

MINUTES  
BOARD OF TRUSTEES  
THOMAS EDISON STATE COLLEGE

September 9, 1994

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

MEMBERS ABSENT: John Blossom; Harvey Myers; 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.

Harvey Myers, Chair of the Nominating Committee, presented that Committee's recommendations for Board officers as follows: Fred Abbate, Chairman, and George Fricke, Vice Chairman. The Board unanimously approved, by secret ballot, election of the proposed officers.

STUDENT TRUSTEE ELECTION:

Fred Abbate presented the following resolution:

**WHEREAS:** New Jersey state law and the Bylaws of Thomas Edison State College provide for student representation on the Board of Trustees; and

**WHEREAS:** Said Bylaws specify criteria for the selection of student trustees; and

**WHEREAS:** The President of the College has certified that Mary M. Slabicki meets said criteria; and

**WHEREAS:** The President of the College does hereby nominate Mary M. Slabicki as a student trustee alternate in accordance with the procedures of the Board; now, therefore, be it

**RESOLVED:**

**That the Board of Trustees of Thomas Edison State College does hereby elect Mary M. Slabicki as student trustee alternate effective September 9, 1994 for a term of one year, followed thereby as student trustee for a period of one year, which shall conclude at the annual meeting of the Board to be held in June 1996.**

Mrs. Slabicki has been enrolled since September 1990 as a student in the Human Services degree program with a specialization in Community Education. She has completed approximately 82 semester hours of credit, and more than 30 of these credits have been completed through the Guided Study program.

Mrs. Slabicki is Assistant Director of Research and Education at The Academy of Medicine of New Jersey in Princeton.

Thomas O'Neill moved and Richard Arndt seconded a motion to adopt the resolution. Motion carried (7-0).

MINUTES:

The minutes of the June 10, 1994 meeting were presented for approval. Carole Nerlino moved and George Fricke seconded a motion to approve the minutes. Motion carried (7-0).

PRESIDENT'S REPORT:

Dr. Pruitt introduced Donald Trucksess, newly elected president of the American Federation of Teachers local chapter 4277.

He then reported on his trip to the British Open University founded in 1969, just three years ahead of Thomas Edison State College. The premiere distance learning university in the world, they will spend about \$75 million in course development just this year. They have 150,000 students all enrolled at a distance. University representatives stated in a public forum that they traveled all over the United States to find the best in computer technology to support learning at a distance, and that they found Thomas Edison State College to be the very best.

He also reported that the first global conference on distance learning will be held in Rome and that Thomas Edison State College has been invited to attend. Dr. Pruitt will represent the College at that meeting.

He then stated that the FY 1995 budget, given the various cuts made, comes to about \$250,000 short of needed revenues. However, this is the best budget the College has received in several years.

	<u>FY 94 Budget</u>	<u>FY 95 Budget Request</u>	<u>FY 95 Appropriated Budget</u>	<u>Percent of Budget</u>
State Appropriation	\$4,201,000	\$ 4,633,000	\$ 4,681,000(1)	44%
Student Fees	4,595,000	4,865,000	4,968,000	
Dedicated Fees	796,000	796,000	938,000	56%
Total Budget*	\$9,592,000	\$10,324,000	\$10,587,000	100%

(1) The College received \$677,000 for salary program and a \$132,000 reduction for attrition program on appropriation of \$4,136,000, a decrease of \$241,000 or 4.8% versus FY '94 level state funding.

\* Does not include Grant Funds and PONSI - \$566,000 - FY '94.

Dr. Pruitt then reviewed changes affecting local boards of trustees as a result of the recently passed Higher Education Reconstruction Act. Board discussion followed. A summary of changes are as follows:

#### EXPANDED TRUSTEE AUTHORITIES/RESPONSIBILITIES

- Set tuition and fees, and hold public hearings.
- Recommend appointment of trustees to Governor, with Senate's consent.
- Determine size and make up of board of trustees (7-15).
- Invest monies, with other than Division of Investments, with approval of Treasury.
- Choose legal counsel (within 75 days of Act).
- Submit annual budget to Treasury.
- Determine disputes for classified employees.
- Conduct hearings on appeals under higher education law.
- Approve facilities construction.
- Approve programs within mission.
- Make public annual financial statement on government relations, public relations, and legal costs.
- Submit annual report on institutional condition, form to be established by commission.
- Submit annual independent audit and management letter (public documents).

Michael Scheiring then gave an overview of the FY 1994 financial results, indicating that the College ended its 4th quarter and FY 1994 slightly under its student revenue budget target by 3% as it realized 97% of its revenue target, or \$4,465,882, compared with 106%, or \$4,028,234, for the same quarter last fiscal year. Total combined revenues for the fiscal year accounted for \$4,631,837 compared to \$4,435,141 for last year, excluding state appropriation. The College has expended and committed 91% of its \$8,380,459 current unrestricted revised budget or \$7,583,914 compared with 93% or \$7,096,856 of the same period last fiscal year. The College was \$796,545 under budget.

