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## **MINUTES**

### **BOARD OF TRUSTEES MEETING**

### **THOMAS EDISON STATE COLLEGE**

**December 10, 2010**

**MEMBERS PRESENT:** J. Stanley Justice, Chair; George Pruitt; Fred Abbate; Richard Arndt; Ida Hammond; Marilyn Pearson; Stacy Slomko, Student; and Debra Schmelzer, Student.

**MEMBERS ABSENT:** Eric Lear, Gualberto Medina, and E. Harvey Myers

**ALSO PRESENT:** William Seaton, Vice President and Provost; Michael Scheiring, Vice President and Treasurer; Penelope Brouwer, Vice President for Planning and Research; John Thurber, Vice President for Public Affairs; Mary Ellen Caro, Vice President of Enrollment Management and Learner Services; Norma Blake, New Jersey State Librarian; Terri Tallon-Hammill; Robin Walton; and Linda Vasbinder.

Reverend Justice officially called the public meeting to order at 10:00 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 the September 10, 2010, meeting were presented by Reverend Justice for approval and adoption.

Mr. Arndt made, and Ms. Hammond seconded a motion to accept the minutes. The motion carried unanimously.

## **PRESIDENT'S REPORT**

Dr. Pruitt reported that the Governor's Task Force on Higher Education had completed its report. He indicated that the team worked hard at addressing the very broad and serious issues facing higher education in New Jersey. Dr. Pruitt expects the Task Force will continue to be involved in advancing higher education in the State.

In other remarks, Dr. Pruitt reported that the College's annual commencement ceremony has outgrown the War Memorial. Due to the increasing number of graduates and family members who attend commencement each year, there is a need to hold 2 annual commencements. In addition to the October ceremony, the College will add a second commencement beginning in the spring of 2011. Dates for the two commencements are April 16, 2011, and October 15, 2011.

Dr. Pruitt commented that the fiscal budget of both the College and the State continue to be fragile. He is optimistic that there will be no further funding reductions to the College beyond the \$3.5M cut for 2011, adding that we are still one of the best college's in the state. Dr. Pruitt also indicated that student revenues were ahead of the previous year.

Dr. Pruitt noted that collective bargaining will begin in the spring of 2011. He apprised the Board of a bill currently in the assembly that will shift the focus of bargaining to the colleges, and added that negotiating directly with the bargaining units will exempt individual colleges from civil service rules as well as control labor costs.

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

Vice President and Treasurer, Michael Scheiring, discussed the first quarter financial results referring Board members to the Quarterly Summary document.

In the absence of the Committee Chair, Mr. Scheiring commented on the Committee's review of the College and State Library external audit report, pointing out that there were no significant changes in policies and transactions that warranted disclosure and no significant audit adjustments. Mr. Scheiring recognized State Librarian, Norma Blake, for her outstanding job at balancing and managing the Library budget.

## **CONSIDERATION OF BID WAIVERS**

Dr. Pruitt discussed the bid waiver items reviewed by the Administration, Audit and Finance Committee at the November 2010 meeting.

Reverend Justice 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 \$30,100 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 in certain specified instances; 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 is provided in the 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 Directed Independent Adult Learning, Graduate School, and Nursing School programs at a cost that may exceed the bid threshold of \$30,100 per contract;
- engage a consulting firm to conduct a comprehensive review of its DIAL unit at a cost of approximately \$130,000;
- use the services of its advertising agency, Sigma, to implement the next phase of the strategic vision plan at an approximate cost of \$750,000;
- secure a consultant to conduct market research studies at an approximate cost of \$60,000;
- engage a consulting firm to develop a facility master plan for the College and its affiliate, the New Jersey State Library, at an approximate cost of \$250,000;
- enter into a contract with a vendor to provide a new content management system to support the College's web site at an estimated cost of \$50,000;
- use the services of ProctorU to provide online proctoring for course examinations at a cost that may exceed the bid threshold of \$30,100; and
- use the services of the consulting firm New Publishing to select and negotiate with e-book vendors, at an approximate cost of \$41,000

