

MINUTES

BOARD OF TRUSTEES

THOMAS EDISON STATE COLLEGE

March 11, 1994

MEMBERS PRESENT: Fred Abbate, Chairman; Richard Arndt; Harvey Myers; Thomas O'Neill; Drunell Levinson, student; William Kelly, student; Emilia Timpo, Chancellor's Designee  
George A. Pruitt, President.

MEMBERS ABSENT: John Blossom; George Fricke; Wendy Logan; Carole Nerlino; Marilyn Pearson.

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 10:00 a.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.

Congratulations were extended to Drunell Levinson on being accepted at New York University in the Master of Folk Arts program.

MINUTES:

The minutes of the December 10, 1993 meeting were presented for approval. Dick Arndt moved and Drunell Levinson seconded a motion to approve the minutes. Motion carried (5-0).

PRESIDENT'S REPORT:

Adding to his written report, Dr. Pruitt called attention to the recent newspaper articles about the College. They focused on the technology programs and on the new Baccalaureate Degree Completion Program.

Moving to budgetary matters, he talked at length about the Governor's upcoming budget message. It is expected to be dramatic. He believes that the College probably will receive additional cuts. Time will tell what the final numbers will be.

Dr. Pruitt then discussed enrollment status which has flattened considerably this year. A special project is underway to make direct contact with 1700 applicants who have not yet enrolled. Results are positive so far, with two weeks to go on the project.

The June Board meeting will be held at the David Sarnoff Research Center in Princeton. Details and directions will be sent in May.

Dr. Pruitt corrected the written report regarding his appointment to a national committee. The name of the Committee has been changed to the National Advisory Committee on Institutional Quality and Integrity. Dr. Pruitt also highlighted the Honorary Degree item in the written report, indicating his delight that his alma mater will be conferring upon him a Doctor of Humane Letters honoris causa.

Tom Streckewald reviewed highlights from results of goals in the Five-Year Plan. This year marks the end of that Plan. A new plan will be completed during FY 1995.

Dr. Pruitt will be going to England in June to confer with the British Open University. The College has had excellent relationships with them in the past, and they are a major source for course options.

ADMINISTRATION AND FINANCE COMMITTEE REPORT:

Richard Arndt summarized the written report of the Administration and Finance Committee. He moved the following resolution authorizing a bid waiver to purchase the Guided Study Bulletin:

**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 Guided Study Bulletin; 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 Bulletin in May 1994, which will cost over \$11,100; and

**WHEREAS:** The estimated printing cost is approximately \$19,697; 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 Bulletin and that any purchase pursuant to this authority will be reported to the Board of Trustees in public session at its next scheduled meeting.

Harvey Myers seconded the motion to adopt the resolution. Motion carried (5-0).

Michael Scheiring added that all funds which had been promised by the state have been provided. This positions the College well for completing the year without any new or unexpected budget cuts. The equipment leasing request for \$1 million is expected to be approved at the March Board of Higher Education meeting.

Dr. Pruitt highlighted portions of the financials indicating that the College is still affordable. However, productivity issues are being studied for handling service to 35-40,000 inquiries and for increasing the number of applicants to enrollees.

The College has now priced itself at a level that may affect student enrollment. Most of the enrollment loss is coming from out-of-state students. The College will be dealing with this in the months to come. At least three things have to be done to change student revenue numbers. The College has to have additional products. Fifteen new courses will be brought on line this fall. The number of students using Thomas Edison State College methods must be increased, and transfer courses must decrease to increase revenues. The New Jersey Baccalaureate Degree Completion Program will add revenues.

#### REPORT OF THE ACADEMIC AFFAIRS COMMITTEE:

Jerry Ice made the presentation on behalf of Committee Chairman John Blossom. He reviewed the BSBA and ASM degree review process and results including the proposed degree changes as detailed in the committee report.

Fred Abbate presented the following resolutions:

#### Bachelor of Science in Business Administration

**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 Bachelor of Science in Business Administration 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 18, 1994 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 the recommendations as presented; now therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby accept the degree change recommendations as presented and incorporated herein by reference, effective July 1, 1994.

