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MINUTES

BOARD OF TRUSTEES

THOMAS EDISON STATE COLLEGE

June 7, 2002

MEMBERS PRESENT

Harvey Myers, Vice Chair; Richard Arndt; Nicholas Carnevale; Christopher Daggett; George Fricke; Ida Hammond; Virginia Lofft, student; Kathleen Soucek, student; George A. Pruitt, President.

MEMBERS ABSENT

Carole Nerlino-Cerepak, Chair; Fred Abbate; Thomas O'Neill.

ALSO PRESENT

William Seaton, Vice President and Provost; John Thurber, Vice President for Public Affairs; Michael Scheiring, Vice President and Treasurer; Norma Blake, State Librarian; Esther Paist, Executive Assistant to the President; Ann Marie Senior, Director of Institutional Research and Outcomes Assessment; Alicia Malone, Union Representative

Vice Chairman Harvey Myers, 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 2:00 p.m.

MINUTES

The Minutes of the March 8, 2002, meeting were presented for approval and adoption. Chris Daggett moved and Ida Hammond seconded a motion to adopt the minutes. Motion carried (8-0).

PRESIDENT'S REPORT

The Middle States Site Visit was successful and affirming of the good work of the College. The Site Visit Team's report and our commentary have been forwarded to the Middle States Association. After the meeting of the Middle States Commission, the report of the Site Visit Team will be shared with the Board of Trustees.

Dr. Pruitt commented on the State's fiscal situation. He referred to the reductions in State support and implications that will have, especially in light of the "back-loaded" union contract with its 4.5–9.5 percent increases. The public sector colleges and universities' cut amounts to some \$12.8 million. If we were to make up these cuts while also providing mandated salary increases solely with revenues generated by tuition, the tuition increase would be an unacceptable 27 percent. Using other resources and through careful budgeting, Thomas Edison State College has been able to keep our tuition increase to 10 percent. Dr. Pruitt has represented the New Jersey Presidents' Council, testifying before the Legislature in advocacy of the 12 senior public colleges. However, a State budget deficit seems inevitable.

The declining state support does not affect Thomas Edison State College as much as it affects other institutions since our state support was only at 35 percent to begin with. Moreover, the restructuring of our fee system has also been beneficial, as has our growth in the number of applicants and enrollments, which has generated increased revenue.

Dr. Pruitt stated his pride in the work of the College in a time of difficulty and demand. Our Middle States review and our fiscal management are worthy of praise. Dick Arndt echoed these words of commendation.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

George Fricke went over the points made in the minutes of the Administration and Finance Committee meeting held in May. Michael Scheiring also reported on the good financial shape of the College, as reflected in the third quarter results and their having exceeded budget. The fourth quarter's revenue also promises to be good. We are also doing well at holding down expenses. The state-controlled formula-driven aspects of the budget must be planned for, and the College is doing well at this. Moreover, the McGreevey administration has intervened to reinstate support for the Library's Internet hub program, the building program, and the entire Library budget.

CONSIDERATION OF FY 2003 FEE INCREASE

George Fricke presented the following resolution regarding the FY 2003 fee increase:

- 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 15, 2002, 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 2002, 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, 2002.

Nicholas Carnevale moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (8-0).

CONSIDERATION OF BID WAIVERS

George Fricke presented the following resolution regarding bid waivers:

- WHEREAS:** The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$18,600 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 Requests," and

WHEREAS: The College is requesting bid waivers

- to use the services of faculty and course-construction consultants for the College's Distance and Independent Adult Learning and Graduate Studies program at a cost that may well exceed the current bid threshold of \$18,600;
- to continue to use the services of its advertising agency for promoting the College's image and enrollment advertising campaigns at a cost of \$500,000;
- to publish a new Graduate Prospectus in August 2002 at an anticipated cost not to exceed \$25,427 for 17,500 pieces;
- to use Palinet services to support cataloging materials purchased for the State Library collection, as well as other associated State Library projects at an anticipated cost of \$220,000;
- to use Epixtec to provide hardware and software maintenance for the State Library's Integrated Online Library System at an estimated cost of \$45,000;
- to purchase equipment for Audiovision for the Library for the Blind at a cost not to exceed \$97,000;
- to negotiate statewide contracts with database vendors to provide access to electronic informa-

tion for over 300 public libraries in New Jersey at a cost not to exceed \$1.5 million;

- to seek alternate travel services for the College in an effort to reduce cost increases;
- to contract with professional services vendor(s) for using federal Center of Disease Control funds to further implement electronic statewide networks, at a cost not to exceed \$330,000; and
- in the event the College is awarded a foundation grant to fund the project, to use the services of Mr. Tom Seessel as an expert consultant to prepare a report on philanthropic policy and operational lessons learned in the wake of the 9/11 attacks on the World Trade Center and the Pentagon at a cost not to exceed that which is provided for in the grant.

