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MINUTES
BOARD OF TRUSTEES MEETING
THOMAS EDISON STATE COLLEGE
December 16, 2011

MEMBERS PRESENT: Eric R. Lear, Chair; Fred Abbate; Richard Arndt; Ida Hammond; Brian Maloney; Marilyn Pearson (via teleconference); J. Stanley Justice; Gualberto Medina; E. Harvey Myers; George Pruitt; Debra Schmelzer, Student; and Cynthia Diogo, Student

MEMBERS ABSENT: None

ALSO PRESENT: William Seaton, Vice President and Provost; Michael Scheiring, Vice President and Treasurer; John Thurber, Vice President for Public Affairs; Mary Ellen Caro, Vice President of Enrollment Management and Learner Services; Barbara Kleva, General Counsel; Terri Tallon-Hamill, Executive Assistant to the President; and Robin Walton, Director of Government Affairs.

Eric Lear 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.

Chairman Lear took a moment to discuss ratios and enrollments as reported in the KPMG annual analysis. He mentioned that the College's state support dropped from 45% to 19%, yet enrollments continued to grow by 8% for academic year 2011. He noted that general institutional expense to support increased enrollments grew by less than 1%; offering evidence of revenue generated by College staff. Mr. Lear also pointed out when comparing a for profit company with the College, these numbers were staggering. He credited the College's sound financial position to Dr. Pruitt's leadership.

CONSIDERATION OF MINUTES

The Minutes of the September 9, 2011, meeting were presented by Mr. Lear for approval and adoption. Mr. Arndt made, and Mr. Maloney seconded a motion to accept the minutes. The motion carried unanimously.

PRESIDENT'S REPORT

Dr. Pruitt opened his report by discussing his appointment to the National Commission of Educational Attainment and his role as a commission member. He is the only president from a New Jersey institution named to the commission. Dr. Pruitt explained the goal of the commission is to improve college retention and attainment, while restoring the Nation's predominance in higher education. He also noted that the aspiration to elevate the current level of postsecondary educational attainment is a noble one, and that it is a good opportunity for Thomas Edison State College to be a part of the commission. In response to Mr. Myers' question, Dr. Pruitt mentioned that the target of this initiative is to be the world leader in public education by the year 2020.

Dr. Pruitt briefly mentioned that he was the 2011 recipient of the Council of Adult and Experiential Learning Lifetime Achievement Award. He received the award at the 2011 Annual Conference in Chicago, Illinois. The Board responded with congratulatory applause.

Due to the increasing number graduates and attendees at commencement services, Dr. Pruitt advised the Board that the 2012 commencement would be moved to the Sun Bank Arena. The 2012 fall commencement will be held on September 22, 2012.

Now that the College is nearing the end of its seven-year Strategic Vision Plan, Dr. Pruitt advised the Board of a refreshed vision for the institution. Planning the new Strategic Vision will begin in January 2012. He emphasized the importance of planning and closely examining what things we should be going after and the things we should be letting go. Dr. Pruitt indicated that a new vision would overlap nicely with our Middle States decennial review. He also suggested that the Foundation Board follow suit with a revision plan.

REPORT OF THE ADMINISTRATION, AUDIT, AND FINANCE COMMITTEE

Minutes for the October 28, 2011, meeting were presented and approved by a unanimous vote of the Committee. Committee Chair, Gualberto Medina, discussed the matters addressed at the Committee meeting. He commented that with such a large reduction in state funding the College continued to offer high-quality education to students. Mr. Medina advised the group that the College's external auditors reviewed accounts thoroughly, and recommended best practices to manage the College as we move forward. Mr. Lear added that he has never witnessed the level of expertise within an organization as he has seen at Thomas Edison State College. Mr. Medina noted that in terms of the current fiscal year the college ended the first quarter with expenses below what was budgeted, which shows a positive initiative on the part of management.

Mr. Medina made, and Mr. Malone seconded a motion to accept the external audit. The motion carried unanimously.

CONSIDERATION OF BID WAIVERS

Mr. Medina called the Board's attention to the information on bid waivers provided in the Board materials. He also briefly commented on the merit of each bid waiver request and pointed out that the bid waiver tracking system keeps the Board informed about the progress of projects for which bid waivers have been approved in the past.