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 Directed Independent Adult Learning, Graduate School, and Nursing School programs at a cost that may exceed the bid threshold of \$30,100; engage a consulting firm to conduct a comprehensive review of its DIAL unit at a cost of approximately \$130,000; use the services of its advertising agency, Sigma, to implement the next phase of the strategic vision plan at an approximate cost of \$750,000; secure a consultant to conduct market research studies at an approximate cost of \$60,000; engage a consulting firm to develop a facility



master plan for the College and its affiliate, the New Jersey State Library, at an approximate cost of \$250,000; enter into a contract with a vendor to provide a new content management system to support the College's web site at an estimated cost of \$50,000; use the services of ProctorU to provide online proctoring for course examinations at a cost that may exceed the bid threshold of \$30,100; and use the services of the consulting firm New Publishing to select and negotiate with e-book vendors, at an approximate cost of \$41,000.

Dr. Abbate made, and Ms. Pearson seconded a motion to adopt the resolution. The motion carried unanimously.

#### **CONSIDERATION OF PROFESSIONAL SERVICES CONTRACT**

Dr. Pruitt informed the Board of new legislation requiring the need for a report on professional services contracts to be presented annually to the Board. The Administration, Audit and Finance Committee recommended adoption of the Professional Services Contract resolution.

Reverend Justice presented the following resolution:

- WHEREAS:** P. L. 2009, Chapter 308 requires State College Boards of Trustees to establish certain procedures concerning professional services contracts; and
- WHEREAS:** The Thomas Edison State College Board of Trustees wishes to amend the College's Purchasing Policy and Procedures to comply with the statute; and
- WHEREAS:** Attachment A to this Resolution articulates the required procedures for professional services contracts; now therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College upon the recommendation of the President does hereby adopt the Amendment to the College's Purchasing Policy and Procedures, relating to Professional Services Contracts, (appended as Attachment A) effective immediately.

Ms. Pearson made, and Ms. Hammond seconded a motion to adopt the resolution. The motion carried unanimously.

#### **CONSIDERATION OF GARDEN STATE HISTORIC PRESERVATION TRUST FUND 2010 CAPITAL PRESERVATION GRANT**

Introducing this resolution, Dr. Pruitt informed the Board of a \$750,000 matching grant application submitted by the College to the Garden State Historic Preservation Trust Fund to support the restoration and renovation of the Kuser Mansion. A resolution from the Board of Trustees is a requirement of the application process.

Reverend Justice presented the following resolution:

- WHEREAS:** The Board of Trustees authorized the purchase of the Rudolph V. Kuser Mansion located at 315 West State Street, Trenton, New Jersey in 2008; and



- WHEREAS:** The Board of Trustees has ownership rights and the authority over all matters concerning the Rudolph V. Kuser Mansion; and
- WHEREAS:** It has been determined that it would be fiscally responsible for Thomas Edison State College to seek \$750,000 to partially fund the restoration and renovation of the Rudolph V. Kuser Mansion, located at 315 West State Street, Trenton, New Jersey; and
- WHEREAS:** It has been determined that Thomas Edison State College would benefit from obtaining the Garden State Historic Preservation Trust Fund 2010 Capital Preservation Grant Level II; and
- WHEREAS:** The Board of Trustees concurs with the proposed grant application, authorizes Michael J. Scheiring, Vice President & Treasurer to sign the assurances and acknowledges the certification that \$750,000 in matching funds has been set aside for the renovation and restoration of the Rudolph V. Kuser Mansion, now, therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby approve the application to the Garden State Historic Preservation Trust for their 2010 Capital Preservation Grant Level II, as incorporated herein by reference.

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

#### **CONSIDERATION OF ESTABLISHMENT OF NON-STATE FUNDED PENSION PLAN**

Dr. Pruitt informed the Board of the guidance received from the Department of the Treasury making it permissive for the College to use non-state funds to supplement the recently imposed pension plan cap. The program will enable the College to continue providing retirement benefits at the same level for the nine employees affected by the change.

