

MINUTES

BOARD OF TRUSTEES

THOMAS EDISON STATE COLLEGE

March 9, 2001

MEMBERS PRESENT

Carole Nerlino-Cerepak; Harvey Myers; Richard Arndt; Nicholas Carnevale; George Fricke; Ida Hammond; Harvey Myers; Thomas O'Neill Kathleen Soucek, Student; George A. Pruitt, President.

MEMBERS ABSENT

Fred Abbate; Christopher Daggett; Lynn Mathews.

ALSO PRESENT

Jerry Ice, Vice President and Provost; John Thurber, Vice President for Public Affairs; Michael Scheiring, Vice President and Treasurer; Esther Paist, Executive Assistant to the President; Norma Blake, State Librarian, Donald Trucksess, Union Representative.

Chairman Carole Nerlino-Cerepak, 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.

Carole Nerlino-Cerepak then presented a gavel to former Board Chairman Richard Arndt and noted the Board's appreciation for his devoted service.

MINUTES

The Minutes of the December 8, 2000, meeting were presented for approval. Nicholas Carnevale moved and George Fricke seconded a motion to adopt the minutes. Motion carried (8-0).

PRESIDENT'S REPORT

Dr. Pruitt introduced Norma Blake, the new State Librarian. He reported that the Search Committee was unanimous in its selection of Ms. Blake. Dr. Pruitt commented that legislation to codify the College's relationship with the State Library has been introduced in the Senate by Senator Peter Inverso and in the Assembly by Assemblyman Leonard Lance. The Education Committee will conduct a hearing on the bills on March 15, and the legislation seems to have strong bipartisan support.

Dr. Pruitt reported that the legislature is now considering the budget. Budget support for the community colleges seems good and will enable them to hold their tuition down. Aid to independent colleges and support for technology education and teacher training are also good, but for the 12 senior publics, the salary programs are still badly underfunded.

Dr. Pruitt stated that the College is also requesting \$1 million to fund our efforts in distance education. Dr. Pruitt reported that an RFP would soon be issued for the development of a new 35,000-square-foot building for the College. The building will be part of a "campus" in downtown Trenton. Our construction plans and criteria should ensure us a good location.

On March 15, Thomas Edison State College and Mercer County Community College will unveil a plan for the development of a Heritage Tourism program for Trenton. TESC has taken a leadership role in this planning.

Dr. Pruitt also presented recent statistics on College applicants and enrollments via the "Monthly Data Report." The data show an improvement in numbers of applicants. Indeed, these numbers are higher than any in the last six years. Moreover, these numbers do not yet show people coming in via the Navy College program. However, our numbers on continuing enrollments are sobering in that they do reflect our earlier "pipeline" downturns. We expect improvement in this area also.

Marie Power-Barnes, Director of Marketing and College Relations, made a presentation on the College's advertising campaign, which is just one component of the College's general marketing program. In related remarks, Ms. Power-Barnes emphasized the success of our Contact Center and its effect on the need for increased numbers in print-runs for the Prospectus and other publications. Use of research to inform advertising efforts was applauded.

#### REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Michael Scheiring verified that the financial data for the third quarter will probably look still better than those for the second quarter as a result of our increased numbers of applicants and the first graduate enrollments. He also commented that the College's 25-percent share of the Capital Equipment Plan and the "shortfall" will also come from our operating expenses.

George Fricke presented the following resolution:

**WHEREAS: The Higher Education Equipment Leasing Fund Act, N.J.S.A. 18A:72A-40-48, (the "Act") establishes the Higher Education Equipment Leasing Fund (the "Fund") in the New Jersey Educational Facilities authority (the "Authority") to provide a regular financing mechanism for public and private institutions (the "Institution")**

of higher education within the state for the acquisition of scientific, engineering, technical, computer, communication, and instructional equipment and to defray related costs (the "higher education equipment"); and

**WHEREAS:** The Act requires that the New Jersey Commission on Higher Education (the "Commission") adopt regulations to implement the Act, allocate moneys deposited into the Fund resulting from the issuance by the Authority of new bonds, and approve by resolution the purchase of higher education equipment by an Institution of higher education prior to the Institution's entering into a lease agreement with the Authority; and

