

MINUTES

BOARD OF TRUSTEES

THOMAS EDISON STATE COLLEGE

March 13, 1998

MEMBERS PRESENT: Richard Arndt, Chairman; Nicholas Carnevale; Christopher Daggett; George Fricke; Ida Hammond; E. Harvey Myers; Carole Nerlino; Thomas O'Neill; Cordell Trotman, student; Heidi Troy, student; George A. Pruitt, President.

MEMBERS ABSENT: Fred Abbate.

ALSO PRESENT: Jerry Ice, Vice President and Provost; Michael Scheiring, Vice President and Treasurer; John Thurber, Vice President for Public Affairs; Penelope Stohn Brouwer, Executive Assistant to the President; Jack Livingstone, State Librarian; Donald Trucksess, Union Representative.

The public meeting was officially called to order at 10:00 a.m. by Chairman Richard Arndt who noted that the date, time, and location for the meeting had been published in accordance with New Jersey law.

MINUTES:

The minutes of the September 12, 1997 meeting were presented for approval. Nicholas Carnevale moved and George Fricke seconded a motion to adopt the minutes. Motion carried (9-0).

SWEARING-IN OF NEW TRUSTEE:

Richard Arndt introduced Mr. Christopher Daggett as a new Trustee and conducted the swearing-in ceremony.

PRESIDENT'S REPORT:

Adding to his written report, Dr. Pruitt noted that the Foundation now has reached \$1 million in assets. Commenting on the Townhouse renovation project, he stated that construction is proceeding rapidly and that this is an exciting time for the College. Dr.

Pruitt then mentioned the Walk of Honor and reminded Board members that they have an opportunity to purchase a brick.

Commenting on the Governor's budget recommendations, Dr. Pruitt stated that they were disappointing for three reasons:

1. Fringe benefits are being shifted out of Treasury and into college budgets. The expressed intent is to fund them this year, but it is not clear that they will be funded in the future;
2. The Governor's budget recommends no funding for the salary program; and,
3. The incentive program is being embraced conceptually, however, it is difficult to talk about it without an appropriate level of funding. He stated that there is a concept of autonomy but there is concern that the accountability aspect of this incentive program might rest with the Office of Management and Budget.

He further noted that the budget basically provides flat funding, which represents a \$180,000 cut over the current fiscal year appropriation. Richard Arndt asked if there was anything the Board could do. Dr. Pruitt responded that at this point there is nothing specific, except to keep the Board informed of the issues. Dr. Pruitt stated that he expects the contest to be visible and that the unions will probably come out in opposition to this budget as well.

George Fricke raised an issue about the University of Phoenix's licensure petition to New Jersey, and asked if there is anything the College can do. Dr. Pruitt replied that one of the roles of the College is to be an advocate for adult learners; that the University of Phoenix does not do what we do, and that we are proceeding with the assumption that an institution of high quality will prevail. He noted that Phoenix does, however, force us to compete, and commented that the institutions that will be most challenged will be the private colleges in the northern part of the state. Richard Arndt stated that affiliations that the College has should be viewed as a positive.

Dr. Pruitt then introduced John Thurber who gave a brief overview of the key points and strategies of the marketing plan put together by a goal team charged by Dr. Pruitt and assisted by consultant Alex Plinio. John Thurber presented the marketing plan which is focused on the continuum of services that responds to our customers in a way that is appropriate to them.

Richard Arndt asked if the College is adequately funded to carry this out. John Thurber responded that the resources have been made available by the President to support this work. Dr. Pruitt noted that the advertising money might or might not be enough, even at \$300,000. He then stated that this marketing program will net only one new position, and that existing staff and money will be reallocated to this effort, and that

carryforward funds have been the principle source of research and development. Dr. Pruitt commented that this initiative should result in greater growth in enrollment and improve the economics of the College.

Thomas O'Neill asked if the College wants to capitalize on the worldwide web by pushing advertising, billboards, etc. via that media. John Thurber responded that the advertising budget does include web enhancements. Mr. O'Neill then asked about the effectiveness of direct mail. John Thurber stated that the College is trying to evaluate the effectiveness of each of these strategies relative to the cost per enrolled student. Carole Nerlino asked what attracted us to the 50,000 people to whom we will be direct mailing. John Thurber answered that they were matched through the profile data that compares them to our current enrollees.

