

101 W. State St.  
Trenton, NJ 08608-1176  
www.tesc.edu

Office of the President  
(609) 984-1105  
FAX: (609) 989-9321  
gpruitt@tesc.edu

## MINUTES

### BOARD OF TRUSTEES MEETING

### THOMAS EDISON STATE COLLEGE

December 11, 2009

**MEMBERS PRESENT:** George Pruitt; J. Stanley Justice, Chair; Eric Lear, Vice-Chair; Fred Abbate; Richard Arndt; George Fricke; E. Harvey Myers; Marilyn Pearson; Barbara Hare, Student; and Stacy Slomko, Student.

**MEMBERS ABSENT:** Nicholas Carnevale

**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; Esther H. Paist; Robin Walton, and Linda Vasbinder

Reverend Justice officially called the public meeting to order at 10:00 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 Stacy M. Slomko meets the criteria; and

**WHEREAS:** The President of the College does hereby nominate Stacy M. Slomko 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 Stacy M. Slomko as student trustee alternate effective December 11, 2009, 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 2011.

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

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

#### **MINUTES**

The Minutes of the September 11, 2009, meeting were presented by Reverend Justice for approval and adoption.

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

#### **PRESIDENT'S REPORT**

Dr. Pruitt updated the Board on events that have taken place since the last meeting. We had a wonderful commencement and gala. The College's Master of Arts in Educational Leadership degree program was granted accreditation by the Teacher Education Accreditation Council, and ours is the first non-classroom-based program to have gotten such accreditation. And our Flash Track mobile learning program has been awarded a \$250,000 FIPSE grant. This is a competitive Federal grant based on the merits of our program.

Dr. Pruitt also commented on the recent gubernatorial election, mentioning that Christie won and that there was a very low turnout for the election. Susan Cole is representing higher education on the gubernatorial transition team. It would seem that the new administration will be looking at things that can be done without spending money and that can increase efficiency and productivity. Whatever the case may be, the College is well positioned, with its strong enrollments and ability to create efficiencies, to ride out any further budget cuts. On the other hand, the State Library is truly vulnerable, since it depends on state aid almost entirely.

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

Committee Chairman George Fricke reported on the Administration and Finance Committee meeting held in November. He commented on the Committee's review of the College's Budget Request, saying that it was very well done. This document will be sent to the full Board. Mr. Scheiring commented on the fact that our request is not for increased support; rather it is for money to fund current mandates and for reimbursement of money already promised (e.g., stimulus money).

Mr. Fricke noted that two years ago, as a result of a state audit, we expanded the scope of work for the external auditors such that they now conduct a compliance review of all travel expenditures for the President and all College officers. He reported that again this year, KPMG completed this compliance review of all such travel and found that we are in compliance with all applicable policies and requirements. Mr. Fricke noted that the reports on the travel audits are routinely presented to the Administration and Finance committee. Mr. Fricke went on to comment that in the private meeting the Committee had with the representatives of KPMG, they said they were extremely pleased with the professionalism of College staff and their participation in the audit process, which had resulted in a clean audit.

Mr. Fricke also reported on Ms. Blake's information on the sunseting library regulations. Ms. Blake explained that the Board has authority on Library regulations and described the sunseting regulations. She explained that she will bring back revisions on these for discussion at the September meeting. Finally, Mr. Fricke mentioned that the financial results for the first quarter are outstandingly positive, especially under the prevailing economic conditions. Mr.



Scheiring referred the Board to the financial report contained in the Board book and pointed out that although our revenues are higher than those for last year, what is really important is that expenses are down by 2.6% compared to last year's in terms of real dollars. The Library, on the other hand, has been hit by many cuts in funding, and we will have to set priorities regarding state aid programs and database acquisition. Even here, however, the Library's budget will be balanced.

#### **CONSIDERATION OF BID WAIVERS**

Mr. Fricke elaborated on each bid waiver request. Dr. Pruitt commented on why having MWW assist the College with getting funding from federal sources is both important and productive. We expect a good return-on-investment in this area.

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 \$30,100 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 programs at a cost that may exceed the bid threshold of \$30,100;
- renew our contract with MWW Group, a bi-partisan Washington, DC-based government relations firm, to tailor a program that will assist us in securing direct federal funding opportunities through extensive research of grant opportunities, at a cost of approximately \$100,000;
- hire a contractor to perform minor roof repairs on the Kuser Mansion facility at an approximate cost of \$45,000;
- upgrade the workstations at the Academic Center at an approximate cost of \$275,000;
- secure the services of a new advertising agency at an approximate cost of \$700,000;

- use TMP Directional Marketing for Search Engine Marketing for search-engine marketing services at an approximate cost of \$100,000; and
- secure consultant services to develop a Business Continuity Plan at a cost of approximately \$75,000

