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MINUTES

BOARD OF TRUSTEES MEETING

THOMAS EDISON STATE COLLEGE

December 12, 2008

- MEMBERS PRESENT:** George Pruitt; Marilyn Pearson, Chair; J. Stanley Justice, Vice-Chair; Fred Abbate; Richard Arndt; Nicholas Carnevale; George Fricke; E. Harvey Myers; and Barbara Hare, Student.
- MEMBERS ABSENT:** Ida Hammond, and Ritamarie Giosa
- ALSO PRESENT:** William Seaton, Vice President and Provost; Michael Scheiring, Vice President and Treasurer; Penelope Brouwer, Vice President for Planning and Research; John Thurber, Vice President for Public Affairs; Norma Blake, New Jersey State Librarian; Esther H. Paist; and Linda Vasbinder

Ms. Pearson officially called the public meeting to order at 10:00 a.m.

MINUTES

The Minutes of the September 12, 2008, meeting were presented by Ms. Pearson for approval and adoption.

Mr. Carnevale made, and Reverend Justice seconded, a motion to accept the minutes. The motion carried unanimously.

PRESIDENT'S REPORT

Dr. Pruitt reported on the very successful Gala and our great Commencement ceremony. He also announced that Mr. Myers' reappointment will soon go before the Senate for its consideration, as will Mr. Lear's nomination for initial appointment to the Board. In other good news, Dr. Pruitt told the Board that the facilities in Kelsey have now been refurbished, and we are pleased with the results. He commended the work of Mary Hack and her Administrative Services staff in this effort. Dr. Pruitt also reported that Mr. Carnevale has recently received the highest honor that Rotary can give. We congratulate Mr. Carnevale on this.

Dr. Pruitt also reported on the budget situation in the State of New Jersey. The state is in increasingly worse financial shape, and the budget deficit will be massive. Three of the state's main economic drivers, the financial service industry, the casino industry, and the pharmaceutical industry, are all downsizing and suffering financial difficulties. Although state agencies (including the State Library) have had a mid-year cut imposed, the colleges and universities were not included in this. Next year, however, there will probably be further cuts, and these will likely include cuts to higher education funding.

The College will continue to pursue the strategy of controlling costs while increasing enrollments. Challenges include dealing with the increased cost imposed by collective bargaining obligations. We must also serve increasing numbers of students with no increases in staffing. We are looking at further cost containment, as well as at areas in which we can make new investments in order to increase our efficiencies without sacrificing quality. Although we will end the year with a surplus, we are in "uncharted waters," in that we don't know how the economic crisis will affect our adult students, most of whom are paying for their own education. Our September enrollment numbers were good; October and November numbers flattened. In response to a question posed by a trustee, Dr. Pruitt explained that we will be tailoring our marketing messages to address those who have lost jobs and need to re-tool and take control through education.

Norma Blake also explained that the State Library, including the state-aid program for local libraries, has been notified of an across-the-board 20% cut (\$4.19 million) mandated by the State. They are currently looking at how to best make the cuts.

We will keep the Board informed about any further impact of the budget situation on the College and Library. Finally, in response to a question from a trustee, Dr. Pruitt explained that negotiations on the content of the Lesniak bill are yielding results that may allow higher education to support it now.

In closing his report, Dr. Pruitt introduced Henry van Zyl, Vice Provost for DIAL, who made an informative presentation of the College's new mobile learning technologies. Dr. Pruitt said that DIAL's work in this area has been truly pioneering. The funding to do the mobile learning project came from a Foundation Board grant.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Committee Chairman George Fricke elaborated on the November meeting of the Administration and Finance committee. Mr. Fricke said that the figures cited in the quarterly financials report were very positive and impressive, especially in these times. Mr. Scheiring explained the situation with investment earnings, which are down, and expenditures, which are up due to the continuing reduction of state appropriations. In response to a trustee's question, Mr. Seaton described the process of mission-based prioritization that we will need to undertake in order to maintain our high academic quality. We need to maintain our margins and surpluses since this allows us to respond to budget crises in the state. If we can maintain our position in the marketplace, we will weather any storm. Mr. Scheiring also pointed out that good management of the Library's budget is ongoing, although strategies there take a different form than those for the College, since the Library does not have tuition dollars to use. Likewise, the Library also gets much of its money from the federal government. Some of this federal funding requires a state match, however, and that has not always been forthcoming.

Mr. Fricke described the committee's thorough review of the FY 2008 audit at its November meeting. The committee, which met privately with the auditors, was pleased to hear about the auditors' very positive opinion of the College and its practices.

CONSIDERATION OF EXTERNAL AUDITOR

Mr. Fricke reported that the committee is very impressed with the work of the newly selected external audit firm (KPMG), which has done work for ASCU, as well as for the College and other colleges in the state. The committee commends this selection to the full Board. The College undertook the full RFP process for the selection of the firm.

