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MINUTES
BOARD OF TRUSTEES
THOMAS EDISON STATE COLLEGE
January 31, 2012

MEMBERS PRESENT: Fred Abbate; Richard Arndt; Ida Hammond; Brian Maloney; Marilyn Pearson; E. Harvey Myers; George Pruitt

MEMBERS ABSENT: J. Stanley Justice; Cynthia Diogo, Student; and Debra Schmelzer, Student

Public notice of this meeting pursuant to the Open Public Meetings Act NJSA 10:4-6 to 10:4-21 was transmitted to *The Times of Trenton* and *The Star Ledger* for publication under public meeting notices.

Dr. Pruitt provided a summary of the resolution to retain the services of Bradbury Associates/Gossage Sager Associates, a nationally recognized professional search firm, for the purpose of recruiting candidates for the position of State Librarian. He mentioned that the same search firm had been used to find the current State Librarian, Norma Blake, whose retirement is pending as of June 30, 2012. Dr. Pruitt advised the Board that an overlap between Ms. Blake and her replacement would assure a smooth transition into this valued position.

Dr. Pruitt presented the following resolution:

WHEREAS: The "State College Contracts Law" Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$30,700 must be publicly advertised, unless the Board of Trustees approves a waiver of advertising; and

WHEREAS: The Board of Trustees may waive advertising for personnel recruitment services, pursuant to N.J.S.A. 18A:64-56(a)(20); and

WHEREAS: The Board of Trustees recognizes the importance of recruiting and selecting qualified candidates to be considered for the position of State Librarian; and

WHEREAS: The President has recommended that the College engage a search firm to secure professional assistance in the search for a new State Librarian; and

WHEREAS: The firm of Bradbury Associates/Gossage Sager Associates specializes in Librarian Executive Searches; and

WHEREAS: The President estimates that the cost of using Bradbury Associates/Gossage Sager Associates will be approximately \$60,000; now, therefore be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby authorize the President to retain the services of Bradbury Associates/Gossage Sager Associates for the purpose of recruiting candidates for the position of State Librarian, for a contract amount of approximately \$60,000.

Mr. Abbate made, and Mr. Myers seconded a motion to approve the resolution. The motion carried unanimously.

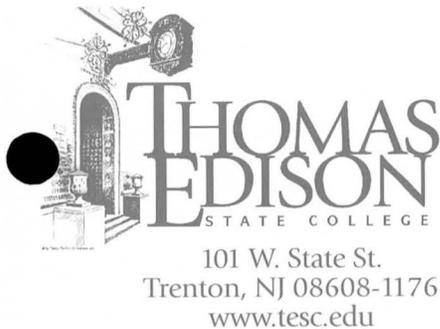
Submitted by,

George A. Pruitt
Secretary of the Board

Approved by,



Eric R. Lear
Chairperson



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MINUTES
BOARD OF TRUSTEES MEETING
THOMAS EDISON STATE COLLEGE
March 2, 2012

MEMBERS PRESENT: Eric R. Lear, Chair; Fred Abbate; Richard Arndt; Ida Hammond; Brian Maloney; J. Stanley Justice; George Pruitt; Debra Schmelzer, Student; and Cynthia Diogo, Student

MEMBERS ABSENT: Gualberto Medina; E. Harvey Myers; Marilyn Pearson

ALSO PRESENT: William Seaton, Vice President and Provost; Christopher Stringer, Acting Vice President and Treasurer; John Thurber, Vice President for Public Affairs; Mary Ellen Caro, Vice President of Enrollment Management and Learner Services; Norma Blake, State Librarian; Barbara Kleva, General Counsel; Terri Tallon-Hammill, Executive Assistant to the President; and Robin Walton, Director of Government Affairs.

Mr. Lear officially called the public meeting to order at 10:00 a.m., followed by a statement of public notice pursuant to the Open Public Meetings Act N.J.S.A. 10:4-6 to 10:4-21.

CONSIDERATION OF MINUTES

The Minutes of the December 16, 2011, meeting were presented by Mr. Lear for approval and adoption. Mr. Arndt made, and Mr. Maloney seconded, a motion to accept the minutes. The motion carried unanimously.

PRESIDENT'S REPORT

In his report to the Board, Dr. Pruitt highlighted the successful reaccreditation of the W. Cary Edwards School of Nursing by the National League for Nursing Accrediting Commission (NLNAC). The process, he noted, included six standards the School was required to meet. Thirty-one students volunteered to speak about the nursing program with team visitors. There were no programmatic recommendations for improvement.

Dr. Pruitt advised the Board of a change to the Middle States Commission team of peer evaluators selected to visit the College for its periodic review. The evaluation visit will get underway on Sunday, March 24, 2012, with the arrival of Commission team members.

On a different note, Dr. Pruitt updated the Board of restoration events at the Kuser Mansion. He pointed out that construction was under way and that completion time for this project is targeted for 305 days from start to finish. Dr. Pruitt is fairly confident that the project will be completed within the proposed timeframe.

REPORT OF THE ADMINISTRATION, AUDIT, AND FINANCE COMMITTEE

Mr. Lear noted that the recent Committee meeting a very positive report was revealed. He indicated that Dr. Pruitt's conservative approach has helped us add to our reserve. The prognosis, he added, is that we will have a good remainder of FY 2012.

