: 1) holding vacant, through attrition, approximately 7% of the College's budgeted positions; 2) an increase in student revenues; and 3) restructuring the financing of several major college programs.

Concluding the discussion, Dr. Pruitt stated that although the College's 1991 budget was austere, it was manageable.

The Board commended the President and the College for the comprehensive report. Patricia Danielson moved and Christian Yegen seconded a motion to accept the President's report with commendation. Motion carried (7-0).

FINANCE COMMITTEE REPORT:

Christian Yegen, Chairman of the Finance Committee, reviewed the Committee report as presented, indicating that the President had thoroughly reviewed the status of the state budget and its impact on the College. The Committee reviewed five proposed actions and recommends the following considerations for Board approval: 1) fee increase, 2) salary compensation authority, 3) data processing equipment purchases, 4) publishing of the program planning handbooks, and 5) publishing an admissions viewbook.

Fee Increase:

Dr. Pruitt added to the Finance Committee Report, stating that the fee increase was a necessary part of a comprehensive response to anticipated cuts in state appropriations. Through a series of austerity measures, including demonstrated productivity gains achieved through automation, i.e., the Admission Office's new voice response system, the College expects to implement measures to maintain the quality of services within an austere fiscal environment.

The President restated his concern as to language in the budget act which would allow the state to confiscate excess student revenues. Dr. Pruitt indicated his intention to seek relief from this measure by having this language deleted from the appropriations act.

Changes in national accounting guidelines are now permissive in the way depreciation can be figured into the budget process so that funds can be budgeted for equipment replacement. This may be significant in the justification of maintaining adequate reserves.

At the present time, the salary program for FY 1991 is set at \$300,000. However, if the full amount is not paid by the state, the deficit will come from reserves.

Most of the new revenue will be coming from growth; therefore, the College expects to be able to make it through this critical budget year.

Christian Yegen presented the following resolution for approval:

WHEREAS: The Administration and Finance Committee of the Board of Trustees has recommended to the Board of Trustees of Thomas A. Edison State College the approval of the proposed schedule of fees for FY 1991 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 July 1, 1990.

Christian Yegen moved and Patricia Danielson seconded a motion to approve the fee increase as recommended. Motion carried (7-0).

Salary Compensation Authority:

Dr. Pruitt explained that this item is a governance issue. The policy of the Board has been to delegate to the President all matters of compensation which are then reported back to the Board. In 1986, the autonomy legislation removed all approval authority from the Salary Adjustment Committee (SAC) which was controlled by the Department of Personnel and the Office of Management and Budget. During autonomy transition, it was agreed that the colleges would take salary actions as appropriate and report the actions to the Department of Higher Education. When transition was completed, the SAC reissued regulations which were supposed to have been defunct. Therefore, it is now important that the Board assert its own authority on this matter.

Christian Yegen reported that the Finance Committee looked at salary actions of each of the 20 people in management who were being recommended for salary actions. The Committee saw that all actions were within the guidelines, so the issue was not the dollar amounts but the authority to make these decisions. He presented the following resolution and moved for adoption:

WHEREAS: The statutory responsibility and authority to fix compensation of the staffs of the College upon nomination of the President is vested with the Board of Trustees within policies adopted by the Board of Higher Education and concurred in by the Governor; and

WHEREAS: The President of the College, consistent with the aforementioned policies, has made salary decisions for certain members of the College staff consistent with the bylaws of the College and the procedures of the Board of Trustees; now, therefore, be it

RESOLVED: That the Board of Trustees does hereby authorize and direct the President of the College to implement said salary action effective July 1, 1990; and be it further

RESOLVED: That the President of the College report said action to the Board of Trustees in accordance with the regular reporting requirements for said actions.

Rita Novitt seconded the motion. Motion carried (7-0).

Data Processing Equipment Purchases:

Dr. Pruitt reviewed the College's relationship with the New Jersey Educational Computer Network (NJEEN) which currently provides the host computer for the CALL network. He stated that it is now imperative that the College prepare for in-house support of the CALL Network.

Furthermore, John Fischer, a Foundation Board Director, has been working with the College for six months in the development of a \$1 million proposal to Digital Corporation for computer equipment to continue the CALL project and to enable the College to be less dependent on NJECN. However, if the Digital gift is not made or if it is not given in full, the College must set aside funds to ensure the continuance of the CALL Network.

Christian Yegen presented the following resolution:

WHEREAS: The Board of Trustees of Thomas A. Edison State College has the authority to designate funds from the fund balance for specific college needs; and

WHEREAS: The College has determined that there are data processing equipment needs necessary for the operation of the CALL project; and

WHEREAS: There are sufficient funds available for the purchase of data processing equipment; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas A. Edison State College does hereby authorize an expenditure of up to \$500,000 for the purchase of data processing equipment necessary to support the CALL project; and be it further

RESOLVED: That any purchase made pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

George Fricke moved and Rita Novitt seconded a motion to adopt the resolution. Grey Dimenna questioned whether or not the money should be committed before the final budget cuts are announced. Dr. Pruitt responded that the action before the Board was not to commit the funds but to authorize the expenditure of funds. Following this clarification, the Board voted to adopt the resolution. Motion carried (7-0).

