

**MINUTES  
BOARD OF TRUSTEES MEETING  
THOMAS EDISON STATE COLLEGE  
December 12, 2014**

**MEMBERS PRESENT:** Gualberto Medina, Chairman; Brian Maloney, Vice Chairman; George A. Pruitt; Fred Abbate; Richard Arndt; J. Stanley Justice; Eric R. Lear; E. Harvey Myers; and Frances Parrales (student trustee).

**MEMBERS ABSENT:** Ida Hammond; Marilyn Pearson; and Anthony Buffardi (student trustee).

**ALSO PRESENT:** William Seaton, Vice President and Provost; John Thurber, Vice President for Public Affairs; Dennis Devery, Vice President for Planning and Research; Mary Ellen Caro, Vice President for Enrollment Management and Learner Services; Christopher Stringer, Vice President for Administration and Finance; Robin Walton, Vice President for Community and Government Affairs; Barbara Kleva, General Counsel; Mary Chute, State Librarian; and Linda Meehan, Chief of Staff and Secretary to the Board.

Mr. Medina officially called the public meeting to order at 10:07 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.

**CONSIDERATION OF MINUTES**

The Minutes of September 12, 2014, were presented by Mr. Medina for approval and adoption. Mr. Arndt made, and Mr. Lear seconded, a motion to accept the resolution. The motion carried unanimously.

**PRESIDENT'S REPORT**

Dr. Pruitt introduced Dr. Karen Sanders who observed the meeting in her capacity as his mentee from the AASCU Millennium Leadership Initiative. Dr. Sanders is currently the Associate Vice Provost for Undergraduate Academic Affairs and Director of Student Success at Virginia Tech. Also observing the meeting was Mrs. Pamela Pruitt, doctoral student at the University of Pennsylvania and Director of Multicultural Affairs at Rider University.

Dr. Pruitt then reported on developments since the September, 2014 board meeting, indicating that the September 20, 2014 commencement ceremony was well-attended with 500 graduates participating, and that Mr. E. Harvey Myers and Congressman Rush Holt were each recipients of the honorary degree, Doctor of Humane Letters, *honoris causa*. In addition, the Thomas Edison State College Foundation Gala held on October 4, 2014, at the Hyatt Regency Princeton was a great success and produced one of the highest reported fundraising results in years.

He indicated that we are waiting for two new appointments to the board and one reappointment to the board to be approved by the Senate Judiciary. Once we have been notified of any updated information on these appointments, he will inform the board. In addition, he is pleased to report that Assemblywoman

Bonnie Watson-Coleman was elected to Congress. She is the first alumnus of the College to be elected to Congress.

Furthermore, the College received a positive review from the Accreditation Board of Engineering and Technology (ABET). This is a very demanding and difficult evaluation process performed by the ABET team of evaluators and we received an extraordinary review with no recommendations. This is an outstanding accomplishment and he credits the School of Applied Science and Technology for this important accomplishment. He added that the Center for Learning and Technology is now open and staff has moved in to the building located at 102 West State Street.

Our enrollment is strong and on target with the mid-year results looking favorable. In addition, the College was recognized at two very well-attended events by the League of Municipalities for the 14<sup>th</sup> Annual Distinguished Public Service Award, and by the New Jersey Technology Council for the "Knowledge is Power" Award. The board congratulated Dr. Pruitt and he indicated that the awards and honors are a result of the combined efforts of all staff here at the College.

He announced that today at the Foundation Board meeting there will be a celebration acknowledging grants and gifts to the Foundation which represent the first million dollar year. He noted that the Office of Development has been working very hard towards this goal and expressed his appreciation.

#### **AUTHORIZATION TO PURSUE UNIVERSITY STATUS**

Dr. Pruitt introduced the resolution to authorize the College to take necessary steps to initiate pursuing university status. He indicated that complying with the New Jersey regulations is necessary to fulfill requirements for university status designation, noting that only three states in the United States have these regulations, which are: Massachusetts, New York, and New Jersey. He emphasized the importance of the name change to accurately communicate to the public the size of our institution as well as positioning the College better in the marketplace. The regulations currently stipulate that a college may apply for university status if it has a full-time faculty. While it would be possible to petition for a reinterpretation of the regulations, it is prudent and in the College's best interest to work with the Secretary of Higher Education to update the regulations thereby removing the regulatory bar we currently face. The College has become increasingly complex over time and with the formation of the new doctoral program as well as substantive growth and development that has occurred over the years, it is the right time for us to pursue university status.