#### REPORT OF THE ADMINISTRATION & FINANCE COMMITTEE:

George Fricke gave an overview of the committee meeting, commenting on the Governor's budget proposal for the College and the State Library. In response to Mr. Fricke's query, Jack Livingstone commented that the Library was somewhat disappointed with the book budget, but pleased with the capital items. George Fricke also noted the six-month financial results for both the College and the Library. He made special comment about the deliberations on bidding threshold. Dr. Pruitt added that the College's analysis showed that raising the bidding threshold would not be prudent. Michael Scheiring commented that the EFA loan closing took place on March 12.

#### Higher Education Infrastructure Act:

George Fricke presented the following resolution:

**WHEREAS:** The Legislature has passed the "Higher Education Technology Infrastructure Fund Act, P.L. 1997, c.238, an act supplementing the New Jersey Educational Facilities Authority Act, Chapter 72A of Title 18A of the New Jersey Statutes; and

**WHEREAS:** This Act provides a total of \$55 million "to develop technology infrastructure within and among New Jersey's institutions of higher education;" and

**WHEREAS:** Through this Act \$12.6 million is allocated for technology infrastructure at the State colleges/universities; and

**WHEREAS:** Thomas Edison State College has been allocated \$525,000 of the \$12.6 million; and

- WHEREAS:** The College is requesting authorization to purchase up to \$525,000 of equipment to support distance learning initiatives to be funded by this Act; and
- WHEREAS:** Thomas Edison State College will satisfy the requirements of this Act by providing an institutional match of \$525,000 from technology equipment expenditures made after July 1, 1997, as stipulated in the Act; and
- WHEREAS:** The College will provide funding support to cover the annual operating costs and maintenance requirements for the equipment; and
- WHEREAS:** The recommendation has been reviewed by the Administration and Finance Committee of the Board; now therefore, be it
- RESOLVED:** That the Board recommends and approves the College's participation in the Higher Education Technology Infrastructure Fund Act and authorizes the expenditure of up to \$525,000 of equipment acquisitions to be funded from this Act and that any purchase made pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Ida Hammond moved and Nicholas Carnevale seconded a motion to adopt the resolution. Motion carried (9-0).

Bid Waivers. Richard Arndt presented the following bid waivers:

**Printing of Course Registration Bulletin**

- WHEREAS:** The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$12,300 must be publicly advertised for sealed bids in the local newspapers; and
- WHEREAS:** Section 5a of the additional article to Chapter 64 of 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 for the printing of the Course Registration Bulletin; 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 postreporting to the Board of such purchases; and**

**WHEREAS: The College is planning to print a Course Registration Bulletin in May 1998, which will cost over \$12,300; and**

**WHEREAS: The printing cost is estimated at \$70,000; and**

**WHEREAS: The College will not be going to a sole source, but will seek proposals from a list of vendors; and**

**WHEREAS: The recommendation has been reviewed by the Administration and Finance Committee of the Board; now, therefore, be it**

**RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby authorize a bid waiver for the College to print a Course Registration Bulletin at a cost not to exceed \$70,000, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.**

Carole Nerlino moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (9-0).

**Printing of Portfolio Assessment Course Description Book**

**WHEREAS: The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$12,300 must be publicly advertised for sealed bids in the local newspapers; and**

**WHEREAS: Section 5a of the additional article to Chapter 64 of 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 for the printing of the Portfolio Assessment Course Description Book; 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 postreporting to the Board of such purchases; and**

**WHEREAS:** The College is planning to print the Portfolio Assessment Course Description Book in June 1998, which will cost over \$12,300; and

**WHEREAS:** The printing cost is estimated at \$20,800; and

**WHEREAS:** The College will not be going to a sole source, but will seek proposals from a list of printers; and

**WHEREAS:** The recommendation has been reviewed by the Administration and Finance Committee of the Board; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby authorize a bid waiver for the College to print the Portfolio Assessment Course Description Book at a cost not to exceed \$20,800, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Carole Nerlino moved and Nicholas Carnevale seconded a motion to adopt the resolution. Motion carried (9-0).