Mr. Fricke 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 \$28,300 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:** Sealed bids received in accord with an RFP were reviewed by a committee that found that KPMG, LLP, was best qualified to provide external audit services to the College and its affiliate, the New Jersey State Library, based on the selection criteria stated in the RFP; and
- WHEREAS:** KPMG, LLP, has executed the external audits for the College and its affiliate, the New Jersey State Library, for fiscal years 2006—2008 and has provided high-quality services; and
- WHEREAS:** The audit services will be provided at an approximate cost of \$93,000 in FY 2009, which will increase by approximately \$3,800 annually over the life of the contract; and
- WHEREAS:** The College has determined that KPMG, LLP, continues to meet the specifications for such services; now, therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby authorize the College to extend the contract for auditing services for the College and its affiliate, the New Jersey State Library, to KPMG, LLP, for a period of three years.

Mr. Myers moved, and Mr. Arndt seconded, the motion to adopt the resolution. The motion carried unanimously.

CONSIDERATION OF BID WAIVERS

Mr. Fricke elaborated on each bid waiver request. Dr. Pruitt added comments on the bid waiver for "lobbying" services, saying that we need to have a better presence in Washington, given the complexity and size of the federal government. We also want to take advantage of the new money available through the federal stimulus package. We want to try using such services for a year and then re-assess our needs. We will report our usage of these services on various state questionnaires, and this may be potentially controversial. Dr. Pruitt explained the process of retaining the lobbying firm and our selection of that firm, in response to a question from a trustee.

Mr. Fricke 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 \$28,300 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:
- contract with Payment Processing, Inc., as an additional credit card processor, at an approximate cost of \$50,000;
 - continue the College's image and enrollment advertising campaigns with Princeton Partners, Inc., at an approximate cost of \$400,000;
 - continue to use TMP Directional marketing to identify prospective students through paid search term advertising and to generate leads from Web search engines, at an approximate cost of \$75,000;
 - acquire a new alumni and donor database, at an approximate cost of \$250,000;
 - use the services of Pursuant Group for online communication and fundraising services to design, create, and implement a

biographical acquisition strategy, donor cultivation outreach, and an e-Solicitation, at an approximate cost of \$32,000;

- engage a consulting firm to conduct a comprehensive review of operations in the College's Directed Independent Adult Learning (DIAL) unit, at an approximate cost of \$125,000; and
- contract with MWW Group, a bi-partisan Washington, DC-based government relations firm, to tailor a program that will assist us in securing direct federal funding opportunities through extensive research of grant opportunities, at a cost of approximately \$100,000.

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 and its affiliate, the New Jersey State Library, to do the following: contract with Payment Processing, Inc., as an additional credit card processor, at an approximate cost of \$50,000; continue the College's image and enrollment advertising campaigns with Princeton Partners, Inc., at an approximate cost of \$400,000; continue to use TMP Directional marketing to identify prospective students through paid search term advertising and to generate leads from Web search engines, at an approximate cost of \$75,000; acquire a new alumni and donor database, at an approximate cost of \$250,000; use the services of Pursuant Group for online communication and fundraising services to design, create, and implement a biographical acquisition strategy, donor cultivation outreach, and an e-Solicitation, at an approximate cost of \$32,000; engage a consulting firm to conduct a comprehensive review of operations in the College's Directed Independent Adult Learning (DIAL) unit, at an approximate cost of \$125,000; and contract with MWW Group, a bi-partisan Washington, DC-based government relations firm, to tailor a program that will assist us in securing direct federal funding opportunities through extensive research of grant opportunities, at a cost of approximately \$100,000.

Ms. Fricke moved, and Mr. Abbate seconded, the motion to adopt the resolution. The motion carried unanimously.

FY 2010 BUDGET REQUEST

Dr. Pruitt commended the Budget request to the Board. He stated that it creates a public record articulating what we need in terms that take into account the state of the economy.

CONSIDERATION OF BACHELOR OF SCIENCE IN HEALTH INFORMATION MANAGEMENT

Mr. Abbate described the audience for the proposed degree program, saying that the need for this program is demonstrated by the education level of job prospects in this field. Mr. Seaton

pointed out that this collaboration between the College and UMDNJ will serve our students well. The degree program has already been approved by the state.

Mr. Abbate presented the following resolution:

- WHEREAS:** The Board of Trustees of Thomas Edison State College has the authority and the responsibility to approve the educational curricula and academic policies of the College; and
- WHEREAS:** The Academic Council reviewed and recommended for approval the Bachelor of Science in Health Information Management joint degree program with University of Medicine and Dentistry of New Jersey (UMDNJ) as presented; and
- WHEREAS:** The Academic Affairs Committee of the Board of Trustees has reviewed and concurred with the recommendation as presented; and
- WHEREAS:** The President of the College recommends the proposal as presented; now, therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby approve the Bachelor of Science in Health Information Management joint degree program with University of Medicine and Dentistry of New Jersey (UMDNJ) as presented and incorporated herein by reference.

