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**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**THOMAS EDISON STATE COLLEGE**  
**September 9, 2011**

**MEMBERS PRESENT:** J. Stanley Justice, Chair; George Pruitt; Fred Abbate; Richard Arndt; Ida Hammond; Brian Maloney; Marilyn Pearson; Eric Lear; Gualberto Medina; E. Harvey Myers; Debra Schmelzer, Student; and Cynthia Diogo, 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; Mary Ellen Caro, Vice President of Enrollment Management and Learner Services; Norma Blake, New Jersey State Librarian; Barbara Kleva, General Counsel; Terri Tallon-Hamill, Executive Assistant to the President; and Robin Walton, Director of Government Affairs.

Reverend Justice officially called the public meeting to order at 10:00 a.m., followed by a statement of public notice pursuant to the Open Public Meetings Act N.J.S.A. 10:4-6 to 10:4-21.

**SWEARING IN OF STUDENT TRUSTEE**

Reverend Justice 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 Debra E. Schmelzer meets the criteria; and

**WHEREAS:** The President of the College does hereby nominate Cynthia K. Diogo 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 Cynthia K. Diogo as student trustee alternate effective September 10, 2011, 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 2013.

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

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

### **CONSIDERATION OF MINUTES**

The Minutes of the June 3, 2011, meeting were presented by Reverend Justice for approval and adoption.

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

### **CONSIDERATION OF FY 2011 AUDIT REPORT**

Dr. Pruitt pointed out that today's report and action serves as provisional acceptance in that the Administration, Audit, and Finance committee will consider the audit in detail at its October 28, 2011, meeting. The audit will be brought back for approval to the full Board at the December 2011 meeting. He also noted that the College suffered a 66.8% cut in state funding, which equated to a 3.5 million dollar loss. Coupled with \$1 million in additional compensation due to contractually mandated salary increases, the College showed a deficit for the first time in its history. Because of the College's association with the State Library, and the diligent work of Norma Blake and her team, the balance sheet for the entire organization will show a surplus.

Auditor Jane Letts-Parvesse presented the audit report using the draft financial statement. She noted that all significant policies are disclosed and that no difficulties were encountered in performing the audit. Ms. Letts-Parvesse also noted that the organization performed very well in spite of its financial circumstances.

### **PRESIDENT'S REPORT**

Dr. Pruitt updated the Board regarding a \$200,500 grant received from the Nuclear Regulatory Commission. The grant is targeted for course development in the Bachelor of Science Applied Science and Technology program for courses leading to certification by the Accreditation Board for Engineering and Technology (ABET).

In other remarks, Dr. Pruitt reported on the external marketing initiative undertaken by the College. Stamats, an integrated marketing and communications firm was hired by the College to provide strategic marketing approaches to recruitment. Dr. Brenda Harms presented an

abbreviated review of the student data gathered by way of an electronic survey. A rich discussion regarding the survey instrument, scoring, and areas of opportunity followed the presentation.

Dr. Pruitt introduced Dr. Senior's presentation on year-end key numbers, saying that we had surpassed the 20,000 mark for student enrollments. Dr. Senior's presentation covered the overall statistical profile of enrolled students, as well as enrollment and revenue comparisons. Dr. Pruitt added that our mission statement is what we do, but to be able to do it, we have to create the resources to support the highest quality of education and services.

#### **CONSIDERATION OF INCREASED BIDDING THRESHOLD**

Dr. Pruitt explained that it was our tradition to keep in line with the State and that the resolution was a request to maintain this practice.

Reverend Justice introduced the resolution for the bidding threshold.

**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:** Under authority provided in the State College Contracts Law, the State Treasurer, after consulting with the Governor, periodically reviews and adjusts the bidding threshold level; and

**WHEREAS:** The threshold for competitive bidding has been raised by "State College Contract Law" to \$30,700 effective July 1, 2011; 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 by increasing the public bidding threshold from \$30,100 to \$30,700 for all covered purchases and contracts handled through open, competitive bidding.

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

#### **CONSIDERATION OF BANKING SERVICES**

Dr. Pruitt discussed the banking services handout. Mr. Scheiring informed the Board of the evaluation process undertaken for selecting banking services.

