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MINUTES

BOARD OF TRUSTEES

THOMAS EDISON STATE COLLEGE

March 4, 2005

MEMBERS PRESENT George Pruitt, Nicholas Carnevale, Richard Arndt, Ida Hammond, George Fricke, Harvey Myers, Fred Abbate, J. Stanley Justice, Marilyn Pearson, and Margaret Verzella

MEMBERS ABSENT: Arthur Kern and Rosita Saez

ALSO PRESENT: Norma Blake, Esther H. Paist, Michael J. Scheiring, John Thurber, William Seaton, Ann Marie Senior, Donald Trucksess, Paula Witcher, Annie Klopp, Sylvia Hamilton, Dan Negron, Mary Ellen Caro, Maxine Lentz, David Grossman, and Marcus Tillery

MINUTES

The minutes of the December 3, 2004, meeting were presented by Mr. Carnevale for approval and adoption. Mr. Fricke made, and Mr. Arndt seconded, a motion to adopt the minutes. The motion carried unanimously.

PRESIDENT'S REPORT

Dr. Pruitt remarked on the Governor's Budget message, given on March 1, 2005. For next year, the funding proposed in the Budget address will be flat, and there is also a small amount proposed to fund the salary program. However, there are no guarantees that we will get the funding that has been proposed. Our challenge is to plan and manage regardless of the volatility of the budget. Higher education, and specifically, Thomas Edison State College and the New Jersey State Library have recently had funds for this year unfrozen. We recently got a check for \$6.9 million for the Library, and we will end the year with our full appropriation, for which we are grateful. Our state appropriation is now down to about 25 percent of our total revenue. We will be conservative on the expenditures side, and we will also need to raise our revenues, especially through growth in enrollment and in strategic pricing of our products in the marketplace.

We received an \$800,000 grant from the Department of Health to work on HIPPA compliance issues through our Watson Institute. The State is proceeding with the acquisition of the Kuser Mansion, and construction is underway for our new building on Hanover Street. However, the original concept of the new building's being a lease-purchase has been altered to a "lease with

an option to buy.” This will require that we renew our efforts for the State to acquire the property.

We are now preparing for our next Five-Year Plan, which will be transformational and outward looking. Dr. Pruitt made a presentation and described the charge to the College relative to the plan. The final plan, which will be much more aggressive than the last one, will be presented to the Board of Trustees at the September meeting, or perhaps a bit later. We have also filled the new position of Vice President for Planning, Quality Assurance, and Institutional Research with Penny Brouwer.

Dr. Pruitt introduced Sylvia Hamilton and her Corporate Choice team, which includes, among others, three of our newly hired deans: Marcus Tillery, David Grossman, and Mary Ellen Caro. Ms. Hamilton made a presentation on the new program to enthusiastic response. It was pointed out that the relationship we have with Tyco is a shining example of the way Board of Trustees members and Foundation Board members have been able to help the College gain entry to corporations to present the Corporate Choice program.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Mr. Fricke reported that the committee had considered the financial results for the past six months. Although our enrollment numbers are running ahead of last year, we are still not meeting the budget targets. However, we are in good shape financially. The committee also considered the proposed bid waivers, the customized pricing contracts resolution, the change in tuition for non-matriculated students, and the new investment strategies. All were recommended for consideration by the full Board.

CONSIDERATION OF BID WAIVERS

Mr. Fricke discussed and reviewed each bid waiver and 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 services of mentors and course-construction consultants for the College's Distance and Independent Adult Learning and Graduate Studies programs at a cost that may exceed the bid threshold of \$19,500;
- publish a College Catalog for the period of 2005-2006 at a cost that is approximately \$21,000 for 10,000 pieces;
- publish a Registration Bulletin for 2005-2006 at a cost that is approximately \$40,300 for 30,000 pieces;
- publish an Undergraduate Prospectus for 2005-2006 at a cost that is approximately \$62,000 for 50,000 pieces;
- use the services of professional consultants to assist the Department of Health and Senior Services (DHSS) in implementing regulations, electronic standards, and enhancement of automated systems to support compliance with privacy and security regulations under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) at a projected cost of approximately \$825,000;
- provide Trustee training to between 100 and 150 New Jersey public library trustees at an approximate cost of \$35,000;
- engage vendors to assist the New Jersey State Library in the redesign and deployment of a consolidated Hub Internet infrastructure at an estimated cost of approximately \$300,000; and
- purchase a server and software to support commercial and high-end databases under the State Library's Knowledge Initiative at an approximate cost of \$100,000