Mr. Fricke moved, and Reverend Justice seconded, the motion to adopt the resolution. The motion carried unanimously.

CONSIDERATION OF CERTIFICATE PROGRAM IN GAS DISTRIBUTION

This certificate program can also be applied to a BSAST degree. Mr. Abbate pointed out that this is an important program that will meet real needs in the utilities industry, where there is increasing pressure for more education on gas distribution. As is the case with other new programs, we are developing this one in response to stated demand from our corporate partners. In response to a question from a trustee, Mr. Seaton speculated that some 200 students may wish to take this certificate program.

Mr. Abbate presented the following resolution:

- WHEREAS:** The Board of Trustees of Thomas Edison State College has the authority and the responsibility to approve the educational curricula and academic policies of the College; and
- WHEREAS:** The Academic Council reviewed and recommended for approval the Certificate Program in Gas Distribution as presented; and
- WHEREAS:** The Academic Affairs Committee of the Board of Trustees has reviewed and concurred with the recommendation as presented; and

WHEREAS: The President of the College recommends the proposal as presented; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby approve the Certificate Program in Gas Distribution as presented and incorporated herein by reference.

Mr. Abbate moved, and Mr. Fricke seconded, the motion to adopt the resolution. The motion carried unanimously.

CONSIDERATION OF CERTIFICATE PROGRAM IN POLYSOMNOGRAPHY

Mr. Abbate elaborated on what polysomnography is and its relationship to sleep study. This is a program developed in response to a request from a professional association.

Mr. Abbate presented the following resolution:

WHEREAS: The Board of Trustees of Thomas Edison State College has the authority and the responsibility to approve the educational curricula and academic policies of the College; and

WHEREAS: The Academic Council reviewed and recommended for approval the Certificate Program in Polysomnography as presented; and

WHEREAS: The Academic Affairs Committee of the Board of Trustees has reviewed and concurred with the recommendation as presented; and

WHEREAS: The President of the College recommends the proposal as presented; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby approve the Certificate Program in Polysomnography as presented and incorporated herein by reference.

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

CONSIDERATION OF ACADEMIC COUNCIL APPOINTMENT

Mr. Fricke pointed out that the recommended candidate is currently chair of NJASCU and he is a scholar of national repute who will be a wonderful addition to the College's Academic Council.

Mr. Abbate presented the following resolution:

The Board of Trustees of Thomas Edison State College does hereby appoint Dr. Henry Alfred Coleman, Professor, Public Policy Program, Rutgers, The State University of New Jersey 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.

Mr. Abbate made, and Reverend Justice seconded, the motion to adopt the resolution. The motion carried unanimously.

CONSIDERATION OF CANDIDATES FOR DEGREE

Mr. Seaton presented information on the demographics and numbers of graduates to be certified. There were 579 graduates, down 4.37%, or 26, when compared to the number of graduates in December 2007. Among, the 108 associate's degree recipients, 79 were from the School of Applied Science and Technology, 20 were from the Heavin School, and 9 were from the School of Business and Management. Of the 461 bachelor's degree recipients, 118 were from the School of Applied Science and Technology, 259 were from the Heavin School, 68 were from the School of Business and Management, and 16 were from the School of Nursing. Among the 10 master's degree recipients, 3 earned the Master of Arts in Liberal Studies degree, and 7 earned the Master of Science in Management degree.

Mr. Abbate presented the following resolution:

The Board of Trustees of Thomas Edison State College does hereby approve the awarding of the appropriate degrees to those December 12, 2008, 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.

Mr. Abbate made, and Mr. Arndt seconded, the motion to adopt the resolution. The motion carried unanimously.

CONSIDERATION OF CONTRACT RENEWALS

Dr. Pruitt presented a resolution for contract renewals as follows:

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

Mr. Fricke made, and Mr. Arndt seconded, a motion to adopt the resolution. The motion carried unanimously.

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 lists provided and incorporated herein by reference.

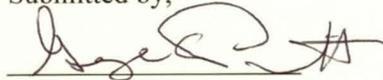
The action herein taken is pursuant to a recommendation by the President of the College.

Mr. Abbate made, and Reverend Justice seconded, a motion to adopt the resolution. The motion carried unanimously.

NEW BUSINESS

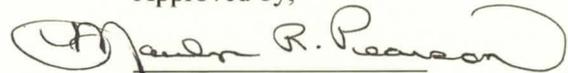
There being no further business, Reverend Justice made, and Mr. Arndt seconded, a motion to adopt a resolution to adjourn. The motion carried unanimously.

Submitted by,



George A. Pruitt
Secretary of the Board

Approved by,



Marilyn R. Pearson
Chairperson