

MINUTES

BOARD OF TRUSTEES

THOMAS EDISON STATE COLLEGE

March 17, 1995

MEMBERS PRESENT: Fred Abbate, Chairman; George Fricke; Richard Arndt, Harvey Myers; Carole Nerlino; Thomas O'Neill; William Kelly, student; Mary Slabicki, student; George A. Pruitt, President.

MEMBERS ABSENT: John Blossom; Wendy Logan, Marilyn Pearson.

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

The public meeting was officially called to order at 10:00 a.m. by Chairman Fred Abbate 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 December 9, 1994 meeting were presented for approval. Thomas O'Neill moved and George Fricke seconded a motion to approve the minutes. Motion carried (7-0).

PRESIDENT'S REPORT:

Dr. Pruitt talked about the Governor's budget recommendation which is basically flat, but is a statement of affirmation of support for higher education. This is the first time in about seven years that there have been no budget cuts for higher education.

He then reviewed the history of the development of the HINT project. Through this initiative, the College was given \$250,000 to participate with New Jersey Institute of Technology on health reform issues. This joint project has had far reaching results, including national attention, for healthcare reform.

Dr. Pruitt then introduced Mark Gordon, Director of Special Studies at the College. Mr. Gordon summarized the major recommendations from the HINT report, indicating that by implementing an electronic data interchange system, healthcare administrative savings could reach \$760 million per year for New Jersey alone.

Dr. Pruitt referenced the Final Report of the Ad Hoc Committee on the Governing Board Association's Mission and Governance. Board member George Fricke served on the Ad Hoc Committee. Dr. Pruitt encouraged Board members to read the report and, where appropriate, report reactions or comments directly to George Fricke prior to final action by the GBA later in the spring.

Dr. Pruitt concluded his report with the announcement that at its last meeting, the Foundation Board appointed Linda Villa to the Board of Directors. Ms. Villa is Human Resources Vice President - Network Services Division of AT&T. Among her duties is responsibility for the management and direction of all NSD human resources policy development and delivery of all education programs. She is particularly interested in working with the MSM degree.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE:

George Fricke summarized the Committee report, indicating that the College had an excellent third quarter in student revenues. He also stated that the Committee recommended adoption of all resolutions as presented.

FEE INCREASE. Dr. Pruitt called attention to the new fee which will be an option for students, i.e., a comprehensive fee which would include all college services and credit options. Students would still have the option to select "a la carte" from the services and credit options available.

Fred Abbate presented the following resolution:

WHEREAS: The "Higher Education Restructuring Act of 1994," Chapter 48 of Title 18A of the New Jersey Statutes requires the governing boards of public institutions to conduct public hearings prior to the date of the adoption of a tuition or fee schedule; and

WHEREAS: The Administration and Finance Committee of the Board of Trustees held a public hearing at the College on March 7, 1995 and considered testimony presented; and

WHEREAS: The Administration and Finance Committee of the Board of Trustees has recommended the approval of the proposed fee changes to be effective July 1, 1995 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 of Thomas Edison State College does hereby approve the proposed schedule of fees as recommended and incorporated herein by reference, effective July 1, 1995.

George Fricke moved and Carole Nerlino seconded the resolution to approve the fee increase which is the lowest proposed increase in the last seven years. Motion carried (7-0).

BID WAIVERS. Fred Abbate presented the following bid waiver resolutions:

External Auditing Services

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 p[rocedures 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 College is requesting authorization to contract for professional external auditing services which exceed the bidding threshold; and

WHEREAS: The current contract with KPMG Peat Marwick for external auditing services concluded on June 30, 1994; and

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

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 three-year contract with Peat Marwick at a cost of \$23,800 for FY 1995 with a maximum 5% increase for FY 1996 and FY 1997; 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 professional external auditing services, for an additional three years ending June 30, 1997 at a cost not to exceed that which is quoted herein.

George Fricke moved and Richard Arndt seconded a motion to adopt the resolution. After a brief discussion, the motion carried (7-0).

