

MINUTES

BOARD OF TRUSTEES

THOMAS EDISON STATE COLLEGE

September 6, 2002

MEMBERS PRESENT

Harvey Myers, Vice Chairman; Fred Abbate, Richard Arndt; Harry DiCorcia, Student; Ida Hammond; Virginia Lofft, student; Thomas O'Neill; George A. Pruitt.

MEMBERS ABSENT

Nicholas Carnevale, Christopher Daggett, George Fricke.

ALSO PRESENT

William Seaton, Vice President and Provost; John Thurber, Vice President for Public Affairs; Michael Scheiring, Vice President and Treasurer; Esther Paist, Executive Assistant to the President; Ann Marie Senior, Director of Institutional Research and Outcomes Assessment; Norma Blake, New Jersey State Librarian; Alicia Malone, Union Representative; Paul Merrill, KPMG Auditor.

Vice Chairman Harvey Myers, 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 Mr. Harry E. DiCorcia, the nominee for student Trustee. Harvey Myers 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 Harry DiCorcia meets the criteria; and
- WHEREAS:** The President of the College does hereby nominate Harry DiCorcia 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 Harry DiCorcia as student trustee alternate effective September 6, 2002, 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 2004.

Fred Abbate moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (6-0). Harvey Myers presided over the swearing in of Mr. DiCorcia.

### MINUTES

The Minutes of the June 7, 2002, meeting were presented for approval and adoption. Ida Hammond moved and Fred Abbate seconded a motion to adopt the minutes. Motion carried (6-0).

### CONSIDERATION OF PROVISIONAL ACCEPTANCE OF THE FY 2002 EXTERNAL AUDIT REPORT

Paul Merrill presented information on the audit. Paul had high praise for the College's performance in the transition to the new GASB 35 format. We are far ahead of other state colleges in this. The new methods are difficult in that they do not allow for full explanations of the "bottom line": operating budgets are not as clearly articulated and all discretionary monies are seen as assets, regardless of their nature. This has implications for those reading the statements, especially in areas related to cash reserves.

The following resolution was presented for approval:

**WHEREAS: It is the policy of the Board of Trustees to subject the College's finances and relevant administrative practices to an independent audit; and**

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

**WHEREAS: Various agencies of state government have expressed a need to receive a copy of the College's audit report prior to the next meeting of the Board of Trustees; 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; now, therefore, be it**

**RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby provisionally accept the College's external audit for the year ending June 30, 2002, contingent upon the review of said audit by the Finance Committee of the Board; and be it further**

**RESOLVED: That the Finance Committee of the Board shall be directed to report its findings and conclusions to the full Board at the next meeting of the Board of Trustees.**

Fred Abbate moved and Richard Arndt seconded a motion to adopt the resolution. Motion carried (6-0).

## PRESIDENT'S REPORT

Dr. Pruitt reminded the Board of Trustees about Commencement and announced that the dedication ceremony of the Nerlino-Cerepak Suite would take place at 10:00 a.m. on that day, as well. The Commencement address will be given by the Governor.

The State Budget has been passed, and although we may face further budget reductions, the State and Governor have been able to keep their word to us on reductions so far. We are also grateful for the continuation of funding for the State Library.

A grant has been made by the Ford Foundation to the College's Watson Institute for Public Policy to prepare and issue a report on philanthropy in the wake of the tragedies of September 11, 2001. Board members will get copies of the report as soon as it is issued.

The College has had a very good year, as the Annual Report shows. The celebratory nature of the Middle States Re-accreditation report is especially gratifying, as is the significant increase in enrollments. Our financial infrastructure is also very strong and has, along with enrollment growth, enabled the College to withstand the effect of the mid-year funding cuts and the State's early retirement plan. Qualitative, quantitative, and financial results are all excellent. We also hope to continue to grow our enrollment beyond 10,000 students. We want to acquire one more building, own all of our current buildings, and increase our "product" development. We will also strengthen our relationships with certain affinity groups. Some 40 million people (up by 2 million) used libraries in the state this year, as well.

Ann Marie Senior, Director of Institutional Research, presented information on our FY 2002 statistics. There was a 20-percent increase over last year in new enrollments. This year also saw a 20-percent increase in the number of graduates. Soon, we will have graduated more than 20,000 students during our history. We currently have students in all states and 84 foreign countries (Canada, Israel, Jamaica, and India have the largest numbers). We have 17 percent minority enrollments, an increase of 8 percent over last year.

Mike Scheiring summarized the College's financial situation over the year. FY 2002 has been the best year in the College's history, especially considering the negative effects of 9/11 and the state budget reductions. We were still 25 percent over our target, with a surplus of \$3 million. We spent money from our carry forward funds on marketing and on other facilities- and technology-related issues. These areas will also be areas of spending for the new carry forward funds, and some carry forward funds will also be spent on technology in the Library. Even with the State's mid-year reductions, \$19.8 in revenues were generated (including \$10.1 million in student revenues and \$3.7 from re-

volving-fund issues) this year. The College's expense budget was \$16.1 million, with salaries and investments in non-salary areas such as technology development accounting for the bulk of spending. The Library received full state funding.

