



*Office of the President*  
(609) 984-1105  
Fax: (609) 989-9321  
gpruitt@tesc.edu

## **MINUTES**

### **BOARD OF TRUSTEES**

#### **THOMAS EDISON STATE COLLEGE**

**September 17, 2004**

**MEMBERS PRESENT** George Pruitt, Nicholas Carnevale, Fred Abbate, George Fricke, Dick Arndt, Ida Hammond, Arthur Kern, Margaret Verzella, J. Stanley Justice, and E. Harvey Myers

**MEMBERS ABSENT** Marilyn Pearson and Chris Daggett

**ALSO PRESENT** Esther Paist, William Seaton, John Thurber, Ann Marie Senior, Mike Scheiring, Susan Davenport, Norma Blake, Don Trucksess, Paula Witcher, and Paul Merrill

## **MINUTES**

The minutes of the June 4, 2004, meeting were presented by Mr. Carnevale for approval and adoption. Ms. Hammond made, and Mr. Abbate seconded, a motion to adopt the minutes. The motion carried unanimously.

## **SWEARING IN OF NEW TRUSTEE**

Dr. Pruitt introduced Reverend J. Stanley Justice, who was newly appointed to the Board of Trustees. Mr. Carnevale presided over the swearing in of Reverend Justice.

## **SWEARING IN OF STUDENT TRUSTEE**

Mr. Carnevale presented the following resolution:

**WHEREAS:** New Jersey state law and the Bylaws of Thomas Edison State College provide for student representation on the Board of Trustees; and

**WHEREAS:** Said Bylaws specify criteria for the selection of student trustees; and

- WHEREAS:** The President of the College has certified that Arthur Kern meets the criteria; and
- WHEREAS:** The President of the College does hereby nominate Arthur Kern as a student trustee alternate in accordance with the procedures of the Board; now, therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby elect Arthur Kern as student trustee alternate, effective September 17, 2004, for a term of one year, followed thereby as student trustee for a period of one year, which shall conclude at the annual meeting of the Board to be held in June 2006.

Mr. Abbate made, and Mr. Fricke seconded, a motion to accept the resolution. Motion carried unanimously.

#### **PRESIDENT'S REPORT**

Dr. Pruitt explained that, as the Annual Report affirms, we have had a very good year. With the assistance of Senator Bryant and Assemblywoman Bonnie Watson-Coleman, we have gotten an increase in our authorized position count, which now allows for the state to pay for fringe-benefit costs formerly paid by the College, and we have had restorations of budget cuts for the State Library. The Library also got federal grant funding for the first time. On the other hand, we may face difficult and volatile circumstances in the future. The current fiscal year's budget is funded; but structural governmental issues prevent the avoidance of large deficits in the next few years. Even now, state support for higher education is back to levels that existed in 1997. However, the College is still doing well.

We will develop an aggressive five-year plan that assumes that Thomas Edison State College must be responsible for its own future, financially. The plan will call for significant growth in programs and enrollment. It is somewhat troubling that the pipeline for new enrollment is drying up a bit; but our general numbers still remain very strong, especially with regard to our military programs. We are also well positioned to compete with the University of Phoenix and other such providers, and our Foundation has made great strides to build the endowment.

Director of Institutional Research, Dr. Ann Marie Senior, presented information on the College's student demographics for the past fiscal year, and Mr. Schering summarized the College's financial situation. We ended the year with a surplus of \$3.5 million, and we will use that to fund research and development for such items as new degree programs and the establishment of a school of continuing studies. We also exceeded our revenue target by eight percent, largely owing to our DIAL and other revolving account programs. Our contract revenues come from eArmyU and the Navy College programs,

and these revenues are growing. Re-tooling of the Nursing and PLA programs has also added revenue. In other developments, all approvals have now been completed for our new building on Hanover Street. Construction may be started by December.

The Library has also had a very good year financially, despite funding cuts. In the face of increasing use of the Internet and other technologies, this lack of funding created difficulties. We are in the process of finding new ways of overcoming these through the use of new hubs and other technology solutions. Public contact at libraries has increased dramatically. More New Jersey residents visit libraries than visit the Meadowlands and all the casinos, combined.

