

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON STATE COLLEGE

June 8, 1984

MEMBERS PRESENT: Alan Ferguson, Chairman; Patricia Danielson, Vice Chairperson; Rita Novitt; E. Harvey Myers; Robert Taylor; George A. Pruitt, President.

MEMBERS ABSENT: Eleanor Spiegel; George Hanford; Thomas Seesel; Christian Yegen.

ALSO PRESENT: Jerry Ice, Vice President for Academic Affairs; Richard Hansen, Vice President for Community Affairs; Michael Scheiring, Vice President for Administration & Finance; Gerri Collins, Executive Assistant to the President; John Walters, Department of Higher Education.

The public meeting was officially called to order at 10:15 a.m. by Alan Ferguson who noted that the date, time, and location for the meeting had been published in accordance with the New Jersey law.

Referring to the public notice, Alan Ferguson read a resolution as follows:

WHEREAS: The Open Public Meetings Act, N.J.D.A. 10:4-6 et. seq., requires the Board of Trustees of Thomas A. Edison State College to designate two newspapers to receive the notices of its meetings; now, therefore, be it

RESOLVED: By the Board of Trustees of Thomas A. Edison State College, that the Trenton Times and the Newark Star Ledger be and hereby are designated as the two newspapers to receive the notices required by the Open Public Meetings Act.

The Board received and noted that several of the dates for FY 85 would have to be changed due to conflicts in scheduling. The changes are as follows:

Formerly Approved

October 5, 1984  
December 7, 1984  
February 1, 1985  
April 6, 1985  
June 7, 1985

Proposed Dates

October 5, 1984  
\*December 14, 1984  
\*February 8, 1985  
\*April 12, 1985  
June 7, 1985

Rita Novitt moved and Patricia Danielson seconded a motion to approve the resolution and the proposed meeting dates. Motion carried (5-0).

MINUTES APPROVED: The minutes of the April 6, 1984 Board of Trustees meeting were presented for approval. Robert Taylor moved and Patricia Danielson seconded a motion to approve the minutes. Motion carried (5-0).

PRESIDENT'S REPORT: Adding to the previously mailed President's Report, Dr. Pruitt announced that two staff members and one former staff member had completed Levels I, II, and III of the Governor's Certified Public Manager Certificate Program offered jointly by Rutgers University and the Civil Service Commission. The program was designed to develop a cadre of highly trained, professional managers and supervisors in state government and agencies.

The first three levels were conducted primarily by the Department of Civil Service and involved 90 contact hours in the basic practical techniques and applications of supervision. The remaining three levels, in progress, conducted by Rutgers University involve 150 contact hours and are primarily for managers in advance subject areas leading to the Certified Public Manager designation.

The College funded Levels I, II, and III for each Edison participant. In Levels IV, V, and VI, the College funds 75% and the staff member 25%.

Two recipients of the first phase certificate, Natalie Huebler and Gregory Dye, were introduced to the Board by Dr. Pruitt. Alan Ferguson presented the framed certificates and congratulated them on their achievement. The third certificate will be sent to Anna Mottola, former Personnel Officer.

Dr. Pruitt further reported on the Minority Leaders Seminar, May 8, 1984, indicating that a summary of the day's events and discussions will be out shortly. There were 39 requests for bilingual briefings as a result of the seminar, and Ancora Psychiatric Hospital requested a briefing for their employees. Other follow-up activities will be included in the summary report.

Feedback has been excellent, and the seminar has had some impact on enrollments, since we now have a larger applicant pool. The seminar was an all-College effort.

The Board requested that they be informed of future interesting meetings so that they might attend if they can.

In reference to Item V - Capitol Improvement, Dr. Pruitt reported that the roof and fifth floor skylight are being redone.

Calling attention to Item VIII - Women's Resources, he stated that Virginia State and Edison State College are the only two colleges selected to work with the Army Extended Learning Program for Military Dependents.

Regarding the Certificate Program, Dr. Pruitt reported that the Academic Council has been reviewing this for about two years. The specific certificate programs mentioned in the report have been reviewed by consultants. The Academic Council felt that these programs would attract more students, and those completing the certificates would be encouraged to go on to degree programs. Others who only need certification in a special field would be attracted as well, rather than pursuing a second degree. The College will monitor this program and report back on its progress.

#### ACADEMIC AFFAIRS:

Reporting for the Academic Affairs Committee, Harvey Myers presented three recommendations for Board approval.

Approval of Foreign Student Policy: This policy will eliminate most of the transfer credit problems encountered, particularly with foreign students living abroad. It will limit rather than increase the number of foreign students, but College practice in the past has been very liberal and, therefore, had the potential for serious accreditation issues. There may be minor changes in language later on when the College receives information back from immigration regarding visas.

The policy is as follows: (SEE ATTACHMENT I.)

Rita Novitt moved and Robert Taylor seconded a motion to approve the policy. Motion carried (5-0).

