

## MINUTES

### BOARD OF TRUSTEES

#### THOMAS EDISON STATE COLLEGE

December 8, 2000

MEMBERS PRESENT Nicholas Carnevale; Christopher Daggett; George Fricke; Ida Hammond; Carole Nerlino-Cerepak; Kathleen Soucek, Student; George A. Pruitt, President.

MEMBERS ABSENT Fred Abbate; Richard Arndt; Lynn Mathews; Harvey Myers; Thomas O'Neill.

ALSO PRESENT Jerry Ice, Vice President and Provost; John Thurber, Vice President for Public Affairs; Michael Scheiring, Vice President and Treasurer; Esther Paist, Executive Assistant to the President; Colleen Dazé, Acting State Librarian.

Chairman Carole Nerlino-Cerepak, 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 10:00 a.m.

## MINUTES

The Minutes of the September 8, 2000, meeting were presented for approval. George Fricke moved and Ida Hammond seconded a motion to adopt the minutes. Motion carried (5-0).

## SWEARING-IN OF STUDENT TRUSTEE

Dr. Pruitt introduced Ms. Kathleen Soucek, the new student Trustee. Carole Nerlino swore in Ms. Soucek and 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 Kathleen Soucek meets the criteria; and

**WHEREAS:** The President of the College does hereby nominate Kathleen Soucek 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 Kathleen Soucek as student trustee alternate effective December 8, 2000, 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 2002.

Christopher Daggett moved and George Fricke seconded a motion to adopt the resolution. Motion carried (5-0).

#### PRESIDENT'S REPORT

Dr. Pruitt stated that the main emphasis of this meeting would be on the Five-Year Plan, and the emphasis within that would be on DIAL. The CNN video on the College's MSM program and our student Carla Tisdale Walker was also played for the group. The CNN "Business Unusual" program was aired worldwide and has been repeated. Dr. Pruitt made a PowerPoint presentation on the Five-Year Plan. He reiterated the College's commitment to serving adults, consistent with our core competencies. He commented that the College won't be developing many new programs, per se. Instead, we are going to complete and improve the programs we have already established. We are also going to market these enhanced products. New degrees will be

developed at the graduate level. Our enrollment goal has been established at 10,000 students. This number was chosen because we think this is the optimal number, given our infrastructure and general capabilities.

Our project to codify our affiliation with the State Library in statute has been made more complex, as some of the Governor's staff are questioning it. However, we are still confident that positive resolution will be reached. We need this statutory affirmation to assure a continued relationship, given the changes in state government and the attractiveness of the Library to other entities within that government. We have the support of Senator Inverso, Assemblyman Lance, and the New Jersey State Library Association. In final remarks, Dr. Pruitt stated that our Five-Year Plan is both aggressive and achievable.

Consideration of the Five-Year Plan

Carole Nerlino-Cerepak presented the following resolution for adoption of the Five-Year Plan:

**WHEREAS: The Board of Trustees of Thomas Edison State College has the authority and responsibility for developing the institutional plan; and**

**WHEREAS: A comprehensive Five-Year Plan has been submitted for Board consideration; and**

**WHEREAS: Adoption of the Plan is pursuant to a recommendation by the President of the College; and**

**WHEREAS: The Plan has been introduced to and reviewed by the Board; now, therefore, be it**

**RESOLVED: That the Board of Trustees of Thomas Edison State College hereby approves and adopts the Five-Year Plan for January 1, 2001, through June 30, 2005 (identified as Fiscal Years 2001-2005) as provided and incorporated herein by reference.**

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

George Fricke reported that the Administration and Finance Committee's meeting with the auditors was very positive. The Committee is pleased with the audit, has recommended approval of the bid waivers, and agrees with the College's budget request. Regarding the audit, it was also pointed out that, starting next July, we will have to adhere to the GASB 35 practices. He stated that the resolution approving the audit is for both the College and the Library.

