

MINUTES

BOARD OF TRUSTEES

THOMAS EDISON STATE COLLEGE

March 8, 1991

MEMBERS PRESENT: George Hanford, Chairman; Christian Yegen, Vice Chairman; Carole Nerlino; Fred Abbate; George Fricke; Patricia Danielson; George A. Pruitt, President; and Kwaku Armah, Chancellor's designee.

MEMBERS ABSENT: John Blossom; Thomas Seessel; Harvey Myers; Theodore Kessler.

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; Cynthia Coleman, 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 December 14, 1990 meeting were presented for approval. Fred Abbate moved and Christian Yegen seconded a motion to adopt the resolution. Motion carried (6-0).

PRESIDENT'S REPORT:

Dr. Pruitt introduced and welcomed Kwaku Armah, an Executive Director in the Chancellor's Office, and Cynthia Coleman, Assistant Director, Office of Senior Institutions. Kwaku Armah replaces Grey Dimenna as Chancellor's designee, and Cynthia Coleman replaces Jean Fitts as the Department of Higher Education liaison to the Board.

Dr. Pruitt called attention to the previously distributed article which appeared in The Times March 3, 1991. The article included a picture of the model for expansion into the brownstones adjacent to the Kelsey Building. Dr. Pruitt reviewed the historical development of the College and the tripartite agreement between Mayor Holland for the City of Trenton, Governor Byrne for the state, and Dr. James Brown for the College. The agreement stipulated that Thomas Edison State College would move to the renovated Kelsey Building and that the capital requirements for the College would be provided by the state.

In 1988, an updated plan for renovations to the adjacent townhouses was prepared without consulting the College. Since that plan did not address or meet programmatic needs, a special consultant was assigned to work with the College to prepare a new plan. The exterior model and new interior design plans are the result of that collaboration. The estimated cost rose to over 6 million dollars, and the project was included in the priority capital items. However, because of the current state fiscal crisis, the project is on hold.

The Hanover project had been approved with an occupancy date in the fall of 1989; this then became the spring of 1990, the fall of 1990, and the spring of 1991. The major gift from the Digital Corporation was based on occupancy of the Hanover facility, and one condition of the BSN accreditation was the occupancy of the Hanover facility.

In January, 1991, the state General Services Administration put Hanover on hold. Some sources reported that the project was terminated. The College sought intervention via the Governor's executive staff, and as of March 1, the Deputy Chief of Staff told Dr. Pruitt that the project is a "go." On that same day, the GSA advised the College to look for another facility. However, as of this day, March 8, a meeting is underway to resolve the issue; the College is hopeful that the project will go forward.

Dr. Pruitt stated that the publication of the Times article created another form of public record which talks about the state commitment to Thomas Edison State College and its place in the state capital. The article came about as a follow-up to a previous one regarding the College's commitment to the City of Trenton.

Dr. Pruitt concluded that the College still hopes to be in the Hanover facility this year. Once the papers are signed, it should take only about 90 days for renovations.

Dr. Pruitt then reported that the Trenton Office of Policy Studies (TOPS) is underway. This is a cooperative project between the City of Trenton and the College. The College will cosponsor and administer the funds for the project which will be housed at the College. To date, \$75,000 has been committed from external funding sources, with more to come.

A consultant is advising the College in drafting an agreement which defines the lines of responsibility for the city and the College. The Office will be staffed by a director and a secretary and will have a Board appointed by the Mayor and agreed upon by the College. The director will be appointed by the College and approved by the Mayor. A public announcement is expected this month around the time of the state-of-the-city address.

Referring then to the previously distributed President's Report, Dr. Pruitt announced that the National Assessment Institute is June 9-12. The Board members are welcome to attend the opening reception and dinner.

George Fricke moved and Chris Yegen seconded a motion to receive the report. Motion carried (6-0).

ADMINISTRATION AND FINANCE COMMITTEE REPORT:

Committee Chair Chris Yegen presented highlights of the Committee report, stating that the Committee recommends approval of all four resolutions: the FY 1991 fee increase proposal, and three bid waivers as presented.

Referring to the proposed fee increase, Dr. Pruitt added that the Governor's budget recommendation for next year is an 8% reduction, so the College's FY '92 budget will be about \$300,000 short which will be made up by the fee increase. The fee increase is expected to also cover additional costs such as postage increases and the new salary increases which will come July 1.

