

MINUTES
BOARD OF TRUSTEES
THOMAS EDISON STATE COLLEGE

December 8, 2006

MEMBERS PRESENT: Fred Abbate, Ida Hammond, Marilyn Pearson, George Fricke, Jack Lampman, Ann Pott, Dick Arndt, Nicholas Carnevale, E. Harvey Myers, and George Pruitt

MEMBERS ABSENT: Rosita Saez, and J. Stanley Justice

ALSO PRESENT: Virginia Rosch (Library), John Thurber, Esther Paist, Penelope Brouwer, Michael Scheiring, and William Seaton

Ms. Hammond officially called the public meeting to order at 10:00 a.m.

SWEARING IN OF TRUSTEE

Dr. Pruitt introduced Ms. Marilyn Pearson, who was re-appointed to the Board of Trustees. Ms. Hammond presided over the swearing in of Ms. Pearson.

MINUTES

The minutes of the September 15, 2006, meeting were presented by Ms. Hammond for approval and adoption. Mr. Abbate made, and Mr. Arndt seconded, a motion to adopt the minutes. The motion carried unanimously.

PRESIDENT'S REPORT

Dr. Pruitt reported on events since the last meeting, including our Commencement and Grande Ball. He also discussed the recent statewide Conference of Trustees meeting and the address given there by the Governor, who said that there would likely be no increased state support for higher education. The Governor also stated that although there may be no further cuts, we will need to continue to do more with less. Our 2007 appropriation level is at about the same level as it was in 2000. Regarding the Library's Knowledge Initiative, there has been a great deal of advocacy for the funding of this by the library community, and there may be some hope for the restoration of this funding. There is nothing new to report on the acquisition of the Kuser Mansion, but we remain

hopeful that we will be successful in this acquisition. Our audit has also gone well and we are having a good year financially.

Dr. Pruitt discussed the work that Keeling and Associates are doing with College staff on organizational culture in response to our growing organizational complexity. We need to do this work in order to become an efficient and self-sufficient institution that can carry out our strategic plan initiatives.

Dr. Pruitt also reported on his activities with the National Advisory Committee of Institutional Quality and Integrity (NACIQI), a group that accredits accrediting agencies. He has been a member of that committee under the elder George Bush's administration, continuing on to the current time. In response to a strong statement by the Secretary of Education that "diversity" should not be treated as a value in accreditation by the American Bar Association, the committee discussed this issue and agreed to strike this statement from the text: the Bar Association's accreditation standards will, instead, preserve the standard of diversity as a value in accreditation.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Committee Chairman George Fricke elaborated on the information presented in the Administration and Finance committee's November meeting. The external audit took up most of the meeting, and Mr. Fricke described the report generated by the external auditor, KPMG. The audit was a "clean audit." Mr. Fricke assured the Board that in the private session between the auditors and the committee, there was great affirmation of the good work of the College. Our net assets have increased even though we have been drawing down the KI funds for the Library. Our contract revenue stream is also especially strong, and the upturn in the economy resulted in good investment results. Having said that, however, there is a recognition that we need to increase our "traditional" enrollment streams.

The committee also discussed continuing the contract of KPMG as our external audit firm. There is great confidence in the services and integrity of that firm, and the committee commended the resolution for extending the KPMG contract to the full Board.

Mr. Fricke also discussed our FY 2008 Budget Request and called the Board's attention to it. Each bid waiver was discussed in turn, and trustees' questions were answered by the various Vice Presidents.

CONSIDERATION OF SELECTION OF EXTERNAL AUDITOR

Mr. Fricke 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 \$26,200 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 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:** KPMG has prepared the external audit contracts for the years 2004-2006 and has provided the College and its affiliate, the New Jersey State Library, with quality services; and
- WHEREAS:** Thomas Edison State College now wishes to extend its contract with KPMG for an additional three years; and
- WHEREAS:** KPMG's audit services will be provided at an estimated cost of \$75,000 in FY 2007 and the costs are expected to increase \$5,000 annually over the life of the contract; and
- WHEREAS:** The College has determined that KPMG, LLP, continues to meet the specifications for such services; now, therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby authorize a bid waiver which will enable the College to extend the contract for auditing services to KPMG, LLP, for the College and its affiliate, the New Jersey State Library, for a period of three years.

Mr. Fricke moved, and Mr. Carnevale seconded, the motion to adopt the resolution. The motion carried unanimously.

CONSIDERATION OF BID WAIVERS

Mr. Fricke 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 \$26,200 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 requesting bid waivers to do the following:

- use the services of New Jersey Business Systems to digitize approximately 38,500 student records for the Office of the Registrar at an approximate cost of \$138,000;
- use the services of Smarthinking, Inc., to provide online tutoring to our enrolled students for approximately eight to nine months at an approximate cost of \$30,000;
- publish a Registration Bulletin for 2007-2008 at a cost that is approximately \$36,692 for 25,000 pieces;
- use the services of Princeton Partners, Inc., to continue the College's image and enrollment advertising campaigns at a projected cost of \$500,000;
- use the services of Princeton Partners, Inc., for print advertising for six months in local military base newspapers and in e-marketing through military.com at a cost of approximately \$94,288;
- undertake market research studies on a regular cycle to keep current with students' needs and expectations, to monitor industry trends and build competitive advantage, and to support programmatic offerings of the College's schools at a cost of approximately \$30,000;
- undertake a lead-generation campaign using the services of firms such as eLearners.com to provide contact information on prospective students to colleges and universities at an approximate cost of \$50,000;
- engage a firm to conduct a telephone donor solicitation program involving as many as 15,000 alumni at an approximate cost of \$30,000; and
- purchase ADA-compliant desks, chairs, and shelving to outfit the new joint Library for the Blind and Handicapped and the Commission for the Blind and Visually Impaired adaptive computer training lab at an approximate cost of \$30,000;

