

MINUTES
BOARD OF TRUSTEES
THOMAS EDISON STATE COLLEGE

September 6, 1991

MEMBERS PRESENT: George Hanford, Chairman; Christian Yegen, Vice Chairman; Fred Abbate; Harvey Myers; Carole Nerlino; George Fricke; Patricia Danielson; Thomas Seessel; Theodore Kessler; George A. Pruitt, President; Emelia Timpo, Chancellor's designee.

MEMBERS ABSENT: John Blossom.

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; Fidelia Uzoukwu, Assistant Director, Department of Higher Education.

The public meeting was officially called to order at 10:00 a.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 June 14, 1991 meeting were presented for approval. Thomas Seessel moved and Christian Yegen seconded a motion to adopt the resolution. Motion carried (9-0).

PRESIDENT'S REPORT:

Dr. Pruitt introduced Dr. Emelia Timpo, Deputy Assistant Chancellor for Academic Affairs who replaces Dr. Kwaku Armah as the Chancellor's Designee to the Board; and Ms. Fidelia Uzoukwu, Assistant Director, Department of Higher Education staff representative to the Board. Dr. Pruitt also welcomed back Thomas Seessel who will stay on the Board until the new Board members are finalized. Dr. Pruitt expects to be informed of the new members within the next two weeks. Dr. Pruitt then introduced Laura Simurda the new Student Trustee Alternate to the Board.

Based on the President's recommendation, George Hanford introduced 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 Laura J. Simurda meets said criteria; and

WHEREAS: The President of the College does hereby nominate Laura J. Simurda 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 Laura J. Simurda as Student Trustee Alternate effective September 6, 1991 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, 1993.

The President moved and Fred Abbate seconded a motion to adopt the resolution. Motion carried (9-0).

Student Trustee Alternate Laura Simurda was sworn-in in accordance with state law.

Dr. Pruitt reviewed the state fiscal crisis, recapping that last year the College received the largest cut of all the state colleges. This year the College will recoup some of that cut; on paper it appears that the College received the smallest cut and the largest restoration. The Governor's budget message shows an FY '91 adjusted appropriation of \$3.722, but the College only received \$3.322 million. The Governor's FY 1992 recommendation is only \$100,000 more than was received last year, or \$3.422 million. Subsequently, the legislature restored the \$300,000 cut so that the final appropriation is \$3.722 million.

Dr. Pruitt distributed the 1993 budget request, noting that the \$351,000 increase is not money to fund new initiatives but to maintain the status quo. He added that the College is appreciative of the support received from the state - particularly during the current fiscal crisis.

Regarding the Hanover Street project, Dr. Pruitt reported that after the last Board meeting the whole project came unglued again. However, it appears to be finally back together again, and occupancy is expected before the Middle States Association site visit.

Not only will the College move people to Hanover, but all computer facilities will be moved from the fifth floor to the second floor of the Kelsey Building; the vice presidents and other staff will be relocated in the Kelsey building; and remodeling will be necessary to accommodate the changes.

The Master of Science in Management program is proceeding on target. The Preliminary Approval Document (PAD) is expected in the spring; the PAD details the program design. The College will then go after start-up funds to implement the program.

Turning to other matters, Dr. Pruitt reported that on Friday, August 30, an offer was made to Dr. Nat Caliendo as the new Vice President for Public Affairs. Dr. Caliendo accepted the offer. He has significant experience as an educator and has strong development experience. He will begin on September 23, 1991.

FY 1991 Financial Results

James Humphrey then presented a brief summary of FY 1991 year-end financial results, indicating that student revenues were budgeted at \$2.714 million; \$2.795 million was received. Total nonappropriated revenue of \$3.420 million included interest, miscellaneous, and gift income.

Expenditures were projected at \$6.656 million; actual was \$6.221 million which enabled the College to remain solvent.

General discussion regarding student enrollment and the relationship between state appropriations and student fees followed the presentation. Dr. Pruitt commented that the College can probably handle about 9,000 students. He added that the purpose of the billboard advertisements is not to recruit students, although that may happen, but to get better identification recognition for the College.

The students in the masters program will be working via computer, computer conferencing, and group seminars via electronics. This should not increase staff needs, and like DIAL, the program should be self-financing.

This year, the College will be looking at the prior learning assessment program to determine whether or not it can fund its own growth.