**WHEREAS:** The Commission has determined that \$1,050,000 from the Fund will be allocated to Thomas Edison State College for the purchase of higher education equipment; and

**WHEREAS:** The Act further requires the Governing Board (the "Board") of each participating Institution of higher education to adopt a resolution authorizing and approving the purchase of higher education equipment to be made through the Fund and authorizing and approving the application for funds to be submitted to the Commission for approval; and

**WHEREAS:** Thomas Edison State College evaluated its equipment needs and has determined that the higher education equipment to be purchased through the Fund conforms to the College's current mission and strategic direction by supporting and enhancing the delivery of the College's enrollment, advising, course delivery and examination programs that provide our distance learning opportunities to our adult students; and

**WHEREAS:** The Act further requires the Board to authorize and commit to fund the Institution's 25-percent share of its allocated amount of the principal and interest on the bond issued by the Authority; and

**WHEREAS:** The Act provides that the Authority and the Board of Trustees of any participating Institution of higher education enter into a Lease Agreement to furnish funds for higher education equipment at the Institution, provided that the Institution agrees to pay 25 percent of the amount necessary to pay the principal and interest on the bonds issued to finance the purchase of higher education equipment at the Institution; now, therefore, be it

**RESOLVED:** That the Board of Trustees hereby authorizes and approves the purchase of higher education equipment through the Fund and authorizes and approves the application for funds to be submitted to the Commission for approval.

- That the Board of Trustees authorizes the equipment purchases as submitted in an application to the Commission and agrees to fund 25 percent of Thomas Edison State College's share of the principal and interest on the bonds.
- That the President of Thomas Edison State College (or his designee), in the name of Thomas Edison State College, is hereby authorized and directed to undertake any and all actions necessary for participation in the Higher Education Equipment Leasing Fund Program and to execute and deliver the Lease Agreement and all such other documents, instruments, and agreements as may be necessary, advisable, or appropriate to consummate the Transaction approved by this resolution.
- And that all resolutions, orders, and other actions of the College's Board of Trustees in conflict with the provisions of this resolution, to the extent of such conflict, are hereby superseded, repealed, or revoked.

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

CONSIDERATION OF BID WAIVERS

George Fricke presented the following resolution regarding bid waivers:

**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 requesting bid waivers to do the following:

- purchase a sole source software package to move the Library's current floppy-disk-based survey to a Web-based system, at a cost of \$29,500;
- digitize select Library volumes so that researchers do not have to physically handle the items and provide Web-page access, at a cost of approximately \$50,000;
- conduct a research project to identify the reasons that some applicants decide not to enroll, at a cost of approximately \$25,000;
- revise the original \$62,000 bid waiver for printing of 50,000 copies of the Prospectus in September 2000 to print an additional 20,000 copies at an increased cost of \$19,900;
- revise the bid waiver approved by the Board in June 2000 to use the balance of these funds \$307,313 to support our marketing work with Block Marketing and Communications for

advertising campaigns in a variety of media in a strategic manner, including print, radio, and broadcast advertising; and

- hire a vendor specializing in the health area to conduct a second HINT statewide survey, at a cost estimated to be \$200,000.

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 do the following:

- purchase a sole source software package to move the Library's current floppy-disk-based survey to a Web-based system, at a cost of \$29,500;
- digitize select Library volumes so that researchers do not have to physically handle the items and provide Web-page access, at a cost of approximately \$50,000;
- conduct a research project to identify the reasons that some applicants decide not to enroll, at a cost of approximately \$25,000;
- revise the original \$62,000 bid waiver for printing of 50,000 copies of the Prospectus in September 2000 to print an additional 20,000 copies at an increased cost of \$19,900;
- revise the bid waiver approved by the Board in June 2000 to use the balance of these funds \$307,313 to support our marketing work with Block Marketing and Communications for advertising campaigns in a variety of media in a strategic manner, including print, radio, and broadcast advertising; and
- hire a vendor specializing in the health area to conduct a second HINT statewide survey, at a cost estimated to be \$200,000.

