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MINUTES

BOARD OF TRUSTEES MEETING

THOMAS EDISON STATE COLLEGE

June 6, 2008

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

MEMBERS ABSENT: None

ALSO PRESENT: William Seaton, Vice President and Provost; Phillip Sanders, Bursar; Penelope Brouwer, Vice President for Planning and Research; John Thurber, Vice President for Public Affairs; Norma Blake, New Jersey State Librarian; Esther H. Paist; Robin Smith; and Linda Vasbinder

Ms. Pearson officially called the public meeting to order at 2:15 p.m.

MINUTES

The Minutes of the March 7, 2008, meeting were presented by Ms. Pearson for approval and adoption. Mr. Abbate made, and Mr. Fricke seconded, a motion to adopt the minutes. The motion carried unanimously.

PRESIDENT'S REPORT

Dr. Pruitt introduced Phillip Sanders, Bursar, who attended for Michael Scheiring, and who was present to answer any questions on the proposed fee increase.

Dr. Pruitt reported on the situation with the state budget. The target date for establishing a budget is July 1. The Governor proposes a balanced budget that includes a cut of some \$2.5 billion. Cuts for higher education are in excess of \$30 million. In addition to operating cuts, various departments (Commerce and Personnel) are slated for elimination in the Governor's proposal. That there was higher-than-expected revenue return from income tax makes it possible that some cuts may be restored, but even if that happens, restorations will probably go to areas unrelated to higher education. We are, however, hopeful that there may be restoration of funding for the New Jersey State Library's Knowledge Initiative at the original \$3 million (instead of the

current \$2 million) level. Norma Blake has made an impressive advocacy effort on this, and Senator Cryan has promised to advocate, as well.

Despite this bleak outlook in the state, the College is in good shape fiscally and programmatically. Even with our contracted salary increases, the College is doing well as a result of our model, the fact that we are getting a fairly small percentage of our revenues from state aid in the first place, and our very sound fiscal management over the years. We continue to develop new degree programs and courses, and we have proposed only a modest fee increase (6%). Moreover the contract for the Kuser Mansion's sale is complete and we will be moving forward with restoration of that building. Likewise, the refurbishment of the Kelsey Building is going well.

The Higher Education community is working to launch an aggressive advocacy effort to motivate the public to encourage their elected officials to support higher education. The advocacy effort will also extend to encouraging support for maintenance of the autonomy of Boards of Trustees. The Thomas Edison State College Foundation has tentatively approved providing our portion of funding for the advocacy effort, which will be managed by NJASCU. In response to a question from a Trustee as to the seriousness of the attempt to reduce Board autonomy, Dr. Pruitt explained that a bill has been introduced by Senator Lesniak that calls for the executive director of the Commission of Higher Education to sit on the Governor's Cabinet, and increases the reporting out to the CHE that colleges must do, analogous with the Sarbanes Oxley requirements for businesses. Trustees may be asked to take more public roles in mobilizing advocacy efforts with various segments of the public, meeting with legislators, testifying at hearings, and working with groups with which they have connections in accord with the advocacy campaign planned by the higher education community.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Mr. Fricke reported on the activities of the Administration and Finance committee, referring the Board to the minutes of that meeting. He reiterated that the third-quarter financial results for both the College and Library were especially heartening in that they remain sound, despite the state's funding cuts over the years. Mr. Fricke said that although we did not make budget targets, we did bring in more revenues than we did last year. The new budget projection process, instituted last year, was a good exercise for the deans and others, but we also wisely hedged against the aggressive projections by curbing expenses and by using the projections only as general estimates. The process is being refined, and more realistic projections were made for this year.

CONSIDERATION OF FY 2009 FEE INCREASE

Mr. Fricke explained that the process to establish the proposed increase and the increase, itself, were very reasonable. He directed the group to the competitive analysis information and pointed out that the service the College provides to students, along with its reasonable costs, create a great advantage for us. The proposed fee increase is 6 percent. Philip Sanders elaborated on the process to determine fee increases, pointing out that we have refined it over the years, using data and inputs from the deans and from Institutional Research.