State Librarian, Norma Blake gave a brief presentation on the state of the New Jersey State Library. The Library has recently been granted \$900,000 from the state via the efforts of Senator Bryant, et al, and has acquired new databases to be used by business and educational institutions. The Library has also gotten federal grants from the State ADA funding source, from the Institute of Library and Museum Studies, and from Access New Jersey. The statewide library construction program is also going very well.

#### **CONSIDERATION OF RESOLUTION FOR PROVISIONAL ACCEPTANCE OF THE FY2004 EXTERNAL AUDIT REPORT**

Mr. Paul Merrill of KPMG explained the audit process and said that the College's audit was clean and without adverse findings. The College is strong financially. The audit statements now also include information on the Thomas Edison State College Foundation, and this is due to the new accounting standards for the accounting profession. Under these standards, the Foundation is seen as a component unit with the College, as is the case in other public institutions in New Jersey. A separate firm audits the Foundation, again according to standard practice. Dr. Pruitt presented the following resolution:

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| <b>WHEREAS:</b> | It is the policy of the Board of Trustees to subject the College's finances and relevant administrative practices to an independent audit; and   |
| <b>WHEREAS:</b> | It is the practice of the Board of Trustees to have said audit reviewed by the Finance Committee of the Board, acting as an audit committee and reporting its findings and conclusions to the Board; and |
| <b>WHEREAS:</b> | Various agencies of state government have expressed a need to receive a copy of the College's audit report prior to the next meeting of the Board of Trustees; and                                       |
| <b>WHEREAS:</b> | 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 external audit for the year ending June 30, 2004, contingent upon the review of said audit by the Finance Committee of the Board; and be it further

**RESOLVED:** That the 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.

Mr. Fricke made, and Mr. Arndt seconded, a motion to accept the external audit report. The motion carried unanimously.

#### **CONSIDERATION OF BID WAIVERS**

After Mr. Fricke discussed and reviewed each bid waiver and the accompanying addendum, he presented the following two resolutions:

**WHEREAS:** The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$19,500 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 service of mentors and course-construction consultants for the College's Distance and Independent Adult Learning and Graduate Studies programs at a cost that may well exceed the bid threshold of \$19,500;
- use Tramp Steamer Media to produce to produce an online publication in the format of a monthly e-mail newsletter at an approximate cost of \$34,750;
- use Jostens Printing for graduation supplies at an approximate cost of \$48,000;
- use Tutor.com, Inc., to provide a Web-based tutoring program that will allow the State Library to offer virtual reference services at an approximate cost of \$180,000;
- purchase adaptive equipment that is ADA-compliant for the Library for the Blind at an approximate cost of \$150,000; and
- purchase Library furniture that is ADA-compliant and/or ADA-acceptable at the State Library and consolidate State Library collections at an approximate cost of \$300,000

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 service of mentors and course-construction consultants for the College's Distance and Independent Adult Learning and Graduate Studies programs at a cost that may well exceed the bid threshold of \$19,500; use Tramp Steamer Media to produce an online publication in the format of a monthly e-mail newsletter at an approximate cost of \$34,750; use Jostens Printing for graduation supplies at an ap-

proximate cost of \$48,000; use Tutor.com, Inc. to provide a Web-based tutoring program that will allow the State Library to offer virtual reference services at an approximate cost of \$180,000; purchase adaptive equipment that is ADA-compliant for the Library for the Blind at an approximate cost of \$150,000; and purchase Library furniture that is ADA-compliant and/or that is ADA-acceptable and consolidate State Library collections at an approximate cost of \$300,000.

Mr. Fricke also 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 \$19,500 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:
- update outmoded technology for the State Library at a cost of approximately \$300,000; and
  - purchase for the State Library access to commercial databases at a cost of approximately \$5.8 million

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: update outmoded technology at a cost of approximately \$300,000; and purchase access to commercial databases at a cost of approximately \$5.8 million.

Mr. Fricke made, and Mr. Abbate seconded, a motion to adopt both resolutions. The motion carried unanimously.

