

## MINUTES

### BOARD OF TRUSTEES

#### THOMAS EDISON STATE COLLEGE

June 9, 1995

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

MEMBERS ABSENT: Wendy Logan; Mary Slabicki, student.

ALSO PRESENT: Jerry Ice, Vice President and Provost; Michael Scheiring, Vice President and Treasurer; Nat Caliendo, Vice President for Public Affairs; Gerri Collins, Executive Assistant to the President.

The public meeting was officially called to order at 2:00 p.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 March 17, 1995 meeting were presented for approval. Richard Arndt moved and George Fricke seconded a motion to approve the minutes. Motion carried (9-0).

#### PRESIDENT'S REPORT:

Dr. Pruitt introduced Russ Hart, Director of Building and Construction within the State Department of Treasury, who spoke on the status of the townhouses reconstruction. Dr. Pruitt stated that the new, and presumably the final, occupancy date is for sometime during the 25th anniversary year in 1997.

Mr. Hart stated that the project has been given priority status. He added that he has a personal interest in the project, since he attended classes in the Kelsey Building when it was being used by Mercer County Community College.

Construction has begun. The design contractor has been making his assessment; the asbestos removal is being planned; and the design work should be done by the end of July. The actual asbestos abatement should begin in the fall and last about 90 days.

The design and construction phase has been advertised, with 23 responses in design and 11 responses in construction. Contracts are expected to be let in August 1995, with implementation of construction expected on or about August 1996. The tentative completion date is May 1997.

Resuming his report, Dr. Pruitt added that it is in the College's interests to have a high quality facility when the project is complete, but that every effort will be made to make it cost-effective as well. Should there be any surplus funds as a result of this cost-effective approach, these funds might be diverted to other college needs, but the quality of the completed project is of first consideration.

On another topic, contract negotiations continue on the development of a new union contract. A strike may be forthcoming, but contingency plans have been made so that the College remains open and operative.

Dr. Pruitt reported that by the September Board meeting, all Board members should be able to easily access the College via the World Wide Web. The appropriate equipment has been ordered, and design work is underway.

He announced that the Master of Science in Management implementation date is January 1996.

Regarding fiscal matters, he stated that the FY 1996 budget is in the hands of the legislature, and that no surprises are expected. He also stated that the College will end the year in excellent fiscal condition.

In response to a question about the lack of student use of the computer for test-taking, the College expects to see this option used by more students once it is marketed better and word-of-mouth student promotion begins.

General discussion followed regarding various aspects of the President's written report, particularly issues surrounding the potential job action.

#### REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE:

George Fricke, Chairman of the Committee, summarized the minutes of the meeting. He indicated that the College ended the third quarter with good financial results and that the Committee recommended approval of the three following resolutions:

Recommendation for Travel Services Contract: George Fricke presented the resolution:

- 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:** The Board of Trustees of Thomas Edison State College has the authority to enter into contracts and agreements for the purchase of services; and
- WHEREAS:** The College is planning to purchase travel agency services for fiscal year 1996; and
- WHEREAS:** The College provided specifications and solicited requests for proposals from area travel agencies; and
- WHEREAS:** It was determined by the College that the most advantageous and comprehensive travel proposal was submitted by Graycar Travel Agency; and
- WHEREAS:** The proposals and recommendation have 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, upon recommendation of the President and concurrence by the Administration and Finance Committee of the Board, does hereby authorize the College to enter into an agreement with The Graycar Travel Agency effective July 1, 1995, with the commencement of necessary transitory activities effective immediately.

Dr. Pruitt reported that Graycar Travel Agency was a minority contractor.

Thomas O'Neill moved and Carole Nerlino seconded a motion to adopt the resolution. Motion carried (10-0).

BID WAIVERS. George Fricke then presented the following bid waiver resolutions:

Test Description Book Reprint

**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 for the printing of the Test Description Book; 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 Test Description Book in August 1995, which will cost over \$11,100; and

**WHEREAS:** The estimated printing cost is approximately \$19,500; and

**WHEREAS:** The College will not be going to a sole source, but will seek proposals from a list of printers; and

**WHEREAS:** The request for bid waiver 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 a Test Description Book at a cost not to exceed \$19,500, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Richard Arndt moved and Thomas O'Neill seconded a motion to adopt the resolution. Motion carried (10-).

