

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON STATE COLLEGE

March 11, 1988

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

MEMBERS ABSENT: Patricia 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 10:00 a.m. by Thomas Seessel 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 4, 1987 Board of Trustees meeting were presented for approval. George Hanford moved and Robert Taylor seconded a motion to approve the minutes. Motion carried (7-0).

PRESIDENT'S REPORT: Adding to his previously distributed report, Dr. Pruitt presented a list of proposed meeting dates for fiscal year 1989. The final list will be presented for approval at the June, 1988 meeting.

He also distributed a list of the 25 largest four-year New Jersey colleges and universities, ranked by enrollment. Thomas A. Edison State College ranks 11th in size out of 37.

Dr. Pruitt made the following announcements:

- New Jersey has lost an important advocate. Rick Mills, the Governor's Special Assistant for Education, left the state to become Commissioner of Education in Vermont.
- Fred Wang, President of Wang Laboratories, will visit the College on March 22.
- The state college trustee conference will be held at the Hyatt Regency in Princeton on April 25. This is an all-day meeting for state college trustees, presidents, and representatives from the Department of Higher Education. It is sponsored by the Governing Boards Association.

Dr. Pruitt then reviewed the relationship between Edison State College and Regents College with regard to the Bachelor of Science in Nursing program. Over the past 2-3 years, Edison has budgeted money to pay for consulting services provided by Regents, and they have been encouraged to submit a bill for those services on a regular basis. The College recently received a bill in the amount of \$57,000 for consulting services. Since no documentation or itemized accounting accompanied the bill, it is being reviewed for accuracy and appropriateness. Discussions have been initiated to amicably resolve the matter, and the Board of Trustees will be informed accordingly.

Regarding the FY 1989 budget, Dr. Pruitt indicated that the Governor's budget message presented in January has been sent to Board members. Edison's budget request included 28 new positions that relate to enrollment growth. Subsequent discussions have been positive.

The Office of Management and Budget (OMB) created 10 of the 28 positions and allowed the College to use surplus funds to fund them. OMB will pay fringe benefits. Six additional positions have been recommended. By July 1, the College anticipates having 16 of the 28 positions.

Space is still a problem. The facilities next to the Kelsey Building have been promised to Edison. Treasury has reaffirmed this commitment, but it will take 18 months to 2 years to complete restoration and remodeling. In the meantime, arrangements are underway to provide temporary quarters near the College by July 1. Long-term plans may involve securing a large facility. Groundwork for this possibility is being laid.

With the increased emphasis on human resource training and development in state government as well as in the corporate world, Edison's role as consultant, resource facilitator, and provider continues to grow. This possibility further emphasizes the potential for a large facility in the near future.

The Higher Education Coalition is going to the legislature to seek \$4.8 million added to the FY 1989 budget. Edison's share would be \$350,000. This would enable the College to get 10 of the remaining 12 positions not yet approved. To recap, the staffing requests are for:

10 in the current year  
6 in July  
10 through the coalition

Dr. Pruitt then reviewed discussions between Edison and AETNA. AETNA Institute for Corporate Education is the "college" of the AETNA Insurance Company. The Institute serves between 27,000 and 30,000 students per year. They are requesting Edison's help in preparing examinations for their courses. They also want to know how to organize their courses for students wanting college credit. Their tuition assistance program would be related to Edison via Edison's degree programs.

AETNA will help Edison by providing a video orientation program for enrolled Edison students. It will be developed and produced by Edison. In addition, AETNA will provide technical assistance for the CALL project. Student referrals from AETNA may also be forthcoming.

At a later date, a public announcement about this relationship will be jointly released.

A separate video presentation is underway with Gillespie Advertising. This video will be an Edison overview to help with Admissions staff presentations.

Referring to the previously distributed President's Report, Dr. Pruitt stated that Edison has a relationship with Indiana University, Ohio University, Pennsylvania State University, and University of Nebraska-Lincoln whereby Edison students may use their correspondence courses. The student enrolls directly with them. Coupled with Edison exams, these five resources and approximately 100 other institutions provide distant learning services that Edison students use.

At the conclusion of Dr. Pruitt's remarks, Christian Yegen moved and Robert Taylor seconded a motion to receive the President's Report. Motion carried (7-0).

#### ACADEMIC COUNCIL APPOINTMENTS:

Jerry Ice presented the recommendations for Academic Council appointments indicating that they were replacements for vacancies. John Holtz replaces Janis Miller. John was the student speaker at the 1987 commencement. He comes to the Council representing the corporate world in communications and public affairs.

Thomas Seessel presented the following resolution:

The Board of Trustees of Thomas A. Edison State College does hereby appoint Mr. James Colaizzo, Education Services Officer, McGuire Air Force Base; and Mr. John Holtz, Associate Director, New Jersey Petroleum Council, to the College's Academic Council for a three-year term.

In addition, the Board of Trustees of Thomas A. Edison State College does hereby appoint Mr. Richard Hamilton, Portfolio Advisor, and Ms. Theresa Bowman, Program Advisor, from the staff at Thomas A. Edison State College for a two-year term.

