

**MINUTES**

**BOARD OF TRUSTEES**

**THOMAS EDISON STATE COLLEGE**

**June 4, 2004**

**MEMBERS PRESENT** Fred Abbate, George Pruitt, Dick Arndt, Marilyn Pearson, Nick Carnevale, Ida Hammond, Margaret Verzella, Tom O'Neill, Harvey Myers, George Fricke, Chris Daggett

**MEMBERS ABSENT** Harry DiCorcia

**ALSO PRESENT** Norma Blake, William Seaton, Michael Scheiring, John Thurber, Esther Paist, Alma Johnson-Laster, Paula Witcher, Ann Marie Senior, Susan Davenport

Mr. Carnevale, 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 2:05 p.m.

**MINUTES**

The Minutes of the March 5, 2004, meeting were presented by Mr. Carnevale for approval and adoption. Ms. Hammond made, and Mr. Fricke seconded, a motion to adopt the minutes. Motion carried unanimously.

**PRESIDENT'S REPORT**

Dr. Pruitt is optimistic about the budget situation. For the first time in several years, part of the salary program has been funded. Our deferred drawdown has also been restored.

We have now gotten official word on the re-accreditation of our BSN degree program (see handout, distributed at the meeting). We have also proposed a minor revision

and re-formatting of our mission statement into a "mission and purpose" statement. We will also begin to formulate our new five-year plan on this mission. A part of the new plan will be to grow enrollment to 15,000 students, with 10 percent of these students in the Graduate School.

We are ending a very good year, with a new master's degree program, the winning of a national award for a course module, a positive financial status, our having received the largest endowment gift in the College's history, and the approval of the construction of our new building.

A brief presentation on the state of the new building was made by representatives from Nexus Properties and the firm of Blackney Hayes Architects, the groups working on the project. We hope to be in the new building by the end of next year.

#### **REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE**

Mr. Fricke presented the report of the Administration and Finance committee.

#### **CONSIDERATION OF BANKING SERVICES REQUEST FOR PROPOSALS**

Mr. Fricke discussed the banking services request for proposals. Mr. Fricke 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 \$19,500 must be publicly advertised for sealed bids in the local newspapers; and

**WHEREAS:** Thomas Edison State College on November 18, 2003, publicly advertised for banking services bid proposals; and

**WHEREAS:** On December 5, 2003, the Board of Trustees was advised that the College advertised a request for proposals for banking services; and

**WHEREAS:** Five banks submitted bids on December 23, 2004, by the date, time, and location for receipt of bids; and

- WHEREAS:** A Thomas Edison State College Bid Evaluation Committee reviewed these bids and submitted a recommendation to award the bid to Bank of America as the lowest responsible bidder; and
- WHEREAS:** A Notice of Bid Award was issued indicating that, upon approval of the Board of Trustees, a contract would be entered into with Bank of America for banking services; now, therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College, upon the recommendation of the President, does hereby concur with the bid award to Bank of America.

Mr. Fricke made, and Ms. Pearson seconded, a motion to adopt the resolution. The motion carried unanimously.

#### **CONSIDERATION OF FY2005 FEE INCREASE**

Mr. Fricke called the group's attention to the tuition-increase memo. A five-percent increase in tuition, coupled with a two-percent anticipated increase in growth (via an increased yield of enrollments from our application pool), will generate the necessary revenue of \$1.4 million. Our five-percent tuition increase will be among the lowest in the state. 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 12, 2004, 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 2004, 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, 2004.

Mr. Fricke made, and Ms. Hammond seconded, a motion to adopt the resolution. The 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 \$19,500 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 do the following:

- 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 bid threshold of \$19,500;
- renew the contract with MBS Direct as the sole provider for textbooks and other related materials for Thomas Edison State College's students;
- continue to use the services of its advertising agency, Becker-Jani, Inc., in FY2005 for the College's image and enrollment advertising campaigns, at a cost that is approximately \$500,000;
- continue the use of the services of two online search engine companies, Google and Overture, in FY2005 at a cost of approximately \$121,788;
- enter into an agreement with the College's existing eCommerce vendor, Touchnet, to make improvements to our current Internet-based applications at a cost of approximately \$60,000;
- enter into a contract with Datatel to provide a sophisticated financial report-

ing solution at a cost of approximately \$70,000;

