

MINUTES

BOARD OF TRUSTEES

THOMAS EDISON STATE COLLEGE

December 11, 1998

MEMBERS PRESENT: Richard Arndt, Chairman; Fred Abbate; Nicholas Carnevale; George Fricke; Tina Greco, Student; Ida Hammond; Thomas O'Neill; Heidi Schwab, Student; George A. Pruitt, President.

MEMBERS ABSENT: Christopher Daggett; E. Harvey Myers; Carole Nerlino-Cerepak.

ALSO PRESENT: Patricia Sparks, Academic Dean and Vice Provost; Michael Scheiring, Vice President and Treasurer; John Thurber, Vice President for Public Affairs; Esther Paist, Executive Assistant to the President; Peggy Allen, Union Representative.

Chairman Richard Arndt, who noted that the date, time, and location for the meeting had been published in accordance with New Jersey law, officially called the public meeting to order at 10:00 a.m.

MINUTES:

The minutes of the September 4, 1998, meeting were presented for approval. George Fricke moved and Nicholas Carnevale seconded a motion to adopt the minutes. Motion carried (7-0).

PRESIDENT'S REPORT:

Dr. Pruitt gave an overview of the state budget and discussed the consequences of flat funding for higher education. A public debate will take place to discuss the state's obligation to fund unfixed costs. He then reported on the state's capital bond initiative for state colleges, which will primarily support deferred maintenance. Dr. Pruitt stated that Thomas Edison State College will not be participating in this \$550 million bond issue for senior public institutions and \$50 million for private institutions.

Dr. Pruitt noted that the College has already outgrown the renovated townhouses that we will occupy by June 1999, and that the College is looking into new building expansion to meet our needs.

Dr. Pruitt reported that the Academic Council has approved the preliminary work on the College's second masters degree, a Master of Arts in Professional Studies.

He then informed the board that the College plans to apply to a \$10 million grant program for "Learning Anytime, Anyplace" projects. The College will also apply to become one of 15 "Distance Learning Demonstration" sites that will provide guidance to the Department of Education in evaluating distance education programs for financial aid eligibility. We are also exploring a partnership with the British Open University, which will help product and market expansion for both institutions.

Dr. Pruitt distributed and discussed a statement on how we talk about the College. The leadership of the College will hold a retreat in early winter to continue the College's reengineering efforts around customer service and marketing. We will continue to work on the statement about the College as we create our credo.

Dr. Pruitt introduced a demonstration of the College's first course to be delivered using an innovative technology (Web-iv) that allows for the use of rich multimedia and high-resolution video and graphics. The course, "Ethics for Managers," will be offered via the Worldwide Web as part of the College's Master of Science in Management degree program.

CONSIDERATION OF FY 1998 AUDIT REPORT:

George Fricke cited the compliments of the auditors to College staff for their competence in completing the work of the audit. Dr. Pruitt commented that our 4% increase in tuition was the smallest in the state, and that we are in very good financial shape, nonetheless. Michael Scheiring reported we were the first college to submit our FY 2000 budget. He cited negotiations regarding the proposed 4% increase in appropriations and the College's desire to keep tuition low. He commented that the state must be asked to fund salaries and benefits. Dr. Pruitt stated that we will also be discussing the 1% merit increase with the Commission on Higher Education, and pointed out that we are in disagreement with the criteria and standards proposed to determine merit. If compromise cannot be reached on these criteria and standards, the College will choose to not participate in the merit program. He also pointed out that, relative to other states, New Jersey chronically underfunds higher education.