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

Rita Novitt moved and George Hanford seconded a motion to adopt the resolution approving the appointments. Motion carried (7-0).

CANDIDATES FOR DEGREE:

Jerry Ice presented the candidates for associate and baccalaureate degrees as of January 1, 1988 and March 1, 1988.

In the January 1, 1988 class, there were 9 candidates for the Associate in Arts, 6 candidates for the Associate in Science in Management, 2 candidates for the Associate in Science in Applied Science & Technology, 10 candidates in the Bachelor of Arts, 14 candidates in the Bachelor of Science, 10 candidates in the Bachelor of Science in Business Administration, and 2 candidates for the Bachelor of Science in Nursing, for a total of 53 candidates.

In the March 1, 1988 class, there were 15 candidates for the Associate in Arts, 8 candidates for the Associate in Science in Management, 3 candidates for the Associate in Science in Applied Science & Technology, 2 candidates for the Associate in Science in Natural Science & Mathematics, 13 candidates in the Bachelor of Arts, 19 candidates in the Bachelor of Science, 15 candidates in the Bachelor of Science in Business Administration, and 1 candidate for the Bachelor of Science in Nursing, for a total of 76 candidates.

As of March 1, 1988, 395 students have completed their degree requirements compared to 315 at that date in 1987. The FY 1988 goal was 380.

Combining the two classes (129), 68% are New Jersey residents, 57% male, and 12% minority. Ages range from 24-63. Of the 45 associate degree candidates, 34 or 76% completed in three years or less. Of the 84 baccalaureate candidates, 55 completed in three years or less, and an additional 20 completed in five years or less.

The cumulative total of graduates to date is 6,382.

Thomas Seessel presented the following resolution:

The Board of Trustees of Thomas A. Edison State College does hereby approve the awarding of the appropriate degree to those January 1, 1988 and March 1, 1988 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 established by the Board of Trustees.

Rita Novitt moved and Christian Yegen seconded a motion to adopt the resolution approving candidates. Motion carried (7-0).

Dr. Pruitt reported that legislation has finally passed which enables Edison to comply with the intent of the law that requires student representation on the Board of Trustees. Both houses have approved it, and it is before the Governor for signature. The College will suggest procedures for student selection and election at the June meeting.

ADMINISTRATION AND FINANCE COMMITTEE REPORT:

Robert Taylor, Committee Chair, presented the Committee Report as previously distributed. He indicated that the six months financial report was positive, and he commended the College for its fiscal management and its reporting structure.

Fee Increase

He then presented the proposed fee increase schedule for approval, indicating that the increases serve two basic purposes:

1. To make certain that the College has sufficient income, and
2. To change the pattern of fee income to put less load on the new student. Over time, the College will gradually decrease dependence on the transcription fee.

Robert Taylor moved and Fred Abbate seconded a motion to adopt the following resolution approving the new schedule of fees:

The Administration and Finance Committee of the Board of Trustees does hereby recommend to the Board of Trustees of Thomas A. Edison State College the approval of the proposed schedule of fees for FY 1989 as indicated on the schedule provided and incorporated herein by reference.

The action herein taken is pursuant to a recommendation by the President.

Further discussion focused on enrollment trends and careful monitoring of enrollment goals and achievement.

Calling the question, the motion carried (7-0).

Personnel Plan

Dr. Pruitt presented the revised Personnel Plan for consideration indicating that the Personnel Plan for all Professional and Administrative staff has been revised through a joint effort of labor and management at the local level. This revision serves to bring the original plan into compliance with the new and revised Administrative Code governing the Department of Higher Education, the current Labor Contract between the State of New Jersey and the American Federation of Teachers, and all Thomas A. Edison State College internal policies and procedures. Additionally, both the AFT staff representative and the local union president have indicated their concurrence with the Plan and accept it as settlement of a lengthy grievance originally filed in 1983.

Robert Taylor presented the following resolution:

WHEREAS: The Administration and Finance Committee of the Board of Trustees has recommended to the Board of Trustees of Thomas A. Edison State College the adoption of the revised Personnel Plan for All Professional and Administrative Staff as provided; and

WHEREAS: The action herein taken is pursuant to a recommendation by the President of the College and is consistent with relevant state regulations and applicable collective bargaining agreements currently in force; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas A. Edison State College does hereby approve the Personnel Plan for All Professional and Administrative Staff as provided and incorporated herein by reference.

Robert Taylor moved and Christian Yegen seconded a motion to adopt the resolution.

Dr. Pruitt added that the one real issue in the old policy was the annual evaluation of AFT members in multiyear contracts. This resulted in the grievance indicated above. All issues have been resolved. Dr. Pruitt stated that the leadership of the local is outstanding.

It was noted that the first sentence of the revised plan still reflected Civil Service regulations which no longer apply to unclassified personnel under autonomy.

George Hanford moved and Rita Novitt seconded a motion to amend the first line as follows:

This personnel plan conforms with current, relevant, state regulations, policies, and procedures.

Motion carried (7-0).

Calling the question as amended, the motion carried (7-0).

