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**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**THOMAS EDISON STATE COLLEGE**

**June 8, 2012**

**MEMBERS PRESENT:** George Pruitt; Eric R. Lear, Chair; Richard Arndt; Brian Maloney; E. Harvey Myers; Marilyn Pearson; Gualberto Medina; Debra Schmelzer, Student; and Cynthia Diogo, Student

**MEMBERS ABSENT:** Fred Abbate; Ida Hammond; J. Stanley Justice

**ALSO PRESENT:** William Seaton, Vice President and Provost; Christopher Stringer, Vice President and Treasurer; John Thurber, Vice President for Public Affairs; Mary Ellen Caro, Vice President of Enrollment Management and Learner Services; Dennis Devery, Vice President for Planning and Research; Norma Blake, State Librarian

Mr. Lear officially called the public meeting to order at 2:00 p.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 the March 2, 2012, meeting were presented by Mr. Lear for approval and adoption. Mr. Medina made, and Mr. Maloney seconded, a motion to accept the minutes. The motion carried unanimously.

**EXECUTIVE SESSION**

Mr. Lear informed the Board of the need to adjourn into executive session to consider an issue in closed session. A motion to adjourn to Executive Session was made by Mr. Arndt and seconded by Mr. Myers through adoption of the following resolution. The motion carried unanimously.

**RESOLUTION AUTHORIZING CLOSED EXECUTIVE SESSION**

**WHEREAS:** Section 7 of the Open Public Meetings Act, Chapter 213, P.L. 1975 [NJSA 10:4-12(B)] permits the exclusion of the public from a meeting in certain circumstances; and,

**WHEREAS:** this public body is of the opinion that such circumstances presently exist; now, therefore, be it

**RESOLVED:** that the Board of Trustees of Thomas Edison State College shall exclude the public from discussion of, action on, and reviewing of the Minutes of matters including those that would violate the Family Education Rights and Privacy Act (FERPA), or confidential material subject to the health and welfare of College personnel.

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

Dr. Pruitt opened his report by stating his appreciation for the outstanding service of State Librarian, Norma Blake, who recently announced her retirement. He noted Ms. Blake's leadership and devotion to the New Jersey State Library and the College. Dr. Pruitt also congratulated student trustee Debra Schmelzer for her successful completion of all four parts of the Certified Public Account (CPA) examination.

Dr. Pruitt then mentioned the site visit made by the Evaluation Team sent by the Middle States Commission on Higher Education in connection with the College's decennial reaccreditation. He noted that the report issued by the Team as a result of the visit was extremely positive and praised the work of College staff in that effort. He expects the Team's report to be accepted by the Commission. Dr. Pruitt also reported that the College has had a very good year and that he is proud of the many accomplishments that marked FY 2012.

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

Committee Chairman Medina briefly described the Committee's deliberations on the proposed fee increase and bid waivers. He noted that the Committee has confidence in the College's budget outlook and that the third-quarter financial results were very positive. He also commented on the proposed fee increase, which the Committee reviewed thoroughly, saying that the Committee agreed that the increases were prudent and appropriately modest.

Mr. Medina presented the following resolution:

#### **CONSIDERATION OF TUITION AND 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, Audit and Finance Committee of the Board of Trustees held a public hearing at Thomas Edison State College on May 11, 2012, and considered testimony presented; and

- WHEREAS:** The Administration, Audit 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, 2012.

Mr. Medina made, and Mr. Maloney seconded, a motion to adopt the FY 2013 tuition and fee schedule. The motion carried unanimously.

### **CONSIDERATION OF BID WAIVERS**

Mr. Medina 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 \$30,700 must be publicly advertised; and
- WHEREAS:** N.J.S.A. 18A:64-56 allows the Board of Trustees to waive bidding procedures in certain circumstances; 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 Center for Directed Independent Adult Learning and its courses offered through the various Schools at a cost not to exceed \$100,000 per contract;
  - use the Fathom agency to perform search engine marketing services for student enrollment in FY 2012 at a cost not to exceed \$125,000 (\$25,000 more than previously approved at the June 2011 Board meeting);
  - use the Fathom agency in FY 2013 to perform search engine marketing for student enrollment services at a cost not to exceed \$200,000;
  - contract with vendors to provide targeted marketing efforts for student enrollment for various schools at an approximate cost of \$300,000;
  - contract with a vendor to continue the College's FY 2013 student enrollment advertising campaign at a cost not to exceed an additional \$600,000, for a total of \$1,200,000 for FY 2013 (the Board had approved a \$600,000 expenditure at the March 2, 2012 Board meeting);
  - contract with Lockheed Martin Corporation for professional consulting services for the creation of the Nurse Simulation Center at a cost not to exceed \$122,600;