Associate of Science in Management

- 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 of Science in Management 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 18, 1994 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 the recommendations as presented; now therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby accept the degree change recommendations as presented and incorporated herein by reference, effective July 1, 1994.

Drunell Levinson moved and Richard Arndt seconded a motion to adopt the resolutions. Motion carried (5-0).

Jerry Ice then made a presentation on the progress of the Master of Science in Management degree. Final approval by the Board of Higher Education is expected by June.

Ruth McKeefery made a presentation on the New Jersey Baccalaureate Degree Completion Program. She commented that this program responds to the Department of Higher Education's Task Force on Southern New Jersey which reported that the southern eight county residents do not have the same educational opportunities that the people of central and north Jersey have. This project is a collaboration between Thomas Edison State College and the county colleges, particularly in southern New Jersey.

CANDIDATES FOR DEGREE:

Jerry Ice presented the candidates for the associate and baccalaureate degrees as of January 1, 1994. There were 12 candidates for the Associate in Arts, 4 candidates for the Associate in Science in Management, 4 candidates for the Associate in Science in Public and Social Services, 12 candidates for the Associate in Applied Science and Technology, 45 candidates for the Bachelor of Arts, 2 candidates for the Bachelor of Science in Human Services, 26 candidates for the Bachelor of Science in Applied Science and Technology, 18 candidates for the Bachelor of Science in Business Administration, and 1 candidate for the Bachelor of Science in Nursing, for a total of 124 candidates.

He commented that 50% are in-state residents; 35% are female; 3% are African-Americans; and 75% 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 January 1, 1994 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.**

Tom O'Neill moved and Richard Arndt seconded a motion to adopt the resolution. Motion carried (5-0).

CONTRACT RENEWALS:

Dr. Pruitt presented the contract renewal recommendations as follows:

DIVISION OF ACADEMIC AFFAIRS                      CONTRACT RECOMMENDATIONS

Mona Brenner, Program Assistant	1 year	1994	-	1995
Rebecca Hernandez, Evaluator	1 year	1994	-	1995
Barbara Losty, Coordinator, BSHS Degree Program	1 year	1994	-	1995
Maureen O'Dowd, Evaluator	1 year	1994	-	1995
Eleanor Robertson, Evaluator	1 year	1994	-	1995
Alicia Smith, Evaluator	1 year	1994	-	1995
Richard Strauss, Evaluator	1 year	1994	-	1995

DIVISION OF ADMINISTRATION & FINANCE

Charles Johnstone, Systems Researcher	1 year	1994	-	1995
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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 (5-0).

PERSONNEL ACTIONS:

Dr. Pruitt presented the following personnel actions for approval:

Margaret Bodnar	-	Secretarial Assistant III
Catherine Bunn	-	Program Assistant
Terry Thornton	-	Postal Clerk

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.**

Harvey Myers moved and Richard Arndt seconded a motion to adopt the resolution. Motion carried (5-0).

NEW BUSINESS:

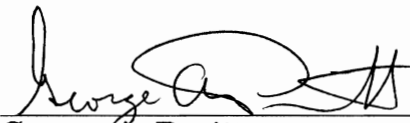
The following proposed meeting dates for FY 1995 were presented:

September 9, 1994	-	10:00 a.m.
December 9, 1994	-	10:00 a.m.
March 10, 1995	-	10:00 a.m.
June 9, 1995	-	2:00 p.m.

These dates will be finalized at the June meeting.

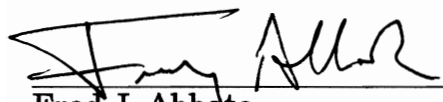
There being no further business, Thomas O'Neill moved and Harvey Myers seconded a motion to adjourn. Motion carried (10-0).

Submitted by,

  
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George A. Pruitt  
Secretary to the Board

9/9/94  
\_\_\_\_\_  
Date

Approved by,

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

9/9/94  
\_\_\_\_\_  
Date