Prospectus Reprint

**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 for the printing of the Prospectus; 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 Prospectus in August 1995, which will cost over \$11,100; and

**WHEREAS:** The estimated printing cost is approximately \$52,500; and

**WHEREAS:** The College will not be going to a sole source, but will seek proposals from a list of printers; and

**WHEREAS:** The request for bid waiver 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 a Prospectus at a cost not to exceed \$52,500, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Marilyn Pearson moved and Harvey Myers seconded a motion to adopt the resolution. Motion carried (10-0).

CANDIDATES FOR DEGREE:

Jerry Ice presented the candidates for the associate and baccalaureate degrees as of March 1, 1995. There were 18 candidates for the Associate in Arts, 4 candidates for the Associate in Science in Management, 1 candidate for the Associate in Science in Public and Social Services, 14 candidates for the Associate in Science in Applied Science and Technology, 38 candidates for the Bachelor of Arts, 6 candidates for the Bachelor of Science in Human Services, 42 candidates for the Bachelor of Science in Applied Science and Technology, 31 candidates for the Bachelor of Science in Business Administration, and 2 candidates for the Bachelor of Science in Nursing, for a total of 156 candidates.

He commented that 50% are in-state residents; 55% are female; 8% are African-American; and 71% 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 March 1, 1995 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.**

George Fricke moved and Carole Nerlino seconded a motion to adopt the resolution. Motion carried (10-0).

ACADEMIC COUNCIL APPOINTMENTS:

Jerry Ice presented the candidates for first-time and reappointment to the Academic Council. The resolution read as follows:

**The Board of Trustees of Thomas Edison State College does hereby appoint William Brant, Associate Professor, School of Business at Rider University; Doris DeFelice, Student Representative; David Hulteen, Director, State Approving Agency for College Programs at the Department of Military and Veterans Affairs; and Wayne Smeltz, Associate Professor, Business Policy at Rider University, to a three-year term on the Academic Council and does hereby reappoint Joseph Blasenstein, Instructor/Coordinator, Aviation Programs, Mercer County Community College; James Cline, Professor, Fire Science, Jersey City State College; and Daniel Cokewood, Technology Department Chairperson, Kean College of New Jersey, to an additional three-year term on the Academic Council.**

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

Carole Nerlino moved and John Blossom seconded a motion to adopt the resolution. Motion carried (10-0).

Fred Abbate then presented the staff appointments to the Academic Council as follows:

**The Board of Trustees of Thomas Edison State College does hereby appoint college staff Esther Paist, Assistant Dean; Todd Siben, Portfolio Advisor; and Sharon Smith, Associate Registrar to a two-year term on the Academic Council.**

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

Richard Arndt moved and Harvey Myers seconded a motion to adopt the resolution. Motion carried (10-0).

CONTRACT RENEWALS:

Fred Abbate presented the recommendations for managerial contract renewals as follows:

PRESIDENT'S OFFICECONTRACT RECOMMENDATIONS

Gerri Collins, Executive Assistant to the President	1 year 1995 - 1996
Linda Eckel Confidential Assistant to the Board of Trustees	1 year 1995 - 1996
John Thurber, Director, Institute for Public Policy	1 year 1995 - 1996

DIVISION OF ACADEMIC AFFAIRSCONTRACT RECOMMENDATIONS

Debra Dagavarian-Bonar, Director, Office of Testing & Assessment	1 year 1995 - 1996
Thomas Donlon, Director, Office of Test Development & Research	1 year 1995 - 1996
Gregory Dye, Assistant Registrar	1 year 1995 - 1996
Charlene Glascock, Associate Director for Distance and Independent Adult Learning	1 year 1995 - 1996
Dolores Brown-Hall, Director, Nursing Program	1 year 1995 - 1996
Jerry Ice, Vice President and Provost	1 year 1995 - 1996
Evette Jackson, Managing Administrative Assistant 3	1 year 1995 - 1996
Jack Phillips, Registrar	1 year 1995 - 1996
William Seaton, Director, Center for Distance and Independent Adult Learning	1 year 1995 - 1996

