

## MINUTES

### BOARD OF TRUSTEES

#### THOMAS EDISON STATE COLLEGE

September 12, 1997

MEMBERS PRESENT: George Fricke, Chairman; Fred Abbate; Nicholas Carnevale; Ida Hammond; E. Harvey Myers; Thomas O'Neill; Cordell Trotman, student; Heidi Troy, student; George A. Pruitt, President.

MEMBERS ABSENT: Richard Arndt; Wendy Logan; Carole Nerlino.

ALSO PRESENT: Jerry Ice, Vice President and Provost; Michael Scheiring, Vice President and Treasurer; John Thurber, Vice President for Public Affairs; Jack Livingstone, State Librarian; Donald Trucksess, Union Representative.

The public meeting was officially called to order at 10:00 a.m. by Chairman George Fricke who noted that the date, time, and location for the meeting had been published in accordance with New Jersey law.

#### SWEARING-IN OF STUDENT TRUSTEE

George Fricke introduced and swore in Ms. Heidi Troy, new student trustee.

#### MINUTES:

The minutes of the June 13, 1997 meeting were presented for approval. Fred Abbate moved and Ida Hammond seconded a motion to approve the minutes. Motion carried (7-0).

#### PRESIDENT'S REPORT:

Adding to his written report, Dr. Pruitt commented on the townhouse renovations. He then introduced Rick Floodman, Chief of Staff of the Division of Building and Construction, and Patrick Cox, Project Manager. Mr. Cox briefed the Board on the status of the restoration. He noted that in the 1920's and '30's the facades of the buildings were changed, and that they are now being restored to their original style. Mr. Cox stated that the targetted date for completion is June 1998. He indicated that the buildings will be

enclosed before winter and that adverse weather conditions will not affect construction. Dr. Pruitt commended Mr. Cox and Russ Hart, Director, Division of Building & Construction, for their diligence and perseverance in getting this project underway.

Commenting on the recent Middle States review, Dr. Pruitt stated that it is a very important exercise in the life of the College. He noted that the College received a very positive external review and that we await formal action by Middle States Association in December.

Dr. Pruitt stated that the College received a U.S. Department of Education Title IV (financial aid) compliance review visit in August, and noted that this is the first time the College has ever had one of these reviews. Dr. Pruitt noted that although the government auditor raised some concerns about our accounting systems, the College came through the review very well. He further stated that when we receive the formal report it will be shared with the Board.

Commenting on the outcome of the widescale efforts targetted at proposed cuts to the College's FY 1998 budget, Dr. Pruitt stated that we did very well compared to the other senior public institutions. He noted that the budget included first-time support for the Watson Institute in the amount of \$250,000, with the prospect of another \$250,000 before the end of the year; restoration for part of our salary program; major funding for HINT; and, the best State Library appropriation in a decade.

Jerry Ice gave an overview of student demographics, noting that enrollments have been flat over the last five years, but that there was a 15% increase in the number of graduates - the highest number we have ever had. George Fricke asked if the amount of time to complete a degree is changing. Jerry Ice responded that there has been no significant change in the rate at which students complete. Dr. Ice further commented that there was a 20% gain in DIAL credit hours, a 5% increase in TECEP test-takers, and a 2% increase in portfolio clients, noting that this is a positive result of our goal to increase student use of Thomas Edison methods of earning credit.

Michael Scheiring gave a presentation on the College's overall financial results noting that they were excellent and, in particular, that our Master of Science in Management Program had generated revenues that exceeded budget targets.

Jack Livingstone stated that the State Library has made such dramatic strides this last year both in funding and spending ability that the Library appears to be an entirely new organization.

Dr. Pruitt further stated that the College is making significant capital investments and noted that we are spending \$1 million on a new student/financial system and expect this new database infrastructure to be in place within one and one-half years; that there are considerable costs involved in the townhouse renovation project; and, that we will make

major outlays of funds in renovating the Kelsey Building. He also stated that we remain committed to investing in improved student services and have installed 800 numbers to provide easier applicant and enrolled student access to the College.

Dr. Pruitt commented briefly on the recent broadcast of Edwin Newman's Executive Forum on which he was a guest, and stated that copies of the tape are being duplicated and will be distributed to the Board as soon as they are available.

**BID WAIVERS:**

George Fricke presented the following bid waivers for approval:

**Printing of Guided Study Course Manuals**

**WHEREAS: The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$11,700 must be publicly advertised for sealed bids in the local newspapers; and**

**WHEREAS: Section 5a of the additional article to Chapter 64 of 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 for the printing of the Guided Study course manuals; 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: The College is planning to purchase Guided Study course manuals, which will cost over \$11,700; and**

**WHEREAS: The estimated printing cost is approximately \$40,000; and**

**WHEREAS: The College will not be going to a sole source, but will seek proposals from a list of vendors; now, therefore, be it**

**RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby authorize a bid waiver for the College to purchase Guided Study course manuals at a cost not to exceed \$40,000, and that any purchase**

**pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.**

Nicholas Carnevale moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (7-0).