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 services of mentors and course-construction consultants for the College's Directed Independent Adult Learning and graduate programs at a cost that may exceed the bid threshold of \$30,100; renew our contract with MWW Group, a bi-partisan Washington, DC-based government relations firm, to tailor a program that will assist us in securing direct federal funding opportunities through extensive research of grant opportunities, at a cost of approximately \$100,000; hire a contractor to perform minor roof repairs on the Kuser Mansion facility at an approximate cost of \$45,000; upgrade the workstations at the Academic Center at an approximate cost of \$275,000; secure the services of a new advertising agency at an approximate cost of \$700,000; use TMP Directional Marketing for Search Engine Marketing for search-engine marketing services at an approximate cost of \$100,000; and secure consultant services to develop a Business Continuity Plan at a cost of approximately \$75,000.

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

#### **REPORT OF THE ACADEMIC AFFAIRS COMMITTEE**

Mr. Abbate reported on the meeting of the Academic Affairs committee. He elaborated on the resolution concerning the certificate program in renewable energy and energy efficiency, saying that there is a real need for this. Likewise, the proposed bachelor's degree is broad based and will have wide appeal. As in other joint degrees with UMDNJ, we will provide the general education courses. Mr. Seaton also explained why we are retiring some degree programs with low enrollment and replacing them with a more generalized degree program. Finally, in response to a question from a Trustee, Mr. Seaton explained that all certificate programs are designed such that they can transfer seamlessly to a full degree program. Certificates are also popular with those who already have degrees but need to update their credentials.

#### **CONSIDERATION OF BACHELOR OF SCIENCE IN IMAGING SCIENCES JOINT DEGREE PROGRAM WITH UMDNJ**

Mr. 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 curricula and academic policies of the College; and



**WHEREAS:** The Academic Council reviewed and recommended for approval the Bachelor of Science in Imaging Sciences joint degree program with University of Medicine and Dentistry of New Jersey 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 approve the Bachelor of Science in Imaging Sciences joint degree program with University of Medicine and Dentistry of New Jersey as presented and incorporated herein by reference.

Mr. Abbate moved, and Reverend Justice seconded, the motion to adopt the resolution. The motion carried unanimously.

#### **CONSIDERATION OF MASTER OF SCIENCE IN APPLIED SCIENCE AND TECHNOLOGY DGREE PROGRAM**

Mr. 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 curricula and academic policies of the College; and

**WHEREAS:** The Academic Council reviewed and recommended for approval the Master of Science in Applied Science and Technology degree program 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 approve the Master of Science in Applied Science and Technology degree program as presented and incorporated herein by reference.

#### **CERTIFICATE PROGRAM IN RENEWABLE ENERGY EFFICIENCY**

Mr. 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 curricula and academic policies of the College; and

**WHEREAS:** The Academic Council reviewed and recommended for approval the Certificate in Renewable Energy and Energy Efficiency program 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 approve the Certificate in Renewable Energy and Energy Efficiency program as presented and incorporated herein by reference.

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

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

Mr. Seaton stated that this is yet another increase in number of graduates over last year.

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 December 11, 2009, 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 Ms. Pearson 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. Arndt made, and Ms. Hammond seconded, a motion to adopt the resolution. The motion carried unanimously.

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

Dr. Pruitt added that we will now be adding staff to work with our military students and 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. Lear made, and Ms. Pearson seconded, a motion to adopt the resolution. The motion carried unanimously.

#### **NEW BUSINESS**

Mr. Seaton informed the Board about the many additional federal requirements regarding financial aid reporting. He also mentioned that the federal financing aid program has been funded this year by stimulus money. It is not clear what will be done in this regard going forward.


#### **ADJOURNMENT**

There being no further business, Mr. Arndt made, and Ms. Hammond seconded, a motion to adopt a resolution to adjourn. The motion carried unanimously.

#### **EXECUTIVE SESSION**

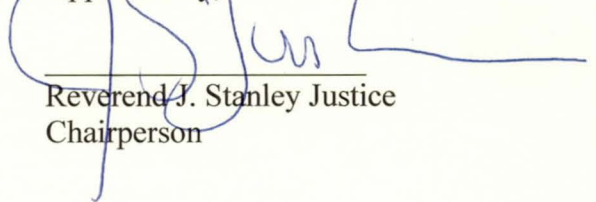
Dr. Pruitt briefed the Board on matters related to the review of the College currently being conducted by the New Jersey SCI. Attorney Bill Harla is advising the College on the review, and Mr. Harla elaborated on Dr. Pruitt's briefing and was available to answer questions posed by the Trustees. Dr. Pruitt also discussed various personnel matters, updating the Board on these, as well.

Submitted by,



George A. Pruitt  
Secretary of the Board

Approved by,



Reverend J. Stanley Justice  
Chairperson