Minutes for the February 17, 2012, meeting were presented and approved by a unanimous vote of the Committee. Mr. Lear gave a review of the bid waivers provided in the Board materials. He also commented briefly on the merit of each pointing out that the bid waiver tracking system keeps the Board informed about the progress of projects for which bid waivers have been approved in the past.

CONSIDERATION OF BID WAIVERS

WHEREAS: The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$30,700 must be publicly advertised for sealed bids in the local newspapers; and

WHEREAS: N.J.S.A. 18A:64-56 allows the Board of Trustees to waive bidding procedures in certain circumstances; 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:

- use the services of mentors and course-construction consultants (contractors listed on attached "Bid Waiver Request") for the College's Center for Directed Independent Adult Learning and its courses at a cost that may exceed the bid threshold of \$30,700 per contract;
- allow the College to engage an advertising firm to continue the College's enrollment advertising campaigns at a cost not to exceed \$600,000; and
- allow the College to enter into a contract with Caesars in Atlantic City to hold the National Institute on the Assessment of Experiential Learning 2012 from June 6-8, 2012 (with an optional pre-conference workshop on June 5) at an approximate cost of \$50,000, with expected reimbursement to the College from costs charged to attendees; and

- allow the College to enter into an agreement with Kaizen Technologies for consulting and educational services for a two-year period, with Kaizen receiving 70% of tuition for covered non-credit courses.
- allow the College to engage a firm to develop a facility master plan for the College at an approximate cost of \$120,000.

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: use the services of mentors and course-construction consultants (contractors listed on attached "Bid Waiver Request") for the College's Center for Directed Independent Adult Learning and its courses at a cost that may exceed the bid threshold of \$30,700 per contract; allow the College to engage an advertising firm to continue the College's enrollment advertising campaigns at a cost not to exceed \$600,000; allow the College to enter into a contract with Caesars in Atlantic City to hold the National Institute on the Assessment of Experiential Learning 2012 from June 6-8, 2012 (with an optional pre-conference workshop on June 5) at an approximate cost of \$50,000, with reimbursement to the College from costs charged to attendees; permit the College to enter into a two-year contact with Kaizen Technologies for consulting and educational services, with Kaizen receiving 70% of tuition for covered non-credit courses; and allow the College to engage a firm to develop a facility master plan for the College at an approximate cost of \$120,000.

Reverend Justice made, and Ms. Hammond seconded a motion to adopt the bid waiver resolution. The motion carried unanimously.

REPORT OF THE ACADEMIC AFFAIRS COMMITTEE

Minutes for the February 16, 2012, meeting were presented and approved by a unanimous vote of the Committee. Dr. Abbate guided the Board through the report of the Academic Affairs Committee. He introduced and outlined the Master of Business Administration (MBA) program, indicating that it will be 100 percent online, and that a need for the two MBA programs to be offered has been identified.

CONSIDERATION OF MASTER OF BUSINESS ADMINISTRATION DEGREE

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: The Academic Council has reviewed and approved the Master of Business Administration degree program as presented; and

WHEREAS: The President has reviewed and concurred with the recommendation as presented; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby approve the Master of Business Administration degree program as presented and incorporated herein by reference.

Dr. Abbate made, and Mr. Maloney seconded a motion to adopt the bid waiver resolution. The motion carried unanimously.

Provost Seaton provided a rationale for the redesign of the general education program, indicating that the curriculum is based on a learning outcomes approach and that it will allow for greater interdisciplinary study.

CONSIDERATION OF GENERAL EDUCATION PROPOSAL

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: The Academic Council has reviewed and approved the General Education proposal as presented; and

WHEREAS: The President has reviewed and concurred with the recommendation as presented; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby approve the General Education proposal as presented and incorporated herein by reference.

Dr. Abbate made, and Mr. Maloney seconded a motion to adopt the bid waiver resolution. The motion carried unanimously.

CONSIDERATION OF CANDIDATES FOR DEGREE

Mr. Lear introduced the resolution for Candidates for Degree.

The Board of Trustees of Thomas Edison State College does hereby approve the awarding of the appropriate degrees to those December 16, 2011 candidates cited 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 the relevant degree requirements as recommended by the Academic Council and as established by the Board of Trustees.

Reverend Justice moved, and Mrs. Hammond seconded a motion to adopt the resolution. The motion carried unanimously.

CONSIDERATION OF CONTRACT RENEWALS

Mr. Lear presented the following resolution for adoption:

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.

Mr. Maloney moved, and Mrs. Hammond seconded a motion to adopt the resolution. The motion carried unanimously.

CONSIDERATION OF PERSONNEL ACTIONS

Mr. Lear presented the list of professional and administrative contract renewal recommendations for review.

The Board of Trustees of Thomas Edison State College does hereby approve the contract recommendations as indicated on the list 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.

Dr. Abbate moved, and Mr. Arndt seconded a motion to adopt the resolution. The motion carried unanimously.

NEW BUSINESS

There being no new business Committee Members dismissed to discuss matters of contract negotiations in executive session.

ADJOURNMENT

There being no further business to discuss, Mr. Lear asked for a motion to adjourn.

Mr. Medina made, and Mrs. Hammond seconded a motion to adjourn. The motion carried unanimously. The meeting was adjourned at 11:55 a.m.

Submitted by,



George A. Pruitt
Secretary to the Board

Approved by,



Eric R. Lear
Chairman