The resolution authorizes the President to take necessary steps and actions with the New Jersey Presidents' Council and the Secretary of Higher Education. Once we receive approval of the petition, the board will be asked to then consider a resolution to adopt the name change. This may require a special board meeting in July, 2015.

Dr. Pruitt presented the resolution:

**WHEREAS: Thomas Edison State College is a high-quality, large, complex and comprehensive institution of higher learning; and**

**WHEREAS: The designation most often associated with institutions so characterized is "university"; and**

**WHEREAS: The use of the word university by an institution in New Jersey is subject to the approval of the Secretary of Higher Education; and**

**WHEREAS:** It is in the public interest to have the institution's characteristics more clearly understood; now, therefore, be it

**RESOLVED:** That the Board of Trustees does hereby authorize the President of the College to execute those steps necessary and appropriate to secure state approval for using the word "university" in the institution's name.

Mr. Maloney moved, and Mr. Lear seconded a motion to adopt the resolution. The motion carried unanimously.

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

Mr. Maloney reviewed the information presented at the Administration, Audit, and Finance Committee meeting held on November 17, 2014. He reported that the audit was reviewed by the committee and noted that the audit was clean with no deficiencies adding that the College and the New Jersey State Library are quite strong. He added that when the committee met in private with the auditors, the auditors informed them of the impressive, professional, and cooperative behavior they witnessed from both the College and the Library. Mr. Medina added that the level of experience of the auditors is really very impressive and that the auditors assigned to us are exceptional.

Mr. Stringer reported the College realized \$16.9 million, or 26 percent, of the annual revenue budget through the first quarter. This is \$1.5 million below the prior year. The decrease was due to financial aid billings. Financial aid was down due to timing between fiscal years and regulatory changes. This decrease was in annual enrollment and comprehensive tuition. Veteran tuition was 87 percent above the prior year and 270 percent of the annualized budget. The increases in veteran tuition made up for decreases in military tuition. Graduate tuition was 5 percent above the prior year. Expenses were only up 2 percent over the prior year. The surplus generated was \$2.7 million or 55 percent of the annual target.

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

Mr. Maloney presented the following resolution:

**WHEREAS:** The "State College Contracts Law, N.J.S.A. 18A:64-52 et seq. requires that contracts be made and awarded by the College, after public advertising, for bids for contracts in excess of \$32,100; and

**WHEREAS:** The State College Contracts Law, N.J.S.A. 18A:64-56, permits, in certain specified instances, that contracts may be made, negotiated, or awarded by the College by resolution of its Board of Trustees without public advertising for bids; and

**WHEREAS:** The Board of Trustees approved the Thomas Edison State College Purchasing and Contracting Policy, governing purchases and contracts for the College and Library, on December 14, 2012; and

**WHEREAS:** Background information on each bid waiver is provided in the attached document entitled "Bid Waiver Requests"; and

**WHEREAS:** The College is requesting bid waivers to do the following:

- use the services of certain mentors and course-construction consultants for the College's undergraduate and graduate programs and courses offered through the various Schools, at a cost not to exceed \$100,000 for FY 2015;
- make payments to Oak Hall Cap & Gown for up to \$50,000 for academic regalia rentals and purchases provided for the College's commencement;
- purchase annual software licenses and support for procurement/contract management software from SciQuest, Inc., for the period January 1, 2015 through December 31, 2017, at a cost not to exceed \$100,000;
- conduct a comprehensive web usability study that focuses on the College website in FY 2015, at a cost not to exceed \$125,000;
- use PSE&G for the College's utility service at 315 W. State St., 102 W. State St. and 60 W. State St. in FY 2015, at a cost not to exceed \$100,000 (\$25,000 more than previously approved at the June 2014 Board meeting);
- use the services of LBL Technologies for consulting services to maintain the College's existing Business Continuity Plan in FY 2015, at a cost not to exceed \$50,000;
- contract with Academic Management Services to continue using CoursEval for the five-year period July 1, 2014 through June 30, 2019, at a cost not to exceed \$100,000;
- hold the National Institute on the Assessment of Adult Learning 2015 from June 2-4, 2015, at the Hyatt Regency Hotel in Philadelphia, Pennsylvania, at an approximate cost of \$80,000;
- use the services of Oxford Communications in FY 2015 for planning, production, media placements, agency account, and creative services, at a cost not to exceed \$250,000;
- enter into a contract with a vendor to provide consulting services to support the State Library's website, at a cost not to exceed \$35,000;
- use the services of Conservation Center for Art and Historic Artifacts (CCAHA) to focus attention on urgent collections care needs for New Jersey libraries, through educational programs and training for FY 2015, at a cost not to exceed \$211,350 (\$20,000 more than previously approved at the December 2013 Board meeting); and
- use Clark, Caton, Hintz Architects for the Nursing Education Center Project, at a cost not to exceed \$225,000

