



Office of the President
(609) 984-1105
FAX: (609) 989-9321
gpruitt@tesc.edu

MINUTES

BOARD OF TRUSTEES

THOMAS EDISON STATE COLLEGE

June 6, 2003

MEMBERS PRESENT Nicholas Carnevale, George Fricke, George Pruitt, Ida Hammond, E. Harvey Myers, Marilyn Pearson, Richard Arndt, Fred Abbate, Thomas O'Neill, and Virginia Lofft

MEMBERS ABSENT Harry DiCorcia and Christopher Daggett

ALSO PRESENT Esther Paist, William Seaton, Ann Marie Senior, Michael Scheiring, Mary Hack, Alicia Malone, Norma Blake, and John Thurber

Mr. 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.

MINUTES

The Minutes of the March 7, 2003, meeting were presented by Mr. Myers for approval and adoption. Mr. Carnevale moved and Mr. Abbate seconded a motion to adopt the minutes. Motion carried unanimously.

PRESIDENT'S REPORT

Highlights for the quarter include the following: The College has signed a partnership agreement with the New York Fire Department. The College will work with FDNY as part of a consortium to provide educational opportunities to fire fighters so that they will be able to move on to other significant careers after they retire from FDNY. We are proud that FDNY has reached out to our College. We have also signed an agreement with The Home Depot to become their graduate school; we are also working with the NJ Chamber of Commerce to foster teacher education in the community. In other highlights, the College's prior learning program has radically changed. New technology and new types of interaction make this a new product for the College. Finally, Dr. Pruitt distributed Albert Stark's book and pointed out that all proceeds from its sales will go to our Foundation.

The Trustee reappointment process has become complex with the new State administration. Mr. Myers and Ms. Pearson have been re-appointed and appointed, respectively. We are hopeful that Mr. Carnevale's appointment will go through; but we are not as sanguine about Mr. Daggett's, given that he is a high-profile member of the opposition party.

Dr. Pruitt discussed the State budget. We may well be facing still more cuts, despite the fact that higher education has its advocates for restitution of budget cuts. Higher education may get a \$50 million restitution, but then all colleges would have to keep tuition hikes below 10%. The rest of the higher education community has deferred acting on tuition until the fall. However, our College had serendipitously come in with an average increase that is below this "cap," even before the possible restitution was mentioned. It is this tuition hike that will be considered at today's meeting. Our increase of should see us through the budget cuts as long as we can continue to keep our enrollment numbers strong. However, the State has settled with the CWA, and the union's salary and benefits increase comes out to ca. 27% over the four-year life of the contract. If the State does not fund this increase, there will be difficulties for the College budget. The AFT has not yet settled, but they often follow the CWA's agreements.

Plans for our new building are on track. Mary Hack, Director of Administrative Services, made a presentation on this. The building will be erected on Hanover Street, approximately half a block from our Academic Center and will house the Controller's Office, the Bursar's Office, publications, the Call Center, and MIS. The parking garage, which will be underground, will have space for 50 cars. At the end of its lease period, the building will revert to the College. The building will allow for growth over the next decade. The College will also work with local community groups to improve the Hanover Street neighborhood through community re-development.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Mr. Fricke discussed the committee meeting and expressed his pleasure at the third quarter results. In the College's Revolving Fund, the year's budget goal was already achieved by the end of March. Our expenses are mainly concerned with salaries. In every other area, we are spending less than the budget allowances. The Library is also doing relatively well with its budget. The Library capital construction program is going very well, with 68 libraries in various stages of construction. However, the Library is also under a hiring freeze due to budget constraints. The College needs to stay very conservative with budgeting, and we must be aggressive in keeping enrollments up. We must have the values of a public institution, but be as tuition-driven as private institutions, and we must operate like a well-run business.

Mr. Fricke also discussed the findings of the full-scope audit and its minor citations. The College has already taken corrective action in these minor matters; however, it is important to disclose the audit findings to the Board.

CONSIDERATION OF FY2004 FEE INCREASE

Mr. Fricke called the group's attention to the tuition-increase memo. The memo reflects our presentation of figures, and it describes the average rise. Mr. Fricke presented the following resolution:

WHEREAS: The "Higher Education Restructuring Act of 1994," Chapter 48 of Title 18A of the New Jersey Statutes requires the governing boards of public institutions

to conduct public hearings prior to the date of the adoption of a tuition or fee schedule; and

WHEREAS: The Administration and Finance Committee of the Board of Trustees held a public hearing at Thomas Edison State College on May 19, 2003, and considered testimony presented; and

WHEREAS: The Administration and Finance Committee of the Board of Trustees has recommended the approval of the proposed tuition and fee changes to be effective July, 1 2003, as indicated on the schedule provided; and

WHEREAS: The action herein taken is pursuant to a recommendation by the President; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby approve the proposed schedule of tuition and fees as recommended and incorporated herein as referenced, effective July 1, 2003.

