

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON STATE COLLEGE

October 10, 1986

MEMBERS PRESENT: Patricia Danielson, Chairman; Thomas Seessel, Vice-Chairman; George Hanford; Eleanor Spiegel; Robert H. Taylor; E. Harvey Myers; George A. Pruitt, President, Chancellor Hollander.

MEMBERS ABSENT: Rita Novitt; Christian Yegen; John K. Blossom.

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

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

Patricia Danielson welcomed the Chancellor of the Department of Higher Education, T. Edward Hollander, who was for the first time since passage of the autonomy legislation officially in attendance as a member of the Board of Trustees.

MINUTES APPROVED: The minutes of the June 6, 1986 Board of Trustees meeting were presented for approval. Eleanor Spiegel moved and Robert Taylor seconded a motion to approve the minutes. Motion carried (7-0).

PRESIDENT'S REPORT: Dr. Pruitt extended a special welcome to Chancellor Hollander.

Adding to his previously distributed report, Dr. Pruitt stated that contract negotiations with the state American Federation of Teachers Union were successfully concluded at 6:00 a.m. on September 29, 1986. The new contract will include salary increases at 6%, 5%, and 5% over the next three years, and a special merit awards program in addition to the cash bonus program. The new award will be added to the salary base of the recipient.

The Board wholeheartedly expressed appreciation for the time and work that Dr. Pruitt had given to the negotiations process.

Continuing with his report, Dr. Pruitt indicated that at the next Board meeting there would be a "show and tell" presentation on the Challenge Grant. He called attention to the distinguished panel of experts who will evaluate the project. They are:

Chair: James Fisher, President Emeritus of both the Council for Support and Advancement of Education and Towson State University.

Members: Dee Brock, Vice President for Adult Learning Services, Public Broadcasting System; Badi Foster, President of the Aetna Institute for Corporate Education; Ronald Hunter, Vice President for Systems Development, The Federal National Mortgage Association; and Morris Keeton, President of the Council for Adult and Experiential Learning.

Regarding other matters, Dr. Pruitt reported that FY '86 targets were met. Current enrollment is 5,320. Revenues were up at 103% of projected targets, and applications were up 42%. He added that the College is now facing the problem of explosive growth which may indicate that our growth is effecting our ability to manage services to students. Minority enrollments are at approximately 14%, but the College is now seeing a higher percentage of minority graduates.

Responding to a question regarding the increase in baccalaureate enrollments, Dr. Pruitt stated that this increase reflects, to some extent, maturation as an institution. The associate degree enrollments have not tapered off; the baccalaureate enrollments have increased. He added that three years ago there were 3,000 students enrolled and that current enrollment is approaching 6,000. The increase has been primarily in the baccalaureate programs.

He continued, indicating that BSN is on target in numbers; in-state/out-of-state enrollments remain at 70:30, but there has been an increase in out-of-state applications. There is insufficient data to determine whether or not this trend will follow through to enrollments.

Chancellor Hollander stated that Edison State College is the only college in the state where minority graduates are in proportion to the majority.

Dr. Pruitt then called upon Michael Scheiring to comment on the fiscal report included in the President's Report. Michael Scheiring stated that the College achieved its revenue target by June 24, before the fiscal year ended, and exceeded targets for the year. Expenditures were kept under budget. For FY 1987, the College may reach its six months' target by the end of October. He concluded that with these changes in enrollments and income comes the need for more staffing to handle the increased activity to service students.

Dr. Pruitt summarized the budget target process by indicating that the previous year's pattern has always determined what the new projections will be. The drastic changes are deviations from the pattern and will require new projection methods. It is the explosive nature of this growth that makes it problematic, but the College hopes that limiting enrollments will not be necessary if the staffing needs can be met.