Mr. Medina presented the following resolution:

- WHEREAS:** The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$30,700 must be publicly advertised for sealed bids in the local newspapers; and
- WHEREAS:** N.J.S.A. 18A:64-56 allows the Board of Trustees to waive bidding procedures in certain circumstances; and
- WHEREAS:** The purchasing policies of Thomas Edison State College approved by the Board of Trustees on October 10, 1986, provide for the granting of categorical prior approval and post reporting to the Board of such purchases; and
- WHEREAS:** Background information on each bid waiver is provided in an attached document entitled "Bid Waiver Request"; and
- WHEREAS:** The College is requesting bid waivers to do the following:
- use the services of specified mentors and course-construction consultants for the College's Directed Independent Adult Learning and graduate programs at a cost that may exceed the bid threshold of \$30,700;
 - enter a month to month contract with MWW Group, a Washington, DC-based government relations firm, to tailor a program that will assist us in securing direct federal funding opportunities through extensive research of grant opportunities, at a cost not to exceed \$100,000 for a one-year period;
 - purchase online tutoring services for students for a one-year period at a cost of approximately \$45,000;
 - use the services of ProctorU to provide online proctoring for course examinations at a cost of approximately \$228,000;
 - continue to use the services of Sigma Group to continue the College's enrollment advertising campaigns at a cost not to exceed \$615,600; and
 - engage Sigma Group to provide targeted enrollment marketing efforts for various schools at a cost not to exceed \$300,000

in accord 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 to do the following: use the services of specified mentors and course-construction consultants for the College's Directed Independent Adult Learning and graduate programs at a cost that may exceed the bid threshold of \$30,700; enter a month to month contract with MWW Group, a Washington, DC-based government relations firm, to tailor a program that will assist us in securing direct federal funding opportunities through extensive research of grant opportunities, at a cost not to exceed \$100,000 for a one-year period; purchase online tutoring services for students for a one-year period at a cost of approximately \$45,000;

use the services of ProctorU to provide online proctoring for course examinations at a cost of approximately \$228,000; continuation of the contracted services of Sigma Group to continue the College's enrollment advertising campaigns at a cost not to exceed \$615,600; and to also engage Sigma Group to provide targeted enrollment marketing efforts for various schools at a cost not to exceed \$300,000.

Reverend Justice made, and Mr. Maloney seconded a motion to adopt the bid waiver resolution. The motion carried unanimously.

REPORT OF THE ACADEMIC AFFAIRS COMMITTEE

Minutes for the November 14, 2012, meeting were presented and approved by a unanimous vote of the Committee. Dr. Abbate advised the Board of two major items of business that were discussed at the November meeting. He introduced the Report on the Institutional Self-Study and the Public Service Leadership Program. He provided a brief discussion on the merits of both resolutions.

CONSIDERATION OF REPORT ON THE INSTITUTIONAL SELF-STUDY

Dr. Pruitt introduced Drs. Susan Davenport, Dean of the Heavin School of Arts and Sciences, and Raymond Young, Associate Vice President and Dean of Learner Services who reported on the processes of conducting the institutional self-study, a means of self-regulation and a requisite for the Commission on Higher Education's reaccreditation visit. They also discussed what was found during the preparation of the study and what remains to be done to prepare for the College's peer review and reaccreditation visit. As indicated by Drs. Davenport and Young, a review of the individual 14 standards was undertaken by way of work groups consisting of staff representing all levels of College. Dr. Pruitt noted that the College has an assessment culture that many colleges in the country do not. This is the only way an institution can better itself, he added. An investigation was also initiated to substantiate the College's compliance with its mission statement and accrediting criteria. As a result of the self-study, the deans concluded that the College is true to its mission.

Mr. Lear introduced the following resolution for approval:

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 Report on the Institutional Self-Study for the Commission on Higher Education of the Middle States Association of Colleges and Schools 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 Report on the Institutional Self-Study for the Commission on Higher

Education of the Middle States Association of Colleges and Schools as presented and incorporated herein by reference.

Reverend Justice made, and Mr. Maloney seconded a motion to adopt the Self-Study resolution. The motion carried unanimously.