Corporate Relations Consultant

**WHEREAS: The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$11,700 must be publicly advertised for sealed bids in the local newspapers; and**

**WHEREAS: Section 5a of the additional article to Chapter 64 of 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 for professional consulting services; 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: The College is planning to purchase consultant services to conduct a review and assist in the implementation of the College's corporate programs and services; and**

**WHEREAS: The cost for such professional services is estimated at \$50,000; and**

**WHEREAS: The College has identified a sole source vendor for these services; now, therefore, be it**

**RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby authorize a bid waiver for the College to purchase consultant services of Dr. Badi Foster to perform a comprehensive review of the corporate programs and services of the College, and to assist in implementation efforts at an estimated cost not to exceed \$50,000, and that any contract pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.**

Nicholas Carnevale moved and Harvey Myers seconded a motion to adopt the resolution. Motion carried (7-0).

Marketing Consultant

**WHEREAS:** The “State College Contracts Law,” Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$11,700 must be publicly advertised for sealed bids in the local newspapers; and

**WHEREAS:** Section 5a of the additional article to Chapter 64 of 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 for professional consulting services; 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 postreporting to the Board of such purchases; and

**WHEREAS:** The College is planning to purchase consultant services to assist in the continued development and implementation of a comprehensive marketing strategy as well as in the evaluation of its effectiveness; and

**WHEREAS:** The cost for such services is estimated at \$50,000; and

**WHEREAS:** The College will not be going to a sole source, but will seek proposals from a list of vendors capable of performing the study; and

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby authorize a bid waiver for the College to purchase marketing consultant services at an estimated cost not to exceed \$50,000, and that any contract pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Ida Hammond moved and Nicholas Carnevale seconded a motion to adopt the resolution. Motion carried (7-0).

Development of Inter-Library Loan System

**WHEREAS:** The “State College Contracts Law,” Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$11,700 must be publicly advertised for sealed bids in the local newspapers, and

**WHEREAS:** Section 5a of the additional article to Chapter 64 of 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 affiliation of the New Jersey State Library with the College effective July 1, 1996 places the State Library under the purchasing policies of the College; and

**WHEREAS:** The State Library is seeking to initiate a statewide interlibrary loan system to provide better library services to the public by assisting libraries in obtaining information from other libraries; and

**WHEREAS:** The State Library will be soliciting proposals from library technology vendors for a statewide interlibrary loan system during the second quarter of FY 1998; and

**WHEREAS:** The projected cost for this project for FY 1998 is \$350,000; now therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby authorize a waiver of bidding for the State Library to purchase a statewide interlibrary loan system from a vendor to be selected following a thorough review of responses to a Request for Proposals in an amount not to exceed \$350,000, and that any purchase pursuant to this authority will be reported to the Board of Trustees in public session at its next scheduled meeting.

Fred Abbate moved and Nicholas Carnevale seconded a motion to adopt the resolution. Motion carried (7-0).

Outside Legal Counsel

**WHEREAS:** The “State College Contracts Law,” Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$11,700 must be publicly advertised for sealed bids in the local newspapers; and

**WHEREAS:** Section 5a of the additional article to Chapter 64 of 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 for professional consulting services; 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 postreporting to the Board of such purchases; and

**WHEREAS:** The College is planning to purchase outside legal services to provide legal representation of the College in potential litigation against Edison University; and

**WHEREAS:** The cost for such services is estimated to not exceed \$150,000; and

**WHEREAS:** The College will not be going to a sole source, but will seek proposals from a list of vendors capable of performing the study; and

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby authorize a bid waiver for the College to purchase outside legal services at an estimated cost not to exceed \$150,000, and that any purchase pursuant to this authority is reported to the Board of Trustees in public session at its next scheduled meeting.

Commenting on the need for this legal counsel, Dr. Pruitt stated that the College had received a call from John Bear who alerted us to the existence of an Edison University in Hawaii. Allegations have been made that this institution is operating as a “diploma mill” and is advertising nationally for students to apply for baccalaureate, masters, Ph.D’s and law degrees. Dr. Pruitt noted that this organization is operating in a state where there are

no regulations or statutory authority prohibiting the existence of such an institution. He further stated that the College is working with the FTC, the New Jersey Attorney General's Office, and the State of Hawaii regarding the unfair use of the College's name. George Fricke stated that it is good that we are getting on board quickly in this investigation. John Thurber stated that the College is also working closely with the Department of Consumer Protection in Hawaii.

Cordell Trotman moved and Thomas O'Neill seconded a motion to adopt the resolution. Motion carried (6-0, one abstention).

PRELIMINARY AUDIT REPORT:

Dr. Pruitt introduced Paul Merrill and Michael O'Gorman from the auditing firm of Peat Marwick who presented the College's and the State Library's preliminary FY 1997 audit report. Mr. Merrill stated that the audit this year was an interesting and challenging assignment because of the affiliation with the State Library. He commented that, as usual, the audit went as smoothly as could be expected. Dr. Pruitt noted that a lot of hard work on both sides of the table went into the preparation of the audit.

George Fricke presented the resolution to consider the provisional acceptance of the FY 1997 external audit report.