Reverend Justice presented the following resolution:

- WHEREAS:** Chapter 31, P. L. 2010 limits employer contributions to the Alternate Benefit Program (ABP) for higher education employees whose salary exceeds the maximum salary of Executive Branch department heads; and
- WHEREAS:** Prior to this change, the College contributed 8% of an ABP member's base salary and made additional contributions pursuant to employment contractual obligations; and
- WHEREAS:** The State of New Jersey will continue to contribute at the rate equal to 8% of the member's base salary except that the amount of the contribution may not exceed 8% of the maximum salary for State department officers as established by law; and

- WHEREAS:** NJSA 52:14-15.107 sets the maximum salary of department officers at \$141,000 per calendar year; and
- WHEREAS:** Guidance from the Department of Treasury indicates that a college or university may establish programs (other than the ABP) for employer contributions with non-state funds beyond the state ABP statutory limit; and
- WHEREAS:** It is in the College's interest to fulfill its commitments to employees and to maintain retirement benefits for its employees that are competitive with those offered by other states to employees of public colleges and universities; and
- WHEREAS:** The Board of Trustees, at its September 2010 meeting, discussed the College's intent to establish non-state 403b plans or other appropriate plans; therefore be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby authorize the establishment of non-Alternate Benefit Program retirement programs, such as non-State 403b plans, with non-state funds, for contributions of 8% of an employee's salary over \$141,000 (subject to increases in the state statutory limit) and to make additional contributions pursuant to employment contractual obligations, up to the applicable Federal IRS limits, with 8% contributions retroactive to July 1, 2010.

Mr. Arndt made, and Ms. Hammond seconded a motion to accept the resolution. The motion carried unanimously.

#### **CONSIDERATION OF ARCHITECTURAL CONSULTANT SERVICES**

Dr. Pruitt introduced the resolution and updated the Board on the public bid for viable bidders for the Kuser Mansion restoration project.

Reverend Justice presented the following resolution:

- WHEREAS:** The Board of Trustees authorized the purchase of the Rudolph V. Kuser Mansion located at 315 West State Street, Trenton, New Jersey in 2008; and
- WHEREAS:** The Board of Trustees has ownership rights and the authority over all matters concerning the Rudolph V. Kuser Mansion; and
- WHEREAS:** It has been determined that Thomas Edison State College seeks to restore and renovate the historic Kuser Mansion, located at 315 West State Street, Trenton, New Jersey; and
- WHEREAS:** Thomas Edison State College issued a Request for Proposal for Kuser Mansion renovation and restoration architectural consulting services which was publically advertised on June 11, 2010; and



- WHEREAS:** The public bid opening commenced on July 16, 2010, at which 11 architectural consulting services bids were received, ranging in price from \$78,405 to \$301,610; and
- WHEREAS:** An evaluation committee was formed to thoroughly review all proposals received; and
- WHEREAS:** It is the recommendation of the evaluation committee to award the Kuser Mansion renovation and restoration architectural consulting services bid to Nadaskay Kopelson Architects in the amount of \$221,539; and
- WHEREAS:** The evaluation committee based their decision on the firm's compliance with and response to the RFP; the firm's project team experience; prior experience with similar renovation, restoration and historical projects; the proposed costs; and strong references; now, therefore be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby approve the architect award to Nadaskay Kopelson Architects for the Kuser Mansion renovation and restoration project.

Dr. Abbate made, and Ms. Pearson seconded a motion to accept the resolution. The motion carried unanimously.

#### **CONSIDERATION OF ADMINISTRATION, AUDIT, AND FINANCE COMMITTEE CHARTER**

Reverend Justice presented the following resolution:

- WHEREAS:** P. L. 2009, Chapter 308, effective July 2010, mandates that State college Boards of Trustees establish certain board committees; and
- WHEREAS:** The law also requires that each designated committee have a written charter that addresses the committee's purpose and responsibilities; and
- WHEREAS:** The Administration, Audit and Finance Committee met to discuss the responsibilities and to review the charter: and
- WHEREAS:** The Administration, Audit, and Finance Committee is established to oversee the accounting and financial reporting process, system of internal controls, audits of the College, and the integrity of the College's financial statements; and
- WHEREAS:** The President and members of the Administration, Audit and Finance Committee recommend that the Thomas Edison State College Board of Trustees approve the respective charter; now, therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby

adopt the Administration, Audit and Finance Committee charter as recommended by the President and the respective Board Committee, and appended hereto.