Student Demographics and the Gallup Survey

Moving to the second major report, Thomas Streckewald presented an overview of student demographics and results of the Gallup survey. He reported that the current enrollment is 8,019; African American and Hispanic American enrollment is 895 or 11.1%; enrollment represents all 50 states, 3 territories, and 65 other countries; and the Bachelor of Science in Business Administration degree with a specialization in general management is the most popular area of study, with aviation in the Bachelor of Science in Applied Science and Technology running a close second.

Summarizing a few of the results from the recent Gallup survey, he reported that flexibility remains the strongest reason for people to choose Thomas Edison as their college. Applicants, enrolled students, and graduates rate college services 3.0 or better in a 4.0 scale. Of those graduates surveyed, 4% have applied and been accepted to graduate school; 15% are currently enrolled in a graduate program; 5% had already completed a graduate program, and 44% plan to apply. The Gallup Survey will be thoroughly reviewed in the self-study report to be reviewed by the Board prior to the December meeting.

Fred Abbate moved and George Fricke seconded a motion to receive the reports with congratulations noted for their excellence. Motion carried (9-0).

EXTERNAL AUDIT REPORT:

Dr. Pruitt stated that the College once again received a good audit report. Wayne Frankenfeld from the auditing firm of Peat Marwick confirmed that the College received an unqualified opinion once again.

George Hanford presented the following resolution:

WHEREAS: It is the policy of the Board of Trustees to subject the Colleges 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, 1991, 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.

Thomas Seessel moved and Christian Yegen seconded a motion to approve the resolution. Motion carried (9-0).

PURCHASING POLICY:

George Hanford presented the following resolution to amend the Purchasing Policy to permit the College to periodically adjust the bidding threshold in conformance with executive actions taken by the Governor.

WHEREAS: The Board of Trustees of Thomas Edison State College established Purchasing Policies and Procedures, effective October 10, 1986; and

WHEREAS: Said policies specify a bid threshold at \$7,500; and

WHEREAS: The Board has subsequently adjusted the bid threshold to maintain conformity with Governor's actions as provided under the State College Contract Law; and

WHEREAS: The bid threshold will periodically change in future years; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College, upon recommendation by the President, does hereby amend the Purchasing Policy to reflect a general bid threshold statement which will be maximally equivalent to the bid threshold established by the Governor; and be it further

RESOLVED: That the amended language of the Purchasing Policy be incorporated herein by reference, effective retroactive to July 1, 1991.

Christian Yegen moved and Thomas Seessel seconded a motion to adopt the resolution. Motion carried (9-0).

BID WAIVERS:

Dr. Pruitt introduced the first two bid waiver requests, stating that at the June meeting the College set aside money to do the design and renovations of the Kelsey Building. The Switzer Group design people are already familiar with the Hanover project, and will make recommendations that coordinate overall image and design. These resolutions request authorization to make these purchases.

George Hanford presented the following resolutions:

Interior Design Consulting Services

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 consulting services which will cost over \$10,300; and
- WHEREAS:** The estimated cost is approximately \$25,000; and
- WHEREAS:** The Switzer Group is already familiar with the overall facilities and programmatic needs; 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 interior design consulting services from the Switzer Group at an estimated cost of \$25,000, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Furnishings and Carpeting

- 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 furnishings and carpeting which will cost over \$10,300; and
- WHEREAS:** The estimated cost will be approximately \$250,000; and
- WHEREAS:** The College will not be going to a sole source, but will seek proposals from a list; 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 the above at a cost up to \$250,000, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Thomas Seessel moved and Christian Yegen seconded a motion to adopt the resolutions. Motion carried (9-0).

DEGREE 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 \$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 material; 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 requesting to publish Program Planning Handbooks which will cost approximately \$20,000; 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 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.

George Fricke moved and Carole Nerlino seconded a motion to adopt the resolution. Motion carried (9-0).

CANDIDATES FOR DEGREE:

Undergraduate

Jerry Ice presented the candidates for the associate and baccalaureate degrees as of July 1, 1991. There were 22 candidates for the Associate in Arts, 14 candidates for the Associate in Science in Management, 5 candidates for the Associate in Science in Natural Science and Math, 27 candidates for the Associate in Science in Applied Science and Technology, 2 candidates for the Associate in Science in Public and Social Services, 54 candidates for the Bachelor of Arts, 8 candidates for the Bachelor of Science in Human Services, 35 candidates for the Bachelor of Science in Applied Science and Technology, 30 candidates for the Bachelor of Science in Business Administration, and 1 candidate for the Bachelor of Science in Nursing for a total of 198.