DIVISION OF ACADEMIC AFFAIRSCONTRACT RECOMMENDATIONS

Sharon Smith, Associate Registrar	1 year 1995 - 1996
Samone Jolly, Associate Dean for Liberal Arts Degrees	1 year 1995 - 1996
Susan Friedman, Associate Dean for Applied Science and Technology Degrees	1 year 1995 - 1996
Esther Paist - Assistant Dean	1 year 1995 - 1996
Ronald Sukovich - Associate Dean for Business Degrees	1 year 1995 - 1996



DIVISION OF ADMINISTRATION  
AND FINANCECONTRACT RECOMMENDATIONS

Carron M. Albert, Director, Office of Human Resources	1 year 1995 - 1996
Anna Benitz, Assistant Controller	1 year 1995 - 1996
James Brossoie, Assistant Director, Office of Management Information Systems	1 year 1995 - 1996
Gloria Y. Dienes, Assistant Director, Office of Human Resources	1 year 1995 - 1996
Edward George, Director, Shipping and Receiving	1 year 1995 - 1996
Mark Gordon, Director, Special Studies	1 year 1995 - 1996
Frank Haggerty, Director, Office of Administrative Services	1 year 1995 - 1996
Farouk Hassieb, Controller	1 year 1995 - 1996
Drew Hopkins, Director, Office of Management for Information Systems	1 year 1995 - 1996
Michael J. Scheiring, Vice President and Treasurer	1 year 1995 - 1996
Philip Sanders, Administrator, Student Fees and Revenues	1 year 1995 - 1996
Evelyn Spradley, Assistant Director, Educational Technology	1 year 1995 - 1996
Mark Williams, Director, Budget and Analysis	1 year 1995 - 1996

DIVISION OF PUBLIC AFFAIRSCONTRACT RECOMMENDATIONS

Nat Caliendo, Vice President for Public Affairs	1 year 1995 - 1996
Sonja Eveslage, Associate Vice President for Public Service	1 year 1995 - 1996
Linda Holt, Associate Vice President, Office of Communications & College Relations	1 year 1995 - 1996
Jules Kahn, Director, Financial Aid and Veterans' Affairs	1 year 1995 - 1996
Nina Malone, Assistant Director, Communications and College Relations for Publications	1 year 1995 - 1996
James Ratigan, Director, Corporate and Higher Education Programs	1 year 1995 - 1996
Iris Saltiel, Director, Enrollment Services	1 year 1995 - 1996
Annette Singer, Director, Alumni Affairs	1 year 1995 - 1996
Janice Toliver, Director, Admissions Services	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.**

Richard Arndt moved and Harvey Myers seconded a motion to adopt the resolution. Motion carried (9-0 student abstention).

PERSONNEL ACTIONS:

Fred Abbate presented the recommendations for appointment as follows:

Nadine Hoston	- Senior Clerk Transcriber
Colleen Keenan	- Temporary Project Coordinator (60%)
Barbara Getze	- Temporary Events Manager
Linda Battle	- Senior Clerk Typist
Mary Buzby	- Senior Clerk Typist
Maria Abbamont	- Secretarial Assistant III (hourly)
Eric Wanninger	- Technical Support Intern (hourly)
Noreen O'Donnell	- Administrative Assistant
John Cosolito	- Systems Coordinator
Barbara Sandstrom	- Systems Coordinator
Douglas Hughes	- Associate Fellow
Randolph Schwartz	- Desktop Applications Specialist
Barbara Hendricks	- Senior Clerk Transcriber
William Watson	- Executive Fellow
Penelope Stohn Brouwer	- Director of Institutional Planning, Research, and Outcomes Assessment

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.**

Carole Nerlino moved and George Fricke seconded a motion to adopt the resolution. Motion carried (9-0 student abstention).