- purchase technical equipment for the construction of the Nurse Simulation Center at a cost not to exceed \$350,000 for FY 2013;
- contract with Auto-Graphics, Inc., to provide a web-based catalog system for the State Library at a cost of \$317,000 per year for three years with a two-year renewal option;
- use OCLC, a worldwide library technology cooperative, for cataloging materials purchased for the State Library's collection at an approximate cost of \$65,000;
- purchase statewide database licenses from EBSCO Publishing, ReferenceUSA and Gale Informe! at a cost not to exceed \$2,441,000 for FY 2013;
- maintain and support the centralized New Jersey Connect statewide technology system at a cost not to exceed \$700,000 for FY 2013;
- continue the Consortium of User Libraries software maintenance for the Talking Book & Braille Center (TBBC) at a cost not to exceed \$32,000 for FY 2013;
- provide increased broadband access, equipment, databases/content, training and materials, advertising and promotion, and equipment at a cost of \$700,000, using federal and Gates Foundation grant funding;
- engage the services of MWW Group to develop a marketing plan for the State Library at a cost not to exceed \$48,000;
- purchase adaptive equipment for visually impaired clients served by the TBBC at an approximate cost of \$35,000;
- use the services of E-Rate Central to provide e-rate consulting and application support for public libraries that connect to JerseyConnect at a cost not to exceed \$50,000; and
- engage a firm to develop a facility master plan for the State Library at an approximate cost of \$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 Center for Directed Independent Adult Learning and its courses offered through the various Schools at a cost not to exceed \$100,000 per contract for FY 2012; use the Fathom agency to perform search engine marketing services in FY 2012 at a cost not to exceed \$125,000 (\$25,000 more than previously approved at the June 2011 Board meeting); use the Fathom agency in FY 2013 to perform search engine marketing services at a cost not to exceed \$200,000; contract with vendors to provide targeted marketing efforts for student enrollment for various schools at an approximate cost of \$300,000; contract with a vendor to continue the College's student enrollment advertising campaign at a cost not to exceed an additional \$600,000 for a total of \$1,200,000 for FY 2013; contract with Lockheed Martin Corporation for professional consulting services for the creation of the Nurse Simulation Center at a cost not to exceed \$122,600; purchase technical equipment for the construction of the Nurse Simulation Center at a cost not to exceed \$350,000 for FY 2013; use Auto-Graphics, Inc. to provide a web-based catalog system for the State Library at an approximate cost of \$317,000 per year for a three year contract, with a two-year renewal option; use OCLC, a worldwide library technology cooperative, for cataloging materials purchased for the State Library's collection at an approximate cost of \$65,000 for FY 2013; purchase statewide database licenses from EBSCO Publishing, ReferenceUSA and Gale Informe! at a cost not to exceed \$2,441,000 for

FY 2013; maintain and support the centralized New Jersey Connect statewide technology system at a cost not to exceed \$700,000 for FY 2013; continue the Consortium of User Libraries software maintenance for the Talking Book & Braille Center (TBBC) at a cost not to exceed \$32,000 for FY 2013; provide increased broadband access, equipment, databases/content, training and materials, advertising and promotion, and equipment at a cost of \$700,000, using federal and Gates Foundation grant funding; engage the services of MWW Group to develop a marketing plan for the State Library at a cost not to exceed \$48,000; purchase adaptive equipment for visually impaired clients served by the TBBC at an approximate cost of \$35,000; use the services of E-Rate Central to provide e-rate consulting and application support for public libraries that connect to JerseyConnect at a cost not to exceed \$50,000; and engage a firm to develop a facility master plan for the State Library at an approximate cost of \$75,000.

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

#### **CONSIDERATION OF EMERGENCY OPERATIONS PLAN**

Mr. Medina presented the following resolution:

- WHEREAS:** P.L. 2011, c. 214, N.J.S.A. 18A:3B-69, requires State College Boards of Trustees to develop and coordinate an emergency operations plan to ensure the continuity of essential institution functions under all circumstances; and
- WHEREAS:** As required by the Act, the plan identifies a baseline of preparedness for all potential emergencies, including pandemics, to establish a viable capability to perform essential functions during an emergency that disrupts normal operations; and
- WHEREAS:** The plan must be coordinated with State and local authorities, including the State Office of Emergency Management, local law enforcement officers, county and local health officers, county offices of emergency management, and other emergency responders; and
- WHEREAS:** The approved plan will be submitted for review and recommendations to the Commission on Higher Education, the State Office of Emergency Management, the Department of Health and Senior Services, and the Office of Homeland Security and Preparedness; and
- WHEREAS:** The Administration, Audit, and Finance Committee of the Board of Trustees has recommended the approval of the proposed emergency operations plan, including the Disaster Recovery Plan attached as Appendix A; now, therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby approve the proposed emergency operations plan.