The Board requested that the revenue reporting should reflect all revenues, including state appropriation, to be consistent with the reporting of expenditures. This will be done for all future reports going to the Board.

Penelope Brouwer then presented a summary of student demographics for the 1994 fiscal year and trends during the last five years.

FY 1994 AUDIT

Steve Gill and Paul Merrill, the Peat Marwick representatives, made a brief presentation affirming that there was an unqualified audit with no exceptions.

Fred Abbate then 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:** Various agencies of state government have expressed a need to receive a copy of the College's audit report prior to the next meeting of the Board of Trustees; 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; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby provisionally accept the College's external audit for the year ending June 30, 1994, contingent upon the review of said audit by the Finance Committee of the Board; and be it further

**RESOLVED:** That the Finance Committee of the Board shall be directed to report its findings and conclusions to the full Board at the next meeting of the Board of Trustees.

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

BID WAIVERS

Fred Abbate presented the following bid waiver resolutions:

Prospectus Reprint

- 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 for printed materials; and
- WHEREAS:** The purchasing policies of Thomas Edison State College 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 1993 - 1994 reprint in September 1993, which will cost approximately \$52,000; 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 publish the Prospectus, and that any purchase pursuant to this authority will be reported to the Board of Trustees in public session at its next scheduled meeting.

George Fricke moved and Thomas O'Neill seconded a motion to adopt the resolution. Motion carried (7-0).

Credit Description Book Reprint

- 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 for printed materials; and
- WHEREAS:** The purchasing policies of Thomas Edison State College 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 Test Description Book/DANTES reprint in October 1993, which will cost approximately \$13,200; 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 publish the Test Description Book, and that any purchase pursuant to this authority will be reported to the Board of Trustees in public session at its next scheduled meeting.

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

CANDIDATES FOR DEGREE:

Jerry Ice presented the candidates for the associate and baccalaureate degrees as of July 1, 1994. There were 18 candidates for the Associate in Arts, 8 candidates for the Associate in Science in Management, 3 candidates for the Associate in Science in Natural Science and Mathematics, 1 candidate for the Associate in Science in Public and Social Services, 18 candidates for the Associate in Applied Science and Technology, 1 candidate for the Associate in Applied Science in Radiologic Technology, 72 candidates for the Bachelor of Arts, 9 candidates for the Bachelor of Science in Human Services, 58 candidates for the Bachelor of Science in Applied Science and Technology, 29 candidates for the Bachelor of Science in Business Administration, and 5 candidates for the Bachelor of Science in Nursing, for a total of 222 candidates.

He commented that 52% are in-state residents; 39% are female; 13% are African-Americans; and 67% 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 July 1, 1994 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 Wendy Logan seconded a motion to adopt the resolution. Motion carried (7-0).

ACADEMIC COUNCIL APPOINTMENTS:

Fred Abbate stated that there were four candidates for Academic Council appointment. He presented the following resolution:

**The Board of Trustees of Thomas Edison State College does hereby appoint Deborah Cutchin, Director, Urban Education Consortium at Rutgers, the State University to a three-year term on the Academic Council and does hereby reappoint Lorraine Cavaliere, Director, Continuing Education Center, Pennsylvania State University; Beverly Dunston, Associate Professor, Urban Planning at Rutgers, The State University; and Reza Shahrokh, Associate Professor, Health Professions, Montclair State University to an additional three-year term 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.**

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

Dr. Pruitt announced that Dr. Charles Nanry from Rutgers University has agreed to serve as major consultant for course development for the Master of Science in Management.

PERSONNEL ACTIONS:

Dr. Pruitt presented the following personnel actions for approval:

Maureen O'Dowd	-	Test Administrator
Catharine Bunn	-	Transcript Evaluator
Michael Wheeler	-	Transcript Evaluator
Janet Eickhoff	-	Administrative Assistant
Tracy Upright	-	Sr. Clerk Transcriber
Irene Bentz	-	Program Assistant (50%)

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

Dr. Pruitt announced that Commencement will be held on Sunday, October 23 in the Shriner's Auditorium in Trenton, and that this year's Gala will be held on Saturday, December 3 at the Hyatt Regency in Princeton.

There being no further business, Richard Arndt moved and Carole Nerlino seconded a motion to adjourn. Motion carried (7-0).

2430p

Submitted by,



George A. Pruitt  
Secretary to the Board

3-17-95

Date

Approved by,



Fred J. Abbate  
Chairman of the Board

3-17-95

Date