- acquire furnishings, equipment, and ancillary materials projected to cost \$1.6 million to equip the new College facility to be located at West Hanover Street;
- seek the assistance of an interior designer for the new College facility to be located at West Hanover Street at a cost of approximately \$120,000;
- assist the Department of Health and Senior Services, as project manager, to contract with a professional service vendor to complete a Use Requirements Study for a comprehensive enterprise IT bioterrorism initiative at an approximate cost of \$478,000;
- use Auto Graphics, Inc., to provide a virtual Web-based catalog system to enable the State Library to offer a state-wide interlibrary JerseyCat loan service at a cost of approximately \$370,000;
- use Dynix to provide hardware and software maintenance for the State Library's Integrated On-line Library System at a cost of approximately \$35,000;
- use Palinet for cataloging materials purchased for the State Library's collection at an estimated cost of \$260,000;

- purchase statewide database licenses estimated to cost \$1,750,000 that will provide access statewide to local libraries to full-text scholarly online journals, Web-based, full-text newspaper databases, including a full-text Spanish electronic database and a curriculum-oriented encyclopedia database targeted for students and teachers;
- utilize Parker and Partners marketing firm for a statewide marketing campaign for public libraries at an approximate cost of \$60,000; and
- purchase a large-capacity data storage device that will serve as a digital repository for the New Jersey Digital Highway at a cost of approximately \$32,500

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 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 bid threshold of \$19,500; renew the contract with MBS Direct as the sole provider for textbooks and other related materials for Thomas Edison State College's students; continue to use the services of its advertising agency, Becker-Jani, Inc., in FY2005 for the College's image and enrollment advertising campaigns, at a cost that is approximately \$500,000; continue the use of the services of two online search engine companies, Google and Overture, in

FY2005 at a cost of approximately \$121,788; enter into an agreement with the College's existing eCommerce vendor, Touchnet, to make improvements to our current Internet-based applications at a cost of approximately \$60,000; enter into a contract with Datatel to provide a sophisticated financial reporting solution at a cost of approximately \$70,000; acquire furnishings, equipment, and ancillary materials projected to cost \$1.6 million to equip the new College facility to be located at West Hanover Street; seek the assistance of an interior designer for the new College facility to be located at West Hanover Street at a cost of approximately \$120,000; assist the Department of Health and Senior Services, as project manager, to contract with a professional service vendor to complete a Use Requirements Study for a comprehensive enterprise IT bioterrorism initiative at an approximate cost of \$478,000; use Auto Graphics, Inc., to provide a virtual Web-based catalog system to enable the State Library to offer a statewide interlibrary JerseyCat loan service at a cost of approximately \$370,000; use Dynix to provide hardware and software maintenance for the State Library's Integrated On-line Library System at a cost of approximately \$35,000; use Palinet for cataloging materials purchased for the State Library's collection at an estimated cost of \$260,000; purchase statewide database licenses estimated to cost \$1,750,000 that will provide access statewide to local libraries to full-text scholarly online journals, Web-based, full-text newspaper databases, including a full-text Spanish electronic database and a curriculum-oriented encyclopedia database targeted for students and teachers; use Parker and Partners marketing firm for a statewide marketing campaign for public libraries at an approximate cost of \$60,000; and purchase a large-capacity data storage device that will serve as a digital repository for the New Jersey Digital Highway at a cost of approximately \$32,500.

Mr. Fricke made, and Ms. Hammond seconded, a motion to adopt the resolution. The motion carried unanimously.

#### **FY2003 FULL SCOPE AUDIT RESULTS**

Mr. Fricke described the results and pointed out that the audit findings (all of which were minor) and their corrections were discussed and approved at the Administration and Finance Committee meeting. Mr. Scheiring elaborated on the audit process and said that Financial Aid will always be an audit item due to the complexity of the process.

#### **CONSIDERATION OF CANDIDATES FOR DEGREE**

Mr. Seaton pointed out that there are 525 candidates for consideration at this meeting. The candidates for the associate's, baccalaureate, and master's degrees as of June 4, 2004, are as follows: 24 candidates for Associate in Applied Science; 16 candidates for Associate in Arts; 7 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; 274 candidates for Bachelor of Arts; 107 candidates for Bachelor of Science in Applied Science and Technology; 50 candidates for Bachelor of Science in Business Administration; 5 candidates for Bachelor of Science in Health Science; 12 candidates for Bachelor of Science in Human Services; 6 candidates for Bachelor of Science in Nursing; 3 candidates for Master of Arts in Professional Studies; and 16 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 June 4, 2004, 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. Abbate made, and Mr. Arndt seconded, a motion to adopt the resolution. The motion carried unanimously.

