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MINUTES
BOARD OF TRUSTEES MEETING
THOMAS EDISON STATE COLLEGE
March 7, 2014

MEMBERS PRESENT: Gualberto Medina, Chairman; Brian Maloney, Vice Chairman; George A. Pruitt; Fred Abbate; J. Stanley Justice; Eric R. Lear; E. Harvey Myers; and Frances Parrales (student trustee)

MEMBERS ABSENT: Richard Arndt; Ida Hammond; Marilyn Pearson; and Valerie Sampson (student trustee).

ALSO PRESENT: William Seaton, Vice President and Provost; John Thurber, Vice President for Public Affairs; Dennis Devery, Vice President for Planning and Research; Mary Ellen Caro, Vice President for Enrollment Management and Learner Services; Christopher Stringer, Vice President for Administration and Finance; Barbara Kleva, General Counsel; and Esther Paist, Secretary to the Board of Trustees.

Mr. Medina 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 December 13, 2013, were presented by Mr. Medina for approval and adoption. Mr. Maloney made, and Mr. Myers seconded, a motion to accept the resolution. The motion carried unanimously.

PRESIDENT'S REPORT

Dr. Pruitt reported on the Governor's Budget Address and FY15 Budget Recommendations to the Legislature. The proposed budget provides for flat funding of state operating support, though the Governor indicated that \$179 million in additional state expenditures were required to fund increased fringe benefit costs for those positions authorized in the state budget for higher education. Additionally, the Governor highlighted the significant burden on state revenues to fund debt service and public employee pension obligations. Dr. Pruitt concluded and advised the board that the College should not expect additional significant state investment in public higher education for the foreseeable future.

Overall, enrollment is stable and we have experienced growth in certain areas. There was a slight decline in military enrollment which was expected and planned for in our enrollment projections. In comparison to most of our peer institutions who have experienced declining enrollments, the College's enrollment growth and revenue margins all indicate that Thomas Edison State College is doing very well.

Federal regulations continue to be a concern particularly with reauthorization of the Higher Education Act which governs federal student aid. The College has done a good job at differentiating itself in the marketplace which has brought us success.

Dr. Pruitt announced that Ms. Frances Parrales was nominated for the American Council on Education (ACE) Adult Learner of the Year award.

Mr. John Thurber presented a Power Point presentation on the work and initiatives the Foundation completed during the calendar year 2013. Mr. Maloney commented that he was pleased by the unflagging support exhibited by various leaders at the College of the work that had been done, and complimented Mr. Thurber on his successful efforts. Dr. Pruitt pointed out the importance of the Foundation Board of Directors and Board of Trustees having a synergistic relationship, as well as the importance of maintaining the standard of 100% giving among the board members.

REPORT OF THE ADMINISTRATION, AUDIT, AND FINANCE COMMITTEE

Mr. Maloney reviewed the information presented at the Administration, Audit, and Finance Committee meeting regarding the College financials and enrollment growth. He also discussed the audit and that the auditors found the College was in a very healthy condition. There were minor findings regarding compliance in financial aid and a grant certification issue at the New Jersey State Library, but the College has already taken steps to ensure compliance in these areas thereby correcting the issues.

CONSIDERATION OF BID WAIVERS

Mr. Maloney 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 \$32,100 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 Board of Trustees approved the Thomas Edison State College Purchasing and Contracting Policy governing purchases and contracts for the College and Library, on December 14, 2012; 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 certain mentors and course-construction consultants for the College's undergraduate and graduate programs and courses offered through the various Schools, at a cost not to exceed \$100,000 for FY 2014;
- use Innersync Studios for additional services for the College's website, at a cost not to exceed \$35,000;
- hold the National Institute on the Assessment of Adult Learning 2014 from June 18-20, 2014 (with an optional pre-conference workshop on June 17), at the Nassau Inn in Princeton, New Jersey, at an approximate cost of \$60,000;
- contract with Digital Surroundings to upgrade all AV equipment in the College's Kelsey and Townhouse facilities, at an approximate cost of \$150,000;
- engage a firm to provide enhanced network infrastructure security for College staff and guests who bring their own devices to the College during conferences and meetings, at an approximate cost of \$100,000;
- purchase online tutoring services from Smarthinking for students for a two-year period ending August 2016 at a cost not to exceed \$160,000;