Fee Increase

Chris Yegen presented the following resolution and moved its adoption:

WHEREAS: The College is requesting authorization to increase fees up to the maximum indicated on the proposed schedule of fees; and

WHEREAS: The Administration and Finance Committee of the Board of Trustees has recommended to the Board of Trustees of Thomas Edison State College the approval of the proposed schedule of fees for FY 1992 as indicated on the schedule provided; and

WHEREAS: The action herein taken is pursuant to a recommendation by the President; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby authorize the President to increase fees up to the maximum as indicated on the proposed schedule of fees as recommended and incorporated herein by reference, effective July 1, 1991.

Fred Abbate seconded the motion. Dr. Pruitt commented that the resolution differed from any previous fee resolution in that it states "up to the maximum indicated." If there are any restored appropriations, it could affect the amount of the fee increase. That is, if the College gets any money restored to its budget, the proposed fee increase will be reduced accordingly. As it stands, the proposed fee schedule represents about a 16% increase in fees which will only maintain the status quo and will not fund any new initiatives.

George Hanford called the question. The motion carried (6-0).

Spending Authorization - Carry Forward Monies

Chris Yegen then 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 \$9,200 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 of such purchases to the Board; and

WHEREAS: The Board of Trustees on September 14, 1990 authorized the spending of carry-forward monies not to exceed \$150,000 for specific items; and

WHEREAS: The College is requesting authorization to purchase the following items having estimated costs which individually exceed the \$9,200 bidding threshold:

- * \$50,000 for Self-Study assessment surveys; and
- * \$50,000 for revising and printing the college catalog; and
- * \$45,000 for revising and printing the Prospectus; and

WHEREAS: The Administration and Finance Committee of the Board of Trustees has reviewed and endorsed the bid waiver request; 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 items from its carry-forward balance, and that any purchase made pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Patricia Danielson moved and George Fricke seconded a motion to adopt the resolution. Motion carried (6-0).

Bid Waiver - Guided Study Bulletin

Chris Yegen then 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 \$9,200 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 printing; 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 Guided Study Brochure in May, 1991, which will cost over \$9,200; and
- WHEREAS: The estimated printing cost is approximately \$14,000; 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 a Guided Study Course Registration Bulletin, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Patricia Danielson moved and Fred Abbate seconded a motion to adopt the resolution. Motion carried (6-0).

Bid Waiver - Auditing Services

Chris Yegen presented the final resolution as reviewed and endorsed by the Administration and Finance Committee:

- WHEREAS: The "State College Contracts Law, "Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$9,200 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 provide for the granting of categorical prior approval and postreporting of such purchases to the Board; and
- WHEREAS: The College is requesting authorization to contract for professional external auditing services which exceed the bidding threshold; and
- WHEREAS: The College has determined that the accounting firm of KPMG Peat Marwick meets the specifications for such services; and
- WHEREAS: The Administration and Finance Committee of the Board of Trustees has recommended to the Board the approval of the bid waiver to allow the College to enter into contract with the KPMG Peat Marwick accounting firm; 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 contract for external auditing services for a period of two years at a cost of \$19,800 for FY 1991 and \$20,000 for FY 1992.

Patricia Danielson moved and Carole Nerlino seconded a motion to adopt the resolution. Motion carried (6-0).

ACADEMIC AFFAIRS COMMITTEE REPORT:

Jerry Ice presented the previously distributed report and highlighted the five items requiring Board approval as follows:

1. Consideration of Degree Review and Recommendation for Change:
Associate in Applied Science in Radiologic Technology
2. Consideration of Policy Regarding a Student's Role in Institutional Outcomes Assessment
3. Consideration of Revised Admissions Policy
4. Consideration of Policy Regarding Third Associate or Baccalaureate Degrees
5. Consideration of Authority to Confer an Honorary Degree

Degree Review and Change

He then presented the first resolution, explaining that the degree change recommended for the Associate in Applied Science in Radiologic Technology was to require a computer science course.

WHEREAS: The Board of Trustees of Thomas Edison State College has the authority and the responsibility to determine the educational curriculum and academic policies of the College; and

WHEREAS: A committee of the Academic Council has concluded a five-year review of the Associate in Applied Science in Radiologic Technology degree program; and

WHEREAS: The committee report has been reviewed by an external consultant; and

WHEREAS: The final report has been reviewed and approved by the Academic Council at its February 1, 1991 meeting; and

WHEREAS: The President of the College recommends the changes as presented; and

WHEREAS: The Academic Affairs Committee of the Board of Trustees has reviewed and concurred with recommendations as presented; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby accept the degree change recommendation as presented and incorporated herein by reference, effective July 1, 1991.