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

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

Mr. Myers discussed details of the resolution to approve the Master of Arts in Educational Technology and Online Learning degree program. He then presented the following resolution:

#### **CONSIDERATION OF MASTER OF ARTS IN EDUCATIONAL TECHNOLOGY AND ONLINE LEARNING DEGREE PROGRAM**

**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 approved the Master of Arts in Educational Technology and Online Learning degree program as presented; and

**WHEREAS:** The President has reviewed and concurred with the recommendation as presented; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby approve the Master of Arts in Educational Technology and Online Learning degree program as presented and incorporated herein by reference.

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

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

Mr. Lear introduced the following 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 December 16, 2011, 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 the relevant degree requirements as recommended by the Academic Council and as established by the Board of Trustees.**

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

#### **CONSIDERATION OF HONORARY DEGREE RECIPIENT**

Mr. Myers introduced the resolution for the FY 2012 Honorary Degree Recipient, Robert E. Campbell. Dr. Pruitt provided background information on Mr. Campbell, and the following resolution was presented.

**WHEREAS:** Robert E. Campbell, is a distinguished leader having served as Vice Chairman of the Board of Directors of Johnson & Johnson, where he also served as Chairman of the Professional Sector Worldwide, while executing his duties as an officer in the United States Air Force; and

**WHEREAS:** He is past Chairman and Trustee emeritus of the Board of Trustees of Fordham University and the Robert Wood Johnson Foundation; is past Chairman of the Advisory Council of the Cancer Institute of New Jersey; a member of the Advisory Council for the College of Science of the University of Notre Dame; and is an Overseer of the Robert Wood Johnson Medical School; and

**WHEREAS:** He is a recipient of the Diocese of Metuchen's Humanitarian of the Year Award and received the Outstanding Philanthropist Award from the Association of Fundraising Professionals; and

**WHEREAS:** As a graduate of Fordham University and Rutgers University, and in keeping with the best spirit of what Thomas Edison State College stands for, he has maintained a lifelong interest in education and public health; therefore, now be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College, upon the recommendation of the President does hereby award Robert E. Campbell the degree of Doctor of Humane Letters, *honoris causa*; and be it further

**RESOLVED:** That said degree be conferred upon him at the College's Commencement Ceremony, to be held on September 22, 2012.

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

#### **CONSIDERATION TO RESCIND DEGREE**

As a result of matters discussed in Executive Session, a motion was made by Mr. Myers, and seconded by Mr. Arndt, to amend the agenda to include the following resolution, as presented by Mr. Myers:

**WHEREAS:** The Board of Trustees of Thomas Edison State College has the authority and the responsibility for the conferring of degrees; and

**WHEREAS:** The President, pursuant to academic policies and procedures of the College has recommended to the Academic Affairs Committee of the Board of Trustees that the degree previously awarded to Joshua S. Hinton be rescinded; and

**WHEREAS:** The Academic Affairs Committee of the Board of Trustees at its May 3, 2012, meeting concurred with the President's recommendation and recommends to the full Board that the Associate in Applied Science, Applied Electronic Studies Degree awarded to Justin S. Hinton on December 16, 2011, be rescinded; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby rescind the Associate in Applied Science, Applied Electronic Studies, Degree of Justin S. Hinton effective this day, June 8, 2012.

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

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

Mr. Lear presented the following resolution:

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

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

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

#### **NEW BUSINESS**

#### **CONSIDERATION OF FY 2013 MEETING DATES**

Mr. Lear asked for a motion to adopt the schedule of meeting dates for FY 2013.

**The Board of Trustees of Thomas Edison State College does hereby approve the following meeting dates for FY 2013:**

September 7, 2012	-	10:00 a.m.
December 14, 2012	-	10:00 a.m.
March 8, 2013	-	10:00 a.m.
June 7, 2013	-	2:00 p.m.

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



Mr. Maloney made, and Mr. Myers seconded, a motion to adopt the Board of Trustees FY 2013 meeting dates. The motion carried unanimously.

