

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON STATE COLLEGE

December 4, 1987

MEMBERS PRESENT: Thomas Seessel, Chairman; George Hanford, Vice Chairman; Fred Abbate; E. Harvey Myers; Robert Taylor; Christian Yegen; George A. Pruitt, President; Grey Dimenna, Chancellor's Designee.

MEMBERS ABSENT: Rita Novitt; Patricia R. F. Danielson; John Blossom.

ALSO PRESENT: Jerry Ice, Vice President for Academic Affairs; Richard Hansen, Vice President for Public Affairs; Michael J. Scheiring, Vice President for Administration and Finance; Gerri Collins, Executive Assistant to the President; Jean Fitts, Department of Higher Education.

The public meeting was officially called to order at 2:00 p.m. by Thomas Seessel who noted that the date, time, and location for the meeting had been published in accordance with New Jersey law.

Thomas Seessel introduced and welcomed Jean Fitts, Program Officer for the Department of Higher Education, and Grey Dimenna, Director of Governmental Affairs for the Department of Higher Education.

MINUTES: The minutes of the September 11, 1987 Board of Trustees meeting were presented for approval. Fred Abbate moved and George Hanford seconded a motion to approve the minutes. Motion carried (6-0).

PRESIDENT'S REPORT: Adding to his previously distributed report, Dr. Pruitt talked about the November 30 / December 1 meeting with the Challenge Grant Panel of Experts. He indicated that a summary report would be forthcoming in February and that a demonstration will be planned for the March or June Board meeting.

He added that the Aetna Institute may be in a position to help with some of the software design for the CALL program. The College may do a PONS evaluation for some of Aetna's training programs at the Hartford, Connecticut site. Discussion will begin in January when Aetna staff visit the College.

Dr. Pruitt then reviewed the building access plan to expand into property adjoining the Kelsey Building.

He reported that Edison's oldest student is Edward Stitt (age 89), and the youngest student is age 10. From Texas, this child has been accepted at both Stanford and Princeton, but her mother will not allow her to go away to school at this time. Therefore, she enrolled at Edison.

With regard to the statewide assessment initiative, Dr. Pruitt stated that the Board of Higher Education at a recent meeting approved a set of recommendations from the Task Force Report which sets some of the guidelines for proceeding. Edison is taking an outcomes assessment approach that is consistent with the objectives of the Department of Higher Education but in different form. The Department understands this. Edison will gather data and draw conclusions about the effectiveness of how the College performs.

Dr. Pruitt reiterated that the terms "retention" and "value added" have little or no meaning for Edison in the context given at other colleges. Instead, Edison will evaluate: timely and accurate information, advising, publications, etc. The College needs to know that a student's enrollment is not adversely effected by Edison services. "Value added" has little meaning for Edison, because Edison's students are usually involved in retrospective evaluations of college-level learning.

Reviewing the five priorities for Edison, he indicated that the focus will be on: 1) Student Empowerment, 2) Testing and Assessment, 3) The Curricula and Student Learning Outcomes, 4) Distance Learning, and 5) Networking. A copy of the institution's Plan was distributed with the Board materials.

At the conclusion of Dr. Pruitt's remarks, George Hanford moved and Harvey Myers seconded a motion to receive the President's Report. Motion carried (6-0).

REPORT OF THE ACADEMIC AFFAIRS COMMITTEE:

George Hanford, Committee Chairman, summarized the report as previously distributed. He added that the Committee concurred with the Academic Council recommendations regarding: 1) a new specialization in geology for the Bachelor of Arts program; and 2) a name change from the Technical Services in Industry Specialization to individual specialization titles in Civil Engineering Technology, Electronic Engineering Technology, Nuclear Engineering Technology, Mechanical Engineering Technology, and Industrial Engineering Technology.

Robert Taylor moved and Christian Yegen seconded a motion to receive the Committee Report. Motion carried (6-0).

Robert Taylor moved and Christian Yegen seconded a motion to receive the Committee Report. Motion carried (6-0).

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE:

Committee Chairman Robert Taylor summarized the financial report as previously distributed. He thanked former committee members, Rita Novitt and Thomas Seessel, for their work in previous years. He added that Harvey Myers and Christian Yegen are the new committee members.

Commenting on the management of the College, he stated that management is extremely well prepared, anticipates Committee questions, prepares comprehensive materials, and provides wise and responsible stewardship of revenues and expenditures. He assured the Board that the Committee has a very high level of confidence in the management of the fiscal affairs of the College.