Approval of Second Degree Policy: Dr. Pruitt explained that the intent of a second degree policy is to ensure that students complete additional work after completion of the first degree. The current policy does not do that.

The change in policy was presented in a resolution as follows:

The Academic Affairs Committee of the Board does hereby recommend to the Board of Trustees of Thomas A. Edison State College the following policy revision:

Change current policy from: "A student must complete 30 credits beyond the baccalaureate degree and 15 credits beyond the associate degree" to read "For the baccalaureate degree, a student must complete 30 credits in addition to the credits completed at the time of the last degree earned; for the Associate degree, a student must complete 15 credits in addition to the credits completed at the time of the last degree earned."

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

Patricia Danielson moved and Rita Novitt seconded a motion to approve the revised policy. Motion carried (5-0).

Approval of Associate in Science Program: The Program Approval Document for the Associate in Science in Applied Science and Technology, the Associate in Science in Human Services, and the Associate in Science in Natural Sciences and Mathematics had been mailed previously. Dr. Pruitt presented a resolution from the Academic Affairs Committee as follows:

The Academic Affairs Committee of the Board does hereby recommend to the Trustees of Thomas A. Edison State College the approval of a request by the College to submit for approval to the Department of Higher Education a program approval document for the following degrees:

Associate in Science in Applied Science and Technology, Associate in Science in Human Services, and Associate in Science in Natural Sciences and Mathematics.

The Committee further recommends that the College be authorized to award the appropriate degrees subject to any changes or modification required by the Department of Higher Education and approved by the Board of Higher Education.

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

Rita Novitt moved and Robert Taylor seconded a motion to approve the resolution. Motion carried (5-0).

APPROVAL OF CANDIDATES FOR DEGREE:

Vice President Jerry Ice presented the names of candidates for degree. There were 18 candidates for the Associate in Arts, 4 candidates for the Associate in Science in Management, 2 candidates for the Associate in Applied Science, 25 candidates for the Bachelor of arts, 13 candidates for the Bachelor of Science, and 14 candidates for the Bachelor of Science in Business Administration, for a total of 76 candidates. He stated that all candidates have met all requirements for their respective degrees.

Patricia Danielson moved and Robert Taylor seconded a motion to approve all candidates as indicated on the list provided. Motion carried (5-0).

As a note of interest, Jerry Ice reported that the oldest member of this graduating class is a retired musician, age 71. The youngest member, age 23, is an auction buyer. He shared a letter from Bachelor of Science candidate Frank Muzzi who strongly praised the College. Muzzi was the Chief of Security at Monmouth College. He did not complete his degree at Monmouth, but came through Edison State College via portfolio assessment. He is now working in private industry.

ADMINISTRATION AND FINANCE:

Robert Taylor, Chairman of the Administration and Finance Committee, presented the Committee recommendations for Board action as follows:

Third Quarter Revenue and Expenditure Report

The Committee reviewed intensively the third quarter financial statements both in terms of the data results and the report format. The Committee was delighted that:

- . student revenues for the third quarter had totaled \$201,288 or 103% of the third quarter budgeted student revenue target;
- . on a year-to-date basis, the College had realized \$554,396 or 94% of its year-to-date budgeted revenue target;
- . the application fees, first year tuition fees, subsequent year tuition fees, portfolio applications and per credit fees, plus the TECEP fees are ahead of budget targets.

In addition, the Committee was pleased that the College's third quarter expenditures and obligations totalling \$1,580,830 or 67% of the College's FY 1984 budget was 5% below the FY 1983 expenditure rate.

The Committee supported the efforts the College was taking to increase payments and revenues in the transcript evaluation fees and in the PONSI revenues.

Robert Taylor moved and Rita Novitt seconded a motion to approve the financial statements (previously mailed) for the period ending March 31, 1984. Motion carried (5-0).

Personnel Actions:

The Committee recommended the following personnel actions for approval:

Appointments: Donald C. Busch, Personnel Officer II  
Anne C. Rue, Secretarial Assistant I  
Glenda C. Young, Administrative Assistant

Resignations: Barbara Mangus, Principal Clerk Stenographer

Patricia Danielson moved and Robert Taylor seconded a motion to approve the personnel actions. Motion carried (5-0).

FY '85 Budget and FY '86 Budget:

The Committee reviewed the status of the FY 1985 budget that is currently being reviewed by the Joint Appropriations Committee. The FY 1985 budget contains the Governor's recommended appropriation of \$1,999,000 for the College. It was noted that this recommendation, which is lower than what the College requested - \$2.4 million, requires Edison and all of Higher Education to increase tuition and fees effective July 1, 1984. At this point, the Committee focused its attention on the proposed fee increase; Agenda Item 4.0.

