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MINUTES

BOARD OF TRUSTEES

THOMAS EDISON STATE COLLEGE

September 12, 2003

MEMBERS PRESENT E. Harvey Myers, Nicholas Carnevale, Richard Arndt, Harry DiCorcia, Marilyn Pearson, Ida Hammond, Margaret Verzella, George Fricke and George Pruitt

MEMBERS ABSENT Christopher Daggett and Thomas O'Neill

ALSO PRESENT Esther Paist, John Thurber, Michael Scheiring, William Seaton, Donald Trucksess, Paula Witcher, Ann Marie Senior, and Norma Blake

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 9:45 a.m.

SWEARING IN OF STUDENT TRUSTEE

Dr. Pruitt 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 Margaret Verzella meets the criteria; and

WHEREAS: The President of the College does hereby nominate Margaret Verzella 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 Margaret Verzella as student trustee alternate, effective September 12, 2003, 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 2005.

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

MINUTES

The Minutes of the June 6, 2003, meeting were presented by Mr. Myers for approval and adoption. Mr. Arndt moved and Ms. Hammond seconded a motion to adopt the minutes. Motion carried unanimously.

PRESIDENT'S REPORT

Dr. Pruitt reported on the state budget and reported that it has now been passed. Public education got a \$50 million cut and we are back to the levels of state support that prevailed in 1997. The State has settled with the CWA Union for a ca. 12-percent increase in COLA over the life of the contract. The AFT will likely have a very similar contract agreement. Although these contracts are relatively reasonable, and although the negotiations were marked by professionalism on both sides, the cost of the AFT contract alone will be \$50 million over the life of the contract. The new contracts expire at the end of FY2007. The public colleges and the unions will have to work together to petition the governor to fund the mandated salary increases. If the state does not fund these, there will be great pressure on tuition.

The state's Space-Utilization Committee has approved the site and construction plans for our new building. In other developments, our College has also made an important agreement to offer courses at Camden County College in a hybrid mix of distance- and on-site-courses.

We are also considering a reorganization of our Academic Affairs division. It is hoped that this reorganization will enable us to recruit deans, who will head schools. The deans will be active in development of new programs at the graduate and undergraduate level, and they will establish important relationships with corporations and

other sources of enrollment. The change will not create more bureaucracy. Essentially a nomenclature change, this also represents a change in philosophy. The Academic Affairs Committee enthusiastically supported this plan at its meeting held two weeks prior to the full Board of Trustees meeting, and a motion of concurrence was made by Mr. Abbate and seconded by Mr. Fricke. Motion carried unanimously.

Dr. Pruitt also informed the Board about the changes in the College's holiday calendar. These are intended to have the College be open when students need us, as opposed to times when they do not. The College will stay open on Veterans' Day, Election Day, and Lincoln's Birthday; it will be closed from December 25th through January 1st of each year.

Ann Marie Senior, Director of Institutional Research, presented information on fiscal-year-end figures. Our enrollment count is up by 11 percent. These numbers do not include the 3,000 students in the eArmyU program, since that is a separate contractual relationship. The numbers do include those in the Navy College Partners program, however. Our military students account for about seventeen percent of the total. In the future, we may wish to track the numbers of our students who complete associate's degrees at the College and then go on to earn baccalaureate degrees here. Regardless of the type of degree completed, we have a significant number of students who graduate within one year.

In making comments on the physical and fiscal resources of the College, Mr. Scheiring presented information on the new sculpture in the College's great hall. He also distributed a handout that summarizes our budget figures for the College and Library. The handout made a comparison of this year to the two previous years and emphasized our current \$4.9 million surplus. Achievement of the surplus is remarkable in the face of declining state support. Having such a surplus doesn't really present a problem for getting state support, since the best case scenario vis-à-vis funding is that we will not receive further cuts. On the other hand, our investments declined due to the fall in the stock market. We have also made significant investments in the infrastructure of the College, and these are yielding good returns.

The Board affirmed the philosophy of acting like a public institution, thinking like a private institution, and behaving like a business.

PROVISIONAL ACCEPTANCE OF THE AUDIT

Jeanne Letts Parvese, Senior Manager at KPMG, presented information on the College's annual external audit. The audit was clean and no "management letter" was necessary. The final audit will be discussed and considered for approval at the Finance Committee meeting in November.

After discussion, Dr. Pruitt presented the following resolution:

WHEREAS: It is the policy of the Board of Trustees to subject the College's finances and relevant administrative practices to an independent audit; and

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

WHEREAS: Various agencies of state government have expressed a need to receive a copy of the College's audit report prior to the next meeting of the Board of Trustees; 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; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby provisionally accept the College's external audit for the year ending June 30, 2003, contingent upon the review of said audit by the Finance Committee of the Board; and be it further

RESOLVED: That the Finance Committee of the Board shall be directed to report its findings and conclusions to the full Board at the next meeting of the Board of Trustees.