Carry Forward Spending Authorization

Adding to this report, Dr. Pruitt stated that the Committee has reviewed and is recommending to the full Board the expenditure of approximately \$800,000 in carry forward reserves to acquire certain services and equipment. He indicated that the state appropriated support ratio to student revenues is 60:40% compared to a traditional 70:30%, which results in heavy reliance on student revenues. This would not necessarily be a critical factor except that student revenues at Edison come in daily rather than at the beginning of each semester. Therefore, the College restricts and/or defers expenditures throughout the year to assure a balanced budget. Over the last few years, the College has deferred needed expenditure items, most of which are one-time purchases that do not commit recurring expenditures.

Through a combination of conservative fiscal management, unexpected growth in student revenues, and other state-regulated influences, the carry forward reserves have grown to approximately \$1.3 million. Prudent management suggests that the College should retain an operating reserve of around \$500,000 which leaves available approximately \$800,000 to satisfy the need for some major equipment items along with the purchase of one-time services and expenditures to address vital institutional needs.

Therefore, the College is proposing to establish a current-year reserve target equal to 10% of the college budget, or approximately \$500,000, and to purchase deferred and needed equipment, material, services, and supplies not to exceed the balance, or \$791,666.00.

Dr. Pruitt then reviewed the list of items under consideration.

Thomas Seessel presented the following resolution:

- WHEREAS: Thomas A. Edison State College has an unrestricted carry forward balance of \$1,291,666; and
- WHEREAS: This unrestricted carry forward balance was created through a combination of conservative fiscal management and greater-than-projected growth in student revenues; and
- WHEREAS: The College has recommended that these funds be utilized to provide a reserve of ten percent of the College's budget in order to insure meeting cash-flow needs and to protect the College from enrollment and revenue declines; and
- WHEREAS: The College has prior-year expenditure commitments from the FY 1987 budget that total \$10,159; and
- WHEREAS: The College has deferred and needed expenditures for data processing equipment, telecommunication equipment, material, services, and supplies that total \$781,507; now, therefore, be it
- RESOLVED: That the Board of Trustees of Thomas A. Edison State College does hereby authorize that the unrestricted carry forward balance fund totaling \$1,291,666 be utilized to establish a current year reserve target equal to ten percent of the college budget, approximately \$500,000, and to purchase deferred and needed equipment, material, services, and supplies not to exceed \$791,666; and be it further
- RESOLVED: That actions taken pursuant to this resolution will be reported to the Finance Committee.

Robert Taylor moved and Christian Yegen seconded a motion to adopt the resolution. Robert Taylor added that the Committee agreed completely with the request.

In response to the question "Is the 10% reserve to remain the same or will it change?" Dr. Pruitt stated that for now it will be 10% given the current base, until the base changes or until the Board changes it.

In the discussion which followed, it was apparent that the resolution's first resolve did not make clear whether or not the authorized spending figure was a target or a result and whether the figure was fixed from this year on or for the current year only. It was agreed that the authorized figure was both a target and a result, but that the reserve figure would be for the current year only. George Hanford moved and Fred Abbate seconded a motion to amend the first resolve in the resolution to reflect this clarification as follows:

now, therefore be it

RESOLVED: That the Board of Trustees of Thomas A. Edison State College does hereby authorize the purchase of needed equipment, material, services, and supplies not to exceed \$791,666, and that the balance of approximately \$500,000 or 10% of the annual budget, be retained as the current-year reserve; and be it further

RESOLVED: That actions taken pursuant to this resolution will be reported to the Finance Committee.

Motion carried (6-0).

The Chairman called the original motion as amended. Motion carried (6-0).

Bid Waiver to Purchase Equipment

Thomas Seessel presented the next resolution for consideration:

WHEREAS: The "State College Contracts Law" Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$8,400 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 procedure by resolution of the Board of Trustees of the College; and

WHEREAS: The purchasing policies of Thomas A. 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 Board of Trustees at its December 4, 1987 meeting has authorized spending of carry forward monies not to exceed \$791,666; and

WHEREAS: The College is requesting authorization to purchase the following items having estimated costs which individually exceed the \$8,400.00 bidding threshold:

- * \$10,000 for educational software for the Guided Study program;
- * \$50,000 for accounting software;
- * \$30,000 for a satellite downlink system;
- * \$15,000 for a video presentation of the College; and
- * \$25,000 for a development feasibility study; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas A. 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.