Patricia Danielson moved and Chris Yegen seconded a motion to adopt the resolution. Motion carried (6-0). Fred Abbate noted that the report was very well done and reflects considerable work.

Student's Role in Outcomes Assessment

Jerry Ice then presented the following proposed policy statement:

PROPOSED POLICY STATEMENT

The Student's Role in Institutional Outcomes Assessment

In keeping with its institutional mission, Thomas Edison State College is committed to maintaining high standards of academic integrity and of quality service to its students. To achieve this goal, Edison engages in institutional outcomes assessment, a process through which the effectiveness of the College and its programs is evaluated against institutionally-determined standards.

Students are an important and necessary source of information about Edison's effectiveness. By surveying students and graduates and by administering certain kinds of assessments which gauge the level of students' skills and learning, the College gains valuable information which is used to assess Edison's effectiveness and to guide the development of curriculum.

These surveys and assessments, as well as other information-gathering instruments, are not part of a student's degree program; however, Edison's students are required to participate in such activities when selected. Not all students will be selected for participation; some may be asked to undertake more than one of the instruments. This variation is a normal result of random sampling.

Students who are selected for participation in an assessment will not be judged or evaluated as individuals; the College is interested in group data. Therefore, participating in the various assessment programs can have no adverse effect on a student's degree pursuit. It may, however, provide valuable feedback to the student on his or her strengths and weaknesses within the area(s) tested.

Where possible, the College will provide individual feedback to each student concerning his or her level of performance. All students who take part in outcomes assessment activities will be contributing to the continued excellence of Thomas Edison State College and to the reputation of the degrees awarded by the institution.

He then presented the following resolution:

WHEREAS: The Academic Council of Thomas Edison State College has reviewed and endorsed a policy requiring student participation in outcomes assessment; and

WHEREAS: The policy recommendation is pursuant to a recommendation by the President of the College; and

WHEREAS: The Academic Affairs Committee of the Board of Trustees has reviewed and endorsed the policy as presented and incorporated herein by reference; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College hereby approve the policy regarding student participation in outcomes assessment, effective immediately.

Fred Abbate moved and Patricia Danielson seconded a motion to adopt the resolution. Motion carried (6-0).

Admissions Policy

Jerry Ice next presented the proposed change to the Admissions Policy which adds the following sentence:

They are expected to be at least 21 years of age and to possess a high school diploma or its equivalence.

and deletes the following sentence:

The College reserves the right to withhold admissions from those applicants not fitting the above profile.

He explained that the additional statement would bring the policy into compliance with recent changes in public law. The sentence to be deleted was conceptually repetitious of the sentence which followed it:

The College maintains sole discretion for determining those students who would benefit appropriately from the learning and educational processes of this institution.

He then presented the following resolution:

WHEREAS: Public Law 101-508 (the Omnibus Budget Reconciliation Act of 1990) was signed into law November 5, 1990; and

WHEREAS: Said law states that to participate in the Title IV student assistance programs, an institution may admit as regular students only persons who have a high school diploma or General Education Degree (GED) or who have the ability to benefit from the education or training offered; and

WHEREAS: The President of Thomas Edison State College has recommended age clarification for students who have the ability to benefit from the education offered at the College; and

WHEREAS: The Academic Affairs Committee of the Board of Trustees has reviewed the revised Admissions Policy; and

WHEREAS: The action herein recommended is pursuant to a recommendation by the President of the College having been reviewed and endorsed by the Academic Council; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby adopt the revised Admissions Policy as presented, effective immediately.

George Fricke moved and Patricia Danielson seconded a motion to adopt the resolution.

In response to a question regarding the age 21 requirement, Dr. Pruitt stated that the College has the right to waive the age requirement as appropriate when an individual student requests such consideration.

George Hanford called the question. Motion carried (6-0).

Policy on Third Degree

Jerry Ice then presented the proposed policy on third degrees for associate and baccalaureate students as follows:

PROPOSED POLICY ON THIRD DEGREE

THIRD ASSOCIATE DEGREE

Ordinarily a student will not complete a third associate degree from Thomas Edison State College or another college or university.