Consultant Services for Client Services Operations

WHEREAS: The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$11,100 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 the granting of categorical prior approval and postreporting to the Board of such purchases; and

WHEREAS: The College is planning to purchase consultant services to conduct a study and to issue recommendations regarding the College's client services functions and operations; and

WHEREAS: The cost for such a study is estimated at \$100,000; and

WHEREAS: The College will not be going to a sole source, but will seek proposals from a list of vendors capable of performing the study; and

WHEREAS: The bid waiver request has been reviewed by the Administration and Finance Committee of the Board; 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 consultant services to perform a comprehensive review of the client services operations of the College at an estimated cost not to exceed \$100,000, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Dr. Pruitt explained the need for this study in keeping with goals for the Five-Year Plan. The focus will be on quality enhancements of services.

Carole Nerlino moved and William Kelly seconded a motion to adopt the resolution. Motion carried (7-0).

Electronic Classroom Design

WHEREAS: The “State College Contracts Law,” Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$11,100 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 the granting of categorical prior approval and postreporting to the Board of such purchases; and

WHEREAS: The College is planning to purchase expert consultant services in design specification, project management, and bid management for electronic classrooms at an estimated cost of \$50,000; and

WHEREAS: The College will not be going to a sole source, but will seek proposals from a list of consultants capable of performing the study; and

WHEREAS: The bid waiver request has been reviewed by the Administration and Finance Committee of the Board; 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 consultant services to recommend design considerations, equipment, and services needed to implement electronic classrooms at a cost not to exceed \$50,000, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

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

Guided Study Bulletin Reprint

WHEREAS: The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$11,100 must be publicly advertised for sealed bids in the local newspapers; and

WHEREAS: The College is planning to purchase a Guided Study Bulletin in May 1995 which will cost over \$11,100; and

WHEREAS: The estimated printing cost is \$29,500; and

WHEREAS: The College will not be going to a sole source, but will seek proposals from a list of printers; and

WHEREAS: The Administration and Finance Committee of the Board of Trustees has reviewed the request and recommends its approval; 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 Guided Study Bulletin at an estimated cost not to exceed \$29,500, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

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

Program Planning Handbook Reprint

WHEREAS: The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$11,100 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 the printing of the Program Planning Handbooks; 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 Program Planning Handbooks in June 1995, which will cost over \$11,100; and

WHEREAS: The estimated printing cost is approximately \$30,500; and

WHEREAS: The College will not be going to a sole source, but will seek proposals from a list of capable printers; and

WHEREAS: The request for bid waiver has been reviewed by the Administration and Finance Committee of the Board of Trustees; 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 Program Planning Handbooks at a cost not to exceed \$30,500, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Carole Nerlino moved and Harvey Myers seconded a motion to adopt the resolution. Motion carried (7-0).

College Catalog Reprint

WHEREAS: The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$11,100 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 the printing of the College Catalog; 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 College Catalog in May 1995, which will cost over \$11,100; and

WHEREAS: The estimated printing cost is approximately \$48,100 for a two-year supply of catalogs; and

WHEREAS: The College will not be going to a sole source, but will seek proposals from a list of capable printers; and

WHEREAS: The request for bid waiver has been reviewed by the Administration and Finance Committee of the Board of Trustees; 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 College Catalog at a cost not to exceed \$48,100, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

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

Concluding the Administration report, Dr. Pruitt reviewed the status of the townhouse renovations project. He noted that progress continues to be hampered by various bureaucratic problems. The latest expectation is for possible construction to begin this summer.

ACADEMIC AFFAIRS COMMITTEE REPORT:

Thomas O'Neill summarized the Committee report. He reviewed the status of the MSM which, although approved in June, 1994 by the Board of Higher Education, has undergone new challenges from the Commission on Higher Education program approval section. These issues are being addressed by the College, and implementation is still projected for winter session FY 1996.

Five Year Degree Review

Thomas O'Neill 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: A committee of the Academic Council has concluded a five-year review of the Applied Science and Technology degree program; and

WHEREAS: The committee report has been reviewed by an external consultant; and

WHEREAS: The final report has been reviewed and approved by the Academic Council at its February 17, 1995 meeting; and

WHEREAS: The President of the College recommends the changes as presented; and

WHEREAS: The Academic Affairs Committee of the Board of Trustees has reviewed and concurred with recommendations as presented; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby accept the degree change recommendations as presented and incorporated herein by reference, effective July 1, 1995.

Thomas O'Neill moved and Carole Nerlino seconded a motion to adopt the resolution.