Dr. Pruitt added that there are some items not on the waiver list because they are already on the state contract list and do not need waivers. The items on the list [above] are not on the state contract list.

Dr. Pruitt reported that the current use of bid waivers is being reviewed by the state colleges and the Attorney General's Office. He believes that the issues being raised have nothing to do with Edison State College. He further explained that Edison's process has been reviewed by external accounting firms, the Department of Higher Education, and the Board of Higher Education, and the College is confident that it is operating within the law, until such time as he finds out otherwise.

Robert Taylor commented that the reason for going with a bid waiver is when considerations other than cost are a factor. He added that the Committee had reviewed each item and found no problem with the bid waiver request.

Robert Taylor moved and Christian Yegen seconded a motion to approve the resolution. Motion carried (6-0).

Finance Report:

Robert Taylor presented the financial report indicating that the College ended the first quarter realizing its first quarter budgeted revenue target of \$390,420. As of September 30, revenues totalled \$509,624 or 131%. On an

annualized basis, the College achieved 32% of its budgeted revenue target of \$1,604,939. In comparison, in FY 1987, the College realized 33% or \$421,714 of its annual revenue target of \$1,287,712.

Student revenues for the first quarter totalled \$493,248 or 131% of the first quarter budget target.

On an annualized basis, the College received 32% of its student revenue target of \$1,544,939.

The Center for Corporate Partnership is budgeted at \$60,000 for FY 1988. At the end of the first quarter it generated \$1,500 in revenues and \$2,300 in receivables. It achieved 25% of its first quarter budget target.

The College's revenue earned for the quarter totalled \$517,198.

The College's FY 1988 expenditure budget is \$4,126,000. This does not include \$117,000 of fee increase revenues which will be budgeted during the second quarter.

As of September 30, 1987, the College incurred expenses and commitments of \$658,420 or 16% of the budget. In comparison, during FY 1988, the College incurred expenses and commitments of \$602,010 or 17% of the budget -- \$3,495,439.

The College completed the first quarter of FY 1988 with excellent financial results. Revenues exceeded the College's budgeted target while expenditures continue to be well managed as the College addresses its enrollment growth demands.

General discussion followed as Board members reviewed the various financial charts and schedules.

George Hanford moved and Fred Abbate seconded a motion to approve the Finance Report. Motion carried (6-0).

CANDIDATES FOR DEGREE

Dr. Pruitt then called upon Jerry Ice who presented the candidates for associate and baccalaureate degrees as of November 1, 1987.

In the November 1, 1987 class, there were 12 candidates for the Associate in Arts, 4 candidates for the Associate in Science in Management, 1 candidate for the Associate in Science in Applied Science & Technology, 18 candidates for the Bachelor of Arts, 15 candidates for the Bachelor of Science, 18 candidates for the Bachelor of Science in Business Administration, and 1 candidate for the Bachelor of Science in Nursing, for a total of 69 candidates.

Adding to his report Jerry Ice indicated that approximately 60% of this graduating class are New Jersey residents; 55% are male; 7.2% are minority graduates; 94% are 50 or below in age; and, 67% are between 21 and 40.

Nearly 28% used transfer, testing, and assessment to complete degree requirements; 12% used prior learning assessment only; and 75% took 3 years or less to complete degree requirements. One Bachelor of Arts graduate completed 75 s.h. via assessment; another completed 35 s.h.

One graduate enrolled in 1985 with 0 credits and earned a Bachelor of Science in Computer Science through testing, assessment (44 s.h.), and one correspondence course.

The cumulative total of graduates is now 6,253.

There was discussion regarding how licenses are evaluated for credit. Jerry Ice responded that most of them are evaluated by the American Council on Education.

Thomas Seessel presented the following resolution:

The Board of Trustees of Thomas A. Edison State College does hereby approve those candidates who have met all the requirements for the Associate and Baccalaureate degrees by November 1, 1987 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 and to the degree requirements as recommended by the Academic Council and established by the Board of Trustees.

Robert Taylor moved and George Hanford seconded a motion to approve the candidates for degree. Motion carried (6-0).

CONTRACT RENEWALS:

Dr. Pruitt stated that in accordance with the Personnel Plan, the following individuals have been evaluated and are eligible for contracts for the terms indicated.