It is the position of the College that students should be advised to devote their academic endeavors to completing an advanced degree rather than an additional associate degree. Students contemplating a third associate degree will be advised to consider an advanced degree instead.

A student who wishes to request an associate degree beyond the second associate degree earned, must submit a request in writing to the Appeals Committee: Academic Degrees. The student must demonstrate the need to earn a third associate degree, and provide the reasons for earning an additional degree based on vocational, personal and other requirements. The request should be mailed to the Appeals Committee: Academic Degrees, in care of the Registrar's Office.

In order to maintain the academic integrity of degree programs, a student given permission to complete a third Associate degree will be required to complete for the option a minimum of 15 semester hours beyond those credits completed on the date prior degrees were awarded. In addition, all additional credits must be defined as current for the third associate degree, (i.e. earned within ten years prior to the date of application). No more than 6 semester hours of credit can be used for the option in the third associate degree that were used in the option for the second associate degree. Students must also complete all requirements specific to the third Associate degree.

THIRD BACCALAUREATE DEGREE

Ordinarily a student does not complete a third baccalaureate degree from Thomas Edison State College.

It is the position of the College that students should be advised to devote their academic endeavors to completing an advanced degree rather than an additional baccalaureate degree. Students contemplating a third baccalaureate degree will be advised to consider pursuing a masters or doctorate degree instead.

A student who wishes to request a baccalaureate degree beyond the second degree must submit a request in writing to the Appeals Committee: Academic Degrees. The students must demonstrate the need to earn a third baccalaureate degree, and provide the reason for earning an additional degree based on vocational, personal and other requirements. The request should be mailed to the Appeals Committee: Academic Degrees, in care of the Registrar's Office.

In order to maintain the academic integrity of degree programs, a student given permission to complete a third baccalaureate degree will be required to complete for the concentration/specialization, a minimum of 30 semester hours beyond those credits completed on the date prior degrees were awarded. In addition, all additional credits must be defined as current for the third baccalaureate degree, (i.e. earned within ten years prior to the date of application). No more than 9 semester hours of credit can be used for the concentration/specialization (major) in the third baccalaureate degree that were used in the concentration/specialization (major) in the first or second baccalaureate, masters or doctorate degree in the same area (major). Students must also complete all requirements specific to the third baccalaureate degree.

He then presented the following resolution:

WHEREAS: The Academic Affairs Committee of the Board of Trustees has reviewed the policy regarding third associate or baccalaureate degrees; and

WHEREAS: The action herein recommended is pursuant to a recommendation by the President of the College having been reviewed and endorsed by the Academic Council; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby approve the policy as presented and incorporated herein by reference.

Patricia Danielson moved and Chris Yegen seconded a motion to adopt the resolution. Motion carried (6-0).

Honorary Degree

Jerry Ice presented the final recommendation from the Academic Affairs Committee as follows:

WHEREAS: General H. Norman Schwarzkopf is currently serving as allied commander of the Persian Gulf troops; and

WHEREAS: General Schwarzkopf is a native Trentonian; and

WHEREAS: Plans are in the beginning stages by various local civic groups and organizations to show their pride in and appreciation of General Schwarzkopf's dedication to his country upon his return from the Persian Gulf; and

WHEREAS: Thomas Edison State College has an historic and on-going relationship with the military and with the City of Trenton; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College grant the authority to the President of the College to award the degree Doctor of Humane Letters honoris causa to General Schwarzkopf at the appropriate time.

Dr. Pruitt explained that General Schwarzkopf is a native of Trenton and would be an outstanding candidate for the honorary doctorate from the College. The College has been working with the Governor's Office and the Mayor in attempting to arrange a date for conferring the degree.

Patricia Danielson moved and George Fricke seconded a motion to adopt the resolution. Motion carried (6-0).

CANDIDATES FOR DEGREE:

Jerry Ice presented the candidates for the associate and baccalaureate degrees as of January 1, 1991. There were 11 candidates for the Associate in Arts, 4 candidates for the Associate in Science in Management, 1 candidate for the Associate in Science in Natural Science and Math, 9 candidates for the Associate in Science in Applied Science and Technology, 37 candidates for the Bachelor of Arts, 18 candidates for the Bachelor of Science, and 14 candidates for the Bachelor of Science in Business Administration for a total of 94 candidates.