#### **CONSIDERATION OF RECIPIENTS OF DISTINGUISHED SERVICE AWARD**

Dr. Pruitt discussed the individual merits and contributions of each of the individuals proposed for a Distinguished Service Award. The following resolutions were presented and adopted unanimously.

#### **CONSIDERATION OF DISTINGUISHED SERVICE AWARD – NORMA E. BLAKE**

**WHEREAS:** Norma E. Blake has been the New Jersey State Librarian since February 2001; and

**WHEREAS:** Ms. Blake has demonstrated rare and special leadership and devotion to the growth and development of the State Library and to the College; and

**WHEREAS:** Ms. Blake is deserving of extraordinary and distinctive honors as she retires from her role as the New Jersey State Librarian; therefore, now be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby award Norma E. Blake the “Distinguished Service Award”; and be it further

**RESOLVED:** That this award be conferred upon her during the proceedings of the Commencement ceremonies to be held September 22, 2012.

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#### **CONSIDERATION OF DISTINGUISHED SERVICE AWARD – SUSAN M. O'BRIEN**

**WHEREAS:** Dr. Susan M. O'Brien has been Dean of the W. Cary Edwards School of Nursing since July 2004; and

**WHEREAS:** Dr. O'Brien has demonstrated rare and special leadership and devotion to the growth and development of the College; and

**WHEREAS:** Dr. O'Brien is deserving of extraordinary and distinctive honors as she retires from the College; therefore, now be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby award Dr. Susan M. O'Brien the “Distinguished Service Award”; and be it further

**RESOLVED:** That this award be conferred upon her during the proceedings of the Commencement ceremonies to be held September 22, 2012.

#### **CONSIDERATION OF RECIPIENTS OF EMERITA DESIGNATION**

Dr. Pruitt noted that Norma E. Blake has been valued as an exemplary leader of the New Jersey State Library, having served tirelessly by leading change and transforming the

community. He added that she will retain her role as an ambassador for the Library. Dr. Pruitt also noted that Dr. Susan O'Brien has made extraordinary and significant contributions to the College and its W. Cary Edwards School of Nursing. The following resolutions were presented and adopted unanimously.

#### **CONSIDERATION OF EMERITA STATUS – NORMA E. BLAKE**

**WHEREAS:** Conferral of emeritus/emerita status is a honor that may be granted by the Board of Trustees upon retirement of service to the College; and

**WHEREAS:** The Board of Trustees is grateful for the past service and numerous contributions of Norma E. Blake and chooses to recognize her extraordinary and significant contributions to the New Jersey State Library and to Thomas Edison State College; and

**WHEREAS:** The Board of Trustees may confer emeritus status to an individual who has achieved a record of distinction by being instrumental in developing strategic directions and policies; and

**WHEREAS:** The Board of Trustees has determined, upon the recommendation of the President, that Norma E. Blake deserves this honor; therefore, now be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College, upon the recommendation of the President, does hereby confer upon Norma E. Blake the honorary status of New Jersey State Librarian Emerita in recognition of her dedicated service.

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#### **CONSIDERATION OF EMERITA STATUS – SUSAN M. O'BRIEN**

**WHEREAS:** Conferral of emeritus status is a honor that may be granted by the Board of Trustees upon retirement of service to the College; and

**WHEREAS:** The Board of Trustees is grateful for the past service and numerous contributions of Dr. Susan M. O'Brien and chooses to recognize her extraordinary and significant contributions to the W. Cary Edwards School of Nursing and to Thomas Edison State College; and

**WHEREAS:** The Board of Trustees may confer emeritus status to an individual who has achieved a record of distinction by being instrumental in developing strategic directions and policies; and

**WHEREAS:** The Board of Trustees has determined, upon the recommendation of the President, that Dr. Susan M. O'Brien deserves this honor; therefore, now be it

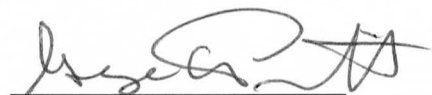
**RESOLVED:** That the Board of Trustees of Thomas Edison State College, upon the recommendation of the President, does hereby confer upon Dr. Susan M. O'Brien the honorary status of Dean Emerita in recognition of her dedicated service.

**ADJOURNMENT**

There being no further business to discuss, Mr. Lear asked for a motion to adjourn.

Mr. Medina made, and Mr. Arndt seconded, a motion to adjourn. The motion carried unanimously. The meeting was adjourned at 3:30 p.m.

Submitted by,



George A. Pruitt  
Secretary to the Board

Approved by,



Eric R. Lear  
Chairman