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 certain mentors and course-construction consultants for the College's undergraduate and graduate programs and courses offered through the various Schools, at a cost not to exceed \$100,000 for FY 2015; make payments to Oak Hall Cap & Gown for up to \$50,000 for academic regalia rentals and purchases provided for the College's commencement; purchase annual software licenses and support for procurement/contract management software from SciQuest, Inc., for the period January 1, 2015 through December 31, 2017, at a cost not to exceed \$100,000; conduct a comprehensive web usability study that focuses on the College website in FY 2015, at a cost not to exceed \$125,000; use PSE&G for the College's utility service at 315 W. State St., 102 W. State St. and 60 W. State St. in FY 2015, at a cost not to exceed \$100,000 (\$25,000 more than previously approved at the June 2014 Board meeting); use the services of LBL Technologies for consulting services to maintain the College's existing Business Continuity Plan in FY 2015, at a cost not to exceed \$50,000; contract with Academic Management Services to continue using CoursEval for the five-year period July 1, 2014 through June 30, 2019, at a cost not to exceed \$100,000; hold the National Institute on the Assessment of Adult Learning 2015 from June 2-4, 2015, at the Hyatt Regency Hotel in Philadelphia, Pennsylvania, at an approximate cost of \$80,000; use the services of Oxford Communications in FY 2015 for planning, production, media placements, agency account, and creative services, at a cost not to exceed \$250,000; enter into a contract with a vendor to provide consulting services to support the State Library's website, at a cost not to exceed \$35,000; use the services of Conservation Center for Art and Historic Artifacts (CCAHA) to focus attention on urgent collections care needs for New Jersey libraries, through educational programs and training for FY 2015, at a cost not to exceed \$211,350 (\$20,000 more than previously approved at the December 2013 Board meeting); and use Clark, Caton, Hintz Architects for the Nursing Education Center Project, at a cost not to exceed \$225,000.

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

#### **COST DIFFERENTIAL - NURSING EDUCATION CENTER BIDS**

Mr. Maloney referenced the report included in the board materials providing an explanation for the cost differential between the estimates from Jingoli and Clarke Caton Hintz compared with the lowest qualified bidders for the Nursing Education Center project. The differential was due to several factors detailed in the report. It was determined after reviewing the explanation that we did receive a fair price and all of the bids received were comparable. The board accepted the report and explanation. This item required no board action and was for informational purposes.

## **INTERNAL CONTROL ASSESSMENT REPORT – PROCUREMENT AND CONTRACTS**

Mr. Maloney reported on the internal assessment report prepared by CliftonLarsonAllen noting that there was only one finding of there being too many with “Super User” access to the procurement IT systems to initiate, approve and release purchase order requests. At the time of the internal audit, twelve users had Super User access, and we complied with the recommendation, decreasing the number of staff with Super User access to two.

There being no further discussion regarding in internal audit, Mr. Medina introduced Mr. Seaton to present the Academic Affairs Committee report.

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

### **CONSIDERATION OF RETIREMENT OF BA JOURNALISM AREA OF STUDY**

Mr. Seaton reported that due to the decline of enrollment in the Baccalaureate Area of Study in Journalism, we are recommending retirement of our Area of Study in Journalism. Currently, there are eight students enrolled in our BA in Journalism degree program, and 142 in the BA in Communications degree program. Since the requirements of the journalism area of study overlap with the requirements of the communications area of study, the remaining students enrolled in the journalism area of study have the option of completing their degree in this specialization, or transferring to the Baccalaureate Area of Study in Communications.