Ms. Pearson made, and Mr. Arndt seconded a motion to accept the resolution. The motion carried unanimously.

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

As reported by the Committee Chair, the main business of the Academic Affairs Committee was the change of two graduate nursing certificates to show that courses were at the graduate level.

Vice President and Provost, William Seaton, added that the New Jersey Institute of Nursing recently honored Dean Susan O'Brien as one of New Jersey's outstanding nurses. Dr. Abbate congratulated Dean O'Brien on her accomplishment.

#### **CONSIDERATION OF RETIREMENT OF POST-BACCALAUREATE CERTIFICATE IN NURSING INFORMATICS**

Dr. Abbate 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 approved the retirement of the Post-Baccalaureate Certificate in Nursing Informatics 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 retirement of the Post-Baccalaureate Certificate in Nursing Informatics as presented and incorporated herein by reference.

Dr. Abbate made, and Ms. Pearson seconded a motion to accept the resolution. The motion carried unanimously.

#### **CONSIDERATION OF GRADUATE CERTIFICATE IN NURSING INFORMATICS**

Dr. Abbate 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 approved the Graduate Certificate in Nursing Informatics 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 Graduate Certificate in Nursing Informatics as presented and incorporated herein by reference.

Dr. Abbate made, and Ms. Hammond seconded a motion to accept the resolution. The motion carried unanimously.

#### **CONSIDERATION OF RETIREMENT OF POST-BACCALAUREATE CERTIFICATE IN NURSING ADMINISTRATION**

Dr. Abbate 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 approved the retirement of the Post-Baccalaureate Certificate in Nursing Administration 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 retirement of the Post-Baccalaureate Certificate in Nursing Administration as presented and incorporated herein by reference.

Dr. Abbate made, and Mr. Arndt seconded a motion to accept the resolution. The motion carried unanimously.

#### **CONSIDERATION OF GRADUATE CERTIFICATE IN NURSING ADMINISTRATION**

Dr. Abbate 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 approved the Graduate Certificate in Nursing Administration 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 does hereby approve the Graduate Certificate in Nursing Administration as presented and incorporated herein by reference.

Dr. Abbate made, and Ms. Pearson seconded a motion to accept the resolution. The motion carried unanimously.

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

Dr. Pruitt pointed out that Student Trustee, Debra Schmelzer, was included on the list of names being presented to the Board for awarding of degrees.

Dr. Abbate 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 10, 2010, 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.**

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

#### **CONSIDERATION OF ACADEMIC AFFAIRS COMMITTEE CHARTER**

Dr. Abbate presented the following resolution:

**WHEREAS:** P. L. 2009, Chapter 308, effective July 2010, mandates that State college Boards of Trustees establish certain board committees; and

**WHEREAS:** The law also requires that each designated committee have a written charter that addresses the committee's purpose and responsibilities; and

**WHEREAS:** The Academic Affairs Committee met to discuss the responsibilities and to review the charter: and

**WHEREAS:** The Academic Affairs Committee previously established to oversee matters and make recommendations to the Board relating to the College's academic mission, but not specified by the new law, has reviewed the charter listing its responsibilities; and



**WHEREAS:** The President and members of the Academic Affairs Committee recommend that the Thomas Edison State College Board of Trustees approve the respective charter; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby adopt the Academic Affairs Committee charter as recommended by the President and the respective Board Committee, and appended hereto.

Dr. Abbate made, and Ms. Hammond seconded a motion to accept the resolution. The motion carried unanimously.

#### **REPORT OF THE COMPENSATION AND EXECUTIVE COMMITTEES**

As Chair of the Compensation and Executive Committees, Reverend Justice informed the Board of the meetings held to discuss salary increases for managers, review of the bylaws, and adoption of the committee charters.