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, 2008, 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 immediately, 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, 2008.

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

CONSIDERATION OF BID WAIVERS

Mr. Fricke called the Board's attention to the information on bid waivers provided in the Board materials. He also briefly commented on the merit of each bid waiver request and pointed out that the bid waiver tracking system keeps the Board informed about the progress of projects for which bid waivers have been approved in the past. A Trustee asked about the difference between the amount cited for the renovation of the Kelsey Building and the amount actually spent on construction. We will check with Mr. Scheiring to find the answer to this question. (\$1 million was spent, \$900,000 was approved via the bid waiver.) Dr. Pruitt explained that we estimate what the project will cost, and that we fund such projects from our carry forward budget. The carry forward budget is more than adequate to fund this project.

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 \$28,300 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 Princeton Partners, Inc., to continue the College's advertising campaigns, at an approximate cost of \$600,000;
 - use the services of TMP Directional Marketing to identify prospective students through paid search term advertising and lead generation campaigns related to Web search engines, at an approximate cost of \$300,000;
 - engage a vendor to provide a virtual Web-based catalog system allowing the State Library to offer the statewide interlibrary JerseyCat loan service, at a cost of approximately \$500,000;
 - use Dynix to provide hardware and software maintenance for the State Library's Integrated On-line Library System, at a cost of approximately \$30,000;
 - use Palinet for cataloging materials purchased for the State Library's collection, at an approximate cost of \$205,000;
 - purchase statewide database licenses, at an approximate cost of \$2,000,000, to provide access 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;
 - purchase adaptive equipment for visually impaired clients served by the Library for the Blind, at an approximate cost of \$35,000;
 - maintain and support the centralized New Jersey Connect statewide technology system, at an approximate cost of \$535,000;
 - support the State Library's Knowledge Initiative, at an approximate cost of \$2,000,000; and

- contract with the New Jersey Department of Banking and Insurance on project assistance on Health Information Security and Privacy Collaboration (HISPC) to develop Model Cross-State Inter-Organizational Agreements, at an approximate cost of \$405,000

in accord 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 Princeton Partners, Inc., to continue the College's advertising campaigns at an approximate cost of \$600,000; use the services of TMP Directional Marketing to identify prospective students through paid search term advertising and lead generation campaigns related to Web search engines, at an approximate cost of \$300,000; engage a vendor to provide a virtual Web-based catalog system allowing the State Library to offer the statewide interlibrary JerseyCat loan service, at a cost of approximately \$500,000; use Dynix to provide hardware and software maintenance for the State Library's Integrated On-line Library System, at a cost of approximately \$30,000; use Palinet for cataloging materials purchased for the State Library's collection, at an approximate cost of \$205,000; purchase statewide database licenses, at an approximate cost of \$2,000,000, to provide access 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; purchase adaptive equipment for visually impaired clients served by the Library for the Blind, at an approximate cost of \$35,000; maintain and support the centralized New Jersey Connect statewide technology system, at an approximate cost of \$535,000; support the State Library's Knowledge Initiative, at an approximate cost of \$2,000,000; and contract with the New Jersey Department of Banking and Insurance on project assistance on Health Information Security and Privacy Collaboration (HISPC) to develop Model Cross-State Inter-Organizational Agreements, at an approximate cost of \$405,000.

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

CONSIDERATION OF TRAVEL AND PURCHASING POLICY CHANGES

Mr. Fricke explained that the proposed changes in policies are necessary and proper, especially since much has become outdated since the original 1986 policy documents were created. Costs of travel, especially, have increased. A Trustee asked if it would be wise to simply reimburse travel at the same rate that the Federal government does. However, it was agreed that we do not want to be so tightly tied to such benchmarks.

Mr. Fricke presented the following resolution:

- WHEREAS:** The College's travel and purchasing policies have each been reviewed to clarify reimbursement requirements, increase certain reimbursement rates, and increase the amounts of purchasing thresholds to better reflect current economic conditions; and
- WHEREAS:** Updating the policies with the proposed changes will increase productivity and reduce the number of purchase orders; now, therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby adopt the proposed changes to the College's travel and purchasing policies.