Richard Arndt presented the following resolution:

WHEREAS: It is the policy of the Board of Trustees to subject the College's finances and relevant administrative practices, and the finances and relevant administrative

practices of its affiliate, the New Jersey State Library, to an independent audit; and

WHEREAS: It is the practice of the Board of Trustees to have said audit reviewed by the Administration and Finance Committee of the Board, acting as an audit committee and reporting its findings and conclusions to the Board; and

WHEREAS: In the presence of representatives of the external accounting firm that conducted the audit, the President has certified to the Board of Trustees that said audit contains no significant adverse findings; and

WHEREAS: The Board of Trustees adopted a resolution at the September 4, 1998, meeting provisionally accepting the audit for the fiscal year ending June 30, 1998, contingent upon the review of said audit by the Administration and Finance Committee of the Board; and

WHEREAS: The Administration and Finance Committee has reviewed the external audit and has affirmed the President's certification; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby receive and accept the final audit report for the fiscal year ending June 30, 1998, as presented and incorporated herein by reference.

Nicholas Carnevale moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (7-0).

CONSIDERATION OF INCREASE OF BIDDING THRESHOLD:

Richard Arndt presented the following resolution:

WHEREAS: The "State College Contracts Law" Chapter 64 of Title 18A of the New Jersey Statutes established the bidding threshold for open competitive bidding at \$7,500; and

WHEREAS: The Board of Trustees of Thomas Edison State College at its October 10, 1986, meeting adopted a Purchasing Policy establishing \$7,500 as the bidding threshold; and

WHEREAS: The Law provides, under Chapter 43, Section B, for an adjustment to the bidding threshold based on the rise or fall of the Consumer Price Index by the Governor; and

WHEREAS: In accordance with this law the Board of Trustees of Thomas Edison State College has in the past made adjustments in the bidding threshold; and

WHEREAS: The Governor has adjusted the threshold for competitive bidding to \$17,700 effective January 8, 1998, as indicated in the attached legislation and incorporated herein by reference; and

WHEREAS: The recommendation has been reviewed and approved 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 the recommendation of the President, does hereby amend the Purchasing Policy increasing the public bidding threshold from \$12,300 to \$17,700 for all applicable purchases and contracts.

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

Richard Arndt presented the following bid waiver resolution:

WHEREAS: The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$12,300 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; 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: Background information on each bid waiver will always be provided in one attached document entitled "Bid Waiver Requests"; and

WHEREAS: The College is planning to

- **purchase consulting services for a focus group study on the degree completion handbook for \$15,000,**
- **purchase consulting services for the Trenton Public Schools for \$50,000,**
- **sponsor public radio/television programs for \$30,000,**
- **purchase billboard advertising for \$35,000,**

in accordance with the explanation and description of each project as set out in the attached "Bid Waiver Requests"; and

WHEREAS: The recommendations (as set out in the "Bid Waiver Requests" document) have been reviewed and approved 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 bid waivers for the College to purchase consulting services for a focus group study on the degree completion handbook for \$15,000; to purchase consulting services for the Trenton Public Schools for \$50,000; to sponsor public radio/television programs for \$30,000; and to purchase billboard advertising for \$35,000, at costs not to exceed those stated here, and that any contract pursuant to this authority be reported to the Board of Trustees in public session at its next scheduled meeting.

Nicholas Carnevale moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (7-0).

FY 2000 BUDGET OVERVIEW:

Dr. Pruitt commented on the trend of increases in new enrollments. He also pointed out that there will be some negative fallout due to the fact that we have recently experienced a "flat" enrollment period.

CANDIDATES FOR DEGREE:

Patricia Sparks presented the candidates for the associate, baccalaureate, and master's degrees as of November 15, 1998, as follows: 6 candidates for the Associate in Arts; 1 candidate for the Associate in Science in Management; 1 candidate for the Associate in Science in Natural Science and Mathematics; 5 candidates for the Associate

in Science in Public & Social Services; 10 candidates for the Associate in Science in Applied Science and Technology; 80 candidates for the Bachelor of Arts; 10 candidates for the Bachelor of Science in Human Services; 34 candidates for the Bachelor of Science in Applied Science and Technology; 19 candidates for the Bachelor of Science in Business Administration; and 5 candidates for the Bachelor of Science in Nursing; for a total of 171 candidates.

