

MINUTES

BOARD OF TRUSTEES

THOMAS EDISON STATE COLLEGE

March 10, 2000

MEMBERS PRESENT: Fred Abbate; Nicholas Carnevale; Christopher Daggett; George Fricke; Tina Greco, Student; Ida Hammond; E. Lynn Mathews, Student; Harvey Myers; Thomas O'Neill George A. Pruitt, President.

MEMBERS ABSENT: Richard Arndt; Carole Nerlino-Cerepak.

ALSO PRESENT: Jerry Ice, Vice President and Provost; John Thurber, Vice President for Public Affairs; Michael Scheiring, Vice President and Treasurer; Anne Tither, Confidential Assistant to the President; Donald Trucksess, Union Representative.

Acting Chairman George Fricke, 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.

SWEARING-IN OF STUDENT TRUSTEE

Dr. Pruitt introduced Ms. Lynn Mathews, the new student Trustee. George Fricke swore in Ms. Mathews and presented the following resolution:

WHEREAS: New Jersey state law and the Bylaws of Thomas Edison State College provide for student representation on the Board of Trustees; and

WHEREAS: Said Bylaws specify criteria for the selection of student trustees; and

WHEREAS: The President of the College has certified that Lynn Mathews meets the criteria; and

WHEREAS: The President of the College does hereby nominate Lynn Mathews as a student trustee alternate in

accordance with the procedures of the Board; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby elect Lynn Matthews as student trustee alternate effective September 10, 1999, for a term of one year, followed thereby as student trustee for a period of one year, which shall conclude at the annual meeting of the Board to be held in June 2001.

Fred Abbate moved and Nicholas Carnevale seconded a motion to adopt the resolution. Motion carried (8-0).

MINUTES

The minutes of the December 10, 1999, meeting were presented for approval. Christopher Daggett suggested clarifying language in the paragraph that deals with the grant from the Robert Wood Johnson Foundation.

Fred Abbate moved and Nick Carnevale seconded a motion to adopt the minutes as amended. Motion carried (8-0).

PRESIDENT'S REPORT

Dr. Pruitt commented on the very successful dedication ceremony for the townhouses. He noted that we are still working out some glitches in the facility. However, we are now in the process of decorating. Most of the space is filled, and we will need still more space for staff in the future. Dr. Pruitt stated that the College is also in the process of negotiating for a new lease for the Kuser Mansion.

Dr. Pruitt stated that the bill allowing out-of-state residents to serve as Trustees has now been signed by the Governor, and the request to have Carole Nerlino-Cerepak reappointed has been sent to the Governor's Office. He further indicated that this request will be a test case, as it is the first such request to go before the Governor.

Dr. Pruitt reported on the Governor's budget recommendation, stating that it is positive and has been well received by the higher education community. He stated that the most positive aspect is that the administration agreed to recognize the salary program as its responsibility, and has also agreed to provide 80% of the across-the-board increases in this budget.

Commenting on the State Library, Dr. Pruitt indicated that a bill has been introduced to provide \$6 million in funding to create a virtual library for New Jersey. He further stated that there is support in the legislature and the Governor's office for this

funding. Although such funding is not currently included in the budget, we are optimistic that it will be favorably received.

Dr. Pruitt then reported on the meeting with the Commission on Higher Education and community college presidents regarding proposed degree-completion agreements between six South Jersey community colleges and Virginia's Old Dominion University. The Commission opposed such arrangements on the grounds that out-of-state institutions should not be permitted to provide services if they are available in-state. Dr. Pruitt indicated that community colleges should be allowed choices and options in their programs, and that Thomas Edison State College could be instrumental in providing degree-completion opportunities for community college students. He then said that the College has been invited by the Commission and the community colleges to explore this issue and offer possible responses to community college needs.