Dr. Pruitt discussed the First Quarter Operating Results and stated that the College had some difficulties with glitches in the new Datatel system; issues of timing regarding DIAL registration and disbursement of financial aid; underperformance on overly optimistic projections and targets; and changes in other variables which necessitated the delay in interpretation of the first-quarter report. Dr. Pruitt further stated that we are now adjusting targets, reassessing counting methods, and establishing accurate baselines that are consistent with the new Datatel system reporting. He remarked that we are in sound fiscal shape and will increase our fund balances. Dr. Pruitt remarked that while there is concern about the fact that we are not meeting targets, we also need to remember that our actual revenues are steady and in the black. Revenues have been shifted somewhat to the second quarter, and our DIAL enrollments are actually up. However, we do need to look at various operating aspects, especially regarding what may be a decline in our rate of conversion from applicants to enrolled students. Our rate was 62% two years ago; now it is between 58 and 59%. We are revamping our acceptance process to clarify steps students need to take to enroll. Market research will also be conducted to validate assumptions on the enrollment process. Meanwhile, the decline in continuing enrollments is explainable due to the "pipeline" effect as students graduate or "stop out."

George Fricke praised the College's budget request. Dr. Pruitt reiterated his hopes for a successful outcome and positive response to our requests for full funding of the salary program and for \$1 million for distance education. We have received positive responses on requests for various Library initiatives, although funding of the salary program is less hopeful. That fixed escalator costs (like salaries) are increasing may be a challenge.

George Fricke presented the following resolution to accept the audit report:

- WHEREAS:** It is the policy of the Board of Trustees to subject the College's finances and relevant administrative practices, and the finances and relevant administrative practices of its affiliate, the New Jersey State Library, to an independent audit; and
- WHEREAS:** It is the practice of the Board of Trustees to have said audit reviewed by the Administration and Finance Committee of the Board, acting as an audit committee and reporting its findings and conclusions to the Board; and
- WHEREAS:** In the presence of representatives of the external accounting firm that conducted the audit, the President has certified to the Board of Trustees that said audit contains no significant adverse findings; and
- WHEREAS:** The Board of Trustees adopted a resolution at the September 8, 2000, meeting provisionally accepting the audit for the fiscal year ending June 30, 2000, contingent upon the review of said audit by the Administration and Finance Committee of the Board; and
- WHEREAS:** The Administration and Finance Committee has reviewed the external audit and has affirmed the President's certification; now, therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby receive and accept the final audit report for the fiscal year ending June 30, 2000, as presented and incorporated herein by reference.

George Fricke moved and Christopher Daggett seconded a motion to adopt the resolution. Motion carried (5-0).

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 \$17,700 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 planning to

- bring Internet content to the state's public libraries at a cost not to exceed \$500,000;
- purchase 5 State Library kiosks at a unit cost of \$44,000 from Public Information Kiosk at a total cost not to exceed \$220,000;
- purchase six additional servers and related hardware from the Resource Sharing System vendor (Epixteck) to enhance the State's interlibrary loan system at a cost not to exceed \$120,000;
- publish a College Catalog for the period of 2001-2003 at a cost not to exceed \$33,600 for 20,000 pieces;
- publish a Registration Bulletin for 2002-2003 at a cost not to exceed \$43,500 for 18,000 pieces;

- publish an Undergraduate Prospectus to cover the period of 2001-2002 at a cost not to exceed \$62,000 for 50,000 pieces;
- publish Program Planning Handbooks (formerly known as Degree Completion Handbooks) at a cost not to exceed \$23,500 for a combined total of 9,250 pieces;
- develop and place image and enrollment advertising in FY 2001 at a cost not to exceed \$344,000;
- enhance the College's Web site at a cost of \$50,000 to enable the College to provide additional interactive tools including an on-line degree audit; and
- serve as Project Administrator for the Department of Health and Senior Services to assist in the implementation of a Web-based immunization information system at a cost of about \$250,000.