#### **Printing of Program Planning Handbooks**

**WHEREAS:** The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$12,300 must be publicly advertised for sealed bids in the local newspapers; and

**WHEREAS:** Section 5a of the additional article to Chapter 64 of 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 for the printing Program Planning Handbooks; 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 postreporting to the Board of such purchases; and

**WHEREAS:** The College is planning to print the Program Planning Handbooks in June 1998, which will cost over \$12,300; and

**WHEREAS:** The printing cost is estimated at \$23,900; and

**WHEREAS:** The College will not be going to a sole source, but will seek proposals from a list of printers; and

**WHEREAS:** The recommendation has been reviewed by the Administration and Finance Committee of the Board; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby authorize a bid waiver for the College to purchase the Program Planning Handbooks at a cost not to exceed \$23,900, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Nicholas Carnevale moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (9-0).

#### Computer Equipment and Technical Services

**WHEREAS:** The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$12,300 must be publicly advertised for sealed bids in the local newspapers; and

**WHEREAS:** Section 5a of the additional article to Chapter 64 of 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 for the purchase of computer equipment; 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 postreporting to the Board of such purchases; and

**WHEREAS:** The College is planning to purchase computer equipment and technical services in April and May of 1998, which will cost over \$12,300; and

**WHEREAS: The estimated cost of this equipment and services is \$35,000; and**

**WHEREAS: The College will not be going to a sole source, but will seek proposals from a list of vendors; and**

**WHEREAS: The recommendation has been reviewed by the Administration and Finance Committee of the Board; now, therefore, be it**

**RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby authorize a bid waiver for the College to purchase computer equipment and technical services at a cost not to exceed \$35,000, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.**

John Thurber commented that this activity grows out of a special commitment to the Trenton Net Day activity. He noted that because of that work, CoreStates made a grant to the program and asked the College to make some decisions about how the equipment would be distributed.

Thomas O'Neill moved and Harvey Myers seconded a motion to adopt the resolution. Motion carried (9-0).

**Precision Marketing, Printing and Mailing Services**

**WHEREAS: The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$12,300 must be publicly advertised for sealed bids in the local newspapers; and**

**WHEREAS: Section 5a of the additional article to Chapter 64 of 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 for the purchase of professional marketing services; and**

**WHEREAS: The purchasing policies of Thomas Edison State College approved by the Board of Trustees on October 10, 1996, provide for the granting of categorical prior approval and postreporting to the Board of such purchases; and**

**WHEREAS: The College is planning to implement a precision marketing test program from March-July 1998, which will cost over \$12,300; and**

**WHEREAS: The estimated cost of these services is \$25,000; and**

**WHEREAS: The College will be going to a sole source vendor; now, therefore, be it**

**RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby authorize a bid waiver for the College to purchase precision marketing, printing and mailing services at a cost not to exceed \$25,000, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.**

John Thurber described this as a sole source vendor opportunity that is consistent with the marketing efforts. Thomas O'Neill asked what this covers. John Thurber replied that it covers everything from printing to distribution. John Thurber commented that the brochure that is being developed for this direct-mail marketing effort will also be used by the College for other purposes.

Thomas O'Neill moved and Carole Nerlino seconded a motion to adopt the resolution. Motion carried (9-0).

REPORT OF THE ACADEMIC AFFAIRS COMMITTEE:

Dr. Pruitt presented the report on the five-year review of the Human Services Degree Programs, and stated that this is one of the ways in which we guarantee the quality of what we do in our academic programs.

Richard Arndt then presented the following resolution:

**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: A committee of the Academic Council has concluded a five-year review of the Human Services degree program; and**

**WHEREAS: The committee report has been reviewed by an external consultant; and**

**WHEREAS: The final report has been reviewed and approved by the Academic Council at its February 20, 1998 meeting; and**

**WHEREAS: The President of the College recommends the changes as presented; and**

**WHEREAS: The Academic Affairs Committee of the Board of Trustees has reviewed and concurred with recommendations as presented; now, therefore, be it**

**RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby accept the degree change recommendations as presented and incorporated herein by reference, effective July 1, 1998.**

George Fricke moved and Thomas O'Neill seconded a motion to adopt the resolution. Motion carried (9-0).

