

## MINUTES

### BOARD OF TRUSTEES

#### THOMAS EDISON STATE COLLEGE

December 9, 1994

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

MEMBERS ABSENT: Richard Arndt; John Blossom; Wendy Logan.

ALSO PRESENT: Jerry Ice, Vice President and Provost; Michael Scheiring, Vice President and Treasurer; Nat Caliendo, Vice President for Public Affairs; Penelope Brouwer, Acting Director, Institutional Planning, Research, and Outcomes Assessment.

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 September 9, 1994 meeting were presented for approval. George Fricke moved and Harvey Myers seconded a motion to approve the minutes. Motion carried (7-0).

#### PRESIDENT'S REPORT:

Dr. Pruitt introduced Alma Johnson Laster, Treasurer of the American Federation of Teachers Local Chapter 4277.

Adding to his written report, Dr. Pruitt commented on the success of the Gala held on December 3. Over 250 people attended, the Foundation realized a profit of \$18,000, and a wonderful time was had by all.

Dr. Pruitt then announced that Norma Manigan, Director of Development, has resigned to accept a position in the Governor's Office.

Regarding the townhouse project, repairs are currently underway to winterize the buildings against further deterioration until the actual renovations begin. The current schedule calls for the Request for Proposals to be sent out in January of 1995; the bid for construction will be approved in August, with construction beginning in September.

Dr. Pruitt also reported that the Labor Relations Task Force of the Commission on Higher Education has begun the negotiating process. Under consideration are collective bargaining and the civil service status of state college employees.

He then stated that the recently held press conference on the HINT Project has generated tremendous response and interest. Michael Scheiring presented a short summary of what is in the HINT report and what changes were made to it. A full report is expected to be presented to the Board at the March meeting.

Dr. Pruitt then reported that the Fund for New Jersey awarded the College a \$100,000 grant for the Institute for Public Policy. This is the largest single grant that the Fund made this year. He also commented that the Community Fund of New Jersey has made a preliminary commitment to award the College a \$10,000 grant based on a conceptual presentation regarding the Institute. Dr. Pruitt gave accolades to John Thurber for his leadership in this area.

Dr. Pruitt expressed his desire to get the Board members on the College's Computer Assisted Lifelong Learning (CALL) network so as to avail themselves of the vast array of resources through CALL and the Internet. He announced that Evelyn Spradley, Assistant Director of Educational Technologies, would join the Board for lunch and the subject would be informally discussed then.

Revisions to the Bylaws. Commenting on the proposed revised Bylaws, Dr. Pruitt stated that the most notable changes are that the Board now has the authority to change its name; to determine the size of its membership and the manner in which Trustees are chosen; and to set fees, provided a public hearing is held prior to adoption of new fees.

Fred Abbate then presented the following resolution:

**WHEREAS:**            **The Bylaws of Thomas A. Edison State College Board of Trustees may be amended, altered, repealed or added to in any manner not inconsistent with the laws of the State of New Jersey, provided that a copy of the proposed amendment has been furnished to each member of the Board of Trustees by the Secretary at least 30 days before the meeting at which the vote upon the amendment is to be held; and**

**WHEREAS:**            **Statutory changes require modifications in the Bylaws, and**

**WHEREAS:**            **Prior notification of said Bylaws changes have been duly provided; now, therefore, be it**

**RESOLVED:**           **That the Board of Trustees of Thomas Edison State College does hereby adopt the provided modifications to its Bylaws as attached and incorporated herein by reference.**

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

FY 1995-1999 Institutional Plan. Commenting on the written report, Dr. Pruitt stated that Thomas Edison is the first college to come out with a strategic plan since restructuring. Penelope Brouwer provided the Board with an overview and summary of the Plan and its implications for operation of the College.

Fred Abbate presented the following resolution:

**WHEREAS:**           **The Board of Trustees of Thomas Edison State College has the authority and responsibility for developing the institutional plan; and**

**WHEREAS:**           **A comprehensive Five-Year Plan has been submitted for Board consideration; and**

**WHEREAS:**           **Adoption of the Plan is pursuant to a recommendation by the President of the College; and**

**WHEREAS:**           **The Plan has been reviewed by the Executive Committee of the Board and by the Academic Affairs and Administration and Finance Committees of the Board; now, therefore, be it**

**RESOLVED:**           **That the Board of Trustees of Thomas Edison State College hereby approves and adopts the Five-Year Plan for July 1, 1994 through June 30, 1999 (identified as Fiscal Years 1995-1999) as provided and incorporated herein by reference.**

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

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE:

George Fricke added to the written report, stating that the Committee met privately with the external auditors who gave great reports with regard to the auditing process, staff cooperation, and the quality of management and systems which consistently produce excellent audits.

