

MINUTES

BOARD OF TRUSTEES

THOMAS EDISON STATE COLLEGE

September 13, 1996

MEMBERS PRESENT: George Fricke, Chairman; Fred Abbate; Richard Arndt, Nicholas Carnevale; Ida Hammond; Harvey Myers; Carole Nerlino; William Kisby, student; Cordell Trotman, student George A. Pruitt, President.

MEMBERS ABSENT: Wendy Logan; Thomas O'Neill.

ALSO PRESENT: Jerry Ice, Vice President and Provost; Michael Scheiring, Vice President and Treasurer; John Thurber, Vice President for Public Affairs; Penelope Brouwer, Executive Assistant to the President; Gerri Collins, Special Assistant to the President; Jack Livingstone, State Librarian.

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

SWEARING IN OF NEW STUDENT TRUSTEE:

George Fricke introduced and swore in Ms. Cordell Trotman, new student trustee.

MINUTES:

The minutes of the June 14, 1996 meeting were presented for approval. Thomas O'Neill moved and Ida Hammond seconded a motion to approve the minutes. Motion carried (8-0).

PRELIMINARY AUDIT REPORT:

Dr. Pruitt explained that due to the timeframe for state reporting requirements, the College's preliminary external audit report needs to be presented and accepted provisionally. Mr. Paul Merrill and Mr. Michael Gorman, the auditors representing KPMG/Peat Marwick, reported no adverse findings that would preclude the College from taking such an action. They reported that once again the College had an exceptional audit and an outstanding year in terms of the bottom line. The College had a healthy year financially, and their audit opinion will be unqualified.

George Fricke presented the resolution to consider the provisional acceptance of the FY 1996 external audit report.

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 Administration and 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, 1996, contingent upon the review of said audit by the Administration and Finance Committee of the Board; and be it further

RESOLVED: That the Administration and 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.

Richard Arndt moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (8-0).

PRESIDENT'S REPORT:

Dr. Pruitt introduced Alma Johnson-Laster, representing the Union, and Jack Livingstone, the State Librarian.

Adding to his written report, Dr. Pruitt stated that the College was successful in avoiding a proposed FY 1997 budget cut of 8%, and negotiated small but manageable cuts. However, an August letter from the Office of Management and Budget regarding a \$7 million attrition program for Higher Education, cited Thomas Edison's share as \$70,000. This is especially disturbing because it represents cuts not incorporated in the budget process, and points to the difficulty of managing in an environment that is unpredictable. Discussions are still underway not only to get this cut rescinded, but also to address the principle. Looking at next year, Dr. Pruitt said that there appears to be another \$1 billion problem in the budget.

Regarding collective bargaining, Dr. Pruitt expressed concern over the progress in this initiative, and said that it is crucial to the College's interests to make it happen. The conditions and terms of employment for our employees need to be determined by the College.

Dr. Pruitt noted that he has a very visible role on the issues of the budget and collective bargaining, particularly because of his position with the State College Governing Boards Association.

Richard Arndt asked if a resolution from the Board would be of value. Dr. Pruitt responded that when this issue is joined in the legislature and the public, then it will be asked of the Board.

Fred Abbate asked how restructuring has worked. Dr. Pruitt responded that the basic principles of restructuring are sound, and that there has been cooperation among and between institutions. He further noted that the approval processes assumed by the Presidents' Council are working well. He indicated that the Commission on Higher Education has been a disappointment; it has not been a visible or effective advocate for higher education.

Dr. Pruitt stated that the townhouse project appears to be on schedule; the College is optimistic that the project will proceed as expected. Ida Hammond asked if the archeologists are documenting their work. Dr. Pruitt indicated that the archeologists will be invited to attend the December Board meeting to make a presentation on the richness of the site.

Dr. Pruitt said that the overall goal of the Annual Report is to demonstrate how the decisions of the Board of Trustees have been translated into programmatic actions. He noted that he is troubled by the flattening of enrollment, especially as it relates to what it says about the College and its potential impact on the financial condition of the institution. He is optimistic that the College's responses to the enrollment trend, to reinventing key functions, to reinvigorating client streams, and to looking for efficiencies to control costs will generate the necessary change.

Dr. Pruitt stated that the College is in the process of redesigning the client services area to turn this trend around. Not only will the new system be more efficient in serving clients, it will also be more cost effective.

He then called on Penelope Brouwer, Executive Assistant to the President, to present an analysis of FY 1996 student demographics and enrollment statistics presented in the written Annual Report.

Michael Scheiring, Vice President and Treasurer, then gave an overview of the FY 1996 year-end fiscal results.

BID WAIVERS:

George Fricke presented the following bid waivers for approval:

Printing the Prospectus

WHEREAS: The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$11,700 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 Prospectus; 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 Prospectus in September 1996, which will cost over \$11,700; and

WHEREAS: The estimated printing cost is approximately \$77,200; 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 purchase a Prospectus at a cost not to exceed \$77,200, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Richard Arndt moved and Harvey Myers seconded a motion to adopt the resolution. Motion carried (8-0).

Printing of Credit Description Book

WHEREAS: The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$11,700 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 Credit Description Book; 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 the Credit Description Book in December 1996, which will cost over \$11,700; and
- WHEREAS:** The estimated printing cost is approximately \$12,000; 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 purchase the Credit Description Book at a cost not to exceed \$12,000, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Richard Arndt moved and Harvey Myers seconded a motion to adopt the resolution. Motion carried (8-0).