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 a bid waiver to bring Internet content to the state's public libraries at a cost not to exceed \$500,000; purchase 5 State Library kiosks at a unit cost of \$44,000 from Public Information Kiosk at a total cost not to exceed \$220,000; purchase six additional servers and related hardware from the Resource Sharing System vendor (Epixteck) to enhance the State's interlibrary loan system at a cost not to exceed \$120,000; publish a College Catalog for the period of 2001-2003 at a cost not to exceed \$33,600 for 20,000 pieces; publish a Registration Bulletin for 2002-2003 at a cost not to exceed \$43,500 for 18,000 pieces; publish an Undergraduate Prospectus to cover the period of 2001-2002 at a cost not to exceed \$62,000 for 50,000 pieces; publish Program Planning Handbooks (formerly known as Degree Completion Handbooks) at a cost not to exceed \$23,500 for a combined total of 9,250 pieces; develop and place image and enrollment advertising in FY 2001 at a cost not to exceed \$344,000; enhance the College's Web site at a

**cost of \$50,000 to provide additional interactive tools including an on-line degree audit; and serve as Project Administrator to the Department of Health and Senior Services to assist in the implementation of a Web-based immunization information system, at a cost of about \$250,000.**

Regarding the Library bid waivers, Ida Hammond commented on the fact that she has observed an increased level of service, especially in the availability of new technologies in local and in branch libraries. Colleen Dazé added that the New Jersey State Library is also requesting between \$2 and 3 million from the Gates Foundation for technology upgrades and training.

George Fricke moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (5-0).

#### REPORT OF THE ACADEMIC AFFAIRS COMMITTEE

Dr. Pruitt discussed the recently signed agreement between the College and the University of South African (UNISA). He outlined UNISA's history, pointing out that despite differences in size, Thomas Edison State College and UNISA have similar missions. UNISA has between 110,000 and 125,000 students all studying at a distance. He commented that UNISA's course and program materials are of interest to us; and our expertise in prior learning assessment and corporate evaluation is of interest to them. There is great potential for this partnership, although internal difficulties in South Africa bear watching. Crime, AIDS, and economic issues are of great concern. These could cause destabilization in the future, but we are very hopeful that the relationship with UNISA will continue long into the future. Carole Nerlino-Cerepak also discussed her rich experiences in the country. Dr. Pruitt mentioned his appreciation for former Governor Kean's earlier signing of the "divestiture bill" regarding South Africa in the apartheid era. We need to continue to care about South Africa.

Dr. Pruitt reported that Thomas Edison State College was one of only 16 institutions to be selected to participate in new Navy MoU for the Navy College Program, which will provide sailors with educational opportunities for degree completion at a distance. A luncheon presentation further described this partnership.

Dr. Pruitt enthusiastically reported that our recently held Gala was wonderful. In March, he will recommend to the Board that Maurice Perilli receive an honorary degree at Commencement. Deborah Poritz,



Chief Justice of the New Jersey Supreme Court, will speak at Commencement and receive an honorary degree. Chief Roy Crazy Horse will also be proposed as an honorary degree recipient.

Dr. Pruitt and Jerry Ice presented the following resolution for the Gerontology Option in the Associate in Science in Public and Social Services 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 proposal for an option in Gerontology within the Associate in Science in Public and Social Services degree program to be offered by Thomas Edison State College; and**

**WHEREAS: The President of the College recommends the proposal as presented; and**

**WHEREAS: The Academic Affairs Committee of the Board of Trustees has reviewed the proposal and concurred with the recommendation as presented; now, therefore, be it**

**RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby accept the recommendation as presented and incorporated herein by reference, effective December 8, 2000.**

Christopher Daggett moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (5-0).

#### CONSIDERATION OF CANDIDATES FOR DEGREE

Jerry Ice presented the candidates for the associate's, baccalaureate, and master's degrees as of September 15, 2000, as follows: 8 candidates for the Associate in Arts; 3 candidates for the

Associate in Science in Management; 1 candidate for the Associate in Science in Natural Science and Mathematics; 2 candidates for the Associate in Science in Public and Social Services; 6 candidates for the Associate in Science in Applied Science and Technology; 101 candidates for the Bachelor of Arts; 10 candidates for the Bachelor of Science in Human Services; 39 candidates for the Bachelor of Science in Applied Science and Technology; 19 candidates for the Bachelor of Science in Business Administration; 4 candidates for the Bachelor of Science in Nursing; and 14 candidates for the Master of Science in Management, for a total of 207 candidates.

Jerry Ice presented the following resolution to approve the candidates as indicated:

**The Board of Trustees of Thomas Edison State College does hereby approve the awarding of the appropriate degrees to those September 15, 2000, 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.**

Ida Hammond moved and Nicholas Carnevale seconded a motion to adopt the resolution. Motion carried (5-0).