Dr. Pruitt also discussed the status of discussions between the College and foreign institutions. These discussions may lead to partnerships in support of distance-learning course development, program development, and degree-completion options. He reported that discussions with British Open University and its subsidiary, the United States Open University (USOU), started well but then floundered due to USOU's decision to affiliate with larger, better-known institutions. The College felt that USOU made a bad choice, and this was borne out when these relationships fell apart. Dr. Pruitt then stated that we have now had a very productive meeting with Richard Jarvis, Chancellor of the United States Open University, and they are now anxious to continue dialogue with us.

Dr. Pruitt further reported that we have had very productive discussions with the University of South Africa (UNISA), and that a preliminary partnership has been mapped out. He stated that Dr. Jerry Ice will lead a team to Pretoria in April for further discussions that will culminate in the signing of a formal agreement in the fall. Dr. Pruitt commented that UNISA has been most cooperative and eager to form an alliance with the College. He further stated that the Chairman of the Board will be invited to accompany the group to Pretoria for the signing ceremony.

Dr. Pruitt commented on how delighted we are with the response to the full-page ad emphasizing reasons why students want to come to Thomas Edison which appeared in *US News and World Report*. He indicated that this ad has generated a lot more inquiries. He then reported that we "went live" with our Datatel financial aid system in March, and, after some glitches, we are now current and doing well. Dr. Pruitt encouraged Board members to attend the Gala, which is a real highlight of the year, and which has now been scheduled for November 18.

Discussing the College's five-year plan, Dr. Pruitt indicated that we will not be spending a lot of time starting new programs, but rather in developing our existing programs. He also noted that if relationships with community colleges go forward, we will be making a lot more use of virtual classroom technology. He said that partnering with other institutions to offer instructional courses on site is something that has never

been done in the history of the College and would only be done if no other instructional options were available.

Dr. Pruitt remarked that in the last five years the College has experienced an average 13% increase in revenues, while enrollment has remained flat. He stated that this increase is principally due to the growth in DIAL, and he indicated that for this growth to continue, the College will have to offer new products. College staff are working diligently to foster this growth.

CONSIDERATION OF BID WAIVER

George Fricke presented the following bid waiver:

WHEREAS: The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$17,700 must be publicly advertised for sealed bids in the Local newspapers; and

WHEREAS: Section 5a of the additional article to Chapter 64 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 post reporting 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 Request"; and

WHEREAS: The College is planning to

- Engage an advertising agency to assist the College with the continuation of its image and enrollment advertising campaign for the balance of FY 2000, at a cost of approximately \$250,000;
- Expand a web site design firm's services to assist the College to improve its web site at a cost of approximately \$30,000;
- Publish a Course Registration Bulletin in May 2000, at a cost of approximately \$40,000 for a quantity of 18,000;

- Provide electronic access to full text periodicals for libraries on a statewide basis beginning in FY 2001, at a cost of approximately \$500,000;
- Provide loans of equipment via the Library for the Blind for the use of Commission for the Blind and Visually Impaired clients enrolled in vocational rehabilitation, at a cost of approximately \$40,000;
- Enter into a contract with KPMG (formerly KPMG Peat Marwick) for external auditing services for a three-year period ending June 30, 2002, at a cost of approximately \$42,500 for FY 2000, \$46,000 for FY 2001, and \$50,000 for FY 2002, including all fees and expenses; and
- Engage printing services to print syllabi, manuals, and course/study guides for MSM and Guided Study programs at a cost of approximately \$108,000 in accordance with the explanation and description of each project as set out in the attached "Bid Waiver Request"; now, therefore, be it

RESOLVED: That the Board of Trustees does hereby authorize bid waivers for the College to engage an advertising agency to assist the College with the continuation of its image and enrollment advertising campaign for the balance of FY 2000, at a cost of approximately \$250,000; expand a web site design firm's services to assist the College to improve its web site, at a cost of approximately \$30,000; publish a Course Registration Bulletin in May 2000, at a cost of approximately \$40,000 for a quantity of 18,000; provide electronic access to full text periodicals for libraries on a statewide basis beginning in FY 2001, at a cost of approximately \$500,000; provide loans of equipment for the use of Commission for the Blind and Visually Impaired clients enrolled in vocational rehabilitation, at a cost of approximately \$40,000; enter into a contract with KPMG (formerly KPMG Peat Marwick) for external auditing services for a three-year period ending June 30, 2002, at a cost of approximately \$42,500 for FY 2000, \$46,000 for FY 2001, and \$50,000 for FY 2002, including all fees and expenses; and engage printing services to print syllabi, manuals and course/study guides for MSM and Guided Study programs at a cost of approximately \$108,000.