CANDIDATES FOR DEGREE:

Jerry Ice stated that we are approaching 15,000 graduates, and that there has been a big change in the percentage of credits earned through Thomas Edison methods. He commented further that BA candidates earn extremely high numbers of credits through testing and cited 9-10 students who have completed 60-105 credits through this method. He noted the November and January 12% minority representation and stated that what we admit in the front end is identical to what we see in graduates. He then presented the candidates for the associate and baccalaureate degrees as of November 15, 1997 and January 15, 1998 as follows: 11 candidates for the Associate in Arts; 6 candidates for the Associate in Science in Management; 3 candidates for the Associate in Science in Public & Social Services; 23 candidates for the Associate in Science in Applied Science and Technology; 1 candidate for the Associate in Applied Science in Radiologic Technology; 110 candidates for the Bachelor of Arts; 11 candidates for the Bachelor of Science in Human Services; 50 candidates for the Bachelor of Science in Applied Science and Technology; 43 candidates for the Bachelor of Science in Business Administration; and, 4 candidates for the Bachelor of Science in Nursing, for a total of 262 candidates.

Richard Arndt 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, 1997 and January 15, 1998 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.**

George Fricke moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (9-0).

**CONTRACT RENEWALS:**

Richard Arndt presented the recommendations for contract renewals as follows:

**DIVISION OF ACADEMIC AFFAIRS      CONTRACT RECOMMENDATIONS**

Cecelia Blasina, Learner Services/Applic. Rep.	1 Year	1998 - 1999
Tonia Brown, Program Assistant	1 Year	1998 - 1999
Kenneth Lightfoot, Instructional Designer	1 Year	1998 - 1999
Kanti Ponamgi, Program Advisor/Nursing	1 Year	1998 - 1999
Kerry Prendergast, Program Assistant	1 Year	1998 - 1999
Jamie Priester, Learner Services Rep./Evaluator	1 Year	1998 - 1999
Michelle Robinson, Senior Evaluator	1 Year	1998 - 1999
Bettye Smith, Admissions Representative	1 Year	1998 - 1999
Donna Wilson, Corporate Services Representative	1 Year	1998 - 1999
Henry Van Zyl, Instructional Designer	1 Year	1998 - 1999

**PRESIDENT'S OFFICE      CONTRACT RECOMMENDATIONS**

Anna Krum, Program Assistant	1 Year	1998 - 1999
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**DIVISION OF PUBLIC AFFAIRS      CONTRACT RECOMMENDATIONS**

Patricia Memminger, Program Assistant	1 Year	1998 - 1999
Christina Young, Desktop Publishing Specialist	1 Year	1998 - 1999

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

Wendy O'Hare, Fiscal Administrator	1 Year	1998 - 1999
Althea Robinson, Program Asst. for Tech. Coord.	1 Year	1998 - 1999

Carole Nerlino moved and Nicholas Carnevale seconded a motion to adopt the resolution. Motion carried (8-0, student abstention).

PERSONNEL ACTIONS:

Richard Arndt 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.**

Nicholas Carnevale moved and Carole Nerlino seconded a motion to adopt the resolution. Motion carried (8-0, student abstention).

NEW BUSINESS:

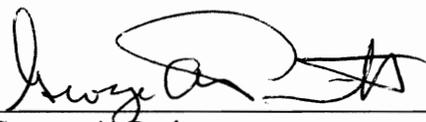
Dr. Pruitt remarked on the proposed FY 1999 meeting dates for the Board of Trustees, noting that the dates will be formally acted upon at the June 1998 meeting.

George Fricke noted the passing of Fred Friendly and acknowledged his contributions to the College.

There being no further business, Nicholas Carnevale moved and Thomas O'Neill seconded a motion to adjourn. Motion carried (9-0).

Submitted by,

Approved by,



George A. Pruitt  
Secretary to the Board



Richard W. Arndt  
Chairman