Thomas O'Neill moved and Richard Arndt seconded a motion to adopt the resolution. Motion carried (8-0).

#### CONSIDERATION OF CANDIDATES FOR DEGREE

Jerry Ice presented the candidates for the associate's, baccalaureate, and master's degrees as of November 15, 2000, as follows: 6 candidates for the

Associate in Arts; 7 candidates for the Associate in Science in Management; 3 candidates for the Associate in Science in Public and Social Services; 3 candidates for the Associate in Science in Applied Science and Technology; 80 candidates for the Bachelor of Arts; 9 candidates for the Bachelor of Science in Human Services; 42 candidates for the Bachelor of Science in Applied Science and Technology; 26 candidates for the Bachelor of Science in Business Administration; 3 candidates for the Bachelor of Science in Nursing; and 1 candidate for the Master of Science in Management, for a total of 180 candidates.

Jerry Ice commented on graduates' usage of prior learning assessment activities. He noted that in the current group, 69-percent of the graduates earned credits via assessment for knowledge gained outside the classroom; that use of DIAL methods is also growing; and that this group has a high percentage of students who completed degrees in only one year, which has an effect on our statistics on "continuing enrollment."

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 November 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.**

Thomas O'Neill moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (8-0).

#### CONSIDERATION OF CONTRACT RENEWALS

Carole Nerlino-Cerepak presented the recommendation for contract renewals as follows:

#### DIVISION OF ACADEMIC AFFAIRS

#### CONTRACT RECOMMENDATIONS

Donna Keebler, Program Advisor	1 Year	2001-2002
Shirley A. James, Professional Services Specialist	1 Year	2001-2002
Cynthia E. Mooney, Instructional Designer	1 Year	2001-2002
Margaret M. Bodnar, Examination Project Manager	1 Year	2001-2002
Susan J. Garver, Academic Editor	1 Year	2001-2002
Aaron Appelstein, Course Developer	1 Year	2001-2002
David A. Schwager, Professional Services Specialist	1 Year	2001-2002

Morgen Brown, Acting Program Assistant	1 Year	2001-2002
Kimberly Stagnaro, Learner Services Representative	1 Year	2001-2002
Debbie Varanyak, Learner Services Representative	1 Year	2001-2002
Dawn Propst, Learner Services Representative	1 Year	2001-2002

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

Jared A. Carter, Program Asst.	1 Year	2001-2002
Virginia Morrar, Asst. Admin. Student Fees & Revenue	1 Year	2001-200
Kimberlee A. Hoftiezer, Human Resources Assistant	1 Year	2001-2002
Heidi Hanuschik, Asst. Director, Accounts Payable	1 Year	2001-2002

**DIVISION OF PUBLIC AFFAIRS****CONTRACT RECOMMENDATIONS**

Patricia Poole, Contact Center Representative	1 Year	2001-2002
Steven Mazilli, Contact Center Representative	1 Year	2001-2002
Barbara Murdoch, Contact Center Representative	1 Year	2001-2002

George Fricke moved and Richard Arndt seconded a motion to adopt the resolution. Motion carried (8-0).

**CONSIDERATION OF PERSONNEL ACTIONS**

Carole Nerlino 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 Ida Hammond seconded a motion to adopt the resolution. Motion carried (8-0).

Dr. Pruitt outlined tentatively planned activities in Norfolk for the June Board meeting. Dates for future meetings of the Board were also presented for consideration at the next meeting.

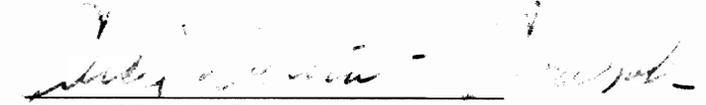
There being no further business, George Fricke moved and Richard Arndt seconded a motion to adjourn. Motion carried (8-0).

Submitted by,



George A. Pruitt  
Secretary to the Board

Approved by,



Carole Nerlino-Cerepakt  
Chairman