Program Planning Handbooks:

George Hanford 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 \$9,200 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 printed material; and

WHEREAS: The purchasing policies of Thomas A. Edison State College provide for the granting of categorical prior approval and postreporting to the Board of such purchases; and

WHEREAS: Edison State College is requesting to publish Program Planning Handbooks which will cost 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 A. Edison State College does hereby authorize a bid waiver for the College to publish Program Planning Handbooks, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Patricia Danielson moved and George Fricke seconded a motion to adopt the resolution. Motion carried (7-0).

Admissions Viewbook:

Dr. Pruitt reported that the Board had adopted a resolution at the March meeting which approved a bid waiver for publishing an Admissions Viewbook. The resolution now presented was to accommodate an increase in volume of that production. However, subsequent investigation indicated that the increase in volume actually reduced the price; therefore, the current resolution was no longer needed.

Concluding financial matters, the Board discussed and endorsed the College's recommendation to pay off leases in the amount of \$529,000 for computer equipment and xeroxing machines. This expenditure is manageable and will save the College considerable budgeting funds during the current budget crisis years.

CANDIDATES FOR DEGREE:

Jerry Ice presented the candidates for the associate and baccalaureate degrees as of May 1, 1990. There were 12 candidates for the Associate in Arts, 7 candidates for the Associate in Science in Management, 2 candidates for the Associate in Science in Natural Science and Math, 5 candidates for the Associate in Science in Applied Science and Technology, 22 candidates for the Bachelor of Arts, 20 candidates for the Bachelor of Science, 13 candidates for the Bachelor of Science in Business Administration, and 1 candidate for the Bachelor of Science in Nursing for a total of 82 candidates.

Commenting on this class, he reported that 65% are New Jersey residents; 66% are male; 91% are Caucasian, 1% Black, and 2% Hispanic; the youngest is 22, the oldest is 70; 73% of the associate candidates completed in 2 years or less; 33.5% of the baccalaureate candidates completed in 2 years or less; and the total number of graduates to date for FY 1990 is 590, an 8.7% growth over the previous year.

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 May 1, 1990 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.

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

PERSONNEL ACTIONS:

Dr. Pruitt presented the personnel actions as follows:

Mary Taylor	- Clerk Transcriber
Jamie Heulitt	- Senior Clerk Typist
James Humphrey	- Acting Vice President for Administration and Finance
Mildred Smith	- Secretarial Asst. III (hourly)
Margaret Allan	- Program Assistant (hourly)
Jessica Pars	- Program Assistant (hourly)
Linda Holt	- Project Specialist (hourly)
Edward George	- Procurement Assistant
Deborah Kidd	- Clerk Transcriber
Ida Julian	- Director of Development

Dr. Pruitt stated that the appointment of Ida Julian would not normally be presented at the June Board meeting, since her appointment date is past the cut-off date for June Board action. However, he stated that the College is extremely pleased and fortunate to have secured Ms. Julian as Director of Development, and he wanted the Board to be advised of the appointment. Ms. Julian was President of Cybis Porcelain. She had her own company before joining Prudential/Bache, and she is a Thomas Edison student as well.

Dr. Pruitt also commented that Union President Jim Ratigan would be moving into management as of July 1.

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.

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

CONTRACT RENEWALS:

Dr. Pruitt presented the management contract renewal recommendations stating that all management staff are now under one-year contracts. Only the AFT unit members will continue to have multi-year contracts. The recommendations for contract renewal are as follows:

<u>OFFICE OF THE PRESIDENT</u>	<u>CONTRACT RECOMMENDATION</u>
Gerri Collins, Executive Assistant to the President	1 year 1990 - 1991
Thomas Streckewald, Director, Institutional Planning, Research, and Outcomes Assessment	1 year 1990 - 1991
<u>DIVISION OF ADMINISTRATION & FINANCE</u>	<u>CONTRACT RECOMMENDATION</u>
Michael J. Scheiring, Vice President for Administration and Finance (on loan)	1 year 1990 - 1991
Carron Albert, Director, Personnel	1 year 1990 - 1991
James Brossoie, Associate Director, Systems Planning and Development	1 year 1990 - 1991
<u>DIVISION OF ADMINISTRATION & FINANCE</u>	<u>RECOMMENDATION</u>
Gloria Dienes, Personnel Assistant	1 year 1990 - 1991
Farouk Hassieb, Controller	1 year 1990 - 1991
Drew Hopkins, Director, Management Information Systems	1 year 1990 - 1991
<u>DIVISION OF ACADEMIC AFFAIRS</u>	<u>CONTRACT RECOMMENDATION</u>
Jerry Ice, Vice President for Academic Affairs	1 year 1990 - 1991
Dolores Brown-Hall, Director, Nursing Degree Program	1 year 1990 - 1991
Debra Dagavarian, Director, Testing and Assessment	1 year 1990 - 1991
Gregory Dye, Assistant Registrar	1 year 1990 - 1991
Ruth McKeefery, Dean	1 year 1990 - 1991
Jack Phillips, Registrar	1 year 1990 - 1991
William Seaton, Director, Directed Independent Adult Learning	1 year 1990 - 1991