Dr. Pruitt announced his re-appointment to the National Advisory Committee on Institutional Quality and Integrity. He was first appointed in 1989 in the first Bush administration. He's now been re-appointed yet again by Secretary Paige of the George W. Bush administration. This is good for our College. It strengthens our relationship with the chief education quality-assurance agency for the U.S. Government.

#### CONSIDERATION OF BID WAIVERS

Michael Scheiring 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 \$18,600 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 an attached document entitled "Bid Waiver Request" and;**

**WHEREAS: The College is requesting bid waivers**

- **to change vendors for the statewide interlibrary loan project at an estimated cost during FY2003 of \$300,000;**
- **to select a vendor to digitize the Library's New Jersey Revolutionary War materials at an estimated cost of \$30,000;**

- to automate Blackboard course registration at an estimated cost of \$40,000;
- to provide Blackboard grade integration between posted grades and the Registrar's Office for processing at an estimated cost of \$25,000;
- to develop an on-line application form for admission and credit-card payment of the application fee at an estimated cost of \$31,000; and
- to develop a cashier application to eliminate re-keying student transaction information each time a credit card is used, thus improving credit card security at an estimated cost of \$20,000

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 to change vendors for the statewide interlibrary loan project at an estimated cost during FY2003 of \$300,000; to select a vendor to digitize the Library's New Jersey Revolutionary War materials at an estimated cost of \$30,000; to automate Blackboard course registration at an estimated cost of \$40,000; to provide Blackboard grade integration between posted grades and the Registrar's Office for processing at an estimated cost of \$25,000; to develop an on-line application form for admission and credit-card payment of the application fee at an estimated cost of \$31,000; and to develop a cashier application to eliminate re-keying student transaction information each time a credit card is used, thus improving credit card security at an estimated cost of \$20,000.

Fred Abbate moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (6-0).

### CONSIDERATION OF CANDIDATES FOR DEGREE

William Seaton, Vice President and Provost, pointed out that there are 296 candidates for degree for consideration at this meeting. The candidates for the associate's, baccalaureate, and master's degrees as of July 15, 2002, are as follows: 12 candidates for Associate in Arts; 3 candidates for Associate in Science in Management; 1 candidate for Associate in Science in Public and Social Services, 2 candidates for Associate in Science in Natural Sciences and Mathematics, 5 candidates for Associate in Science in Applied Science and Technology; 3 candidates for Associate in Applied Science; 163 candidates for Bachelor of Arts; 20 candidates for Bachelor of Science in Human Services; 55 candidates for Bachelor of Science in Applied Science and Technology; 29 candidates for Bachelor of Science in Business Administration; and 2 candidates for Bachelor of Science in Nursing; and 1 candidate for Master of Science in Management, for a total of 296 candidates.

William Seaton presented the following resolution:

**The Board of Trustees of Thomas Edison State College does hereby approve the awarding of the appropriate degrees to those July 15, 2002, 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.**

Richard Arndt moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (6-0).

### CONSIDERATION OF ACADEMIC COUNCIL APPOINTMENTS

William Seaton presented the following resolutions for appointments and reappointments to the Academic Council:

**The Board of Trustees of Thomas Edison State College does hereby reappoint Nora Carrol, President, CarroLearning; Sister Ellen Dauwer, SC, Associate Dean, Adult Undergraduate Degree Programs, College of Saint Elizabeth; John H. Glascock, Visiting Assistant Professor, Political Science Department, Barnard College, Columbia University; Camille W. Haberle, Professor Emeritus, Mathematics, Raritan Valley Community College; Mark S. Kassop, Professor, Sociology De-**

partment, Bergen Community College; William J. Mulkeen, Director of the Center for Legal Education and Director of Program and Curriculum Development, Essex County College; and Jean L. Ryersbach, Coordinator, Life Learning Experience Assessment Program, Bucks County Community College, to additional three-year terms 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.

Ida Hammond moved and Fred Abbate seconded a motion to adopt the resolution. Motion carried (6-0).

#### CONSIDERATION OF 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.

Fred Abbate moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (5-0).

#### ELECTION OF OFFICERS


Fred Abbate, Chairman of the Nominating Committee, presented the recommendation for Board officers as follows: E. Harvey Myers, Chair, and Nicholas Carnevale, Vice Chair. He then asked for nominations from the floor. There being no nominations from the floor, Richard Arndt made a motion to close the nominations. Ida Hammond seconded. Motion carried (6-0).

In accordance with public law, a ballot was distributed for secret written vote, the results of which confirmed unanimously the election of the recommended officers.

There being no further business, Richard Arndt moved and Fred Abbate seconded a motion to adjourn. Motion carried (6-0).

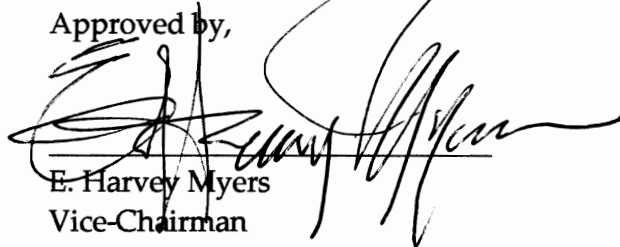


Submitted by,



George A. Pruitt  
Secretary to the Board

Approved by,



E. Harvey Myers  
Vice-Chairman