Commenting on this class, he reported that 64% are New Jersey residents; 43% are female; 6% are Black or Hispanic; 72% are between the ages of 31 to 50 with 44% of that percentage in the 31-40 age group; the youngest is 22, and the oldest is 61. The number of years it takes to complete a degree ranges in this class from less than 1 year to 10 years. However, over 75% complete 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 January 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.

Patricia Danielson moved and Chris Yegen seconded a motion to adopt the resolution. Motion carried (6-0).

CONTRACT RENEWALS:

Dr. Pruitt presented the contract renewal recommendations as follows;

DIVISION OF ACADEMIC AFFAIRS

CONTRACT RECOMMENDATIONS

Virginia Alexander, Assistant to the Director of Testing & Assessment	1 year 1991 - 1992
Julie Atwood, Evaluator	1 year 1991 - 1992
Lynda Marie Ricci, Evaluator	1 year 1991 - 1992
Donna Watson, Evaluator	1 year 1991 - 1992
Ruth West, Program Advisor (Nursing)	1 year 1991 - 1992

DIVISION OF ADMINISTRATION & FINANCE

CONTRACT RECOMMENDATIONS

Sedell Bailey, Assistant to the Director of Administrative Services	1 year 1991 - 1992
Robert Jackson, Desk Top Applications Specialist	1 year 1991 - 1992
Mindi Shalita, Administrative Assistant for Payroll	1 year 1991 - 1992
William Thompkins, Imaging Specialist	1 year 1991 - 1992

DIVISION OF PUBLIC AFFAIRS

CONTRACT RECOMMENDATIONS

James Colaizzo, Admissions Representative	1 year 1991 - 1992
Nancy Anne Kopp, Program Manager (60%)	1 year 1991 - 1992

George Hanford 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 herein taken is pursuant to an evaluation of each employee's work performance and the recommendation of the President.

Patricia Danielson moved and Fred Abbate seconded a motion to adopt the resolution. Motion carried (6-0).

PERSONNEL ACTIONS:

Dr. Pruitt presented the new-hire personnel actions as follows:

Edward George	- Acting Director, Administrative Services
Donna Higgins	- Principal Clerk Stenographer
Joan Fernandez	- Program Advisor (hourly)
Rebecca Hull	- Program Advisor (hourly)
Doris Simmons	- Transcript Evaluator
Sheila Taylor	- Senior Clerk Transcriber
Rosie Dixon	- Clerk Transcriber

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.

George Fricke moved and Patricia Danielson seconded a motion to adopt the resolution. Motion carried (6-0).

Dr. Pruitt noted that the College has extended the loan of Mike Scheiring to the Governor, at least to the end of the calendar year.

SPECIAL RECOGNITION:

George Hanford presented the following resolution:

The Board of Trustees, President, and staff of Thomas Edison State College wish to heartily thank Mr. Grey Dimenna for his dedicated service as Chancellor's designee to the Board and for his specific and special interest in the growth and development of Thomas Edison State College.

We will miss him, but we wish him every success as he assumes his new responsibilities as Deputy Attorney General.

Fred Abbate moved and Patricia Danielson seconded a motion to adopt the resolution. Motion carried (6-0).

MEETING DATES:

George Hanford called attention to the proposed meeting dates which will be finalized at the June meeting. The dates are:

September 6, 1991 - 10:00 a.m.
December 13, 1991 - 10:00 a.m.
March 13, 1992 - 10:00 a.m.
June 12, 1992 - 2:00 p.m.

CLOSED SESSION:

George Hanford presented the following resolution:


BE IT HEREBY RESOLVED pursuant to N.J.S.A. 10:4-13 and 10:4-12 that the Board of Trustees of Thomas Edison State College hold a closed session at 12:00 noon or immediately following the public meeting of March 8, 1991 for the purpose of discussing a personnel matter.

It is expected that the discussion undertaken in closed session will not be made public due to the confidentiality of personnel matters.

Fred Abbate moved and Chris Yegen seconded a motion to adopt the resolution. Motion carried (6-0).

George Hanford closed the public meeting and adjourned to the closed session.

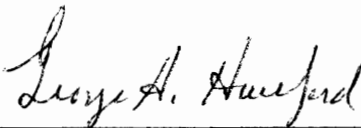
Submitted by,



George A. Pruitt
Secretary to the Board

9/17/91
Date

Approved by,



George H. Hanford
Chair, Board of Trustees

9/6/91
Date