A discussion followed. The proposed degree changes are as follows:

In the BSAST:

1. Require a second science under Natural Sciences in the liberal arts distribution.
2. Eliminate Principles of Management from the Core and replace with the computer science requirement.

In the ASAST:

1. Increase both math and science requirements to 6 semester hours each. The Liberal Arts Electives will be eliminated to accommodate the additional Natural Science requirements.
2. The distribution of requirements within the option will be changed from 3 sh of an introductory course, 9 sh of theory courses, and 9 sh of applied courses to a series of required and elective courses unique to the specific option.

Motion carried (7-0).

CANDIDATES FOR DEGREE:

Jerry Ice presented the candidates for the associate and baccalaureate degrees as of September 1 and January 1, 1995. There were 9 candidates for the Associate in Arts, 6 candidates for the Associate in Science in Management, 1 candidate for the Associate in Science in Natural Science and Mathematics, 2 candidates for the Associate in Science in Public and Social Services, 11 candidates for the Associate in Science in Applied Science and Technology, 38 candidates for the Bachelor of Arts, 9 candidates for the Bachelor of Science in Human Services, 17 candidates for the Bachelor of Science in Applied Science and Technology, 13 candidates for the Bachelor of Science in Business Administration, and 4 candidates for the Bachelor of Science in Nursing, for a total of 110 candidates.

He commented that 54% are in-state residents; 40% are female; 6% are African-American; and 65% are between the ages of 31 and 50.

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 January 1, 1995 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 Thomas O'Neill seconded a motion to adopt the resolution. Motion carried (7-0).

CONTRACT RENEWALS:

Dr. Pruitt presented the contract renewal recommendations as follows:

DIVISION OF ACADEMIC AFFAIRS

CONTRACT RECOMMENDATION

Irene Bentz, Program Advisor	1 year	1995 - 1996
Catherine Bunn, Evaluator	1 year	1995 - 1996
Rebecca Hernandez, Evaluator	1 year	1995 - 1996
Nicholas Muscente, Program Assistant	1 year	1995 - 1996
Richard Strauss, Evaluator	1 year	1995 - 1996
Michael Wheeler, Evaluator	1 year	1995 - 1996

DIVISION OF ADMINISTRATION & FINANCE

Janet Eickhoff, Administrative Assistant	1 year	1995 - 1996
Charles Johnstone, Systems Researcher	1 year	1995 - 1996

DIVISION OF PUBLIC AFFAIRS

Anita O'Malley, Desktop Publishing Specialist	1 year	1995 - 1996
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Fred Abbate 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.

Thomas O'Neill moved and Harvey Myers seconded a motion to adopt the resolution. Motion carried (6-0 student abstention).

PERSONNEL ACTIONS:

Dr. Pruitt presented the following personnel actions for approval:

Anita O'Malley	-	Desktop Publishing Specialist (50%)
Eryne Feggins	-	Clerical (hourly)
Frank Haggerty	-	Director of Administrative Services
Kerry Prendergast	-	Clerical (hourly)
Nadine Shapiro	-	Transcript Evaluator
Nancy Spencer	-	Transcript Evaluator

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.

Carole Nerlino moved and Thomas O'Neill seconded a motion to adopt the resolution. Motion carried (6-0 student abstention).

EXECUTIVE SESSION:

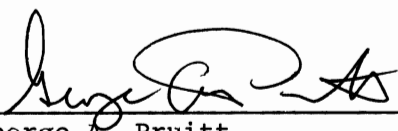
Fred Abbate presented the following resolution:

BE IT HEREBY RESOLVED pursuant to N.J.S.A.m 10:4-13 and 10:4-12 that the Board of Trustees of Thomas Edison State College hold a closed session at 12:00 noon or immediately following the public meeting of March 17, 1995 for the purpose of discussing vairous facility issues and a personnel matter.

Carole Nerlino moved and Harvey Myers seconded a motion to adopt the resolution. Motion carried (7-0).

There being no further business, Thomas O'Neill moved and Richard Arndt seconded a motion to adjourn. Motion carried (7-0).


Submitted by,



George A. Pruitt
Secretary of the Board

9/18/95
Date

Approved by,



Fred J. Abbate
Chairman of the Board

Sept. 8, 1995
Date