#### **CONSIDERATION OF MANAGERIAL SALARY INCREASE**

In introducing this resolution, Dr. Pruitt pointed out that managerial staff has not received a salary increase since July 2008. He recommended a 3.5% increase for College and State Library managers. Dr. Pruitt noted that managers will not receive an increase in 2011.

Reverend Justice presented the following resolution:

**WHEREAS:** The Board of Trustees of Thomas Edison State College is authorized to determine the compensation of College managerial employees, pursuant to N.J.S.A. 18A: 64-6(h), as well as State Library employees, pursuant to N.J.S.A. 18A: 73-34; and

**WHEREAS:** The Compensation Committee of the Board, in accordance with its charge, has reviewed the President's recommendation that College and State Library managers receive a 3.5% raise, excepting the President's own salary; and

**WHEREAS:** The Compensation Committee recognizes that managerial staff have not received any general salary increases since July 2008, although managers had a pay reduction as a result of furloughs in 2009; and

**WHEREAS:** Those College and Library employees who are members of a bargaining unit are receiving state mandated increases from 7 to 11%; and

**WHEREAS:** The Compensation Committee has accepted the President's recommendation, and has in turn, recommended to the full Board that 3.5% salary increases be authorized for managerial staff at the College and its affiliate, the New Jersey State Library, now therefore be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby authorize a 3.5% salary increase for managerial staff at the College and the State Library, excepting the President's salary, pursuant to the recommendations of the Compensation Committee of the Board and the President. The increase shall be effective retroactive to July 2010.

Ms. Hammond made, and Ms. Pearson seconded a motion to accept the resolution. The motion carried unanimously.

#### **CONSIDERATION OF THE COMPENSATION AND EXECUTIVE COMMITTEE CHARTERS**

Reverend Justice presented the following Compensation Committee resolution:

- WHEREAS:** P. L. 2009, Chapter 308, effective July 2010, mandates that State college Boards of Trustees establish certain board committees; and
- WHEREAS:** The law also requires that each designated committee have a written charter that addresses the committee's purpose and responsibilities; and
- WHEREAS:** The Compensation Committee met to discuss the responsibilities and to review the charter: and
- WHEREAS:** The Compensation Committee is established to evaluate and make recommendations to the Board regarding compensation for the president, vice-presidents, and other senior administrators of the College; and
- WHEREAS:** The President and members of the Compensation Committee recommend that the Thomas Edison State College Board of Trustees approve the respective charter; now, therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby adopt the Compensation Committee charter as recommended by the President and the respective Board Committee, and appended hereto.

Reverend Justice presented the following Executive Committee resolution:

- WHEREAS:** P. L. 2009, Chapter 308, effective July 2010, mandates that State college Boards of Trustees establish certain board committees; and
- WHEREAS:** The law also requires that each designated committee have a written charter that addresses the committee's purpose and responsibilities; and



**WHEREAS:** The Executive Committee met to discuss the responsibilities and to review the charter: and

**WHEREAS:** The Executive Committee is established to act on behalf of the governing board between meetings of the full board; and

**WHEREAS:** The President and members of the Executive Committee recommend that the Thomas Edison State College Board of Trustees approve the respective charter; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby adopt the Executive Committee charter as recommended by the President and the respective Board Committee, and appended hereto.

Dr. Abbate made, and Ms. Hammond seconded a motion to accept both resolutions. The motion carried unanimously.

#### **REPORT OF THE NOMINATIONS AND GOVERNANCE COMMITTEE**

Nominations and Governance Committee Chair, Marilyn Pearson, reported on the November meeting to review by-law changes and approve the charter.

#### **CONSIDERATION OF THE NOMINATIONS AND GOVERNANCE COMMITTEE CHARTER**

Ms. Pearson presented the following resolution:

**WHEREAS:** P. L. 2009, Chapter 308, effective July 2010, mandates that State college Boards of Trustees establish certain board committees; and

**WHEREAS:** The law also requires that each designated committee have a written charter that addresses the committee's purpose and responsibilities; and

**WHEREAS:** The Nominations and Governance Committee met to discuss the responsibilities and to review the charter: and

**WHEREAS:** The Nominations and Governance Committee is established to oversee matters directly affecting the governance of the College including the Board bylaws, recommendation of candidates for Board membership, and recommendation of Board officers; and

**WHEREAS:** The President and members of the Nominations and Governance Committee recommend that the Thomas Edison State College Board of Trustees approve the respective charter; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby adopt the Nominations and Governance Committee charter as recommended by the President and the respective Board Committee, and appended hereto.