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 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 exceed the bid threshold of \$19,500; publish a College Catalog for the period of 2005-2006 at a cost that is approximately \$21,000 for 10,000 pieces; publish a Registration Bulletin for 2005-2006 at a cost that is approximately \$40,300 for 30,000 pieces; publish an Undergraduate Prospectus for 2005-2006 at a cost that is approximately \$62,000 for 50,000 pieces; use the services of professional consultants to assist the Department of Health and Senior Services (DHSS) in implementing regulations, electronic standards, and enhancement of automated systems to support compliance with privacy and security regulations under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) at a projected cost of approximately \$825,000; provide Trustee training to between 100 and 150 New Jersey public library trustees at an approximate cost of \$35,000; engage vendors to assist the New Jersey State Library in the redesign and deployment of a consolidated Hub Internet infrastructure at an estimated cost of approximately \$300,000; and purchase a server and software to support commercial and high-end databases under the State Library's Knowledge Initiative at an approximate cost of \$100,000.

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

PROPOSED LIBRARY REGULATIONS

The Board of Trustees has the authority to approve any changes in New Jersey Library Regulations, which are currently up for renewal. The regulations control such issues as per capita aid for libraries, municipal support for libraries, etc. Some of the changes may be controversial, and they are currently "out" for public comment. Ms. Blake, Mr. Scheiring, et al, will collect the comments up until May 6, 2005, when the comment period ends. After all comments are received and responded to by Ms. Blake, they will be reviewed by the Board's Administration and Finance Committee and then presented to the full Board at the June meeting.

CONSIDERATION OF CUSTOMIZED PRICING CONTRACTS FOR THE CORPORATE CHOICE PROGRAM

Mr. Fricke presented the following resolution:

WHEREAS: The College has realized increased revenues from expansion of its contract work from the military and corporations; and

WHEREAS: The College is launching the Corporate Choice Program to aggressively focus on large New Jersey-based compa-

nies that have corporate tuition reimbursement programs; and

WHEREAS: The College expects to enter into contracts with New Jersey-based companies to provide both customized and existing educational services that meet the educational objectives of the company and its employees; and

WHEREAS: The College expects that Corporate Choice contracts will result in educational products and services that will be provided at both a premium and/or a discount price based on the corporate needs and the corporate commitment for employee volume or course enrollment; now, therefore be it

RESOLVED: That the Board of Trustees hereby support the Corporate Choice Program and approve the President to enter into these contracts and periodically post report to the Board on the contract terms.

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

CONSIDERATION OF CHANGE IN TUITION FOR NON-MATRICULATED STUDENTS

Mr. Fricke presented the following resolution:

WHEREAS: The College seeks to change the per-credit-hour tuition for non-matriculated students and use this same per-credit-hour tuition for students enrolled in the new Corporate Choice program; and

WHEREAS: An appropriate per-credit-hour tuition for such students is \$250; and

WHEREAS: The Administration and Finance Committee of the Board of Trustees has recommended the approval of the proposed tuition change to be effective July 1, 2005; and

WHEREAS: The action 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 change in tuition as recommended, effective July 1, 2005.

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

REPORT OF THE ACADEMIC AFFAIRS COMMITTEE

Dr. Abbate presented the Academic Affairs Committee report, pointing out that the items were covered as presented in the minutes of the meeting and briefly reviewing the resolutions under consideration. Mr. Seaton explained that the proposed new area of study in criminal justice will make this discipline accessible to more students and will provide the basis for our new Homeland Security certificate. The proposed Master's degree in Nursing is also a response to a clearly stated demand, and there has been no objection to our offering it from other Colleges in the state. We hope to have the degree ready for offer within the year. The proposal for an honorary degree for Mr. Thomas Seessel was made in response to Mr. Seessel's many years of service to Thomas Edison State College and to his role as the author of seminal reports on the 9/11 disaster.