Nicholas Carnevale moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (8-0).

CONSIDERATION OF CANDIDATES FOR DEGREE

Jerry Ice stated that Carron Albert, the College's Associate Vice President/director of Human Resources, is now a graduate of the College's Master of Science in Management program. He commented that the number of Thomas Edison State College graduates in general is running ahead of last year and that DIAL continues to be the biggest source of credit earned by graduates. He then presented the candidates for the associate, baccalaureate, and master's degrees as of January 15, 2000, as follows: 5 candidates for the Associate in Arts; 2 candidates for the Associate in Science in Management; 3 candidates for the Associate in Science in Public and Social Services; 4 candidates for the Associate in Science in Applied Science and Technology; 72 candidates for the Bachelor of Arts; 8 candidates for the Bachelor of Science in Human Services; 33 candidates for the Bachelor of Science in Applied Science and Technology; 8 candidates for the Bachelor of Science in Business Administration; 2 candidates for the Bachelor of Science in Nursing; and 8 candidates for the Master of Science in Management, for a total of 145 candidates.

Jerry Ice 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 January 15, 2000, 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.

Christopher Daggett moved and Fred Abbate seconded a motion to adopt the resolution. Motion carried (8-0).

CONSIDERATION OF CONTRACT RENEWALS

Dr. Pruitt presented the recommendation for contract renewals as follows:

<u>DIVISION OF ACADEMIC AFFAIRS</u>	<u>CONTRACT RECOMMENDATIONS</u>	
Aaron Appelstein, Course Developer	1 Year	2000 – 2001
Margaret M. Bodnar, Examination Project Manager	1 Year	2000 – 2001
Tonia Brown, Program Assistant	1 Year	2000 – 2001
Casey Cardinal, Learner Serv. Representative	1 Year	2000 – 2001

Cheryl Dienes, Testing Coordinator	1 Year	2000 – 2001
James Jesson, Program Assistant	1 Year	2000 – 2001
Dawn Propst, Learner Serv. Representative	1 Year	2000 – 2001
Michelle Robinson, Sr. Learner Serv. Representative	1 Year	2000 – 2001
Debbie Ware, Learner Serv. Representative	1 Year	2000 – 2001

DIVISION OF ADMIN. & FINANCE**CONTRACT RECOMMENDATIONS**

Jared A. Carter, Acting Program Assistant	1 Year	2000 – 2001
Virginia Infosino, Asst. Admin. Student Fees & Rev	1 Year	2000 – 2001
Ann M. Klopp, Systems Coordinator	1 Year	2000 – 2001
Angie Zimmes, Asst. Admin. Student Fees & Revs.	1 Year	2000 – 2001

DIVISION OF PUBLIC AFFAIRS**CONTRACT RECOMMENDATIONS**

Terri Tallon-Hamill, Marketing Program Asst.	1 Year	2000-2001
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Christopher Daggett moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (7-0, student abstention).

PERSONNEL ACTIONS

Dr. Pruitt 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.

Thomas O'Neill moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (7-0, student abstention).

NEW BUSINESS

Commenting on the Governor's Executive Order Regarding Procedures for Harassment or Hostile Environments in the Workplace document, Dr. Pruitt indicated that copies of the document were distributed to all College and State Library staff to be signed and returned to the Human Resources Department. He indicated that discussions will be held on the reporting procedures, as those proposed by the New Jersey Department of Personnel are not appropriate for the College.

There being no further business, Nicholas Carnevale moved and Harvey Myers seconded a motion to adjourn. Motion carried (8-0).

Submitted by,



George A. Pruitt
Secretary to the Board

Approved by,



Richard W. Arndt
Chairman