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 use the services of faculty and course-construction consultants for the College's Distance and Independent Adult Learning and Graduate Studies program at a cost that may well exceed the current bid threshold of \$18,600; to continue to use the services of its advertising agency for promoting the College's image and enrollment advertising campaigns at a cost of \$500,000; to publish a new Graduate Prospectus in August 2002 at an anticipated cost not to exceed \$25,427 for 17,500 pieces; to use Palinet services for cataloging materials purchased for the State Library collection and for other associated Library projects at an anticipated cost of \$220,000; to use Epixtec to provide hardware and software maintenance for the State Library's Integrated Online Library System at an estimated cost of \$45,000; to purchase equipment for Audiovision for the Library for the Blind at a cost not to exceed \$97,000; to negotiate

statewide contracts with database vendors to provide access to electronic information for over 300 public libraries in New Jersey at a cost not to exceed \$1.5 million; to seek alternate travel services for the College in an effort to reduce cost increases; to contract with professional services vendor(s) for using federal Center of Disease Control funds to further implement electronic statewide networks, at a cost not to exceed \$330,000; and in the event the College is awarded a foundation grant to fund the project, to use the services of Mr. Tom Seessel as an expert consultant to prepare a report on philanthropic policy and operational lessons learned in the wake of the 9/11 attacks on the World Trade Center and the Pentagon at a cost not to exceed that which is provided for in the grant.

Regarding the last bid waiver for using the services of consultant Tom Seessel to prepare a report on philanthropic policy, the following description was provided. Tom was approached by the Ford Foundation to do the report. Tom proposed the College as the "fiscal agent" for this project to receive the funds, disburse the funds, and do the accounting. This will provide the College with very good visibility and register Thomas Edison State College as a Ford Foundation grant awardee.

Chris Daggett moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (8-0).

CONSIDERATION OF CANDIDATES FOR DEGREE

Bill Seaton, Vice President and Provost, pointed out that this group of candidates comes from thirty-seven states and 5 foreign countries and their ages range from 18 to 67. The candidates for the associate's, baccalaureate, and master's degrees as of March 15, 2002 and May 15, 2002, are as follows: 17 candidates for Associate in Arts; 5 candidates for Associate in Science in Management; 5 candidates for Associate in Science in Management, 3 candidates for Associate in Science in Public and Social Services, 5 candidates for Associate in Science in Applied Science and Technology; 9 candidate for Associate in Applied Science; 1 candidate for Associate in Applied Science in Radiologic Technology, 272 candidates for Bachelor of Arts; 14 candidates for Bachelor of Science in Human Services; 1 candidate for Bachelor of Science in Health Sciences, 88 candidates for Bachelor of Science in Applied Science and Technology; 36 candidates for Bachelor of Science in Business Administration; and 2 candidates for Bachelor of Science in Nursing; 11 candidates for Master of Science in Management, for a total of 465 candidates.

Bill 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 15, 2002, and May 15, 2002, 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.

Virginia Lofft moved and George Fricke seconded a motion to adopt the resolution. Motion carried (8-0).

CONSIDERATION OF HONORARY DEGREE RECIPIENT

Dr. Pruitt presented the following resolution:

WHEREAS: The Honorable James E. McGreevey, New Jersey's fifty-first Governor, has distinguished himself as an elected official who has worked tirelessly in behalf of the citizens of New Jersey; and

WHEREAS: He served as Mayor of Woodbridge, New Jersey, where he led significant efforts to revitalize the business climate, improve city services, create public health initiatives, and provide young and old alike with educational opportunity in the form of access to computers and the Internet; and

WHEREAS: He served in both the State Assembly and the State Senate, where he was a very strong advocate for better government, a cleaner environment, and quality health care; now, therefore be it

RESOLVED: That the Board of Trustees of Thomas Edison State College, upon the recommendation of the President, does hereby award Governor James E. McGreevey 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 12, 2002.

George Fricke moved and Richard Arndt seconded a motion to adopt the resolution. Motion carried (8-0).