HINT Professional Consulting Services

- WHEREAS:** The "State College Contracts Law" Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$11,700 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 granting categorical prior approval and postreporting to the Board of such purchases; and

WHEREAS: The College has been specifically designated to receive \$250,000 through the FY 1997 Appropriations Act; and

WHEREAS: This grant is to facilitate and assist in the implementation of the Healthcare Information Networks and Technologies (HINT) study's recommendations; and

WHEREAS: The College has determined that professional consulting services will be necessary to assist in completing grant responsibilities; and

WHEREAS: The consulting services are expected to cost approximately \$150,000 which exceeds the bidding threshold of \$11,700; 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 enter into professional consulting service contracts in an amount not to exceed \$150,000 with postreporting to the Board for the period through June 30, 1997.

Richard Arndt moved and Nicholas Carnevale seconded a motion to adopt the resolution. Motion carried (8-0).

Extended Banking Services

WHEREAS: The "State College Contracts Law" Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$11,700 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 19, 1986 provide for granting categorical prior approval and postreporting to the Board of all purchases; and
- WHEREAS:** The College went through a formal request for banking services which was approved by the Board of Trustees on March 13, 1992; and
- WHEREAS:** The current contract with CoreStates New Jersey National Bank concluded on June 30, 1996; and
- WHEREAS:** The College is requesting authorization to contract for banking services at a cost which exceeds the bidding threshold of \$11,700 for the College and its affiliate, the New Jersey State Library; and
- WHEREAS:** The College has determined that CoreStates New Jersey National Bank continues to meet the specifications for such services; and
- WHEREAS:** The cost for such services is estimated to be \$75,000; 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 extend the contract for banking services for the College and its affiliate, the New Jersey State Library, for a period of two years ending June 30, 1998, at a cost not to exceed \$75,000.

Dr. Pruitt noted that the service given by CoreStates New Jersey National Bank has been excellent, and that the College has also benefited from the community resources and relations efforts of the bank.

Richard Arndt moved and Carole Nerlino seconded a motion to adopt the resolution. Motion carried (8-0).

CANDIDATES FOR DEGREE:

Jerry Ice presented the candidates for the associate and baccalaureate degrees as of July 15, 1996. There were 17 candidates for the Associate in Arts, 10 candidates for the Associate in Science in Management, 2 candidates for the Associate in Science in Natural Science and Mathematics, 2 candidates for the Associate in Science in Public and Social Services, 28 candidates for the Associate in Science in Applied Science and Technology, 53 candidates for the Bachelor of Arts, 12 candidates for the Bachelor of Science in Human Services, 54 candidates for the Bachelor of Science in Applied Science and Technology, 37 candidates for the Bachelor of Science in Business Administration, and 4 candidates for the Bachelor of Science in Nursing, for a total of 219 candidates.

He commented that 48% are in-state residents; 31% are female; 6% are African-American; and 68% are between the ages of 31 and 50.

He also commented that 18 individuals completed their degrees through testing, assessment, and Guided Study, which is slightly fewer than the previous two years. He indicated that credits transferred to Thomas Edison have changed slightly.

Nicholas Carnevale asked if the acceleration of degree completion changes the revenue picture. Dr. Ice indicated that it does cause the College to lose annual enrollment and associated fees.

George Fricke recognized Bill Kisby as a graduate in this class.

George Fricke presented the following resolution to approve the candidates as indicated:

The Board of Trustees of Thomas Edison State College does hereby approve the awarding of the appropriate degrees to those July 15, 1996 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.

Nicholas Carnevale moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (8-0).

ACADEMIC COUNCIL APPOINTMENT:

Fred Abbate presented the resolution making recommendation for appointment to the Academic Council:

The Board of Trustees of Thomas Edison State College does hereby appoint Laurence R. Marcus, Professor, Education Leadership Department at Rowan College, 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.

Fred Abbate moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (8-0).

PERSONNEL ACTIONS:

George Fricke 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.

Nicholas Carnevale moved and Richard Arndt seconded a motion to adopt the resolution. Motion carried (7-0, student abstention).

Dr. Pruitt reported that after a national search for a new Vice President for Public Affairs, the best possible person for the position was John Thurber. John will still maintain oversight of The John S. Watson Institute for Public Policy, which has been relocated to the Division of Public Affairs under the able executive directorship of William Watson.

Dr. Pruitt congratulated Patricia Memminger and Bettye Smith who have moved from clerical to professional positions in the College.

NEW BUSINESS:

Dr. Pruitt encouraged Board members to attend the following upcoming College events: October 7 - Library Reception; October 12 - Gala; October 20 - Commencement.

Dr. Pruitt also reminded Trustees to complete their annual contribution to the Foundation. Trustee participation is very important.

George Fricke presented a resolution to award an honorary degree to Dr. Frederick S. Humphries, President of Florida A&M University.

WHEREAS: Dr. Frederick S. Humphries, President of Florida A&M University, has distinguished himself as an educator and a leader in higher education; now therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College, upon the recommendation of the President, does hereby award Dr. Frederick S. Humphries 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, 1996.

Fred Abbate moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (8-0).

Dr. Pruitt stated that Dr. Humphries is one of the most heroic leadership individuals in higher education. Dr. Pruitt said that he worked with him at Tennessee State and has long held Dr. Humphries in high esteem for his professional accomplishments and personal commitment to strong ethical standards and issues of social justice.

ELECTION OF OFFICERS:

A nominating committee was not appointed. However, in accordance with public law, a ballot was distributed for secret written vote, the results of which confirmed unanimously the election of the recommended officers; George Fricke, Chair and Richard Arndt, Vice Chair.

There being no further business, Fred Abbate moved and Ida Hammond seconded a motion to adjourn. Motion carried (8-0).

Submitted by,


George A. Pruitt
Secretary to the Board

Approved by,


George L. Fricke
Chairman