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## MINUTES

### BOARD OF TRUSTEES

#### THOMAS EDISON STATE COLLEGE

December 7, 2001

#### MEMBERS PRESENT

Harvey Myers, Vice Chair; Richard Arndt; Nicholas Carnevale; Christopher Daggett; George Fricke; Ida Hammond; Virginia Lofft, student; Thomas O'Neill; Kathleen Soucek, student; George A. Pruitt, President.

#### MEMBERS ABSENT

Fred Abbate; Carole Nerlino-Cerepak.

#### ALSO PRESENT

William Seaton, Interim 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; Alicia Malone, Union Representative.

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 Ms. Virginia Lofft, the new student Trustee. Harvey Myers presided over the swearing in of Ms. Lofft and 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 Virginia Lofft meets the criteria; and**

**WHEREAS: The President of the College does hereby nominate Virginia Lofft 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 Virginia Lofft as student trustee alternate effective December 7, 2001, 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 2003.**

Nicholas Carnevale moved and Richard Arndt seconded a motion to adopt the resolution. Motion carried (8-0).

#### MINUTES

The Minutes of the September 14, 2001, meeting were presented for approval and adoption. George Fricke moved and Nicholas Carnevale seconded a motion to adopt the minutes. Motion carried (8-0).

#### PRESIDENT'S REPORT

Dr. Pruitt affirmed that there is, indeed, going to be a deficit in the State's treasury. Our proposed 35,000 sq. ft. building and funding for a new State Library building are at risk, but we are working to keep these in the budget. Salary program money is less likely to escape being frozen, and this will strain the College's budget. The College has anticipated these budgetary developments and is well positioned to weather the austere budget situation in the State. Our contingency budget reduction plan presents an approach that will allow us to reserve funds such that we have time to make appropriate adjustments to respond to budget changes. Dr. Pruitt is confident that we can sustain a substantial drop in State funding successfully. Dr. Pruitt will be serving on the Governor's Higher Education Transition Team; John Thurber and Bill Watson will also serve on Public Advocacy Transition Teams.

The Thomas Edison State College Gala was a great success both as a fund-raising and a friend-raising event. We are concentrating efforts now on acquiring major donations and gifts. The Foundation will use grant funding to hire a Major Grants Acquisition Officer. Giving to the Foundation by all Trustees was encouraged. At the March Board of Trustees Meeting, we will be spending time on the Library legislation relative to Board of Trustee responsibilities.

#### REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

George Fricke acknowledged a positive auditor's report and vastly improved financial reports for the quarter. Mike Scheiring pointed out salient

features of these reports, which affirm our capacity to sustain budget downturns.

George Fricke presented the following resolution to accept the audit report:

**WHEREAS: It is the policy of the Board of Trustees to subject the College's finances and relevant administrative practices, and the finances and relevant administrative practices of its affiliate, the New Jersey State Library, to an independent audit; and**

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

**WHEREAS: The Board of Trustees adopted a resolution at the September 14, 2001, meeting provisionally accepting contingent upon the review of said audit by the Administration and Finance Committee of the Board; and**

**WHEREAS: The Administration and Finance Committee has reviewed the external audit and has affirmed the President's certification; now, therefore, be it**

**RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby receive and accept the final audit report for the fiscal year ending June 30, 2001, as presented and incorporated herein by reference.**

Nicholas Carnevale moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (8-0).

#### CONSIDERATION TO INCREASE BIDDING THRESHOLD

George Fricke presented the following resolution regarding bid waivers:

**WHEREAS:** The "State College Contracts Law" Chapter 64 of Title 18A of the New Jersey Statutes established the bidding threshold for open competitive bidding at \$7,500; and

**WHEREAS:** The Board of Trustees of Thomas Edison State College at its October 10, 1986, meeting adopted a Purchasing Policy establishing \$7,500 as the bidding threshold; and

**WHEREAS:** The Law provides, under Chapter 43, Section B, for an adjustment to the bidding threshold based on the rise or fall of the Consumer Price Index by the Governor; and

**WHEREAS:** The Governor has adjusted the threshold for competitive bidding to \$18,600, effective July 1, 2001, as indicated on the attached memorandum and incorporated herein by reference; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College, upon the recommendation of the President, does hereby amend the Purchasing Policy increasing the public bidding threshold from \$17,700 to \$18,600 at which all covered purchases and contracts must be handled through open competitive bidding.

George Fricke moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (8-0).

#### CONSIDERATION OF BID WAIVERS

George Fricke 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 \$17,700 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

- publish a Registration Bulletin at a cost not to exceed \$30,240 for 21,000 pieces;
- publish an Undergraduate Prospectus at a cost not to exceed \$82,700 for 80,000 pieces;
- publish Program Planning Handbooks at a cost not to exceed \$23,500 for approximately 9,250 books;
- continue using Block Advertising and Marketing for the image and enrollment advertising campaigns at a cost not to exceed \$300,000;
- use the services of faculty and course-construction consultants for the College's Distance and Independent Adult Learning and Graduate Studies programs at a cost that may well exceed the current bid threshold of \$18,600; and
- hire an attorney and consultant tax specialists to represent the College in the appeal of an IRS ruling at a cost not to exceed \$40,000 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 a bid waiver for the College to publish a Registration Bulletin at a cost not to exceed \$30,240 for 21,000 pieces; to publish an Undergraduate Prospectus at a cost not to exceed \$82,700 for 80,000 pieces; to publish Program Planning Handbooks at a cost not to exceed \$23,500 for approximately 9,250 books, to continue using Block Advertising and Marketing for the image and enrollment advertising campaigns at a cost not to exceed \$300,000; to use the services of faculty and

