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MINUTES

BOARD OF TRUSTEES MEETING

THOMAS EDISON STATE COLLEGE

September 14, 2007

MEMBERS PRESENT: George Pruitt; Ida Hammond, Chair; Marilyn Pearson, Vice-Chair; Fred Abbate; Richard Arndt; Nicholas Carnevale; George Fricke; J. Stanley Justice; E. Harvey Myers; Ann Pott, Student; and Ritamarie Giosa, Student.

MEMBERS ABSENT: None

ALSO PRESENT: William Seaton, Vice President and Provost; Michael Scheiring, Vice President and Treasurer; Penelope Brouwer, Vice President for Planning and Research; John Thurber, Vice President for Public Affairs; Norma Blake, New Jersey State Librarian; Robin Smith; Ann Marie Senior; Jane Letts-Parvese, Auditor

Ms. Hammond officially called the public meeting to order at 10:00 a.m.

SWEARING IN OF STUDENT TRUSTEE

Ms. Hammond 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 Ritamarie T. Giosa meets the criteria; and

WHEREAS: The President of the College does hereby nominate Ritamarie T.

Giosa 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 Ritamarie T. Giosa as student trustee alternate effective September 14, 2007, 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 2009.

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

Ms. Giosa read the oath of office and was congratulated and welcomed by the group.

MINUTES

The Minutes of the June 6, 2007, meeting were presented by Ms. Hammond for approval and adoption.

Mr. Carnevale made, and Mr. Fricke seconded, a motion to accept the resolution. The motion carried unanimously.

PRESIDENT'S REPORT

Dr. Pruitt reported that the Library's Knowledge Initiative (KI) program has received the National Innovation Award from the National Council of State Governments. He commended Norma Blake's leadership on this. A brief video describing the benefits of the Knowledge Initiative was presented to the Trustees. It is a wonderful program, and, for the coming year has been budgeted for only \$2,000,000 of the originally planned \$3,000,000 state funding amount.

Dr. Pruitt also discussed the situation with cuts in state funding restorations for our Watson Institute and for enrollment growth. Although the Legislature did restore this funding, it was subsequently revoked by Governor Corzine. The loss of funding (which totals some \$614,000) will impede the efforts we want to undertake in behalf of the urban mayors. The Urban Mayors' Association and the NAACP both plan advocacy efforts with the Governor to gain restoration of the funding. Dr. Pruitt also discussed the unfunded mandated salary increases for employees in the bargaining units. While he does not begrudge the raises such employees will be getting with their new contracts, the lack of state funding to cover the added costs is problematic. Between the unfunded salary increases and the loss of funding for the Institute and enrollment growth, the College has an approximate shortfall of 1.6 million dollars. This comes on the heels of the massive cut imposed last year.

Dr. Pruitt mentioned that the College's Periodic Review Report was submitted to the Middle States accrediting body and that the reviewers were very positive in their comments on it. In highlighting other accomplishments achieved during FY 2007, he pointed out that our Nursing School has the largest enrollment of any such school in the state, that we have signed an agreement with UPS to provide higher education opportunities to their employees, that we have successfully launched our Energy Utility Technology degree program, and that we have now established our Watson School of Public Policy and appointed a dean.

In discussing our year-end enrollment numbers, Dr. Pruitt stated that although we have never had an aspiration to be a large college, our current enrollment numbers probably place us in second or third place among New Jersey state colleges. We have grown our enrollments to generate the revenues we need to maintain our margins and our quality. We had a 7% increase in our nonmilitary enrollments (much of this in Nursing), and our contract enrollments are also growing very rapidly. Our overall increase was 25%. Dr. Pruitt expressed his pride in the accomplishments of the College's staff during the year.

Ann Marie Senior, Director of Institutional Research, made a Power Point presentation on our year-end counts, the profile of enrolled students, demographics, and a comparison of revenues received by student population type. These data indicate that we need to increase enrollments in our graduate programs. In short, our traditional and graduate programs are relatively low volume but high margin; our contract programs are the reverse. We need, therefore, to attend to growing enrollment in both areas. We are still the most affordable option in New Jersey for students. In closing, Dr. Pruitt commended the attention of the Board to the Annual Report.

FY2006 EXTERNAL AUDIT REPORT

Ms. Letts-Parvese of KPMG made a brief presentation on the external audit. The Board considered acceptance of the audit provisionally at this meeting. The finance committee will discuss the audit in detail at its November committee meeting. Ms. Letts-Parvese reported that the College and the New Jersey State Library had a clean audit with no recommendations. She also described the audit process and findings, which she shared in a handout. Dr. Pruitt reiterated that the financial results and the audit, itself, are outstanding for this year. The College had an increase in revenue; the decrease noted for the Library is the result of the timing of the disbursement of Knowledge Initiative funds.

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, 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; 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, 2007, as presented and incorporated herein by reference, and to have said audit reviewed by the Administration and Finance Committee of the Board, acting as an audit committee, reporting its findings and conclusions to the Board.

Mr. Fricke made and Ms. Pearson seconded, a motion to accept the provisional audit. The motion carried unanimously.