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

REPORT OF THE ACADEMIC AFFAIRS COMMITTEE

Mr. Abbate pointed out that the committee met and considered candidates for degree and the offering of a new degree program. He also pointed out that the committee recommended that the resolutions for each of these items be brought forward to the full Board.

CONSIDERATION OF CANDIDATES FOR DEGREE

The Board of Trustees of Thomas Edison State College does hereby approve the awarding of the appropriate degrees to those June 6, 2008, 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. Seaton told the Board that we have a record number of graduates again this quarter, and that there will be more than 2,000 by September. Ms. Pott pointed out that there is a lot of talk on electronic discussion boards that has created a lot of traffic to Thomas Edison State College from sites like Google. Such word-of-mouth advertising is invaluable, especially when it involves the Internet.

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

CONSIDERATION OF BACHELOR OF SCIENCE DEGREE PROGRAM IN HOMELAND SECURITY AND EMERGENCY PREPAREDNESS

Mr. Abbate introduced the resolution for the new degree program and called the Board's attention to the documents describing the degree. A degree in Homeland Security is especially timely and this one takes a broad approach, ranging from constitutional law to technical knowledge for practitioners. Mr. Seaton added information on the outcomes-based approach taken for the development of the curriculum. We developed the degree in response to a request from the Coast Guard. Built on our existing Certificate Program in Homeland Security, the degree will also be offered to practitioners in the state of New Jersey. This is the first Bachelor of Science degree to be offered by the Heavin School, and is the first of several multi-disciplinary degrees, which cross boundaries between the College's schools. There has been great interest in the Homeland Security degree, since it can be offered entirely at a distance.

Mr. Abbate 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 degree in Homeland Security and Emergency Preparedness 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 degree in Homeland Security and Emergency Preparedness as presented and incorporated herein by reference.

Mr. Abbate made, and Reverend Justice seconded, the 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.

The action taken herein is pursuant to an evaluation of each employee's work performance and the recommendation of the President.

Mr. Carnevale made, and Ms. Hammond 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.

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

NEW BUSINESS

The Board expressed appreciation via resolution to outgoing student Trustee Annie Pott, who said she had been glad to serve and would be continuing to be an ambassador and advocate for the College.

Dr. Pruitt also presented Norma Blake with a congratulatory plaque on her award as Librarian of the Year. Dr. Pruitt also recommended that Eric Lear be appointed to fill out Rosie Saez's unexpired term on the Board of Trustees and that we will be working to present this nomination to the Governor's Appointments Counsel.

CONSIDERATION OF FY 2009 MEETING DATES

Dr. Pruitt presented the following resolution:

The Board of Trustees of Thomas Edison State College does hereby approve the following meeting dates for FY 2009:

September 12, 2008	-	10:00 a.m.
December 12, 2008	-	10:00 a.m. [as amended]
March 6, 2009	-	10:00 a.m.
June 5, 2009	-	2:00 p.m.

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

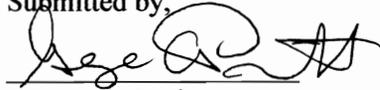
APPOINTMENT OF NOMINATING COMMITTEE

Ms. Hammond, Mr. Abbate, and Mr. Arndt were appointed to serve on the Nominating Committee.

ADJOURNMENT

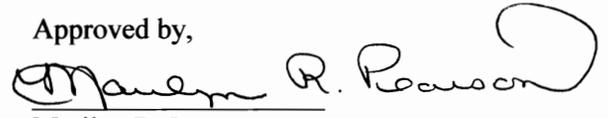
Mr. Fricke made, and Mr. Myers seconded, the motion to adjourn. The motion carried unanimously, and the meeting was adjourned at 4:00 p.m.

Submitted by,



George A. Pruitt
Secretary of the Board

Approved by,



Marilyn R. Pearson
Chairperson