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 New Jersey Business Systems to digitize approximately 38,500 student records for the Office of the Registrar at an approximate cost of \$138,000; use the services of Smarthinking, Inc., to provide online tutoring to our enrolled students for approximately eight to nine months at an approximate cost of \$30,000; publish a Registration Bulletin for 2007-2008 at a cost that is

expected not to exceed \$36,692 for 25,000 pieces; use the services of Princeton Partners, Inc., to continue the College's image and enrollment advertising campaigns at a projected cost of \$500,000; use the services of Princeton Partners, Inc., for print advertising for six months in local military base newspapers and in e-marketing through military.com at a cost of approximately \$94,288; undertake market research studies on a regular cycle to keep current with students' needs and expectations, to monitor industry trends and build competitive advantage, and to support programmatic offerings of the College's schools at a cost not to exceed \$30,000; undertake a lead-generation campaign using the services of firms such as eLearners.com to provide contact information on prospective students to colleges and universities at an approximate cost of \$50,000; engage a firm to conduct a telephone donor solicitation program involving as many as 15,000 alumni at an approximate cost of \$30,000; and purchase ADA-compliant desks, chairs, and shelving to outfit the new joint Library for the Blind and Handicapped and the Commission for the Blind and Visually Impaired adaptive computer training lab at an approximate cost of \$30,000.

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

CONSIDERATION OF PROPOSED LIBRARY REGULATIONS

Mr. Fricke asked Victoria Rosch, the New Jersey State Library's Library Development Bureau Consultant for Library Law and Statistics, to describe the new provisions in Library regulations. A document stating the new provisions has been distributed for public comment, and Ms. Rosch presented information on this. A few suggestions were made for clarification of definitions and for the timing of the payouts. There will be alterations in accord with these suggestions, and then the document will go, if the Board approves, to the Office of Administrative Law for publication. Mr. Fricke presented the following resolution:

WHEREAS: The Board of Trustees holds the College and its affiliate, the New Jersey State Library pursuant to P.L. 2001, c.137, in trust for the public, representing the public interest in governance, policies, and development of the College and Library; and

WHEREAS: The Board of Trustees has authority over all matters concerning the supervision and operation of the College and the New Jersey State Library; and

WHEREAS: Regulations under N.J.A.C. 15:21-12 regarding appropriate expenditures of the annual mandatory library appropriation have been proposed and public comment has been received and assessed in accord with N.J.A.C. 1:30-1 et seq.; and

WHEREAS: The Board of Trustees concurs with the proposed adoption of the regulations as they will be presented to the Office of Administrative Law now, therefore be it

RESOLVED: That the Library Regulations be adopted as incorporated herein by reference.

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

CONSIDERATION OF CANDIDATES FOR DEGREE

Committee Chairman Fred Abbate described the actions taken at the recent meeting of the Academic Affairs committee.

Mr. Seaton 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 8, 2006, 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.

Mr. Abbate moved, and Ms. Pearson seconded, the motion to adopt the resolution. The motion carried unanimously.

CONSIDERATION OF PROPOSAL FOR A CHANGE IN DEGREE PROGRAM NOMENCLATURE FROM "ASSOCIATE IN SCIENCE IN MANAGEMENT" TO "ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION"

In presenting the following resolution, Mr. Seaton reported that the change in nomenclature has been proposed to better align the name of the associate's degree with that of the baccalaureate degree.

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 for approval changing degree-program nomenclature from "Associate in Science in Management" to "Associate in Science in Business Administration"; 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 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 to approve the name change as presented and incorporated herein by reference.

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

CONSIDERATION OF APPROVAL OF GRADUATE CERTIFICATES

Mr. Seaton explained that these certificates are related to our master's degree programs. They have been approved by the Academic Council. He also explained that the Board is required by the Commission of Higher Education to approve all certificates. Mr. Seaton presented the following resolutions:

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 for approval the Graduate Educational Leadership Supervisor's Certificate as presented; 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 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 Graduate Educational Leadership Supervisor's Certificate as presented and incorporated herein by reference.

and

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 for approval the Graduate Nurse Educator Certificate Program as presented; 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 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 Graduate Nurse Educator's Certificate as presented and incorporated herein by reference.

Mr. Abbate moved, and Ms. Pearson seconded, the motion to adopt the resolution. The motion carried unanimously.

CONSIDERATION OF APPROVAL OF UNDERGRADUATE CERTIFICATE

Mr. Seaton stated that this certificate can be packaged separately to meet the needs of students who want to add this area of expertise to an existing undergraduate degree. Mr. Seaton 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 for approval the Undergraduate Human Resources Management Certificate as presented; 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 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 Undergraduate Human Resources Management Certificate as presented and incorporated herein by reference.

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

CONSIDERATION OF CONTRACT RENEWALS

Dr. Pruitt presented a resolution for contract renewals as follows:

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

CONSIDERATION OF PERSONNEL ACTIONS

Dr. Pruitt 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. Carnevale moved, and Mr. Arndt seconded the motion to adopt the resolution.
Motion carried unanimously.

NEW BUSINESS

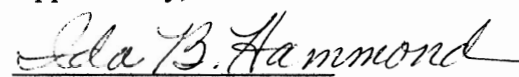
There being no further business, Mr. Carnevale made, and Mr. Fricke seconded, a motion to adjourn. The motion carried unanimously, and the meeting was adjourned at 11:45 a.m.

Submitted by,



George A. Pruitt
Secretary of the Board

Approved by,



Ida B. Hammond
Chairperson