Fred Abbate presented the following resolution to accept the 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 Finance Committee of the Board, acting as an audit committee and reporting its findings and conclusions to the Board; 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; and
- WHEREAS:** The Board of Trustees adopted a resolution at the September 9, 1994 meeting provisionally accepting the audit for the fiscal year ending June 30, 1994, contingent upon the review of said audit by the Administration and Finance Committee of the Board; and
- WHEREAS:** The Administration and Finance Committee has reviewed the external audit and has affirmed the President's certification; now, therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby receive and accept the final audit report for the fiscal year ending June 30, 1994 as presented and incorporated herein by reference.

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

REVISED PERSONNEL AND CLASSIFICATION PLAN:

To accommodate changes in the College's Personnel Plan resulting from the Higher Education Restructuring Act, Fred Abbate presented the following resolution:

**WHEREAS:** The Higher Education Restructuring Act of 1994, (P.L. 94 Chapter 48) abolishes the Department of Higher Education and amends portions of the New Jersey Higher Education Law, Title 18A; and

**WHEREAS:** Title 18A:64-6 sets forth the powers and duties of the State College Boards of Trustees; and

**WHEREAS:** Title 18A:64-6(h) provides that, excluding staff covered by the provision of Title 11 of revised Statutes (Civil Service) the State College Boards of Trustees shall, "...upon nomination by the president appoint a treasurer and such deans and other professional members of the academic, administrative and teaching staffs as defined in section 13 of P.L. 1986, c, 42 (C.18A:64-21.2) as shall be required and fix their compensation and terms of employment in accordance with salary ranges and policies which shall prescribe qualifications for various classifications and shall limit the percentage of the educational staff that may be in any given classification"; and

**WHEREAS:** The Thomas Edison State College Personnel Plan provides general personnel policies, appointment and reappointment processes for managerial and unclassified staff, and establishes a Thomas Edison State College Classification Plan for all managerial and unclassified staff of the college; and

**WHEREAS:** The Administration and Finance Committee has reviewed the revised Personnel Plan and Classification Plan as presented; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby approve the revised Thomas Edison State College Personnel Plan and Classification Plan as indicated in the previously distributed materials and incorporated herein by reference.

George Fricke moved and Carole Nerlino seconded a motion to adopt the resolution. Motion carried (6-0 student abstention).

COMPENSATION PLAN:

Fred Abbate presented the following resolution:

**WHEREAS:** The Higher Education Restructuring Act of 1994, (P.L. 94 Chapter 48) abolishes the Department of Higher Education and amends portions of the New Jersey Higher Education Law, Title 18A; and

**WHEREAS:** Title 18A:64-6 sets forth the powers and duties of the State College Boards of Trustees; and

**WHEREAS:** Title 18A:64-6(h) provides that, excluding staff covered by the provision of Title 11 of revised Statutes (Civil Service) the State College Boards of Trustees shall, "...upon nomination by the president appoint a treasurer and such deans and other professional members of the academic, administrative and teaching staffs as defined in section 13 of P.L. 1986, c, 42 (C.18A:64-21.2) as shall be required and fix their compensation and terms of employment in accordance with salary ranges and policies which shall prescribe qualifications for various classifications and shall limit the percentage of the educational staff that may be in any given classification"; and

**WHEREAS:** The College has adjusted the Thomas Edison State College Compensation Plan for Fiscal Year 1995; and

**WHEREAS:** The Administration and Finance Committee has reviewed the Thomas Edison State College Compensation Plan and has affirmed the President's recommendation for certification; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby approve the revised Thomas Edison State College Compensation Plan as indicated in the previously distributed materials and incorporated herein by reference.

George Fricke moved and Marilyn Pearson seconded a motion to adopt the resolution. Motion carried (6-0 student abstention).