Commenting on this class, he reported that 59% are New Jersey residents; 37% are female; 11% are Black or Hispanic; 70% are between the ages of 31 to 50 with 45% of that percentage in the 31-40 age group; the youngest is 19, and the oldest is 71. The number of years it took to complete a degree ranged in this class from less than 1 year to over 10 years. However, over 89% completed in 3 years or less.

George Hanford 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, 1991 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.

Christian Yegen moved and Carole Nerlino seconded a motion to adopt the resolution. Motion carried (9-0).

Honorary Degree:

George Hanford presented the following resolution:

WHEREAS: Mr. Fred W. Friendly has been invited to give the address at the nineteenth annual Commencement; and

WHEREAS: Mr. Friendly has distinguished himself as a vigorous champion for alternative educational methods and distance learning through his advocacy for educational television and his pioneering efforts which created the Public Broadcasting System; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College, upon the recommendation of the President, does hereby award Mr. Friendly the degree of Doctor of Humane Letters, Honoris Causa; and be it further

RESOLVED: That said degree be conferred upon him during the proceedings of the Commencement ceremonies to be held on October 20, 1991.

Thomas Seessel moved and Fred Abbate seconded a motion to adopt the resolution. Motion carried (9-0).

ACADEMIC COUNCIL APPOINTMENT:

George Hanford presented the following resolution for the appointment of Edward M. Mazze to the Academic Council. He noted 82 consulting faculty have been with the College for 10 or more years.

The Board of Trustees of Thomas Edison State College does hereby appoint Edward Mazze, Professor of Marketing and International Business, Temple University, to a 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.

George Fricke moved and Christian Yegen seconded a motion to adopt the resolution. Motion carried (9-0).

PERSONNEL ACTIONS:

Dr. Pruitt distributed an amended personnel list which included Dr. Nat Caliendo, the new Vice President for Public Affairs. Dr. Pruitt commented that there was a pool of 318 applicants for this position. The final five candidates were all excellent. Final interviews included sessions with Alumni Association Board and Foundation Board members.

The amended list is as follows:

Vincent Gray	- Clerk
James Roberts	- Clerk
Byron Wright	- Clerk
Robin Wyszynski	- Principal Clerk Stenographer
Leslie Williams	- Clerk Typist (hourly)
Michael Ash	- Princeton Project 55 Intern
Catherine Punchello	- Clerical (hourly)
Pat Shine	- Senior Program Advisor (hourly)
Candy Funk	- Secretary (hourly)
Nancy Spencer	- Program Manager (60%)
David Wright	- Clerk Transcriber
Mary-Jo Kamin	- Evaluator
M. Susan Williams	- Evaluator
Nat Caliendo	- Vice President for Public Affairs

George Hanford 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.

Christian Yegen moved and Thomas Seessel seconded a motion to adopt the resolution. Motion carried (9-0).

ELECTION OF BOARD OFFICERS:

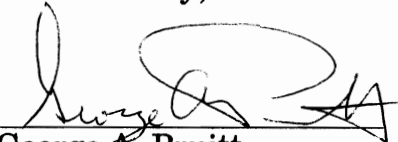
Ballots for nominating the new Chair and Vice Chair of the Board were distributed during the meeting. Votes were taken by secret ballot, and the announcement will be made during a conference call on Monday, September 9 when the Board will officially meet via telephone to do this in accordance with the law which requires that the September meeting be held during the second week. That meeting will certify the election of Christian Yegen as Chair and Fred Abbate as Vice Chair of the Board.

Board Chair-elect Christian Yegen presented an inscribed gavel to George Hanford in keeping with the tradition to honor outgoing Board Chairs.

Dr. Pruitt announced that new catalogs are available, and he invited the Board to the October 9 grand opening of the Newark office, and the October 20 commencement. Committee meetings for all three committees will be held in November.

There being no further business, George Fricke moved and George Hanford seconded a motion to adjourn. Motion carried (9-0).

Submitted by,


George A. Pruitt
Secretary to the Board

3/16/92
Date

Approved by,


Christian Yegen
Chair, Board of Trustees

3/13/92
Date