Contract Recommendations

Dr. Pruitt presented the contract renewal recommendations as follows:

<u>Division of Administration and Finance</u>	<u>Contract Renewal</u>
Rebecca Barton, Grants Administrator	1 year 1988 - 1989
Jonathan Davis, Systems Coordinator	1 year 1988 - 1989
David DePula, Program Assistant	1 year 1988 - 1989
Gloria Dienes, Personnel Assistant	1 year 1988 - 1989
Hope Gillico, Data Processing Specialist	1 year 1988 - 1989
William Harrison, Systems Researcher	1 year 1988 - 1989
Farouk Hassieb, Controller	1 year 1988 - 1989
John Smith, Assistant to the Director Administrative Services	1 year 1988 - 1989
Evelyn Spradley, Educational Researcher	1 year 1988 - 1989
<u>Division of Academic Affairs</u>	
Barbara Aikins, Administrative Assistant	1 year 1988 - 1989
Howard Bueschel, Senior Program Advisor	1 year 1988 - 1989
Ellen Carriere, Transcript Evaluator	1 year 1988 - 1989
Rosa Lee Eickhoff, Transcript Evaluator	1 year 1988 - 1989
Janet Heirigs, Administrative Assistant	1 year 1988 - 1989
Michael Klebanoff, Transcript Evaluator	1 year 1988 - 1989
<u>Division of Public Affairs</u>	
Wenrich Green, Director of Admissions	1 year 1988 - 1989
Louis Martini, Admissions Representative	1 year 1988 - 1989
Robert Orta, Admissions Representative	1 year 1988 - 1989
Iris Saltiel, Administrator, Corporate Education	1 year 1988 - 1989

The following resolution was presented:

- WHEREAS: The Administration and Finance Committee of the Board of Trustees has recommended to the Board of Trustees of Thomas A. Edison State College the approval of contract recommendations as indicated on the lists provided; and
- WHEREAS: The action herein taken is pursuant to an evaluation of the employee's work performance and the recommendation of the President; now, therefore, be it
- RESOLVED: That 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.

Robert Taylor moved and Harvey Myers seconded a motion to adopt the resolution approving contract renewals. Motion carried (7-0).

Bid Waiver

A bid waiver for an Admissions Viewbook was presented. The following resolution was read:

- 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 procedures by resolution of the Board of Trustees of the College for printed material, 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 of such purchases to the Board, and
- WHEREAS: Edison State College is requesting to purchase an Admission's Viewbook in June, 1988 which will cost over \$8,400, and
- WHEREAS: It cost \$33,742 to print the Viewbook the last time (for a two-year supply) and it is expected to cost approximately \$22,000 this year (for a one-year supply), and
- WHEREAS: The College will seek proposals from a list of printers; 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 an Admission's Viewbook, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Robert Taylor moved and Christian Yegen seconded a motion to adopt the resolution approving the bid waiver.



In the general discussion which followed, it was unclear as to why the viewbook would cost \$22,000 for a one-year supply and only \$33,742 for a two-year supply. Dr. Pruitt explained that some content changes and editing were needed for this reprinting, but that only a one-year supply was planned in that the entire book would be upgraded and redone next year.

The discussion concluded with a motion by Robert Taylor and seconded by George Hanford to amend the resolution as follows:

[Old] WHEREAS: It cost \$33,742 to print the Viewbook the last time (for a two-year supply) and it is expected to cost approximately \$22,000 this year (for a one-year supply), and

[New] WHEREAS: It is expected to cost approximately \$22,000 this year (for a one-year supply), and

Motion carried (7-0).

The question was called on the main motion as amended. Motion carried (7-0).

PERSONNEL ACTIONS:

Dr. Pruitt presented the personnel actions as follows:

Howard Bueschel	-	Senior Program Advisor
Louis Martini	-	Admissions Representative
Carolyn Ford	-	Test Administrator (hourly)
Samone Jolly	-	Coordinator of Degree Programs
Robin Wells	-	Clerk Typist (hourly)
Esther Taitsman	-	Senior Program Advisor
Edna Kucinski	-	Principal Clerk Typist
Anna Benitz	-	Assistant to the Controller

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.

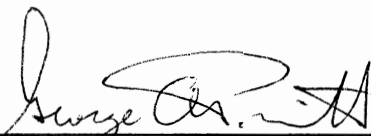
Fred Abbate moved and Rita Novitt seconded a motion to adopt the resolution. Motion carried (7-0).

Dr. Pruitt reported that efforts were made to arrange for the June meeting to be held at the Edison Museum, but it is not available on Fridays. He added that future committee meetings might be scheduled there if they are not on Friday's.

With regard to proposed meeting dates for FY 1989, members were asked to call the President's Office if there were conflicts. The dates will be finalized and approved at the June meeting.

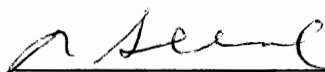
There being no further business, Robert Taylor moved and Harvey Myers seconded a motion to adjourn. Motion carried (7-0).

Submitted by,



George A. Pruitt  
Secretary to the Board

September 16, 1988  
Date



Thomas Seessel  
Chairman of the Board

September 16, 1988  
Date