He then called attention to page 10 of the President's Report which indicates that the Board of Higher Education has recommended a \$3,226,000.00 appropriation for the College in FY 1988 which includes \$429,000.00 in priority packages as follows:

\$73,000 for base restoration to the current appropriation to meet the current ongoing costs;

\$145,000 for a target adjustment that was approved by the Governor, the Legislature, and the Chancellor in FY 1987 to support the ongoing recurring costs in the personnel, program, and automation areas;

\$32,000 to provide a targeted public information and outreach campaign to minority populations;

\$78,000 to provide an internal audit capacity and to provide much needed administrative support personnel to maintain enrollment growth that cannot be addressed through automation; and

\$101,000 to provide mid-size and small companies with the same ability as major corporations in providing human resource development services at an office or industrial park site or through a corporate association of its employees.

The first two items (\$73,000 and \$145,000) will bring the budget up to base. The \$78,000 item is very important in addressing some of the staffing problems mentioned earlier.

#### AUTONOMY POLICIES:

Before presenting the proposed State College Autonomy Selected Policies for consideration, Dr. Pruitt remarked that autonomy does not mean secession. The transfer of authority is pursuant to the guidelines set by the Board of Higher Education. A transition team chaired by Associate Chancellor

James Wallace is assisting that transfer. Other members of the team are state college presidents Dr. Vera King-Farris, Dr. Harold Eickhoff, and Dr. Robert Scott; one trustee, and one fiscal officer (both from William Paterson).

In addition to the Transition Team, the Vice Presidents for Administration and Finance are looking at fiscal matters, and another team is looking at personnel policies. On all but personnel matters, each college will have slight variations of policy, but all nine state college will have the same personnel guidelines as determined by the Board of Higher Education.

Other changes under autonomy include the elimination of oversight by the Vacancy Review Board, and each college will now be able to hire its own president without Board of Higher Education approval.

Regarding state appropriations, the College budget will come in three forms: state appropriations, student revenues, and money earned from other sources. The 100/440 accounting system will no longer exist. All monies will be under one system.

Edison Board of Trustees' responsibilities will increase in the sense that they see that college management pays more attention to what they are doing. Dr. Pruitt added that this responsibility was there before. The difference is that the state will no longer be there to bail the College out of fiscal problems. The College will have to operate within its income and correct its own mistakes.

The other colleges will receive their appropriations in twelve-month segments. Edison will receive its appropriations quarterly. For the time being, Edison will stay on the Treasury system, with Treasury serving as payment processor without exercising control. By the end of the next two years, the College should be ready to handle its own payment process.

Turning then to the policies as presented, Dr. Pruitt stated that the policies brought to this meeting have to go to the Board of Higher Education for certification at its November meeting.

Dr. Pruitt then introduced Keith Brownlie from the Arthur Young accounting firm hired by the College to assist in preparing the policies and procedures as presented.

Board discussion of the letter submitted by Arthur Young and Company resulted in a request to amend the letter to include an assertion that the policies and procedures provide for an adequate system of internal control. Keith Brownlie replied that this assertion was clearly indicated in the policies and procedures and that the amended letter would be forthcoming.

Dr. Pruitt then presented the Audit Policy for Board approval, indicating that the policy prescribes an annual audit. This has not been the case in the past but will be essential under autonomy. Patricia Danielson read the following resolution:

- WHEREAS: Governor Thomas H. Kean has signed into law bills providing autonomy to the State Colleges; and
- WHEREAS: The Board of Higher Education on July 18, 1986 took action to implement the provisions of the autonomy legislation; and
- WHEREAS: The Board of Higher Education requires each state college to promulgate its own policies prior to transferring authority in administrative areas; now, therefore, be it
- RESOLVED: That the Board of Trustees of Thomas A. Edison State College hereby adopts the administrative Policy on Internal/External Audit as attached and hereby incorporated by reference, subject to certification by the New Jersey Board of Higher Education.

George Hanford moved and Eleanor Spiegel seconded a motion to approve the Audit Policy as presented. Motion carried (7-0).