Reverend Justice 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 newspaper;

- WHEREAS:** Thomas Edison State College on May 2, 2011 publicly advertised and issued an RFP for banking and credit card services; and
- WHEREAS:** Six banks and two credit card firms submitted bids on June 23, 2011 by the date, time, and location for receipt of bids; and
- WHEREAS:** One of the bid proposals was rejected for not meeting the RFP requirements; and
- WHEREAS:** The Thomas Edison State College Banking Evaluation Committee reviewed the remaining bids and submitted a recommendation to award the bid to Bank of America for banking and credit card services for a period of three years with an option to renew; now, therefore be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College, upon the recommendation of the President, does hereby concur with the bid award to Bank of America.

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

#### **CONSIDERATION OF ACADEMIC COUNCIL APPOINTMENT**

Mr. Seaton explained the qualifications of Dr. Levitt. Mr. Medina queried the duties of the Council. Mr. Seaton explained that the Council was the independent eyes of the programs and policies of the College.

Reverend Justice presented the resolution for Academic Council Appointment.

**The Board of Trustees of Thomas Edison State College does hereby appoint Kenneth Levitt to a three-year term on the Academic Council of Thomas Edison State College. The action herein taken is pursuant to a recommendation by the President of the College.**

Mr. Medina moved, and Mr. Myers seconded a motion to adopt the resolution. The motion carried unanimously.

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

Mr. Seaton mentioned that the list of candidates presented revealed a 50% increase of graduates over the past five years.

Reverend Justice presented the resolution for Candidates for Degree.

**The Board of Trustees of Thomas Edison State College does hereby approve the awarding of the appropriate degrees to those June 3, 2011 candidates cited on the lists provided and incorporated herein by reference.**

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

### CONSIDERATION OF PERSONNEL ACTIONS

Reverend Justice presented the following resolution for adoption:

**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. Medina made, and Mr. Maloney seconded a motion to adopt the resolution. The motion carried unanimously.

### NEW BUSINESS

Ms. Pearson discussed the outcome of the Nomination and Governance Committee meeting held in August 2011. She made a recommendation based upon Committee consent to nominate Eric Lear as Chair, and Gualberto Medina as Vice Chair of the Board.

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

Dr. Pruitt presented Reverend Justice with a ceremonial gavel. He graciously accepted it, along with thanks and congratulations from his fellow Trustees.

### ADJOURNMENT

There being no further business to discuss, Reverend Justice asked for a motion to adjourn.

Mr. Lear made, and Mr. Maloney seconded a motion to adjourn. The motion carried unanimously. The meeting was adjourned at 11:55 a.m.

### EXECUTIVE SESSION

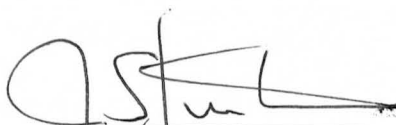
The Board of Trustees met in executive session immediately following the open public meeting, for the purpose of discussing the President's annual evaluation.

Submitted by,

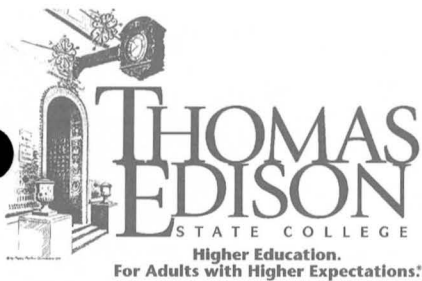


George A. Pruitt  
Secretary to the Board

Approved by,

  
J. Stanley Justice  
Chairman





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## THOMAS EDISON STATE COLLEGE

### BOARD OF TRUSTEES

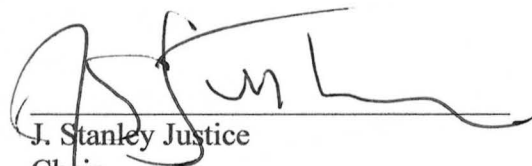
### EXECUTIVE SESSION MINUTES

September 9, 2011

**MEMBERS PRESENT:** J. Stanley Justice, Chair; Eric C. Lear, Vice Chair, Marilyn R. Pearson, Ida B. Hammond; Fred J. Abbate; Gualberto Medina; Brian T. Maloney; E. Harvey Myers; Richard W. Arndt

**ALSO PRESENT:** George A. Pruitt, President

The Thomas Edison State College Board of Trustees met in executive session on September 9, 2011, to evaluate the performance of President George Pruitt. The Board is very pleased with the President's leadership of the College, both educational and professional. In assessing compensation for the President, the Board of Trustees at the recommendation of the President, elected to defer any increase in his current salary. Nevertheless, the Board unanimously congratulates President Pruitt for a consistent and extraordinary year for Thomas Edison State College.

  
J. Stanley Justice  
Chair