FY 1996 MEETING DATES:

Fred Abbate presented the following resolution:

**The Board of Trustees of Thomas Edison State College does hereby approve the following meeting dates for FY 1996:**

<b>September 8, 1995</b>	<b>-</b>	<b>10:00 a.m.</b>
<b>December 8, 1995</b>	<b>-</b>	<b>10:00 a.m.</b>
<b>March 8, 1996</b>	<b>-</b>	<b>10:00 a.m.</b>
<b>June 14, 1996</b>	<b>-</b>	<b>2:00 p.m.</b>

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

George Fricke moved and Marilyn Pearson seconded a motion to adopt the resolution. Motion carried (10-0).

OTHER IMPORTANT DATES:

Dr. Pruitt announced that the first annual golf classic/fund raiser would be held July 11, 1995 at the Cranbury Country Club. The annual Gala dinner/dance will be October 14, 1995, and Commencement will be October 22, 1995.

NEW BUSINESS:

Vice Chairman George Fricke introduced the following resolution:

**The Board of Trustees, President, and staff of Thomas Edison State College wish to heartily thank Mr. William Kelly for his dedicated service as Student Trustee and for his specific and special interest in the growth and development of Thomas Edison State College.**

**We applaud his accomplishments and commend his continued interest in the College, and we look forward to a continuing relationship with him through the Alumni Association**

George Fricke moved and Richard Arndt seconded a motion to adopt the resolution. Motion carried (9-0).

Bill thanked the College for the opportunity to have the experience as a Student Trustee, especially during this particular two-year period.

Fred Abbate then presented the following resolution:

**WHEREAS:** Dr. Ruth McKeefery has been a member of the staff of Thomas Edison State College since August, 1977; and

**WHEREAS:** Dr. McKeefery has demonstrated rare and special leadership and devotion to the growth and development of the College; and

**WHEREAS:** Through her exemplary leadership as Dean of the College, she has earned the respect and affection of her colleagues, the Academic Council, and the Board of Trustees; and

**WHEREAS:** Dr. McKeefery is deserving of extraordinary and distinctive honors as she retires from the College; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby award Dr. Ruth McKeefery the "Distinguished Service Award" and "Dean Emeritus" status; and be it further

**RESOLVED:** That this award and status be conferred upon her during the proceedings of the Commencement ceremonies to be held October 22, 1995.

Richard Arndt moved and Harvey Myers seconded a motion to adopt the resolution. Motion carried (10-0).

Dr. Pruitt added comments highlighting the extraordinary contributions Dr. McKeefery has made during her 18 years at the College.

APPOINTMENT OF NOMINATING COMMITTEE:

Fred Abbate appointed the Nominating Committee as follows:

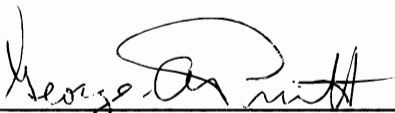
Richard Arndt, Chair  
Thomas O'Neill  
Carole Nerlino

Dr. Pruitt announced that as part of the 25th Anniversary celebration of the College, a special project has been assigned to Gerri Collins who will manage the research and ultimately write the 25 year history of the College. Assisting her in this project, so far, are Rita Novitt, Foundation Director; Dr. Ruth McKeefery, Dean of the College; and Linda Holt, Director of Communications and College Relations. Additional information will be forthcoming as the project evolves.

Dr. Pruitt also mentioned that at 5:30 p.m. on Saturday, June 10, the National Institute opens with a dinner at the Henry Chauncey Conference Center with 36 participants.

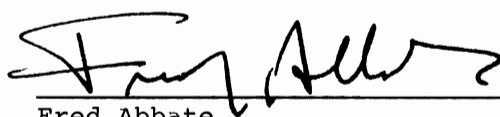
There being no further business, George Fricke moved and William Kelly seconded a motion to adjourn. Motion carried (10-0).

Submitted by,

  
\_\_\_\_\_  
George A. Pruitt  
Secretary of the Board

12/8/95  
\_\_\_\_\_  
Date

Approved by,

  
\_\_\_\_\_  
Fred Abbate  
Chairman of the Board

12/8/95  
\_\_\_\_\_  
Date