There then followed a lengthy discussion regarding the remaining policies on purchasing, payment verification and authorization, and travel and entertainment, and the following resolutions were presented by Patricia Danielson.

Purchasing Policy

- WHEREAS: Governor Thomas H. Kean has signed into law bills providing autonomy to the state colleges; and
- WHEREAS: The Board of Higher Education on July 18, 1986 took action to implement the provisions of the autonomy legislation; and
- WHEREAS: The Board of Higher Education requires each state college to promulgate its own policies prior to transferring authority in administrative areas; now, therefore, be it
- RESOLVED: That the Board of Trustees of Thomas A. Edison State College hereby adopts the administrative Purchasing Policy as attached and hereby incorporated by reference, subject to certification by the New Jersey Board of Higher Education.

Payment Verification and Authorization

- WHEREAS: Governor Thomas H. Kean has signed into law bills providing autonomy to the state colleges; and
- WHEREAS: The Board of Higher Education on July 18, 1986 took action to implement the provisions of the autonomy legislation; and
- WHEREAS: The Board of Higher Education requires each state college to promulgate its own policies prior to transferring authority in administrative areas; now, therefore, be it
- RESOLVED: That the Board of Trustees of Thomas A. Edison State College hereby adopts the administrative Policy on Payment Verification and Authorization as attached and hereby incorporated by reference, subject to certification by the New Jersey Board of Higher Education.

Travel and Entertainment Policy

- WHEREAS: Governor Thomas H. Kean has signed into law bills providing autonomy to the state colleges; and
- WHEREAS: The Board of Higher Education on July 18, 1986 took action to implement the provisions of the autonomy legislation; and
- WHEREAS: The Board of Higher Education requires each state college to promulgate its own policies prior to transferring authority in administrative areas; now, therefore, be it
- RESOLVED: That the Board of Trustees of Thomas A. Edison State College hereby adopts the administrative Travel and Entertainment Policy as attached and hereby incorporated by reference, subject to certification by the New Jersey Board of Higher Education.

Concluding the discussion, the Board agreed that all remaining policies should be thoroughly reviewed by the Finance Committee of the Board prior to the Board of Higher Education's November meeting date. All available Edison Trustees were encouraged to attend the meeting.

George Hanford moved and Harvey Myers seconded a motion to approve all three resolutions subject to the review and approval of the Finance Committee. Motion carried (7-0).

PERSONNEL ACTIONS:

Dr. Pruitt then presented the list of appointments for approval as follows:

Kathleen Gallagher	-	Clerk Typist (Cherry Hill Office)
Teresa McGettigan	-	Clerk Typist (Cherry Hill Office)
Michael Klebanoff	-	Evaluator
Debra Ford	-	Senior Clerk Typist
Glenn Fischberg	-	Clerk Driver
James Brossoie	-	Assistant Director, Office of MIS
Clare McCartin-DiJoseph	-	Adult Career Planning Counselor
Judith Ingis	-	Adult Career Planning Counselor
Judith Fuqua	-	Principal Clerk Stenographer
Rosalyn Ward	-	Senior Clerk Typist (East Orange Office)
Nadine Houston	-	Senior Clerk Typist (East Orange Office)
Jill Czajkowski	-	Clerk Transcriber
Timothy Mott	-	Coordinator of Degree Programs
Susan Peterson	-	Clerk Typist (Cherry Hill Office)
Bettye Smith	-	Principal Clerk Typist
Marietta Council	-	Clerk Typist
Debra Ford	-	Clerk Typist
William Hobson	-	Automation Specialist
Sondra Victor	-	Senior Clerk Transcriber

Patricia Danielson read the following resolution:

The Board of Trustees of Thomas A. Edison State College does hereby approve all appointments as indicated on the lists provided.

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

George Hanford moved and Thomas Seessel seconded a motion to approve the resolution. Motion carried (7-0).