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

Mr. Seaton pointed out that there are 594 candidates for consideration at this meeting. The candidates for the associate's, baccalaureate, and master's degrees as of September 17, 2004, are as follows: 25 candidates for Associate in Applied Science; 30 candidates for Associate in Arts; 8 candidates for Associate in Science in Applied Science and Technology; 4 candidates for Associate in Science in Management; 1 candidate for Associate in Science in Natural Science and Mathematics; 2 candidates for Associate in Science in Public and Social Services; 276 candidates for Bachelor of Arts; 116 candidates for Bachelor of Science in Applied Science and Technology; 63 candidates for Bachelor of Science in Business Administration; 4 candidates for Bachelor of Science in Health Science; 25 candidates for Bachelor of Science in Human Services; 11 candidates for Bachelor of Science in Nursing; 3 candidates for Master of Arts in Professional Studies; and 26 candidates for Master of Science in Management.

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 September 17, 2004, 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 made, and Ms. Hammond seconded, a motion to adopt the resolution. The motion carried unanimously.

## **CONSIDERATION OF ACADEMIC COUNCIL APPOINTMENTS**

Mr. Seaton presented the following resolution:

**The Board of Trustees of Thomas Edison State College does hereby reappoint Jonathan Lincoln, Associate Professor, Earth & Environmental Studies Department, Montclair State University; Thomas M. Patrick, Associate Professor, Business Department, The College of New Jersey; and Theresa A. Wurmser, Director, Ann May Center for Nursing at Meridian Health System 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.**

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

## **CONSIDERATION OF RE-NAMING SCHOOL OF SOCIAL AND BEHAVIORAL SCIENCES**

Dr. Pruitt presented the following resolution:

**WHEREAS:** The Board of Trustees of Thomas Edison State College has the authority and responsibility to determine the names of the College's various academic entities; and

**WHEREAS:** The President has presented a recommendation to re-name the College's School of Social and Behavioral Sciences to The Heavin School of Social and Behavioral Sciences in honor of our distinguished alumnus H. Gary Heavin; and

**WHEREAS:** The Board of Trustees has discussed and enthusiastically agreed with the President's recommendation; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College hereby accept the recommendation to re-name the College's School of Social and Behavioral Sciences to The Heavin School of Social and Behavioral Sciences.

Ms. Hammond made, and Mr. Myers seconded, a motion to accept the resolution. 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.**

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

## **NEW BUSINESS**

Mr. Abbate, Chairperson of the Nominating Committee, announced the nomination of Mr. Carnevale and Mrs. Hammond for the positions of Chairperson and Vice Chairperson, respectively, of the Board of Trustees. Members voted by secret ballot to elect Mr. Carnevale and Mrs. Hammond. The vote was unanimous.

Mr. Carnevale recognized the service of Mr. Thomas O'Neill on the Board of Trustees, as he presented the following resolution:

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| <b>WHEREAS:</b>  | Thomas M. O'Neill has served with dedication and distinction as a member of the Thomas Edison State College Board of Trustees from September 1992 through June 2004; and  |
| <b>WHEREAS:</b>  | He has served as Vice Chairperson of the Board between September 2003 and June 2004; and  |
| <b>WHEREAS:</b>  | He has made great and meaningful contributions to the deliberations of that Board through his thoughtful questioning and intellectual rigor; and  |
| <b>WHEREAS:</b>  | He has been a most valued member of the Board's Academic Affairs Committee; and   |
| <b>WHEREAS:</b>  | We are grateful for his more than twelve years of service to the Board and to Thomas Edison State College; now, therefore, be it  |
| <b>RESOLVED:</b> | That the Board of Trustees of Thomas Edison State College commend and thank Thomas M. O'Neill for his invaluable contribution of time, talent, and support to the Board and to the College he has served so well. |

Mr. Abbate made, and Mr. Arndt seconded, a motion to accept the resolution. The motion passed unanimously. Mr. Carnevale also noted that the Board will be presenting Mr. O'Neill with a plaque in recognition of his good service.

Mr. Carnevale adjourned the meeting at 12:00 p.m.

Submitted by,

A handwritten signature in black ink, appearing to read "George A. Pruitt", written over a horizontal line.

George A. Pruitt  
Secretary to the Board

Approved by,

A large, stylized handwritten signature in black ink, appearing to read "Nicholas L. Carnevale", written over a horizontal line.

Nicholas L. Carnevale  
Chairman