**BID WAIVER:**

Dr. Pruitt reviewed the bid waiver process. Fred Abbate then presented the following resolution for fulfillment services for initial inquiry request:

**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; 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 fulfillment services to process initial requests for college information (the Prospectus) in January 1995, which will cost over \$11,100; and

**WHEREAS:** The estimated yearly cost for such services is \$75,000; and

**WHEREAS:** The College will not be going to a sole source, but will seek proposals from a list of vendors; 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 vendor services to process initial inquiry requests, 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 (7-0)

REPORT OF THE ACADEMIC AFFAIRS COMMITTEE:

In addition to the written report, Dr. Pruitt gave a brief update on the Master of Science in Management program. He stated that the College has committed some internal resources to begin development of the program. He then described the current debate with the Commission on Higher Education staff and where the MSM is in the new approval process. The College does not expect this debate and discussion to delay implementation of the program.

CANDIDATES FOR DEGREE:

Jerry Ice presented the candidates for the associate and baccalaureate degrees as of September 1 and November 1, 1994. There were 28 candidates for the Associate in Arts, 18 candidates for the Associate in Science in Management, 2 candidates for the Associate in Science in Natural Science and Mathematics, 4 candidates for the Associate in Science in Public and Social Services, 37 candidates for the Associate in Science in Applied Science and Technology, 1 candidate for the Associate in Applied Science in Radiologic Technology, 125 candidates for the Bachelor of Arts, 11 candidates for the Bachelor of Science in Human Services, 79 candidates for the Bachelor of Science in Applied Science and Technology, 38 candidates for the Bachelor of Science in Business Administration, and 5 candidates for the Bachelor of Science in Nursing, for a total of 348 candidates.

He commented that 51% are in-state residents; 42% are female; 6% are African-American; and 66% 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 September 1 and November 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 William Kelly 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 the following to a three-year term on the Academic Council: Lawrence M. Chatman, Jr., Professor of Engineering Technologies, Camden County College; Philbert G. Davenport, Coordinator, Legal Assistant Program, Atlantic Community College; Mel Moyer, Associate Professor, Psychology, Rowan College; and Meyer S. Schreiber, Professor Emeritus, Kean College of New Jersey.**

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

Marilyn Pearson moved and George Fricke 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 AFFAIRSCONTRACT RECOMMENDATION

Theresa Bowman, Program Advisor	5 years 1995 - 2000
Emily Carone, Assistant Director of Test Development and Research	1 year 1995 - 1996
Rosa Lee Eickhoff, Program Advisor	4 years 1995 - 1999
Edward Foris, Program Assistant	1 year 1995 - 1996
Rebecca Hull, Assistant Director of Testing and Assessment	1 year 1995 - 1996
Mary-Jo Kamin, Evaluator	1 year 1995 - 1996
Maureen O'Dowd, Testing Administrator	1 year 1995 - 1996
Eleanor Robertson, Evaluator	1 year 1995 - 1996
Doris Simmons, Evaluator	1 year 1995 - 1996
Alicia Smith, Evaluator	1 year 1995 - 1996
Mona Spera, Program Assistant	1 year 1995 - 1996
J. Marian Stone, Program Advisor/Nursing	5 years 1995 - 2000
M. Susan Williams, Senior Evaluator	1 year 1995 - 1996

DIVISION OF ADMINISTRATION & FINANCE

Rebecca Barton, Fiscal Administrator	4 years 1995 - 1999
Jonathan Davis, Systems Coordinator	4 years 1995 - 1999
Robert Jackson, Desk Top Applications Specialist	3 years 1995 - 1998
Deborah McCloud, Systems Coordinator	1 year 1995 - 1996
Mindi Shalita, Financial Assistant	3 years 1995 - 1998

DIVISION OF PUBLIC AFFAIRS

Margaret Allan, Program Assistant for Academic Information Services	1 year 1995 - 1996
Mercedes Diaz, Admissions Representative (Bilingual)	1 year 1995 - 1996
Louis Martini, Admissions Representative	4 years 1995 - 1999
Daniel Negrón, Program Manager	4 years 1995 - 1999
Nancy Spencer, Program Manager (80%)	1 year 1995 - 1996

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 George Fricke seconded a motion to adopt the resolution. Motion carried (6-0 student abstention).

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.**

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

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

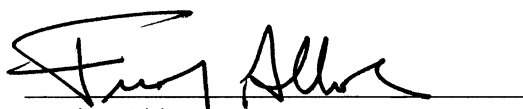
Submitted by,

A handwritten signature in black ink, appearing to read "George A. Pruitt", written over a horizontal line.

George A. Pruitt  
Secretary of the Board

6/9/95  
Date

Approved by,

A handwritten signature in black ink, appearing to read "Fred J. Abbate", written over a horizontal line.

Fred J. Abbate  
Chairman of the Board

6/9/95  
Date