- use PSE&G for the College's utility service at 315 W. State St. and 102 W. State St., at a cost not to exceed \$75,000; and
- engage Cengage Learning to conduct a pilot program to help adults earn a high school diploma in their local library, at a cost not to exceed \$150,000, and 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: use the services of certain mentors and course-construction consultants for the College's undergraduate and graduate programs and courses offered through the various Schools, at a cost not to exceed \$100,000 for FY 2014; use Innersync Studios for additional services for the College's website, at a cost not to exceed \$35,000; hold the National Institute on the Assessment of Adult Learning 2014 from June 18-20, 2014 (with an optional pre-conference workshop on June 17), at the Nassau Inn in Princeton, New Jersey, at an approximate cost of \$60,000; contract with Digital Surroundings to upgrade all AV equipment in the College's Kelsey and Townhouse facilities, at an approximate cost of \$150,000; engage a firm to provide enhanced network infrastructure security for College staff and guests who bring their own devices to the College during conferences and meetings, at an approximate cost of \$100,000; purchase online tutoring services from Smarthinking for students for a two-year period ending August 2016, at a cost not to exceed \$160,000; use PSE&G for the College's utility service at 315 W. State St. and 102 W. State St., at a cost not to exceed \$75,000; and engage Cengage Learning to conduct a pilot program to help adults earn a high school diploma in their local library, at a cost not to exceed \$150,000.

Mr. Maloney made, and Mr. Lear seconded, a motion to adopt the resolution. The motion carried unanimously.

CONSIDERATION OF LEASE OF 233 W. HANOVER STREET – BRIDGE-TENDER'S HOUSE

Dr. Pruitt explained that this house is an historic property that sits on the property of the College's Canal Banks building. It cannot be destroyed, and the College wishes to lease the building so that the Delaware and Raritan Canal Commission can use the lease money to keep the building in good repair since the D&R Canal Commission does not have the necessary funding to do so.

Mr. Maloney presented the following resolution:

WHEREAS: New Jersey law, N.J.S.A. 18A:64-6(q), authorizes the Board of Trustees of Thomas Edison State College to lease real property that is necessary or desirable for College purposes; and

WHEREAS: A certain property, including land and such buildings, other improvements, fixtures on the land, and any personal property specifically included, located in the City of Trenton, County of Mercer, State of New Jersey, and shown on the City of Trenton tax map as Lots 8 and 10, Block 3706, and commonly known as 233 West Hanover Street, hereinafter the "Property," is available for lease; and

WHEREAS: It is in the best interest of the College to enter into a lease of this Property for the College's use, consistent with the College's mission; and

- WHEREAS:** The State of New Jersey Division of Parks and Forestry owns the Property, which is currently vacant; and
- WHEREAS:** The proposed lease terms for the 837-square-foot Property are an annual rent of \$11,718 that is paid monthly in twelve equal payments for five years; now, therefore, be it
- RESOLVED:** That the Board of Trustees hereby approves the lease of said Property in accordance with the terms and conditions set forth in the lease; and be it further
- RESOLVED:** That the Board of Trustees hereby authorizes and directs the President, or his designee, to execute and deliver said lease, and any and all reasonable and necessary amendments thereto, and any other agreements or documents as may be necessary to enter into the lease of the Property.

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

CONSIDERATION OF MASTER OF SCIENCE IN HOSPITALITY MANAGEMENT DEGREE PROGRAM

Mr. Abbate commented that this program was thoughtfully conceived and that it meets a real, stated need. Mr. Seaton said that this program builds on an existing baccalaureate degree program and that it responds to needs that are emerging now that the recession is ending. There is a good mix of academic and practitioner-based elements in the degree program. Ernest Wooden, an alumnus who has had a long career in the hospitality industry, was instrumental in the conception of the degree.

Mr. Abbate presented the following resolution:

- WHEREAS:** The Board of Trustees of Thomas Edison State College has the authority and the responsibility to determine the educational curricula and academic policies of the College; and
- WHEREAS:** The Academic Council has reviewed and recommended the Master of Science in Hospitality Management degree program as presented; and
- WHEREAS:** The Academic Affairs Committee of the Board of Trustees has reviewed and concurred with the recommendations 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 Master of Science in Hospitality Management degree program as presented and incorporated herein by reference.

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

CONSIDERATION OF MASTER OF SCIENCE IN INTERNATIONAL BUSINESS FINANCE DEGREE PROGRAM

Mr. Abbate asked Mr. Seaton to elaborate on this degree program. Mr. Seaton stated that the program will allow students to hone their skills in this area and meets a demand among those who work in positions that are related to finance, though not necessarily entirely devoted to finance. He indicated that international finance is a growing area.

Mr. Abbate presented the following resolution:

- WHEREAS:** The Board of Trustees of Thomas Edison State College has the authority and the responsibility to determine the educational curricula and academic policies of the College; and
- WHEREAS:** The Academic Council has reviewed and recommended the Master of Science in International Business Finance degree program as presented; and
- WHEREAS:** The Academic Affairs Committee of the Board of Trustees has reviewed and concurred with the recommendations 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 Master of Science in International Business Finance degree program as presented and incorporated herein by reference.

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

CONSIDERATION OF BACHELOR OF SCIENCE IN PROFESSIONAL STUDIES DEGREE PROGRAM

Mr. Abbate commended the degree to the group. Mr. Seaton pointed out that we developed this degree to meet the need for more baccalaureate programs that are focused on applied science areas of study. We have offered a number of associate's degrees especially to those in the military and this new degree program will allow associate's degree graduates a way to go on to pursue baccalaureate degrees and thus assume leadership positions in their workplaces.