Mr. Fricke moved and Ms. Hammond seconded the motion to adopt the resolution. Motion carried unanimously.

CONSIDERATION OF BID WAIVERS

After Mr. Fricke discussed the bid waivers and reviewed the rationale for each, he 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 \$18,600 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 use the service of mentors 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;
- to continue to use the services of its advertising agency for promoting the College's image and enrollment advertising campaigns at a cost of \$500,000;
- to publish a revised Program Planning Handbook at an anticipated cost not to exceed \$20,247 for 7,000 pieces;
- to research and acquire the services of a vendor for electronic business forms processing at a cost of \$100,000;

- to use Auto Graphics, Inc., to provide a virtual Web-based catalog system to enable the State Library to offer a statewide interlibrary loan service, commonly referred to as JerseyCat, at an estimated cost of \$300,000;
- to use Dynix, formerly known as Epix-tech, to provide hardware and software maintenance for the State Library's Integrated Online Library System at an estimated cost of \$45,000;
- to purchase \$70,000 of capital equipment items for Americans with Disabilities Act (ADA) Compliance Projects for the Library for the Blind and Handicapped;
- to use Palinet services for cataloging materials purchased for the State Library collection and for other associated Library projects at an anticipated cost of \$260,000;
- to host a weekend for training of 100 to 150 New Jersey public library trustees at a cost not to exceed \$25,000; and
- to negotiate statewide contracts with database vendors that will provide access to electronic information for over 300 public libraries in New Jersey at a cost not to exceed 1.5 million dollars.

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 use the service of mentors 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; to continue to use the services of its advertising agency for promoting the College's image and enrollment advertising campaigns at a cost of \$500,000; to publish a revised Program Planning Handbook at an anticipated cost not to exceed \$20,247 for 7,000 pieces; to research and acquire the services of a vendor for electronic business forms processing at a cost of \$100,000; to use Auto Graphics, Inc., to provide a virtual Web-based catalog system to enable the State Library to offer a statewide interlibrary loan service, commonly referred to as JerseyCat, at an estimated cost of \$300,000; to use Dynix, formerly known as Epixtech, to provide hardware and software maintenance for the State Library's Integrated Online Library System at an estimated cost of \$45,000; to purchase \$70,000 of capital equipment items for Americans with Disabilities Act (ADA) Compliance Projects for the Library for the Blind and Handicapped; to use Palinet services for cataloging materials purchased for the State Library collection and for other associated Library projects at an anticipated cost of

\$260,000; to host a weekend for training of 100 to 150 New Jersey public library trustees at a cost not to exceed \$25,000; and to negotiate statewide contracts with database vendors that will provide access to electronic information for over 300 public libraries in New Jersey at a cost not to exceed 1.5 million dollars.

Mr. Fricke moved and Ms. Hammond seconded the motion to adopt the resolution. Motion carried unanimously.

REPORT OF THE ACADEMIC AFFAIRS COMMITTEE

The committee endorsed the posthumous degree policy presented for consideration at today's meeting. This policy is in accord with practice in other institutions.

CONSIDERATION OF CANDIDATES FOR DEGREE

Mr. Seaton pointed out that there are 491 degree candidates for consideration at this meeting. The candidates for the associate's, baccalaureate, and master's degrees as of March 15, 2003, are as follows: 16 candidates for Associate in Arts; 12 candidates for Associate in Applied Science; 2 candidates for Associate in Science in Applied Science and Technology; 2 candidates for Associate in Science in Management; 1 candidate for Associate in Science in Natural Sciences and Mathematics; 2 candidates for Associate in Science in Public and Social Services; 137 candidates for Bachelor of Arts; 49 candidates for Bachelor of Science in Applied Science and Technology; 30 candidates for Bachelor of Science in Business Administration; 11 candidates for Bachelor of Science in Human Services; and 1 candidate for Bachelor of Science in Nursing. The candidates for the associate's, baccalaureate, and master's degrees as of May 15, 2003, are as follows: 5 candidates for Associate in Arts; 7 candidates for Associate in Applied Science; 3 candidates for Associate in Science in Applied Science and Technology; 3 candidates for Associate in Science in Management; 2 candidates for Associate in Science in Public and Social Services; 1 candidate in Associate in Applied Science in Radiologic Technology; 121 candidates for Bachelor of Arts; 41 candidates for Bachelor of Science in Applied Science and Technology; 22 candidates

for Bachelor of Science in Business Administration; 3 candidates for Bachelor of Science in Health Science; 9 candidates for Bachelor of Science in Human Services; 1 candidate for Bachelor of Science in Nursing; and 10 candidates for Master of Science in Management.