<u>Office of the President</u>	<u>Contract Recommendation</u>
Gerri Collins, Executive Assistant to the President	1 year, 1988 - 1989
Richard Hansen, Vice President for Public Affairs	1 year, 1988 - 1989
Jerry Ice, Vice President for Academic Affairs	1 year, 1988 - 1989
Michael J. Scheiring, Vice President for Administration and Finance	1 year, 1988 - 1989

Division of Academic Affairs

William Seaton, Director, Center for Learning through Telecommunications/Assistant to the Vice President for Academic Affairs	2 years, 1988 - 1990
Dolores Brown Hall, Director, Nursing Program	1 year, 1988 - 1989
Ruth McKeefery, Dean, Academic Programs	2 years, 1988 - 1990
Jack Phillips, Registrar	2 years, 1988 - 1990
Paul Jacobs, Director, Test Development and Research	2 years, 1988 - 1990
Ann Bielawski, Director, Prior Learning Assessment	2 years, 1988 - 1990
Marion Stone, Senior Program Advisor, Nursing Program	3 years, 1988 - 1991
Theresa Bowman, Senior Program Advisor	3 years, 1988 - 1991
Gregory Dye, Assistant Registrar	2 years, 1988 - 1990
Sharon Smith, Senior Evaluator (part-time)	1 year, 1988 - 1989
Bernard Bomba, Evaluator	1 year, 1988 - 1989
Melinda Lewis, Evaluator	1 year, 1988 - 1989
Janice Palmer, Acting Coordinator, Prior Learning Assessment (part-time)	1 year, 1988 - 1989
Daniel Negron, Senior Portfolio Advisor	1 year, 1988 - 1989
Richard Hamilton, Senior Portfolio Advisor	1 year, 1988 - 1989
Rebecca Hull, Administrative Assistant	1 year, 1988 - 1989
Emily Carone, Assistant to the Director of Test Development and Research (part-time)	1 year, 1988 - 1989

Division of Administration and Finance

Carron M. Albert, Personnel Director	1 year, 1988 - 1989
James Humphrey, Director Administrative Services	2 years, 1988 - 1990
Philip Sanders, Administrator Fees and Revenues	1 year, 1988 - 1989
Carol Tomaszewski, Administrative Assistant, Business and Finance	5 years, 1988 - 1993
Edward George, Administrative Assistant Business and Finance	1 year, 1988 - 1989
James Brossoie, Assistant Director Management Information Systems	3 years, 1988 - 1991
William Hobson, Automation Specialist	1 year, 1988 - 1989

Division of Public Affairs

Barbara Waters-Eklund, Director of Public Relations and Publications	2 years, 1988 - 1990
Annie Bowser, Admissions Representative	1 year, 1988 - 1989

Dr. Pruitt explained that the Personnel Policy grieved in 1983 was pending settlement until the new State contract went into effect. Since the new State contract, there has been talk with the local in reference to the Personnel Policy, and all issues have been resolved.

Thomas Seessel presented the following resolution:

The Board of Trustees of Thomas A. 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 the employee's work performance and the recommendation of the President.

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

PERSONNEL ACTIONS:

Dr. Pruitt presented the list of appointments as follows:

Sue Ellen Marren, Secretarial Assistant III
Deborah Ware, Clerk Transcriber
Gloria Dienes, Personnel Assistant
William Harrison, Systems Researcher
Deborah Spirk, Clerk Transcriber
Robert Orta, Admissions Representative (Bilingual)
John Smith, Procedures Analyst
David Puddington, Director of Development

Thomas Seessel presented the following resolution:

The Board of Trustees of Thomas A. 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 Robert Taylor seconded a motion to adopt the resolution approving the personnel actions. Motion carried (6-0).

NEW BUSINESS:

Dr. Pruitt stated that several trustees asked how they might get more involved in the workings of the College. After individual discussions with Robert Taylor, George Hanford, and Thomas Seessel, it was agreed that a calendar of meetings for the Committees as well as for the full Board would be prepared and the agenda made available to everyone so that if they wanted to participate more fully, they could come to committee meetings outside their assigned area.

The College will follow through with this initiative.

There being no further business, the official meeting was adjourned. The video presentation on the Southern New Jersey Technology Consortium was then presented.

Submitted by,




George A. Pruitt
Secretary to the Board

June 3, 1988

Date

Approved by,



Thomas Seessel
Chairman of the Board

June 3, 1988

Date