Mr. Abbate presented the following resolution:

- WHEREAS:** The Board of Trustees of Thomas Edison State College has the authority and the responsibility to determine the educational curricula and academic policies of the College; and
- WHEREAS:** The Academic Council has reviewed and recommended the Bachelor of Science in Professional Studies degree program as presented; and
- WHEREAS:** The Academic Affairs Committee of the Board of Trustees has reviewed and concurred with the recommendations 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 Professional Studies degree program as presented and incorporated herein by reference.

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

CONSIDERATION OF CANDIDATES FOR DEGREE

Mr. Seaton pointed out that we have had another record quarter in the number of degrees awarded. We are at a 5% increase in these numbers when compared to last year, year to date.

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 March 7, 2014, 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 relevant degree requirements as recommended by the Academic Council and as established by the Board of Trustees.

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

CONSIDERATION OF CONTRACT RENEWALS

Mr. Medina presented the following resolution:

WHEREAS: The Board of Trustees of Thomas Edison State College is authorized to approve and act on contract renewal recommendations for employees of the College, pursuant to N.J.S.A. 18A: 64-6(h) and (i), as well as for State Library employees, pursuant to N.J.S.A. 18A: 73-34; and

WHEREAS: The President has made the contract recommendations as indicated on the lists provided and incorporated herein by reference; and

WHEREAS: The action taken herein is pursuant to an evaluation of each employee's work performance; now, therefore, be it

RESOLVED: That 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.

Mr. Maloney made, and Mr. Lear seconded, a motion to adopt the resolution. The motion carried unanimously.

CONSIDERATION OF PERSONNEL ACTIONS

Mr. Medina presented the following resolution:

WHEREAS: The Board of Trustees of Thomas Edison State College is authorized to approve and act on employee-appointment recommendations for employees of the College, pursuant to N.J.S.A. 18A: 64-6(h) and (i), as well as for State Library employees, pursuant to N.J.S.A. 18A: 73-34; and

WHEREAS: The President has made the employee-appointment recommendations as indicated on the lists provided and incorporated herein by reference; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby approve the employee-appointment recommendations as indicated on the lists provided and incorporated herein by reference.

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

NEW BUSINESS

CONSIDERATION OF RESOLUTION AUTHORIZING PROPRIETARY SPECIFICATIONS FOR THE NURSING EDUCATION CENTER

Mr. Stringer explained that the state comptroller requires this resolution, which involves using specific vendors for certain items in the new Nursing Education Center. We wish to use these vendors in order to maintain consistency throughout the College in components related to locks and security systems.

Mr. Maloney presented the following resolution:

WHEREAS: The State College Contracts Law, N.J.S.A. 18A:64-52 et. seq. requires that contracts be made and awarded by the College, after public advertising, for bids for contracts in excess of \$32,100; and

WHEREAS: The State College Contracts Law, N.J.S.A. 18A:64-56, permits, in certain specified instances, contracts to be made, negotiated, or awarded by the College by resolution of its Board of Trustees without public advertising for bids; and

WHEREAS: The State College Contracts Law, N.J.S.A. 18A:64-64, allows the Board of Trustees to authorize the College to specify the purchase of proprietary items in contracts when there is a special need directly related to the purpose of the procurement; and

WHEREAS: The College is preparing the Request for Proposal (RFP) for a contract to construct the Nursing Education Center, including specifications for a keying system and a security system for the building; and

WHEREAS: The Board has determined that purchasing these systems from specified manufacturers assures standardization of equipment and serves the public interest in matters related to safety, efficiency, and economy, in accordance with N.J.S.A. 18A:64-56 (a) (27); and

WHEREAS: The Board has also concluded that there is a special need for proprietary specifications for the keying system and the security system that is directly related to the reasons for the procurement; now, therefore, be it

RESOLVED: That the Board of Trustees hereby authorizes the College to specify in the RFP for the Nursing Education Center that the keying system be manufactured by Yale, in coordination with the existing keying systems in other College buildings; and that the RFP specifications also name Simplex Grinnell, RS2 Technologies, and Panasonic as manufacturers of security-system components for the Nursing Education Center to coordinate with the existing College security systems.

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

ADJOURNMENT

Mr. Medina made, and Mr. Lear seconded, a motion to adjourn the meeting. The motion carried unanimously.

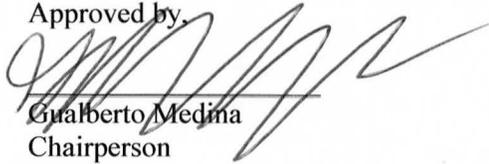
The meeting was adjourned at 11:50 a.m.

Submitted by,



George A. Pruitt
Secretary to the Board

Approved by,



Gualberto Medina
Chairperson