CONSIDERATION OF BACHELOR OF ARTS DEGREE WITH AREA OF CONCENTRATION IN CRIMINAL JUSTICE

Dr. 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 January 28, 2005, meeting, reviewed and approved the Proposal for a Bachelor of Arts Degree with Area of Study in Criminal Justice; 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 recommendation to approve Thomas Edison State College's offering a Bachelor of Arts Degree with Area of Study in Criminal Justice as presented and incorporated herein by reference.

Dr. Abbate made, and Ms. Pearson seconded, a motion to accept the resolution. The motion carried unanimously.

CONSIDERATION OF MASTER OF SCIENCE IN NURSING DEGREE

Dr. 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 January 28, 2005, meeting, reviewed and approved the Proposal for a Master of Science in Nursing degree; 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 recommendation to approve Thomas Edison State College's offering a Master of Science in Nursing degree as presented and incorporated herein by reference.

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

CONSIDERATION OF HONORARY DEGREE RECIPIENT

Dr. Abbate presented the following resolution:

- WHEREAS:** Thomas Seessel has distinguished himself in executive positions in nonprofit and governmental organizations dealing with housing, community development, and environmental concerns since 1964; and
- WHEREAS:** He has held high offices in the Ford Foundation, MDRC, and SEEDCO, all of which gave him the opportunity to positively influence theory and practice in the area of welfare-to-work and in philanthropic efforts for community improvement; and
- WHEREAS:** He is the distinguished author of seminal studies of the philanthropic response in the post-9/11 era; and
- WHEREAS:** He has served with distinction and dedication as a member of the Board of Trustees of Thomas Edison State College from 1979 until 1991, and as Chairperson of the Board from 1987 until 1989; and
- WHEREAS:** He has served with distinction and dedication as a member of the Thomas Edison State College Foundation Board of Directors from 1989 until 2005; 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 Mr. Thomas Seessel the degree of Doctor of Humane Letters, *honoris causa*; and be it further

RESOLVED: That said degree be conferred upon him at the College's Commencement Ceremony, to be held on October 8, 2005.

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

CONSIDERATION OF CANDIDATES FOR DEGREE

Mr. Seaton pointed out that there are 482 candidates for consideration at this meeting. The candidates for the associate's, baccalaureate, and master's degrees as of March 4, 2005, are as follows: 25 candidates for Associate in Applied Science; 16 candidates for Associate in Arts; 5 candidates for Associate in Science in Applied Science and Technology; 5 candidates for Associate in Science in Management; 2 candidates for Associate in Science in Public and Social Services; 246 candidates for Bachelor of Arts; 87 candidates for Bachelor of Science in Applied Science and Technology; 49 candidates for Bachelor of Science in Business Administration; 4 candidates for Bachelor of Science in Health Sciences; 13 candidates for Bachelor of Science in Human Services; 10 candidates for Bachelor of Science in Nursing; 1 candidate for Master of Arts in Professional Studies; and 19 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 4, 2005, 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.

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

CONSIDERATION OF CONTRACT RENEWALS

Dr. Pruitt presented the following resolution for contract renewals:

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.

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

CONSIDERATION OF PERSONNEL ACTIONS

Mr. Carnevale presented the following resolution for personnel actions:

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 Dr. Abbate seconded, a motion to adopt the resolution. The motion carried unanimously.

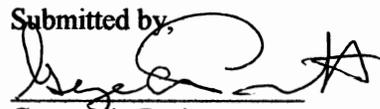
NEW BUSINESS

Mr. Arndt notified the Board that John Quattrone is now in hospice care and that cards and prayers are welcome. Ms. Pearson thanked everyone for their support when she suffered the loss of her mother.

ADJOURNMENT

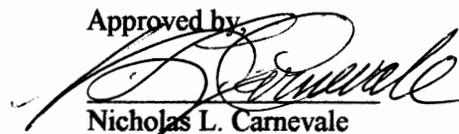
Dr. Abbate made, and Mr. Fricke seconded, a motion to adjourn the meeting at 12:15 p.m. The motion carried unanimously.

Submitted by,



George A. Pruitt
Secretary of the Board

Approved by,



Nicholas L. Carnevale
Chairman