CONSIDERATION OF CONTRACT RENEWALS

Dr. Pruitt presented the recommendation for contract renewals as follows:

PRESIDENT'S OFFICE

CONTRACT RECOMMENDATIONS

Esther Paist, Executive Assistant to the President and Director of Institutional Planning	1 year	2002 - 2003
Ann Marie Senior, Director of Institutional Research and Outcomes Assessment	1 year	2002 - 2003
Constance South, Confidential Assistant	1 year	2002 - 2003
Linda Vasbinder, Confidential Assistant to the President	1 year	2002 - 2003

DIVISION OF ACADEMIC AFFAIRS

CONTRACT RECOMMENDATIONS

Susan Davenport, Director of Learner Services	1 year	2002 - 2003
Gregory Dye, Coordinator of Graduate Advisement	1 year	2002 - 2003
Sonja Eveslage, Dean of Graduate Studies & Assoc. Vice President New Program Development	1 year	2002 - 2003
Susan Friedman, Assistant Director of Learner Services: Student Information Technology and Special Projects	1 year	2002 - 2003
Donald Hart, Director of Faculty Consultant Development	1 year	2002 - 2003
Evette Jackson, Registration Supervisor	1 year	2002 - 2003
Judith Krom, Associate Dean/Human Services Degrees	1 year	2002 - 2003
James Lehman, Director of Test Development and Research	1 year	2002 - 2003
Maxine Lentz, Vice Provost and Academic Dean	1 year	2002 - 2003
Susan McMullen-O'Brien, Associate Dean and Dir. of Nursing	1 year	2002 - 2003
James Owens, Director of Financial Aid	1 year	2002 - 2003
Catherine Peck, Director of Instructional Services	1 year	2002 - 2003
Ann Prime-Monaghan, Asst. Director of Learner Services - Advisement	1 year	2002 - 2003
Catherine Punchello, Associate Registrar	1 year	2002 - 2003
James Ratigan, Director of Corporate Higher Education Programs	1 year	2002 - 2003
Sharon Smith, Registrar	1 year	2002 - 2003
Esther Taitsman, Associate Dean/Director Graduate Studies	1 year	2002 - 2003
Deborah Terry, Instructional Services Coordinator	1 year	2002 - 2003
Janice Toliver, ADA Coordinator	1 year	2002 - 2003
Pieter H. R. van Zyl, Acting Associate V. P. Distance Education	1 year	2002 - 2003
Donna Watson, Assistant Director of Learner Services - Evaluation	1 year	2002 - 2003
Maureen Woodruff, Managing Assistant Director I	1 year	2002 - 2003

DIVISION OF ADMINISTRATION AND FINANCECONTRACT RECOMMENDATIONS

Carron Albert, Assoc. Vice President of Admin. & Finance and Director of Human Resources	1 year	2002 - 2003
Anna Benitz, Assistant Controller	1 year	2002 - 2003
James Brossoie, Assistant Director MIS	1 year	2002 - 2003
Edward George, Director of Shipping and Receiving	1 year	2002 - 2003
Mark Gordon, Director of Special Studies	1 year	2002 - 2003
Mary Hack, Director of Administrative Services	1 year	2002 - 2003
Farouk Hassieb, Controller	1 year	2002 - 2003
Drew Hopkins, Chief Information Officer	1 year	2002 - 2003
Philip Sanders, Administrator of Student Fees and Revenues	1 year	2002 - 2003
Michael Scheiring, Vice President and Treasurer	1 year	2002 - 2003
Mindi Shalita, Associate Director of Benefits & Payroll	1 year	2002 - 2003
Christopher Stringer, Deputy Controller	1 year	2002 - 2003
M. Jay Williams, Director of Budget and Analysis	1 year	2002 - 2003
Vincent Zicolello, Assistant Dir. Admin. Education Technology	1 year	2002 - 2003