Mr. Seaton 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 15, 2003, and May 15, 2003, 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. Fricke moved and Mr. Carnevale seconded a motion to adopt the resolution. The motion carried unanimously.

CONSIDERATION OF POSTHOUMOUS DEGREE POLICY

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 curriculum and academic policies of the College; and

WHEREAS: The Academic Council, at its May 15, 2003, meeting, reviewed and approved the posthumous degree policy as presented; and

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

WHEREAS: The Academic Affairs Committee of the Board of Trustees 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 accept the posthumous degree policy as presented to be effective as of July 1, 2003.

Mr. Abbate moved and Ms. Pearson seconded a motion to adopt the resolution. Motion carried unanimously.

CONSIDERATION OF CONTRACT RENEWALS

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

PRESIDENT'S OFFICE

CONTRACT RECOMMENDATIONS

Esther Paist, Executive Assistant to the President and Director of Institutional Planning	1 year 2003 - 2004
Ann Marie Senior, Director of Institutional Research and Outcomes Assessment	1 year 2003 - 2004
Linda Vasbinder, Confidential Assistant	1 year 2003 - 2004

DIVISION OF ACADEMIC AFFAIRS

CONTRACT RECOMMENDATIONS

Susan Davenport, Director of Learner Services	1 year 2003 - 2004
Gregory Dye, Coordinator of Graduate Advising	1 year 2003 - 2004
Sonja Eveslage, Dean of Graduate Studies & Associate Vice President of New Program Development	1 year 2003 - 2004
Susan Friedman, Assist. Dir. of Learner Services: Student Information Technology and Special Projects	1 year 2003 - 2004
Donald Hart, Director of Graduate On Line Learning	1 year 2003 - 2004
Evette Jackson, Registration Supervisor	1 year 2003 - 2004
Judith Krom, Associate Dean/Human Services Degrees	1 year 2003 - 2004
James Lehman, Director of Test Development and Research	1 year 2003 - 2004
Maxine Lentz, Vice Provost and Academic Dean	1 year 2003 - 2004
Susan McMullen-O'Brien, Assoc. Dean and Dir. of Nursing	1 year 2003 - 2004

Daniel Negron, Program Director	1 year 2003 - 2004
James Owens, Director of Financial Aid	1 year 2003 - 2004
Catherine Peck, Assistant Dean Undergraduate Studies	1 year 2003 - 2004
Ann Prime-Monaghan, Asst. Dir. Learner Serv.- Advisement	1 year 2003 - 2004
Catherine Punchello-Cobos, Associate Registrar	1 year 2003 - 2004
William Seaton, Vice President and Provost	1 year 2003 - 2004
Sharon Smith, Registrar	1 year 2003 - 2004
Esther Taitsman, Associate Dean/Director Graduate Studies	1 year 2003 - 2004
Deborah Terry, Instructional Services Coordinator	1 year 2003 - 2004
Janice Toliver, ADA Coordinator	1 year 2003 - 2004
Pieter H. R. van Zyl, Associate V. P. Distance Education	1 year 2003 - 2004
Donna Watson, Assist. Dir. of Learner Services - Evaluation	1 year 2003 - 2004
Maureen Woodruff, Managing Assistant Director I	1 year 2003 - 2004

DIV. OF ADMIN. AND FINANCE CONTRACT RECOMMENDATIONS

Carron Albert, Assoc. V.P. & Dir. of Human Resources	1 year 2003 - 2004
Anna Benitz, Assistant Controller	1 year 2003 - 2004
James Brossoie, Assistant Director MIS	1 year 2003 - 2004
Edward George, Director of Shipping and Receiving	1 year 2003 - 2004
Mark Gordon, Director of Special Studies	1 year 2003 - 2004
Mary Hack, Director of Administrative Services	1 year 2003 - 2004
Farouk Hassieb, Controller	1 year 2003 - 2004
Drew Hopkins, Chief Information Officer	1 year 2003 - 2004
Philip Sanders, Administrator of Student Fees and Revenues	1 year 2003 - 2004
Michael Scheiring, Vice President and Treasurer	1 year 2003 - 2004
Mindi Shalita, Associate Director of Benefits & Payroll	1 year 2003 - 2004
Christopher Stringer, Deputy Controller	1 year 2003 - 2004
M. Jay Williams, Director of Budget and Analysis	1 year 2003 - 2004
Vincent Zicoello, Assist. Dir. Admin. Education Technology	1 year 2003 - 2004

DIV. OF PUBLIC AFFAIRS CONTRACT RECOMMENDATIONS

Maria Abbamont, Associate Fellow	1 year 2003 - 2004
Patricia Burch Byers, Director of Major Gifts	1 year 2003 - 2004
Deborah Devigili, Confidential Admin. Assistant 3	1 year 2003 - 2004
Janet Eickhoff, Marketing Relationship Manager	1 year 2003 - 2004
Echo Fling, Director of Communications	1 year 2003 - 2004
David Hoftiezer, Contact Center Supervisor	1 year 2003 - 2004