APPROVAL OF GRADUATES:

Jerry Ice presented the candidates for degree as of August 1, 1986 and October 1, 1986. In the August class, there were 22 candidates for the Associate in Arts, 7 candidates for the Associate in Science in Management, 3 candidates for the Associate in Applied Science and Technology, 1 candidate for the Associate in Science in Natural Science and Mathematics, 27 candidates for the Bachelor of Arts, 17 candidates for the Bachelor of Science, and 23

candidates for the Bachelor of Science in Business Administration for a total of 100 candidates.

In the October class, there were 12 candidates for the Associate in Arts, 1 candidate for the Associate in Science in Management, 2 candidates for the Associate in Science in Applied Science and Technology, 1 candidate for the Associate in Applied Science in Radiologic Technology, 25 candidates for the Bachelor of Arts, 19 candidates for the Bachelor of Science, 16 candidates for the Bachelor of Science in Business Administration, and 2 candidates for the Bachelor of Science in Nursing, for a total of 78 candidates. This brings the cumulative total to 5,800.

Jerry Ice added that 123 graduates would be in attendance at Commencement.

He also stated that the 2 Bachelor of Science in Nursing candidates were to be deleted from the list and held for awhile at their request so that they will be graduated within the year when the College receives BSN accreditation from the National League of Nursing. Therefore, the names of Carol A. Miller and Willy L. Wallendal are not included in the resolution then read by Patricia Danielson as follows:

The Board of Trustees of Thomas A. Edison State College does hereby recommend the approval of candidates meeting all the requirements for the Associate and Baccalaureate degrees by August 1, 1986 and October 1, 1986.

The action herein recommended is pursuant to a recommendation by the President of the College and the degree requirements set by the Academic Council.

George Hanford moved and Thomas Seessel seconded a motion to adopt the resolution approving the candidates as recommended. Motion carried (7-0).

#### ACADEMIC COUNCIL APPOINTMENTS AND REAPPOINTMENTS:

Dr. Pruitt presented the names for appointment and reappointment to the Academic Council. Patricia Danielson read the following resolutions:

##### Appointment

The Board of Trustees of Thomas A. Edison State College does hereby appoint Dr. Mariagnes Lattimer, Assistant Professor, School of Social Work, Rutgers University; and Professor Alfred Carter, Assistant Professor of Sociology, Mercer County Community College, to the College's Academic Council for a three-year term.



The action herein is pursuant to a recommendation by the President of the College, having been reviewed and endorsed by the Academic Council.

Reappointment

The Board of Trustees of Thomas A. Edison State College does hereby reappointment Dr. Jean Werth, Professor of Biology, William Paterson College of New Jersey, to the College's Academic Council for a three-year term.

The action herein is pursuant to a recommendation by the President of the College, having been reviewed and endorsed by the Academic Council.

Eleanor Spiegel moved and Thomas Seessel seconded a motion to adopt both resolutions as presented. Motion carried (7-0).

RESOLUTION HONORING DR. FRANKLYN JENIFER:

Patricia Danielson read the following resolution:


The Board of Trustees, President, and staff of Thomas A. Edison State College wish to heartily thank Dr. Franklyn Jenifer for his dedicated service as Vice Chancellor, Department of Higher Education, for his commitment to educational excellence in New Jersey, and for his specific and special interest in the growth and development of Thomas A. Edison State College.

We will miss him, but we wish him every success as he assumes his new responsibilities as Chancellor of Higher Education for the State of Massachusetts.

Eleanor Spiegel moved and Harvey Myers seconded a motion to adopt the resolution honoring Dr. Jenifer. Motion carried (7-0).


There being no further business, Harvey Myers moved and Robert Taylor seconded a motion to adjourn. Motion carried (7-0).

Submitted by,

  
\_\_\_\_\_  
George A. Pruitt  
Secretary to the Board

4/10/87  
\_\_\_\_\_  
Date

Approved by,

  
\_\_\_\_\_  
Patricia R.F. Danielson  
Chairman of the Board

4/10/87  
\_\_\_\_\_  
Date