DIVISION OF PUBLIC AFFAIRSCONTRACT RECOMMENDATIONS

Maria Abbamont, Associate Fellow	1 year	2002 - 2003
Patricia Burch Byers, Director of Major Gifts	1 year	2002 - 2003
Jessica DeKoninck, Fellow (Research Director)	1 year	2002 - 2003
Deborah Devigili, Confidential Admin. Assistant 3	1 year	2002 - 2003
Janet Eickhoff, Marketing Relationship Manager	1 year	2002 - 2003
Kimberly Eresia, Marketing Relationship Manager	1 year	2002 - 2003
David Hoftiezer, Contact Center Supervisor	1 year	2002 - 2003
Gordon Holly, Director of Admissions	1 year	2002 - 2003
Karen Hume, Director of Publications	1 year	2002 - 2003
Stephanie McLemore, Director of College Development	1 year	2002 - 2003
Louis Martini, Director of Military Education	1 year	2002 - 2003
Patricia Memminger, Director of Alumni Affairs	1 year	2002 - 2003
Marie R. Power-Barnes, Director of Marketing and College Relations	1 year	2002 - 2003
Juliette Punchello, Marketing Relationship Manager	1 year	2002 - 2003
John Thurber, Vice President for Public Affairs	1 year	2002 - 2003
Nelida Valentin, Fellow	1 year	2002 - 2003
Stanley Van-Ness, Executive Fellow	1 year	2002 - 2003
William Watson, Executive Director, Watson Institute for Public Policy	1 year	2002 - 2003

NEW JERSEY STATE LIBRARYCONTRACT RECOMMENDATIONS

Ralph Bingham, Associate Director I	1 year	2002 - 2003
Norma Blake, State Librarian	1 year	2002 - 2003
Colleen Daze, Associate State Librarian	1 year	2002 - 2003
Brian Goldsmith, Associate State Librarian	1 year	2002 - 2003
Christine Keresztury, Associate Director I	1 year	2002 - 2003

Carol Nersinger, Associate State Librarian
Deborah Toomey Rutledge, Associate State Librarian

1 year 2002 - 2003
1 year 2002 - 2003

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.

Chris Daggett moved and George Fricke seconded a motion to adopt the resolution. Motion carried (6-0).

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 list provided and incorporated herein by reference.

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

Chris Daggett moved and George Fricke seconded a motion to adopt the resolution. Motion carried (6-0).

NEW BUSINESS

Dr. Pruitt presented the following resolution:

The Board of Trustees, President, and staff of Thomas Edison State College wish to heartily thank Ms. Kathleen M. Soucek for her dedicated service as Student Trustee and for her specific and special interest in the growth and development of Thomas Edison State College.

We applaud Ms. Soucek's accomplishments and commend her continued interest in the College, and we look forward to a continuing relationship with her.

Nicholas Carnevale moved and Richard Arndt seconded a motion to adopt the resolution. Motion carried (8-0)

APPOINTMENT OF NOMINATING COMMITTEE

E. Harvey Myers appointed the following Board members to the Nominating Committee:

Fred Abate
Richard Arndt
George Fricke

CONSIDERATION OF FY 2003 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 2003:

September 6, 2002	-	10:00 a.m.
December 6, 2002	-	10:00 a.m.
March 7, 2003	-	10:00 a.m.
June 6, 2003	-	2:00 p.m.

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

Chris Daggett moved and George Fricke seconded a motion to adopt the resolution. Motion carried (8-0).

CONSIDERATION OF RESOLUTION FOR CAROLE NERLINO SUITE

Dr. Pruitt presented the following resolution:

WHEREAS: Ms. Carole A. Nerlino-Cerepak has served the College as a loyal alumna (BSBA, 1986) on both its Foundation Board (from 1987 to 1990) and on its Board of Trustees (from June, 1990, to the present); and

WHEREAS: Ms. Nerlino-Cerepak has served the College as Chairperson of its Board of Trustees (from September, 2000, to the present); and

WHEREAS: She has provided these years of service and leadership with utmost dedication and distinction; and

WHEREAS: The College wishes to recognize honor, and celebrate her devotion to its mission, students, and staff; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College, upon the recommendation of the President, does hereby rename the space formerly known as "Room 132/Board Room Suite" as the "Carole A. Nerlino-Cerepak Suite"; and be it further

RESOLVED: That an appropriate designation of this area as the "Carole A. Nerlino-Cerepak Suite" will be displayed.

Nicholas Carnevale moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (8-0).

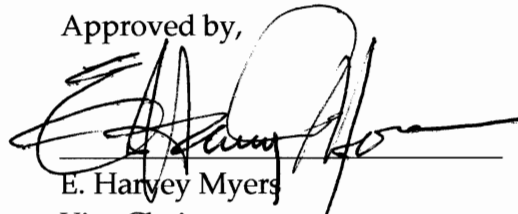
There being no further business, Kathleen Soucek moved and Chris Daggett seconded a motion to adjourn. Motion carried (8-0).

Submitted by,



George A. Pruitt
Secretary to the Board

Approved by,



E. Harvey Myers
Vice Chairman