Ms. Pearson made, and Mr. Arndt seconded a motion to accept the resolution. The motion carried unanimously.

#### **CONSIDERATION OF BYLAW REVISIONS**

Reverend Justice presented the following resolution:

**WHEREAS:** The Bylaws of Thomas Edison State College Board of Trustees may be amended, altered, repealed, or added to in any manner not inconsistent with the laws of the State of New Jersey, provided that a copy of the proposed amendment has been furnished to each member of the Board of Trustees by the Secretary at least 30 days before the meeting at which the vote upon the amendment is to be held; and

**WHEREAS:** Statutory changes require modifications in the Bylaws, and

**WHEREAS:** Prior notification of said Bylaws changes have been duly provided; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby adopt the provided modifications to its Bylaws as attached and incorporated herein by reference.

Mr. Arndt made, and Ms. Hammond seconded a motion to accept the resolution. The motion carried unanimously.

#### **CONSIDERATION OF STRATEGIC VISION PLAN REVISIONS**

Dr. Pruitt elaborated on our success with achieving many of the goals established in the initial Strategic Vision Plan. He noted that the College's original Plan had been largely accomplished in the first three years. He advised the Board that it was important to recalibrate the Plan given the accomplishments that have been achieved and the changing environment.

Reverend Justice presented the following resolution:

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

**WHEREAS:** An initial comprehensive Strategic Vision Plan had been submitted for Board consideration; and

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



- WHEREAS: The Plan has undergone a mid-course review to identify significant accomplishments over the past three-and-a-half years; and
- WHEREAS: The Plan has been retooled to include appropriately aggressive and competitive elements key to the success of achieving the strategies and goals of the College; and
- WHEREAS: The revised plan was 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 revised *FY 2005 - FY 2012 Strategic Vision Plan*, spanning the period of December 10, 2010, through June 30, 2012, as provided and incorporated herein by reference.

Ms. Hammond made, and Ms. Pearson seconded a motion to accept the resolution. The motion carried unanimously.

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

Dr. Pruitt presented the following resolution for contract renewals:

**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.**

Dr. Abbate made, and Ms. Hammond seconded a motion to accept the resolution. The motion carried unanimously.

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

Dr. Pruitt presented the following resolution for personnel actions:

**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 Ms. Pearson seconded a motion to adopt the resolution. The motion carried unanimously.

## NEW BUSINESS

In an effort to reduce paper use and to decrease publication costs, Dr. Pruitt recommended a change in the current practice of preparing board materials. A three ring binder was proposed to replace the present bound book that is prepared for each meeting. Trustees, who receive board materials by way of an electronic copy, will have the binder for their reference at the meetings. Trustees, who receive board materials by mail, will need to bring their binder to the quarterly meetings. Board members were in agreement that this method was a simple change that would eliminate duplication and save money over the long term.

In his closing remarks, Dr. Pruitt expressed his appreciation and thanked each Trustee for their work and support contributed individually and collectively over the past year, mentioning that their dedication and hard work is what makes Thomas Edison State College the kind of institution it is.

## ADJOURNMENT

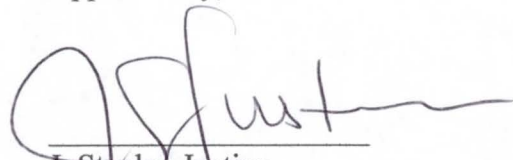
There being no further business, Ms. Pearson made, and Ms. Hammond seconded, a motion to adopt a resolution to adjourn. The motion carried unanimously. The meeting was adjourned at 11:25 a.m.

Submitted by,



George A. Pruitt  
Secretary of the Board

Approved by,

  
J. Stanley Justice  
Chairperson