Mr. Fricke moved and Mr. Carnevale seconded a motion to accept the provisional audit. 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 use Midi Interactive Multimedia as a sole-source vendor to develop an electronic course (ELC-201) for the undergraduate Science and Technology program at a cost that is approximately \$30,000;
- to use Jostens Printing for graduation supplies at a cost that may exceed the bid threshold of \$18,600;
- to use E.R. Moore to supply all caps and gowns, tassels, and honor cords required for the Commencement

ceremony at a cost that may exceed the bid threshold of \$18,600;

- to engage professional services in the training area to implement the recommendations of the Deloitte & Touche re-engineering study of human resources at a cost that is approximately \$150,000;
- to conduct a telephone solicitation program to seek contributions from alumni who have not previously been donors or who were not contacted through the spring phonathon at a cost that is approximately \$35,000;
- to engage Tutor.com, Inc., to provide an internet-based tutoring program for virtual reference services that will provide in-depth academic assistance for the State Library's patrons at a cost that is approximately \$50,000;
- to use a search firm to locate candidates for the positions of three Deans and the Director of Alumni Affairs at a cost that is approximately \$100,000; and
- to engage a firm to work closely with the Director of Information Technology at the New Jersey State Library to perform a comprehensive review of the current Hub Library Infrastructure Project at a cost that is approximately \$50,000

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 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 use Midi Interactive Multimedia as a sole-source vendor to develop an electronic course (ELC-201) for the undergraduate Science and Technology program at a cost that is approximately \$30,000; to use Jostens Printing for graduation supplies at a cost that may exceed the bid threshold of \$18,600; to use E.R. Moore to supply all caps and gowns, tassels, and honor cords required for the Commencement ceremony at a cost that may exceed the bid threshold of \$18,600; to engage professional services in the training area to implement the recommendations of the Deloitte & Touche re-engineering study of human resources at a cost that is approximately \$150,000; to conduct a telephone solicitation program to seek contributions from alumni who have not previously been donors or who were not contacted through the spring phonthon at a cost that is approximately \$35,000; to engage Tutor.com, Inc., to provide an internet-based tutoring program for virtual reference services that will provide in-depth academic assistance for the State Library's patrons at a cost that is approximately \$50,000; to use a search firm to locate candidates for the positions of three Deans and the Director of Alumni Affairs at a cost that is approximately \$100,000; and to engage a firm to work closely with the Director of Information Technology at the New Jersey State Library to perform a comprehensive review of the current Hub Library Infrastructure Project at a cost that is approximately \$50,000.

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

CONSIDERATIONS OF CANDIDATES FOR DEGREE

Mr. Seaton pointed out that there are 398 degree candidates for consideration at this meeting. The candidates for the associate's, baccalaureate, and master's degrees as of July 15, 2003, are as follows: 10 candidates for Associate in Arts; 13 candidates for Associate in Applied Science; 7 candidates for Associate in Science in Applied Science and Technology; 3 candidates for Associate in Science in Management; 3 candidates for Associate in Science in Public and Social Services; 206 candidates for Bachelor of Arts; 66 candidates for Bachelor of Science in Applied Science and Technology; 33 candidates for Bachelor of Science in Business Administration; 10 candidates for Bachelor of Science in Human Services; 11 candidates for Bachelor of Science in Nursing; 1 candidate for Master of Arts in Professional Studies; and 2 candidates for Master of Science in Management. The candidates for the associate's, baccalaureate, and master's degrees as of September 12, 2003, are as follows: 2 candidates for Associate in Applied Science; 1 candidate for Associate in Science in Management; 13 candidates for Bachelor of Arts; 6 candidates for Bachelor of Science in Applied Science and Technology; 6 candidates for Bachelor of Science in Business Administration; 1 candidate for Bachelor of Science in Human Services; 1 candidate for Bachelor of Science in Nursing; 1 candidate for Master of Arts in Professional Students; and 2 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 July 15, 2003, and September 12, 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. Arndt moved and Mr. Carnevale seconded the motion to adopt the resolution. Motion carried unanimously.

CONSIDERATION OF HONORARY DEGREE RECIPIENT

Dr. Pruitt presented the following resolution:

WHEREAS: Senator Jon R. Corzine has distinguished himself as an elected official who has worked tirelessly in behalf of the citizens of New Jersey; and

WHEREAS: He is also a leader in higher education, government, business, and the community; and

WHEREAS: He has served with distinction as a member of the Senate Banking, Housing and Urban Affairs, Foreign Relations, and Budget committees for the United States Senate, and is an advocate for public programs in housing, health, and social services; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College, upon the recommendation of the President and the concurrence of the Academic Affairs Committee, does hereby award Senator Jon R. Corzine the degree of Doctor of Humane Letters, *honoris causa*; and be it further

RESOLVED: That said degree be conferred upon him at the Commencement ceremony to be held October 18, 2003.

Mr. Abbate moved and Mr. Fricke 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 the motion to adopt the resolution. Motion carried unanimously.

NEW BUSINESS

Acting in his capacity as Secretary to the Board of Trustees, Dr. Pruitt announced the results of the election of new officers. Mr. Carnevale was elected Chairman, and Mr. O'Neill was elected Vice-Chairman.

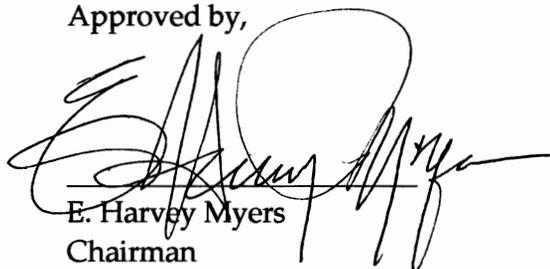
There being no further business, Mr. Fricke moved and Ms. Pearson seconded a motion to adjourn. Motion carried unanimously.

Submitted by,



George A. Pruitt
Secretary to the Board

Approved by,



E. Harvey Myers
Chairman