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**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**THOMAS EDISON STATE COLLEGE**  
**March 15, 2013**

**MEMBERS PRESENT:** Eric R. Lear, Chair; Gualberto Medina, Vice Chair; George A. Pruitt; Fred Abbate; Richard Arndt; J. Stanley Justice; Brian Maloney; E. Harvey Myers; Marilyn Pearson (via Teleconference); Cynthia Diogo, Student; and Valerie Sampson, Student

**MEMBERS ABSENT:** Ida Hammond

**ALSO PRESENT:** William Seaton, Vice President and Provost; Christopher Stringer, Vice President and Treasurer; John Thurber, Vice President for Public Affairs; Mary Ellen Caro, Vice President of Enrollment Management and Learner Services; Dennis Devery, Vice President for Planning and Research; Robin Walton, Vice President for Community and Government Affairs; Mary Chute, State Librarian; Barbara Kleva, General Counsel; Linda Meehan, Chief of Staff; Esther Paist, Secretary to the Board of Trustees; and Mary Hack, Director of Administrative Services

Mr. 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.

**CONSIDERATION OF MINUTES**

The Minutes of the December 14, 2012, meeting were presented by Mr. Lear for approval and adoption. Mr. Arndt made, and Mr. Myers seconded, a motion to accept the minutes. The motion carried unanimously.

The Minutes of the March 1, 2013, meeting were presented by Mr. Lear for approval and adoption. Mr. Maloney made, and Mr. Arndt seconded, a motion to accept the minutes. The motion carried unanimously.

**PRESIDENT'S REPORT**

Dr. Pruitt pointed out that the Kelsey Board Room is being renovated, and this is why today's meeting is being held in the Carriage House. Dr. Pruitt also reported on progress in the development of the patient simulation laboratory (Sim Lab), located on the first floor of the Carriage House. The Sim Lab is operational and being used by students.

Dr. Pruitt pointed out that that the College has applied for funding through the State's Building Our Future Bond Act for the building of a new Nursing Education Center on the Glen Cairn Arms site in Trenton. Funding has also been requested to upgrade the Sim Lab technology. Determinations regarding the Building Our Future Bond Act applications will be made by June 1, 2013, after which the Legislature has 60 days to reconsider these decisions. Ours was the first application to be submitted (March 1, 2013) for the Building Our Future Bond. We are "shovel-ready" on this, and letters of advocacy from community groups were submitted with the application. The College will move forward immediately, if and when, the funding is available. Phase I will involve the demolition of the derelict Glen Cairn Arms building; construction RFPs for Phase II will go out within 90 days of funding. Dr. Pruitt stated that even though there is great competition for this funding, he is confident about our chances. Acquisition of the Glen Cairn Arms site, itself, was also a matter of great effort. The College needed to get both mayoral support and City Council approval. The support from the community was good, and eventually the measure was passed by a 5 to 2 vote in Council. We now have a signed disposition agreement that has the College making a one-time payment of \$300,000 to mitigate loss of taxes, and that has us demolishing the derelict building and doing site remediation. The College hopes to close on this property during the next 30 days. We have been busy on other facilities work, as well. The Governor's budget message included funding for us to change our lease agreements to lease-purchase agreements for our buildings on Hanover Street. We expect to close on the purchase of the NJBIA building in August, and we have applied for bond funding to renovate this building, as well as to renovate the Kelsey/Townhouse Complex. Applications for this funding were filed on March 11, 2012. Kuser Mansion is also being renovated, and should be ready for occupancy in April 2013. We have had positive treatment in the New Jersey press for our renovations in Trenton, as well as in the *New York Times* for the work of the College, in general.

Dr. Pruitt reported that the Sequester imposed by Congress will present challenges. Ms. Walton has been working with colleagues from Empire State, Western Governors' University, UMUC, and other institutions that serve adults, to get support for resolutions that may restore funding to certain non-defense parts of the federal budget, including to those parts that concern student financial aid. There seems to be support for this in the Senate; the House, on the other hand, will try to get funding restored for defense.

The Sequester will also have an impact on the College in that it affects tuition assistance for active-duty military. All military branches except the Navy have announced that they will suspend such tuition assistance. This will cause some fiscal problems, but we are well able to manage this, should it happen. Ms. Walton and Ms. Caro elaborated on this. About 7500 of our military students receive tuition assistance. Letters expressing concern about what is clearly a poor policy decision and asking for budget restoration have been sent to Congress, and we have communicated to students about what their options are and encouraged them to contact Congress, as well. We are concerned that even if money is put back into the Department of Defense budget, it may not be used for tuition assistance. We are communicating with current students and alumni, and we have waived the application fee for military students. In answer to a question from a trustee, Ms. Caro said that the negative financial impact on the College's revenue could be as much as \$500,000. However, the revenue impact for this year will begin to

a question from a trustee, Ms. Caro said that the negative financial impact on the College's revenue could be as much as \$500,000. However, the revenue impact for this year will begin to be felt only during the last two months of FY 2013. Going forward, we can adjust other costs and save money to offset losses and to maintain our margins; if we lose a student, we also lose a cost. We do not plan to lower prices or give away free courses, and we actually had already planned to reduce our enrollment among the relatively low-margin military students, while increasing enrollment among high-margin graduate students. Active-duty military may also use their veterans' benefits for tuition, should they so choose, but we are not pushing this. We are more concerned about the policy implications than the fiscal implications.