**WHEREAS: It is the policy of the Board of Trustees to subject the College's and the State Library's finances and relevant administrative practices 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: Various agencies of state government have expressed a need to receive a copy of the College's and the State Library's audit report prior to the next meeting of the Board of Trustees; 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; now, therefore, be it**



**RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby provisionally accept the College's and the State Library's external audit for the year ending June 30, 1997, contingent upon the review of said audit by the Administration and Finance Committee of the Board; and be it further**

**RESOLVED: That the Administration and Finance Committee of the Board shall be directed to report its findings and conclusions to the full Board at the next meeting of the Board of Trustees.**

Nicholas Carnevale moved and Harvey Myers seconded a motion to adopt the resolution. Motion carried (7-0).

**CANDIDATES FOR DEGREE:**

Jerry Ice presented the candidates for the associate and baccalaureate degrees as of July 15 and September 15, 1997 as follows: 26 candidates for the Associate in Arts; 21 candidates for the Associate in Science in Management; 3 candidates for the Associate in Science in Public & Social Services; 35 candidates for the Associate in Science in Applied Science and Technology; 155 candidates for the Bachelor of Arts; 20 candidates for the Bachelor of Science in Human Services; 87 candidates for the Bachelor of Science in Applied Science and Technology; 60 candidates for the Bachelor of Science in Business Administration; 16 candidates for the Bachelor of Science in Nursing; and 8 candidates for the Master of Science in Management, for a total of 431 candidates.

Cordell Trotman 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 July 15, 1997 and September 15, 1997 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.**

Dr. Pruitt noted that because this year's Commencement is in September instead of October, it is necessary to approve the September graduates at this meeting. He stated that this is the largest graduating class in the history of the College, and will include the

awarding of our first master's degrees. He also made special note of the fact that Cordell Trotman, our student trustee, is a member of the September group of graduates.

Fred Abbate moved and Thomas O'Neill seconded a motion to adopt the resolution. Motion carried (7-0).

#### ACADEMIC COUNCIL APPOINTMENTS:

George Fricke presented the resolution making recommendations for appointment to the Academic Council:

##### New Appointments

**The Board of Trustees of Thomas Edison State College does hereby appoint William C. Boll, Head of the Criminal Justice Department at Warren County Community College; Linda Knezevich, Faculty Consultant at Thomas Edison State College; and Dominick Iorio, Professor Emeritus, Rider University, to a three-year term 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.**

Fred Abbate moved and Nicholas Carnevale seconded a motion to adopt the resolution. Motion carried (7-0).

##### Staff Appointments

**The Board of Trustees of Thomas Edison State College does hereby appoint Thomas Edison staff members Nancy Spencer, Evaluator; Patricia Jackson, Program Advisor; and Pieter Henry van Zyl, Instructional Designer, to a two-year term 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.**

Fred Abbate moved and Nicholas Carnevale seconded a motion to adopt the resolution. Motion carried (7-0).

Reappointments

**The Board of Trustees of Thomas Edison State College does hereby reappoint Lawrence Chatman, Jr., Assistant Professor, Engineering Technology Department, Camden County College; Philbert G. Davenport, Coordinator, Legal Assistance Program, Atlantic Community College; Mel Moyer, Associate Professor, Psychology, Rowan College; and Meyer S. Schreiber, Professor Emeritus, Kean College of New Jersey, to an additional three-year term 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.**

Ida Hammond moved and Harvey Myers seconded a motion to adopt the resolution. Motion carried (7-0).

PERSONNEL ACTIONS:

George Fricke 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.**

Dr. Pruitt made note of the fact that Ann Marie Senior, the new Director of Institutional Research and Outcomes Assessment, appears on the list of new appointments although she will not begin her employment until October 6. This prior approval is requested so that she will not have to wait until December to have official Board approval.

Thomas O'Neill moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (6-0, student abstention).

George Fricke presented the recommendation for Board officers as follows: Richard Arndt, Chair, and Carole Nerlino, Vice Chair. George Fricke asked for nominations from the floor. There being no nominations, Ida Hammond made a motion to close the nominations. Harvey Myers seconded. Motion carried (7-0).

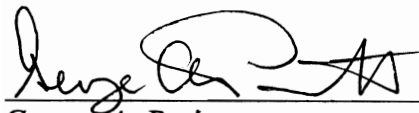
In accordance with public law, a ballot was distributed for secret written vote, the results of which confirmed unanimously the election of the recommended officers.

On behalf of Richard Arndt, Dr. Pruitt presented a gavel to outgoing Chair, George Fricke. George Fricke thanked the Board for giving him the honor of leading them for the last two years and stated that the highlight of his chairmanship was handing out the diplomas at Commencement.

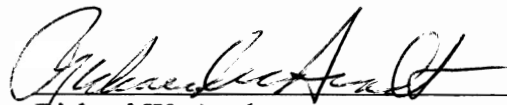
There being no further business, Nicholas Carnevale moved and Harvey Myers seconded a motion to adjourn. Motion carried (7-0).

Submitted by,

Approved by,



George A. Pruitt  
Secretary to the Board



Richard W. Arndt  
Chairman