**CONSIDERATION OF CANDIDATE FOR HONORARY DEGREE**

Dr. Pruitt presented the following resolution:

**WHEREAS:** Kenneth A. Shaw, Chancellor Emeritus of Syracuse University, is a distinguished leader in higher education, who has effected great change for good during his term at Syracuse; and

**WHEREAS:** He has served the higher education community, students, and staff with insight, compassion, humor, and brilliance over the course of more than thirty years at institutions across the nation; and

**WHEREAS:** His leadership as the Vice President and Dean of Towson State University, the Chancellor of the Southern Illinois System, and the President of the University of Wisconsin System has, in every case, resulted in significant positive accomplishments, accomplishments that have been recognized through such honors as the Theodore Hesburgh Award, and the CEO Leadership Award bestowed by the Council for Advancement and Support of Education; and

**WHEREAS:** He has been a well-respected author on educational matters, including the "college presidency"; and

**WHEREAS:** He has been a committed, effective, and consistent advocate for educational opportunity in the best spirit of what Thomas Edison State College stands for; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College, upon the recommendation of the President, does hereby award Kenneth A. Shaw the degree of Doctor of Humane Letters, *honoris causa*; and be it further

**RESOLVED:** That said degree be conferred upon him during the proceedings of the Commencement ceremonies to be held on October 16, 2004.

Mr. Arndt made, and Ms. Hammond seconded, a motion to adopt the resolution. The motion carried unanimously.

#### **CONSIDERATION OF CONTRACT RENEWALS**

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

**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.**

Ms. Hammond made, and Mr. Daggett seconded, a motion to adopt the resolution. The motion carried unanimously.

#### **CONSIDERATION OF PERSONNEL ACTIONS**

Dr. Pruitt presented a resolution for personnel actions as follows:

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

#### **CONSIDERATION OF FY2005 MEETING DATES**

Dr. Pruitt presented the group with the proposed FY2005 meeting dates.

**The Board of Trustees of Thomas Edison State College does hereby approve the following meeting dates for FY2005:**

**September 17, 2004 - 10:00 a.m.**  
**December 3, 2004 - 10:00 a.m.**

**March 4, 2005 - 10:00 a.m.**  
**June 10, 2005 - 10:00 a.m.**

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

#### **CONSIDERATION OF RESOLUTION TO THANK STUDENT TRUSTEE**

Dr. Pruitt presented the following resolution:

**The Board of Trustees, President, and staff of Thomas Edison State College wish to heartily thank Mr. Harry DiCorcia for his dedicated service as Student Trustee and for his specific and special interest in the growth and development of Thomas Edison State College.**

**We applaud Mr. DiCorcia's accomplishments and commend his continued interest in the College, and we look forward to a continuing relationship with him.**

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

#### **CONSIDERATION OF RESOLUTION TO THANK OUTGOING TRUSTEE**

Dr. Pruitt made the announcement that Rosita Saez will be appointed to Mr. Daggett's seat. Dr. Pruitt then presented the following resolution:

**WHEREAS:** Christopher Daggett has served with dedication and distinction as a member of the Thomas Edison State College Board of Trustees from December 1997 through June 2004; and

**WHEREAS:** He has made great and meaningful contributions to the deliberations of that Board through his thoughtful questioning and intellectual rigor; and

**WHEREAS** He has been a most valued member of the Board's Administration and Finance Committee; and

**WHEREAS**

We are grateful for his more than six years of service to the Board and to Thomas Edison State College; now, therefore, be it

**RESOLVED**

That the Board of Trustees of Thomas Edison State College commend and thank Christopher Daggett for his invaluable contribution of time, talent, and support to the Board and to the College he has served so well.

The meeting was adjourned at 4:00 p.m.

Submitted by,



George A. Pruitt  
Secretary to the Board

Approved by,



Nicholas L. Carnevale  
Chairman