<u>DIVISION OF PUBLIC AFFAIRS</u>	<u>CONTRACT CONTRACT RECOMMENDATION</u>
Norman Crawford, Vice President for Public Affairs	1 year 1990 - 1991
Sonja Eveslage, Director, Corporate and Public Partnerships	1 year 1990 - 1991
Wenrich Green, Director, Admissions	1 year 1990 - 1991
Jules Kahn, Director, Financial Aid and Veterans Affairs	1 year 1990 - 1991
Annette Singer, Director, Alumni Affairs	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.

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

BOARD MEETING DATES:

George Hanford presented the proposed FY 1991 meeting dates as follows:

The Board of Trustees of Thomas A. Edison State College does hereby approve the following meeting dates for FY 1991:

Friday, September 14, 1990
Friday, December 14, 1990
Friday, March 8, 1991
Friday, June 14, 1991

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

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

APPOINTMENT OF THE NOMINATING COMMITTEE:

George Hanford appointed the Nominating Committee as follows:

Thomas Seessel, Chair
Patricia Danielson
Fred Abbate

OTHER RESOLUTIONS:

George Hanford presented the following resolution:

The Board of Trustees, President, and staff of Thomas A. Edison State College wish to heartily thank Mr. Richard Sheeran for his dedicated service as a Student Trustee and for his specific and special interest in the growth and development of Thomas A. Edison State College.

We applaud his accomplishments and commend his continued interest in the College, and we look forward to welcoming him into the ranks of the College alumni.

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

George Hanford presented the final resolution as follows:

WHEREAS: Ms. Rita Novitt has been a member of the Board of Trustees of Thomas A. Edison State College since December, 1980; and

WHEREAS: Ms. Novitt has demonstrated rare and special leadership and devotion to the growth and development of the College; and

WHEREAS: Through her exemplary membership on the Finance Committee and leadership of the Public Affairs Committee, she has earned the respect and affection of her colleagues; and

WHEREAS: Her term as a member of the Board of Trustees is concluding; and

WHEREAS: Ms. Novitt is deserving of an extraordinary and distinctive honor as she leaves the Board; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas A. Edison State College does hereby award Ms. Rita Novitt the "Distinguished Service Award"; and be it further

RESOLVED: That this award be conferred upon her during the proceedings of the Commencement ceremonies to be held October 14, 1990.

All Board members moved and all members seconded a motion to adopt the resolution. Motion carried (7-0).

Rita Novitt responded that she cannot help but feel a deep sense of separation as she leaves the Board. She read the following statement:

On this day, June 8, 1990, I can tell you with great honesty that I am sorry to be leaving. But as the Bible says, there is a time for all thing.

It is time for new ideas and perspectives for Thomas Edison.

I've enjoyed being witness to the growth of this college. In 1980, our concern was limiting growth to the very ambitious figure of 5000 students. Today in 1990 we have enrolled approximately 7400 students with the same number, 7400, of graduates.

This growth is attributed to the high caliber and quality of our staff and the high quality of performance. My sense is that there is more to their efforts than responsibility; there is a bonding with the college. Perhaps that is what I have always felt - the bonding.

I have a deep respect for the abilities and dedication of all my colleagues on the Board both past and present.

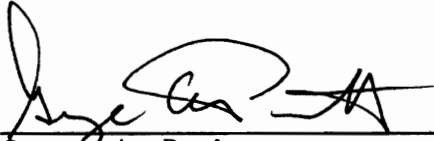
I have been witness to the great achievement of autonomy for the state colleges. Who would have thought this possible in 1980. It's been a considerable privilege to have been part of it all.

What has been achieved here in the past has brought us to the plateau where we are now - and my sense is the plateau is merely the launching pad for greater growth.

I will miss all of you, staff and colleagues and you George. But I think what I have known here will always be part of my extended family.

There being no further business, Thomas Seessel moved and Rita Novitt seconded a motion to adjourn. Motion carried (7-0).

Submitted by,

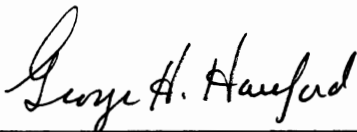
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George A. Pruitt
Secretary to the Board

3/8/91

Date

Approved by,

A handwritten signature in dark ink, appearing to read "George H. Hanford", written over a horizontal line.

George H. Hanford
Chairman of the Board

3/8/91

Date