Dr. Pruitt introduced Mary Hack, Director of Administrative Services, to the group and praised her work on our many and various facilities projects. Following the meeting, Ms. Hack led the group on a tour of the Sim Lab and the Kuser Mansion.

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

Mr. Medina reviewed the information presented at the March 1, 2013, meeting, calling the Board's attention to the minutes of that meeting. He then stated the only resolution for consideration at today's meeting is one involving bid waivers.

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

Mr. Medina presented the following resolution:

- WHEREAS:** The "State College Contracts Law, N.J.S.A. 18A:64-52 et seq. requires that contracts be made and awarded by the College, after public advertising, for bids for contracts in excess of \$30,700; and
- WHEREAS:** The State College Contracts Law, N.J.S.A. 18A:64-56, permits, in certain specified instances, that contracts may be made, negotiated or awarded by the College by resolution of its Board of Trustees without public advertising for bids; and
- WHEREAS:** The Board of Trustees approved the Thomas Edison State College Purchasing and Contracting Policy, governing purchases and contracts for the College and Library, on December 14, 2012; 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 certain mentors and course-construction consultants for the College's undergraduate and graduate programs and courses offered through the various Schools at a cost not to exceed \$100,000 for FY 2013;

- use the services of Turnitin to provide comprehensive online class management tools and a plagiarism prevention service at a cost of \$39,800 for a one-year contract;
- hold the National Institute on the Assessment of Adult Learning 2013, from June 19-21, 2013 (with an optional pre-conference workshop on June 18), at Revel in Atlantic City, New Jersey, at a cost of \$50,000, with expected reimbursement to the College from costs charged to attendees;
- use the services of a vendor to provide support for the College's Learning Management System, the online student services application and the student portal between the hours of 6pm-8am M-F, and 24 hours on the weekend and holidays, at a cost not to exceed \$100,000 for a one-year contract;
- use the ongoing services of Innersync Studio, a vendor that provides website management services related to the College's content management system at a cost not to exceed \$55,000 for a one-year contract;
- use Digital Dog Direct for advertising and fulfillment services College-wide at a cost not to exceed \$175,000;
- use Clarke Caton Hintz for professional design services for renovations to 102 West State Street, as well as the Kelsey Building and Townhouses, at a cost not to exceed \$89,300;
- use Nadaskay Kopelson Architects for renovations to the Kelsey Boardroom and Kelsey 3<sup>rd</sup> Floor Offices at a cost not to exceed \$50,000;
- purchase audio visual technology and equipment for the Kelsey Boardroom from C&R Audio Visual, LLC at a cost not to exceed \$50,000;
- contract with Capital Health for the educational services of nurse educators in the Accelerated 2<sup>nd</sup> Degree BSN Program at a cost not to exceed \$300,000;
- hire a consultant to develop a pilot program for the State Library to better position libraries as integral and valuable parts of their communities at a cost not to exceed \$35,000;
- enter into a contract with a vendor to provide consulting services to the State Library to support migration of the [www.njstatelib.org](http://www.njstatelib.org) website to the current Drupal 7 platform at a cost of \$35,000; and



- use the services of a full-service marketing agency to assist with day-to-day external communication functions as well as execute statewide public awareness campaigns at a cost not to exceed \$50,000

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 certain mentors and course-construction consultants for the College's undergraduate and graduate programs and courses offered through the various Schools at a cost not to exceed \$100,000 for FY 2013; use the services of Turnitin to provide comprehensive online class management tools and a plagiarism prevention service at a cost of \$39,800 for a one-year contract; hold the National Institute on the Assessment of Adult Learning 2013 from June 19-21, 2013 (with an optional pre-conference workshop on June 18), at Revel in Atlantic City, New Jersey, at a cost of \$50,000, with expected reimbursement to the College from costs charged to attendees; use the services of a vendor to provide support for the College's Learning Management System, the online student services application and the student portal between the hours of 6pm-8am M-F, and 24 hours on the weekend and holidays, at a cost not to exceed \$100,000 for a one-year contract; use the ongoing services of Innersync Studio, a vendor that provides website management services related to the College's content management system at a cost not to exceed \$55,000 for a one-year contract; use Digital Dog Direct for advertising and fulfillment services College-wide at a cost not to exceed \$175,000; use Clarke Caton Hintz for professional design services for renovations to 102 West State Street, as well as the Kelsey Building and Townhouses, at a cost not to exceed \$89,300; use Nadaskay Kopelson Architects for renovations to the Kelsey Boardroom and Kelsey 3<sup>rd</sup> Floor Offices at a cost not to exceed \$50,000; purchase audio visual technology and equipment for the Kelsey Boardroom from C&R Audio Visual, LLC at a cost not to exceed \$50,000; contract with Capital Health for the educational services of nurse educators in the Accelerated 2<sup>nd</sup> Degree BSN Program at a cost not to exceed \$300,000; hire a consultant to develop a pilot program for the State Library to better position libraries as integral and valuable parts of their communities at a cost not to exceed \$35,000; enter into a contract with a vendor to provide consulting services to the State Library to support migration of the [www.njstatelib.org](http://www.njstatelib.org) website to the current Drupal 7 platform at a cost of \$35,000; and use the services of a full-service marketing agency to assist with day-to-day external communication functions as well as execute statewide public awareness campaigns at a cost not to exceed \$50,000.