The Committee having reviewed the proposed fee increase for FY 1985, reviewed the revised budget incorporating the fee increase of \$28,137. As a result, the FY 1985 budget would have revenues totalling \$2,641,602 and expenditures budgeted toalling \$2,589,068. Dr. Pruitt further advised the Committee of the leadership role that he is taking with the other state colleges to have a resolution introduced to increase the state college budgets by \$4.5 million. If this effort is successful in being passed by the Legislature and approved by the Governor, Edison's budget for FY 1985 is anticipated to be increased by \$156,000.

FY '86 Budget:

The Committee also reviewed the proposed FY 1986 budget request which anticipates revenues totalling \$3,436,624 with no tuition increase and an expenditure request of \$3,404,090.

The Committee noted and endorsed the proposed new program initiatives totalling \$619,350 including the \$500,000 for implementing the Electronic College Program. The Committee was further advised that this proposed request was subject to change as a result of the Joint Appropriations Committee process.

Robert Taylor moved and Rita Novitt seconded a motion to authorize the FY '85 and the proposed FY '86 budget request as detailed in the previously mailed materials. Motion carried (5-0).

FY '85 Proposed Fee Increase:

The Committee reviewed the criteria and the proposed pricing changes that would increase revenues from tuition and fees by \$28,137 or 2.9% to a total of \$985,067. It was noted by the Committee that the fee increase was designed to:

- . stabilize the fee structure;
- . not be counter-productive to marketing efforts;
- . encourage in-state enrollments;
- . be selective and modest in the pricing changes
- . be understandable and administratively simple;
- . and, be based on our actual revenue experience for FY 1984 as of February 29, 1984.

The Finance Committee recommended that the Board authorize the proposed fee changes to be effective July 1, 1984 which will generate anticipated revenues totalling \$985,067: 100 revenues - \$462,533, and 440 revenues - \$522,584.

Patricia Danielson moved and Harvey Myers seconded a motion to authorize the fee increases as presented. Motion carried (5-0).

Rita Novitt moved and Patricia Danielson seconded a motion to recess for lunch. Motion carried (5-0).

The Board reconvened at 1:00 p.m.

FY '85 GOALS AND OBJECTIVES:

Dr. Pruitt presented the goals and objectives for FY '85, summarized as follows:

- Goal I - Achieve Budgeted Enrollment and Revenue Targets
- Goal II - Increase Philanthropic Support through the Thomas A. Edison State College Foundation
- Goal III - Complete Phase 2 of the Management Information System Plan
- Goal IV - Implement the Second Year Objectives of Project LEARN
- Goal V - Complete a Feasibility Study for the Development of the Electronic College Concept
- Goal VI - Develop and Implement Expanded Minority Access Program
- Goal VII - Review and Evaluate the Implementation of Task Force Recommendations

Rita Novitt moved and Patricia Danielson seconded a motion to approve the FY '85 Goals and Objectives. Motion carried (5-0).

Rita Novitt offered to introduce the Management Information Systems staff to comparable staff at Johnson and Johnson. Robert Taylor will do the same at Bell Labs.

COMMISSION ON THE FUTURE OF STATE COLLEGES,  
COUNCIL OF STATE COLLEGES' ALTERNATIVE REPORT:

Alan Ferguson reported on the Council of State Colleges meeting at which the alternative report was proposed. He indicated that the alternative report attempts to provide an appropriate balance between the requirement for improved advocacy and coordination statewide while preserving local institutional autonomy and initiative. A modified proposal will be considered at the June 12 meeting of the Council. He added that the Council seemed to reach the consensus that the Commission's report should not be adopted, although there was not full consensus on the alternative report.

He also shared some of the individual statements made before the Commission at its public hearings. The statements ranged from full support of the Commission's report, through support with modifications, to full support of the Council's alternative report.

Following general discussion, the Board agreed to support the Commission's report with the exception of the governance issue, given that the Board cannot have all of the changes recommended. The Board stated that it supports fiscal autonomy as presented in the bills before the Legislature.

Rita Novitt moved and Patricia Danielson seconded a motion to formally approve the above statements. Motion carried (5-0).



NOMINATING COMMITTEE:

Alan Ferguson appointed members of the Nominating Committee as follows:

George Hanford, Chair  
Christian Yegen  
Rita Novitt

Patricia Danielson moved and Robert Taylor seconded a motion to approve the appointments. Motion carried (5-0).

EXECUTIVE SESSION:

Alan Ferguson 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 A. Edison State College hold a closed session at 12:00 noon or immediately following the public meeting of June 8, 1984 for the purpose of discussing the annual evaluation of the President, Dr. George A. Pruitt.

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

Rita Novitt moved and Patricia Danielson seconded a motion to adopt the resolution. Motion carried (5-0).

There being no further agenda items for discussion, Alan Ferguson declared the public meeting adjourned, and the Board went into executive session.

Submitted by,



George A. Pruitt  
Secretary to the Board

12/14/84  
Date

Approved by,



Patricia Danielson  
Chairman of the Board

12/14/84  
Date