CONSIDERATION OF MASTER OF PUBLIC SERVICE IN LEADERSHIP

Dr. Abbate explained that the Master of Public Service in Leadership was an exciting degree and had been thoroughly developed. Mr. Seaton added that this was the first master's degree offered by the John S. Watson School of Public Service and Continuing Studies. He credited Dr. Joseph Youngblood for developing a program that would provide competency in the principles of public service and promoting social change.

Dr. Abbate introduced the following resolution for approval:

WHEREAS: The Board of Trustees of Thomas Edison State College has the authority and the responsibility to determine the educational curriculum and academic policies of the College; and

WHEREAS: The Academic Council has reviewed and approved the Master of Public Service Leadership degree program as presented; and

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

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby approve the Master of Public Service in Leadership degree as presented and incorporated herein by reference.

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

CONSIDERATION OF CANDIDATES FOR DEGREE

Mr. Seaton pointed out that as the first graduating class of the 2012 cycle, the 779 students before the Board showed a 13.5% increase in graduates from the first quarter 2011.

Mr. Lear introduced the resolution for Candidates for Degree.

The Board of Trustees of Thomas Edison State College does hereby approve the awarding of the appropriate degrees to those December 16, 2011 candidates cited on the lists provided and incorporated herein by reference.

The action herein taken is pursuant to a certification by the President that the aforementioned candidates have satisfied all the relevant degree requirements as recommended by the Academic Council and as established by the Board of Trustees.

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

CONSIDERATION OF PERSONNEL ACTIONS

Mr. Lear presented the following resolution for adoption:

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.

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

NEW BUSINESS

Dr. Pruitt announced Michael Scheiring's intent to retire and shared his regret. On behalf of the people of Thomas Edison State College, Dr. Pruitt extended eternal gratitude for keeping the institution successful and sustainable. Mr. Scheiring told the Board that although the College has done very well, he attributed much of that to the people he has worked with and managers who have supported his team.

Mr. Lear introduced a resolution for Mr. Scheiring's retirement.

WHEREAS: The Board of Trustees of Thomas Edison State College has the authority, upon nomination by the President, to appoint administrative staff and other employees "as may be required for carrying out the purposes of the college and assign their duties," pursuant to N.J.S.A. 18A:64-6(h) and (i); and

WHEREAS: The President has "such powers as shall be requisite for the executive management and conduct of the college...." N.J.S.A. 18A:64-8; and

WHEREAS: The President has informed the Board of Trustees that Vice President and Treasurer, Michael Scheiring, has announced his intent to resign from his position and retire; and

WHEREAS: The President has recommended that Mr. Scheiring be considered for a transitional sabbatical leave from July 1, 2012 until October 31, 2013, and a designation as Vice President Emeritus, effective July 1, 2012; and

WHEREAS: The Board wishes to recognize Mr. Scheiring's 29 years of distinguished service to Thomas Edison State College; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby authorize the President to grant Mr. Scheiring a sabbatical leave from July 1, 2012 to October 31, 2013, and the further authority to designate him as Vice President Emeritus.

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

Dr. Pruitt introduced a second resolution to conduct a national search for the position of Vice President and Treasurer. He indicated that an interim financial officer would be appointed before the end of 2011.

Mr. Lear introduced the resolution to retain a professional search firm for the purpose of recruiting candidates for the position of Vice President and Treasurer.

WHEREAS: The "State College Contracts Law" Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$30,700 must be publicly advertised, unless the Board of Trustees approves a waiver of advertising; and

WHEREAS: The Board of Trustees may waive advertising for personnel recruitment services, pursuant to N.J.S.A. 18A:64-56(a)(20); and

WHEREAS: The Board of Trustees recognizes the importance of recruiting and selecting qualified candidates to be considered for the position of Vice President and Treasurer; and

WHEREAS: The President has recommended that the College engage a search firm to secure professional assistance in the search for a new Vice President and Treasurer; and

WHEREAS: The President estimates that the cost of a professional search firm to provide these services will be approximately \$60,000; now, therefore be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby authorize the President to retain a professional search firm for the purpose of recruiting candidates for the position of Vice President and Treasurer, for a contract amount of approximately \$60,000.

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

ADJOURNMENT

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

Mr. Medina made, and Mrs. Hammond seconded a motion to adjourn. The motion carried unanimously. The meeting was adjourned at 11:55 a.m.

Submitted by,



George A. Pruitt
Secretary of the Board

Approved by,



Eric R. Lear
Chairperson