Mr. Medina presented the following resolution:

- WHEREAS:** The Board of Trustees of Thomas Edison State College has the authority and the responsibility to determine the educational curriculum and academic policies of the College; and
- WHEREAS:** The Academic Council has reviewed and recommended the retirement of the Baccalaureate Area of Study in Journalism 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 retirement of the Baccalaureate Area of Study in Journalism as presented and incorporated herein by reference.

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

## **CONSIDERATION OF GRADUATE CERTIFICATE PROGRAMS**

Mr. Seaton reported on the two Graduate Certificate programs before the board for consideration.

**Gerontological Psychology** - Mr. Seaton explained that the certificate program in Geropsychology focuses on the elderly and helping them adapt to the changes they may experience with aging, communication, assisted living facilities, nursing homes, and hospitals. The demand for the program is very high.

Mr. Medina presented the following resolution:

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

**WHEREAS:** The Academic Council has reviewed and recommended the Graduate Certificate in Geropsychology 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 Graduate Certificate in Geropsychology as presented and incorporated herein by reference.

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

**Digital Humanities** - Mr. Seaton described the digital humanities certificate program noting it has the potential to develop into a graduate degree program depending on the success of the certificate program. Mr. Medina commented on the resumes and qualifications of the consultants that we plan to engage with on the programs noting that they are impressive. Mr. Seaton and the board concurred.

Mr. Medina presented the following resolution:

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

**WHEREAS:** The Academic Council reviewed and recommended the Graduate Certificate in Digital Humanities 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 Graduate Certificate in Digital Humanities as presented and incorporated herein by reference.

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

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

Mr. Seaton noted that there are 769 candidates for degree for consideration and added that this is the first group having Human Services degree candidates from the John S. Watson School of Public Service and Continuing Studies. Mr. Maloney requested that future candidates for degree data be sent to the board for review prior to the meeting rather than as a handout. The board concurred they would prefer having this data to review with their materials. Mr. Seaton indicated he would investigate the possibility.

Mr. Medina 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 12, 2014, candidates cited 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.**

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

#### **CONSIDERATION OF CONTRACT RENEWALS**

Mr. Medina presented the following resolution:

**WHEREAS: The Board of Trustees of Thomas Edison State College is authorized to approve and act on contract renewal recommendations for employees of the College, pursuant to N.J.S.A. 18A: 64-6(h) and (i), as well as for State Library employees, pursuant to N.J.S.A. 18A: 73-34; and**

**WHEREAS: The President has made the contract recommendations as indicated on the lists provided and incorporated herein by reference; and**

**WHEREAS: The action taken herein is pursuant to an evaluation of each employee's work performance; now, therefore, be it**

**RESOLVED: That 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.**

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

## CONSIDERATION OF PERSONNEL ACTIONS

Mr. Medina presented the following resolution:

**WHEREAS:** The Board of Trustees of Thomas Edison State College is authorized to approve and act on employee-appointment recommendations for employees of the College, pursuant to N.J.S.A. 18A: 64-6(h) and (i), as well as for State Library employees, pursuant to N.J.S.A. 18A: 73-34; and

**WHEREAS:** The President has made the employee-appointment recommendations as indicated on the lists provided and incorporated herein by reference; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby approve the employee-appointment recommendations as indicated on the lists provided and incorporated herein by reference.

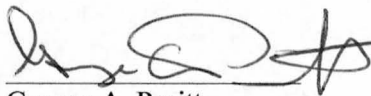
Mr. Maloney made, and Mr. Lear seconded, a motion to adopt the resolution. The motion carried unanimously.

## ADJOURNMENT

Dr. Pruitt recapped and addressed his concerns regarding the state budget and its potential negative affect on higher education, but added that we remain hopeful that higher education will be identified as one of the priorities for the State of New Jersey's budget. He added that at this time, our greatest challenge is in the compliance arena which we have been preparing for. He concluded that we are readying for a busy and historic year in pursuing university status as well as implementing our first doctoral degree program.

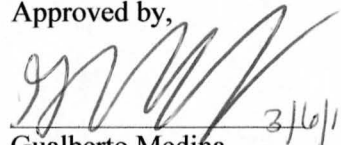
There being no further business, Mr. Medina adjourned the meeting at 11:03 a.m.

Submitted by,

 3/6/15

George A. Pruitt  
Secretary to the Board

Approved by,

 3/6/15

Gualberto Medina  
Chairperson