Gordon Holly, Director of Admissions	1 year 2003 - 2004
Karen Hume, Director of Publications	1 year 2003 - 2004
Stephanie McLemore Bray, Director of College Development	1 year 2003 - 2004
Louis Martini, Director of Military Education	1 year 2003 - 2004
Marie R. Power-Barnes, Dir. of Marketing/College Relations	1 year 2003 - 2004
Juliette Punchello, Marketing Relationship Manager	1 year 2003 - 2004
Constance South, Associate Fellow	1 year 2003 - 2004
John Thurber, Vice President for Public Affairs	1 year 2003 - 2004
Nelida Valentin, Fellow	1 year 2003 - 2004
Stanley Van-Ness, Executive Fellow	1 year 2003 - 2004

NJ STATE LIBRARYCONTRACT RECOMMENDATIONS

Norma Blake, State Librarian	1 year 2003 - 2004
Susan Briant, Project Specialist	1 year 2003 - 2004
Colleen Daze, Associate State Librarian	1 year 2003 - 2004
Susan Kaplan, Project Specialist	1 year 2003 - 2004
Christine Keresztury, Associate Director I	1 year 2003 - 2004
Bonnie Kunzel, Project Specialist	1 year 2003 - 2004
Carol Nersinger, Associate State Librarian	1 year 2003 - 2004
Ira Scheff, Project Specialist	1 year 2003 - 2004
Deborah Toomey Rutledge, Associate State Librarian	1 year 2003 - 2004

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. Abbate moved and Mr. Carnevale seconded a motion to adopt the resolution. 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.

Mr. Fricke moved and Ms. Hammond seconded a motion to adopt the resolution. Motion carried unanimously.

NEW BUSINESS

CONSIDERATION OF REVISION OF BYLAWS

Dr. Pruitt presented the following resolution:

WHEREAS: The Bylaws of Thomas Edison State College Board of Trustees may be amended, altered, repealed, or added to in any manner not inconsistent with the laws of the State of New Jersey, provided that a copy of the proposed amendment has been furnished to each member of the Board of Trustees by the Secretary at least 30 days before the meeting at which the vote upon the amendment is to be held; and

WHEREAS: Statutory changes require modifications in the Bylaws, and

WHEREAS: Prior notification of said Bylaws changes have been duly provided; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby adopt the provided modifications to its Bylaws as attached and incorporated herein by reference.

Mr. O'Neill moved and Mr. Abbate seconded a motion to adopt the resolution. Motion carried unanimously.

CONSIDERATION OF FY2004 MEETING DATES

Mr. Myers mentioned that the September meeting will involve a luncheon meeting following the full Board meeting to conduct Dr. George A. Pruitt's evaluation. Mr. Myers then presented the following resolution.

**The Board of Trustees of Thomas Edison State College
does hereby approve the following meeting dates for FY2004:**

September 12, 2003	-	10:00 a.m.
December 5, 2003	-	10:00 a.m.
March 5, 2004	-	10:00 a.m.
June 4, 2004	-	2:00 p.m.

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

Mr. Carnevale moved and Mr. Fricke seconded a motion to adopt the resolution. Motion carried unanimously.

APPOINTMENT OF NOMINATING COMMITTEE

Mr. Myers appointed the following members of the Board of Trustees to the Nominating Committee:

Fred Abbate, Chairperson
George Fricke
Ida Hammond

RESOLUTION OF GRATITUDE TO DEPARTING TRUSTEE

Mr. Myers presented the following resolution:

The Board of Trustees, President, and staff of Thomas Edison State College wish to heartily thank Ms. Virginia M. Lofft for her dedicated service as Student Trustee and for her specific and special interest in the growth and development of Thomas Edison State College.

We applaud Ms. Lofft's accomplishments and commend her continued interest in the College, and we look forward to a continuing relationship with her.

Mr. Arndt moved and Mr. Carnevale seconded a motion to adopt the resolution. Motion carried unanimously.

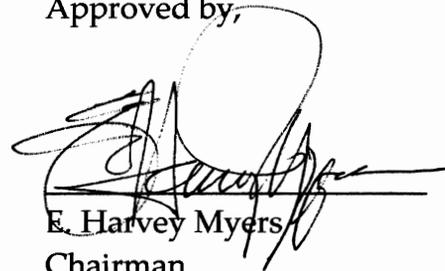
There being no further business, Mr. Carnevale moved and Mr. Arndt seconded a motion to adjourn. Motion carried unanimously.

Submitted by,



George A. Pruitt
Secretary to the Board

Approved by,



E. Harvey Myers
Chairman