#### CONSIDERATION OF ACADEMIC COUNCIL APPOINTMENTS

Jerry Ice presented the following resolutions for appointments to the Academic Council:

**The Board of Trustees of Thomas Edison State College does hereby appoint Douglas A. DeVoll, Professor Emeritus, Burlington County College, to a three-year terms on the Academic Council.**

**The action herein taken is pursuant to a recommendation by the President of the College, having been reviewed and endorsed by the Academic Council.**

**The Board of Trustees of Thomas Edison State College does hereby appoint Alicia Smith, Learner Services Representative, as a Thomas Edison State College staff member of the Academic Council for a two-year term.**

**The action herein taken is pursuant to a recommendation by the President of the College, having been reviewed and endorsed by the Academic Council.**

George Fricke moved and Nicholas Carnevale seconded a motion to adopt the resolution. Motion carried (5-0).

### CONSIDERATION OF CONTRACT RENEWALS

Carole Nerlino-Cerepak presented the recommendation for contract renewals as follows:

#### PRESIDENT'S OFFICE

#### CONTRACT RECOMMENDATIONS

Anna Krum, Program Assistant

3 Year

2001-2004

#### DIVISION OF ACADEMIC AFFAIRS

#### CONTRACT RECOMMENDATIONS

Cecelia Blasina, Learner Services Rep.

1 Year

2001-2002

Emily Carone, Asst. Dir. Test Dev. & Indep. Study

4 Year

2001-2005

Cheryl Dienes, Testing Coordinator

1 Year

2001-2002

Terri Tallon-Hammill, Learner Services Representative

1 Year

2001-2002

Robert Herbster, Program Advisor

5 Year

2001-2006

Donna Higgins, Program Assistant

2 Year

2001-2003

James Jesson, Program Assistant

1 Year

2001-2002

Kenneth Lightfoot, Instructional Designer

3 Year

2001-2004

Anne Prime-Monaghan, Academic Advisement Coordinator

1 Year

2001-2002

Tonia Porter, Program Assistant

1 Year

2001-2002

Kerry Prendergast, Program Assistant

1 Year

2001-2002

Jamie Priestler, Learner Services Rep.

3 Year

2001-2004

Michelle Robinson, Sr. Learner Services Rep.

1 Year

2001-2002

Doris Simmons, Program Advisor

2 Year

2001-2003

Richard Strauss, Learner Services Rep.

4 Year

2001-2005

Deborah Ware, Learner Services Rep.

1 Year

2001-2002

**DIVISION OF ADMIN. & FINANCE****CONTRACT RECOMMENDATIONS**

|  |        |           |
|--|--------|-----------|
| Sedell Bailey, Asst. to the Director of Admin. Service | 5 Year | 2001-2006 |
| Charles Johnstone, System Researcher                   | 4 Year | 2001-2005 |
| Ann M. Klopp, Systems Coordinator                      | 1 Year | 2001-2002 |
| Noreen O'Donnell, Asst. Admin. Student Fees & Revenues | 2 Year | 2001-2003 |
| Wendy O'Hare, Fiscal Administrator                     | 1 Year | 2001-2002 |
| William Thompkins, Imaging Specialist                  | 5 Year | 2001-2006 |
| Mary Toth, Administrative Assistant                    | 1 Year | 2001-2002 |
| Angie Zimnes, Asst. Admin. Fees & Revenues             | 1 Year | 2001-2002 |

**DIVISION OF PUBLIC AFFAIRS****CONTRACT RECOMMENDATIONS**

|                                     |        |           |
|-------------------------------------|--------|-----------|
| Bettye Smith, Learner Services Rep. | 3 Year | 2001-2004 |
| Christina Young, Design Specialist  | 1 Year | 2001-2002 |

Nicholas Carnevale moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (5-0).

**CONSIDERATION OF PERSONNEL ACTIONS**

Carole Nerlino 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.**

Ida Hammond moved and Christopher Daggett seconded a motion to adopt the resolution. Motion carried (5-0).

There being no further business, George Fricke moved and Ida Hammond seconded a motion to adjourn. Motion carried (5-0).

Submitted by,



George A. Pruitt  
Secretary to the Board

Approved by,



Carole Nerlino-Cerepak  
Chairman