Richard Arndt presented the following resolution to approve the candidates as indicated:

The Board of Trustees of Thomas Edison State College does hereby approve the awarding of the appropriate degrees to those November 15, 1998, 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.

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

ACADEMIC COUNCIL APPOINTMENTS:

Richard Arndt presented resolutions recommending appointments to the Academic Council as follows:

New Appointments

The Board of Trustees of Thomas Edison State College does hereby appoint Robert English, Professor Emeritus, New Jersey Institute of Technology; George Randall, Dean, Science, Mathematics and Engineering, Gloucester County College; and John Reinard, Professor Emeritus, Cumberland County College to a 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.

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

Staff Appointments

The Board of Trustees of Thomas Edison State College does hereby appoint Joanne Hannabery, Thomas Edison State College Student Representative, and Ann Prime-Monaghan, Program Advisor, Thomas Edison State College, 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.

George Fricke moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (7-0).

CONTRACT RENEWALS:

Richard Arndt presented the recommendations for contract renewals as follows:

DIVISION OF ACADEMIC AFFAIRS

CONTRACT RECOMMENDATIONS

Irene Bentz, Program Advisor – Nursing	1 Year	1999-2000
RosaLee Eickhoff, Program Advisor	5 Year	1999-2004
Donna Higgins, Program Assistant	1 Year	1999-2000
Donna Keehbler, Learner Services Representative	1 Year	1999-2000
Kenneth Lightfoot, Instructional Designer	1 Year	1999-2000
Daniel Negron, Jr., Asst. Dir., Corp. Higher Educ.	5 Year	1999-2004
Kerry Prendergast, Program Assistant	1 Year	1999-2000
Jamie Priestler, Learner Services Representative	1 Year	1999-2000
Catherine Punchello, Sr. Registration Coordinator	3 Year	1999-2002
Doris Simmons, Learner Services Representative	4 Year	1999-2003
Betty Smith, Learner Services Representative	1 Year	1999-2000

DIVISION OF PUBLIC AFFAIRS

CONTRACT RECOMMENDATIONS

Patricia Memminger, Program Assistant	1 Year	1999-2000
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DIVISION OF ADMIN. & FINANCE

CONTRACT RECOMMENDATIONS

Rebecca Barton, Financial Administrator	5 Year	1999-2004
John Cosolito, Systems Coordinator	1 Year	1999-2000
Jonathan Davis, Systems Coordinator	5 Year	1999-2004
Edward Foris, Systems Researcher	1 Year	1999-2000
Deborah McCoy, Systems Coordinator	4 Year	1999-2003
Noreen O'Donnell, Administrative Assistant 3	1 Year	1999-2000
Wendy O'Hare, Fiscal Administrator	1 Year	1999-2000
Barbara Sandstrom, Systems Coordinator	1 Year	1999-2000
Randolph Schwartz, Desktop Appl. Specialist	1 Year	1999-2000

Ida Hammond moved and Nicholas Carnevale seconded a motion to adopt the resolution. Motion carried (6-0, student abstention).

PERSONNEL ACTIONS:

Richard Arndt presented the following resolution:

The Board of Trustees of Thomas Edison State College does hereby approve all appointments as indicated on the list provided and incorporated herein by reference.

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

Nicholas Carnevale moved and George Fricke seconded a motion to adopt the resolution. Motion carried (6-0, student abstention).

NEW BUSINESS:

Dr. Pruitt announced that information will be forthcoming on the March 19, 1999, meeting to be held in Ft. Myers, Florida.

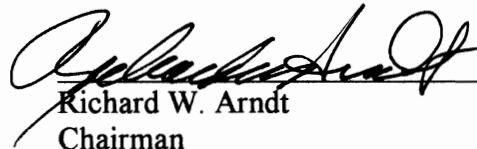
There being no further business, Thomas O'Neill moved and Nicholas Carnevale seconded a motion to adjourn. Motion carried (7-0).

Submitted by,

Approved by,



George A. Pruitt
Secretary to the Board



Richard W. Arndt
Chairman