CONSIDERATION OF BID WAIVERS

Dr. Pruitt 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 \$26,200 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 Directed Independent Adult Learning and Graduate Studies programs at a cost that may exceed the bid threshold of \$26,200;
- engage a firm to conduct a feasibility study regarding a possible capital campaign in support of the College at a cost of approximately \$75,000; and
- use Carnegie Library of Pittsburgh for the continued Consortia of User Libraries software maintenance and zip code subscription for the Library for the Blind at a cost of approximately \$30,300

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 services of mentors and course-construction consultants for the College's Directed Independent Adult Learning and Graduate Studies programs at a cost that may exceed the bid threshold of \$26,200; engage a firm to conduct a feasibility study regarding a possible capital campaign in support of the College at a cost of approximately \$75,000; and use Carnegie Library of Pittsburgh for the continued Consortia of User Libraries software maintenance and zip code subscription for the Library for the Blind at a cost of approximately \$30,300.

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

CONSIDERATION OF INCREASE IN BIDDING THRESHOLD

Dr. Pruitt presented the following resolution:

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 threshold for competitive bidding has been raised by State College Contract Law to \$28,300, effective July 1, 2007; 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 \$26,200 to \$28,300 at which all covered purchases and contracts must be handled through open competitive bidding.

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

CONSIDERATION OF ACADEMIC COUNCIL APPOINTMENTS

Mr. Seaton presented the following resolution:

WHEREAS: Dr. Elizabeth C. Wilson, Educational Consultant, and Dr. Charline S. Russo, President, CampoMarzio Group, have been recommended for appointment to the Academic Council; and

WHEREAS: These appointments have been reviewed and approved by the Academic Council; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby appoint Dr. Elizabeth C. Wilson, Educational Consultant, and Dr. Charline S. Russo, President, CampoMarzio Group, Middletown, New Jersey, to three-year terms on the Academic Council of Thomas Edison State College.

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

CONSIDERATION OF CANDIDATES FOR DEGREE

In presenting the information on the candidates, Mr. Seaton reported that this is the largest graduating class in the history of the College.

Mr. Abbate presented the following resolution:

The Board of Trustees of Thomas Edison State College does hereby approve the awarding of the appropriate degrees to those September 14, 2007, 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 HONORARY DEGREE RECIPIENT

Dr. Pruitt pointed out that Buzz Aldrin was unable to attend commencement this year due to a family commitment. Pamela Tate an outstanding colleague in the field of adult and nontraditional education through her leadership in CAEL, was invited to receive an honorary degree, instead. Dr. Pruitt then presented the following resolution:

WHEREAS: Pamela J. Tate is President of the Council for Adult and Experiential Learning, an organization committed to expanding lifelong learning opportunities for adults and advancing experiential learning and its assessment; and

WHEREAS: She has held that post since 1990 and is nationally recognized for her work in and advocacy for workforce development, prior learning assessment, and adult education; and

WHEREAS: She has also been deeply involved in activities and in public policy making that foster opportunities for adult learners; and

WHEREAS: Her professional life has been devoted to providing adults with educational opportunity, something that is aligned on the mission of Thomas Edison State College; now, therefore, be it

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

RESOLVED: That said degree be conferred upon her at the College's Commencement Ceremony, to be held on October 6, 2007.

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

CONSIDERATION OF BACHELOR OF SCIENCE DEGREE PROGRAM IN ORGANIZATIONAL LEADERSHIP

This degree was developed in response to demand for a focus on leadership. It is also less quantitative in its emphasis than other business degrees. Mr. Arndt pointed out that an elective course in “fundraising” may be especially appropriate and relevant in this degree program. Mr. Seaton will follow up on this suggestion. Mr. Fricke presented the following resolution:

WHEREAS: The Board of Trustees of Thomas Edison State College has the authority and the responsibility to approve the educational curriculum and academic policies of the College; and

WHEREAS: The Academic Council reviewed and recommended for approval the Bachelor of Science in Organizational Leadership degree as presented; and

WHEREAS: The Academic Affairs Committee of the Board of Trustees has reviewed and concurred with the recommendation as presented; and

WHEREAS: The President of the College recommends the proposal as presented; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby accept the recommendation to approve the Bachelor of Science in Organizational Leadership degree as presented and incorporated herein by reference.

Mr. Fricke made, and Mr. Carnevale seconded, a motion to adopt the resolution. The 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.

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

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

NEW BUSINESS

Mr. Fricke reported that the Nominating Committee recommends Ms. Pearson for Chairperson and Reverend Justice for Vice Chairperson. The Board voted by secret ballot and unanimously elected Ms. Pearson and Reverend Justice. In recognition of the completion of her two years of service as Chairperson, Dr. Pruitt presented Ms. Hammond with a ceremonial gavel. She responded that she enjoyed serving as Chair and that the experience has helped her to grow and learn still more about the College.

ADJOURNMENT

Mr. Carnevale made, and Mr. Fricke seconded, a motion to adopt a resolution to adjourn. The motion carried unanimously.

CONSIDERATION OF RESOLUTION TO GO INTO EXECUTIVE SESSION

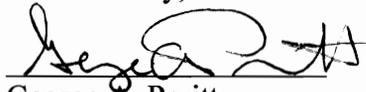
Dr. Pruitt presented the following resolution:

BE IT HEREBY RESOLVED pursuant to N.J.S.A. 10:4-13 and 10:4-12 that the Board of Trustees of Thomas Edison State College hold a closed session at 12:00 noon or immediately following the public meeting of September 14, 2007.

It is expected that the discussion undertaken in closed session will not be made public due to the confidentiality of this matter.

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

Submitted by,



George A. Pruitt
Secretary of the Board

Approved by,



Ida B. Hammond
Chairperson