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

**REPORT OF THE ACADEMIC AFFAIRS COMMITTEE**

Mr. Abbate directed the group's attention to the minutes of the Academic Affairs committee meeting and pointed out that the programs under consideration today are all important and appropriate.

**CONSIDERATION OF MASTER OF SCIENCE IN HOMELAND SECURITY DEGREE**

Mr. 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 curricula and academic policies of the College; and

**WHEREAS:** The Academic Council has reviewed and recommended the Master of Science in Homeland Security degree program as presented; and

**WHEREAS:** The Academic Affairs Committee of the Board of Trustees has reviewed and concurred with the recommendation as presented; and

**WHEREAS:** The President of the College recommends the proposal as presented; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby approve the Master of Science in Homeland Security degree program as presented and incorporated herein by reference.

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

**CONSIDERATION OF BACHELOR OF SCIENCE IN NUTRITION AND DIETETICS JOINT DEGREE WITH UMDNJ**

Mr. Seaton pointed out that UMDNJ will be subsumed by Rutgers as of June 30, 2013, and that we will need to change the wording on diplomas, etc., going forward to reflect that. Such change will need to be adopted by resolution of the Board, possibly at the June meeting.

Mr. 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 curricula and academic policies of the College; and

**WHEREAS:** The Academic Council reviewed and recommended the Bachelor of Science in Nutrition and Dietetics joint degree program with the University of Medicine and Dentistry of New Jersey as presented; and

**WHEREAS:** The Academic Affairs Committee of the Board of Trustees has reviewed and concurred with the recommendation as presented; and

**WHEREAS:** The President of the College recommends the proposal as presented; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby approve the Bachelor of Science in Nutrition and Dietetics joint degree program with the University of Medicine and Dentistry of New Jersey as presented and incorporated herein by reference.

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

#### **CONSIDERATION OF UNDERGRADUATE CERTIFICATE IN GLOBAL LEADERSHIP**

Mr. Seaton pointed out that this certificate program meets not only the needs of UPS, for whom we are the number-one academic provider, but should be attractive to other students, as well. Ms. Caro said that UPS may terminate their relationship with the University of Phoenix, if that institution continues to have accreditation problems.

Mr. 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 curricula and academic policies of the College; and

**WHEREAS:** The Academic Council has reviewed and recommended the Undergraduate Certificate in Global Leadership as presented; and

**WHEREAS:** The Academic Affairs Committee of the Board of Trustees has reviewed and concurred with the recommendation as presented; and

**WHEREAS:** The President of the College recommends the proposal as presented; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby approve the Undergraduate Certificate in Global Leadership as presented and incorporated herein by reference.

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

**CONSIDERATION OF UNDERGRADUATE GENERAL EDUCATION LEARNING OUTCOMES REPORT**

Mr. 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 curricula and academic policies of the College; and
- WHEREAS:** The Academic Council has reviewed and recommended the revised Undergraduate General Education report as presented; and
- WHEREAS:** The Academic Affairs Committee of the Board of Trustees has reviewed and concurred with the recommendation as presented; and
- WHEREAS:** The President of the College recommends the report as presented; now, therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby approve the revised Undergraduate General Education report as presented and incorporated herein by reference.

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

**CONSIDERATION OF ACADEMIC COUNCIL APPOINTMENT OF LINDA BUCHER**

Mr. Abbate presented the following resolution:

**The Board of Trustees of Thomas Edison State College does hereby appoint Linda Bucher, Chairperson of the W. Cary Edwards School of Nursing Curriculum Committee of Thomas Edison State College, to a three-year term on the Academic Council. The action herein taken is pursuant to a recommendation by the President of the College.**

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

**CONSIDERATION OF CANDIDATES FOR DEGREE**

Mr. Seaton pointed out that we wish to award a posthumous degree to Marine Sgt. Bradley Atwell, who was killed in a firefight in Afghanistan last September. Sgt. Atwell was 6 credits from degree-completion. The Board agreed that awarding the posthumous degree is most appropriate. Mr. Seaton also noted that student trustee Cynthia Diogo is among the graduates, having completed all requirements for a master's degree.

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 March 15, 2013, 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.**

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

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

Dr. Pruitt presented the following resolution:

**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. Maloney made, 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.**

Reverend Justice made, and Mr. Abbate 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 Mr. Arndt seconded, a motion to adjourn. The motion carried unanimously.

Submitted by,



George A. Pruitt  
Secretary to the Board

Approved by,



Eric R. Lear  
Chairman