**course-construction consultants for the College's Distance and Independent Adult Learning and Graduate Studies programs at a cost that may well exceed the current bid threshold of \$17,700; and to hire an attorney and consultant tax specialists to represent the College in the appeal of an IRS ruling at a cost not to exceed \$40,000.**

Thomas O'Neill moved and Chris Daggett seconded a motion to adopt the resolution. Motion carried (8-0).

#### CONSIDERATION OF RESOLUTION FOR SPOUSAL REIMBURSEMENT

George Fricke presented the following resolution regarding spousal reimbursement:

**WHEREAS: It is customary and expected for the spouse of a college president to assist in the hosting, cultivation, and ceremonial functions of the presidency; and**

**WHEREAS: The Board of Trustees of Thomas Edison State College wishes to ensure that the spouse of the president is appropriately supported when acting in an official capacity in supporting the activities of the president; now, therefore, be it**

**RESOLVED: That it is the policy of Thomas Edison State College to reimburse the president and/or his spouse for all reasonable and necessary expenses, including travel, lodging, and meals, for such business activities in accordance with the College's travel and entertainment policies applicable to the president.**

Nicholas Carnevale moved and Ida Hammond seconded a motion to adopt the resolution motion carried (8-0).

#### REPORT OF THE ACADEMIC AFFAIRS COMMITTEE

The primary focus of the Academic Affairs Committee was the Middle States Association (MSA) Self-Study Report. The MSA site Visit is April 7-10, and the Board of Trustees will be notified of aspects of the visit's agenda that affect them.

William Seaton, Acting Vice President and Provost, presented the following resolution to adopt the Self-Study Report:

**WHEREAS: The Board of Trustees of Thomas Edison State College is committed to the concept of voluntary accreditation and peer review; and**

**WHEREAS: The College has undergone an extensive self-study culminating in a Self-Study Report using the Middle States Association of Colleges and Schools' Characteristics of Excellence in Higher Education as the standard for accreditation; and**

**WHEREAS: The Self-Study Report has been reviewed and accepted by the Academic Council and sub-committees of the Board of Trustees; and**

**WHEREAS: The Board Committees have recommended endorsement of the document for submission to the Middle States Association of Colleges and Schools in accordance with the reaccrediting process; now, therefore, be it**

**RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby endorse the Self-Study Report as presented and incorporated herein by reference.**

Chris Daggett moved and Nicholas Carnevale seconded a motion to adopt the resolution. Motion carried (8-0).

#### CONSIDERATION OF CANDIDATES FOR DEGREE

William Seaton, Acting Vice President and Provost, pointed out that there are candidates from 29 states (including Hawaii) and 3 foreign countries, as well as at least 3 deployed military.

The candidates for the associate's, baccalaureate, and master's degrees as of December 7, 2001, are as follows: 9 candidates for Associate in Arts; 5 candidates for Associate in Science in Management; 1 candidate for Associate in Science in Public and Social Services; 5 candidates for Associate in Science in Applied Science and Technology; 1 candidate for Associate in Applied Science; 135 candidates for Bachelor of Arts; 20 candidates for Bachelor of Science in Human Services; 42 candidates for Bachelor of Science in Applied Science and Technology; 30 candidates for Bachelor of Science in Business Administration; 7 candidates for Bachelor of Science in Nursing; and 14 candidates for Master of Science in Management, for a total of 269 candidates.

**The Board of Trustees of Thomas Edison State College does hereby approve the awarding of the appropriate degrees**

to those September 15, 2001, 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.**

Ida Hammond moved and Richard Arndt seconded a motion to adopt the resolution. Motion carried (8-0).

#### CONSIDERATION OF CONTRACT RENEWALS

Dr. Pruitt presented the following resolution:

**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.**

Christopher Daggett moved and Nicholas Carnevale seconded a motion to adopt the resolution. Motion carried (8-0).

#### 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.**

Christopher Daggett moved and Nicholas Carnevale seconded a motion to adopt the resolution. Motion carried (8-0).

#### NEW BUSINESS

Dr. Pruitt presented the following information: as a consequence of September 11, New Jersey now has a structure for "homeland security." The College is affected by this and we must report on our own security efforts, by requirement in statute. We must certify that we meet standards for compliance.

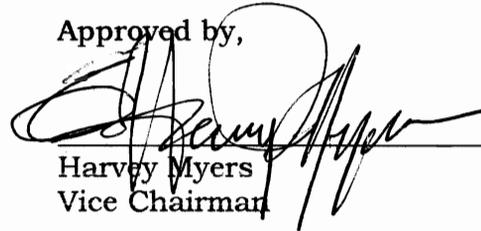
There being no further business, George Fricke moved and Nicholas Carnevale seconded a motion to adjourn. Motion carried (8-0).

Submitted by,



George A. Pruitt  
Secretary to the Board

Approved by,



Harvey Myers  
Vice Chairman