

**MINUTES  
BOARD OF TRUSTEES MEETING  
THOMAS EDISON STATE UNIVERSITY  
June 7, 2019**

**MEMBERS PRESENT:** Kemi Alli, Vice Chair; Merodie A. Hancock, President; Richard Arndt; Eric R. Lear; Brian Maloney; Gil Medina; Marilyn Pearson (via teleconference); Monique Lewis-Hawkins, (student trustee); Apryl Roach (student trustee)

**MEMBERS ABSENT:** Frank Clyburn, Chair; J. Stanley Justice

**ALSO PRESENT:** Mary Chute, State Librarian; Dennis Devery, Vice President for Enrollment Management; Barbara Kleva, General Counsel; Michael Mancini, Chief of Staff; Melissa A. Maszczak, Executive Assistant to the President and Secretary to the Board; Filomela (Phyllis) Marshall, Interim Provost for Academic Affairs; Christopher Stringer, Vice President and Chief Financial Officer; John Thurber, Vice President for Public Affairs; Robin Walton, Vice President for Community and Government Affairs.

Dr. Alli officially called the public meeting to order at 2:05 p.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**

Dr. Alli presented the Minutes of March 15, 2019 for approval and adoption. Mr. Medina made, and Mr. Maloney seconded, a motion to approve the Minutes. Motion carried unanimously.

Dr. Alli presented the Minutes of March 26, 2019 for approval and adoption. Mr. Medina made, and Mr. Maloney seconded, a motion to approve the Minutes. Motion carried unanimously.

Dr. Alli presented the Minutes of April 22, 2019 for approval and adoption. Mr. Medina made, and Mr. Maloney seconded, a motion to approve the Minutes. Motion carried unanimously.

**PRESIDENT'S REPORT**

Dr. Hancock reported that while enrollments have not yet turned around, we continue to close the gap, with a projected year-over-year decrease of approximately 800 students, down from nearly 1300 at our high water mark.

Dr. Hancock referred to the easels set up in the board room, which show examples of new marketing messaging. She noted that, unlike traditional colleges, we need to re-recruit every semester and create ongoing marketing in different areas that focus on student enrollment and retention. Additionally, data is being examined to force quarterly cohorts, for example, students who enrolled in January – March, to see how many of those per school either graduated or re-enrolled in the next quarter. She explained that this is a culture shift, and will require work with the academic deans, to encourage relevant messages.

Financially, Dr. Hancock explained that while we are living within our budget, making tough decisions and significant cuts, we are expanding resources in areas that most directly affect our mission. We did not have tuition increases last year and previously utilized carryforward funds for marketing. She expects to end FY2019 very near or at a balanced budget.

Dr. Hancock noted that there would not be a salary increase for managers this year, however, that is not any indication of the drive and passion the managers have for the institution. She further explained that there may be an opportunity to grant a one-time adjustment at some point during the year.

Dr. Hancock remarked on the state budget and the state plan for higher education. She stated that while Thomas Edison State University supports the state plan, the state plan does not support Thomas Edison State University. We should receive \$1.5 million based on our performance but were allocated approximately \$800,000, essentially reducing TESU's to 65% of our sister institutions. She also expressed that the 95 positions have been removed from the state budget but she is cautiously optimistic that they will be restored in the FY2020 budget.

On a bright note, Dr. Hancock announced that there are some significant grants in process including a \$10,000 grant from the Walter and Louise Sutcliffe Foundation for scholarships for Nursing students; a \$10,000 grant from Novartis for Cultural Competency and English Language Learners Institute and Mentoring Program; \$5000 from the Robert A. Mills Foundation for scholarships for students with disabilities and students who are incarcerated; and a \$50,000 grant from the Charlotte Newcomb Foundation for a Scholarship for Mature Adults. Lastly, Wells Fargo & Company has informed the Thomas Edison State University Foundation of its intent to donate N.C. Wyeth's 1930 painting, Reception to Washington, to the Foundation. This will be the largest gift ever received by the Foundation with a fair market valuation of \$4,000,000.

The University continues to build for the future with our Balanced Scorecard approach to strategic planning by identifying and implementing solutions for "tripping points" especially in the areas of Financial Aid and Graduate Admissions. Staff trained in Business Process Mapping continue to examine areas for improvement around the University. A 3+1 community college transfer

model is being developed in some degree programs as well as destination programs within the Watson School for Public Policy. Other marquee programs will be in the areas of Health Professions.

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

Dr. Alli introduced Mr. Lear for the Administration, Audit and Finance Committee report. Mr. Lear reported on the third quarter financial results, which were down \$100,000 from last year. He also indicated the committee had a healthy discussion on tuition and fees.

### **THIRD QUARTER FINANCIAL RESULTS**

During the third quarter of FY 2019, the University realized a \$2,856,460 decrease, or 7% under the same quarter last year. This is due to a decrease in student revenue of \$2,684,239 and a decrease in the appropriation of \$172,221. The University achieved \$38,200,768, or 65% of its combined revenue budget of \$58,897,575, excluding investment income, through the third quarter. In the previous fiscal year, 66% or \$41,057,228, was realized through the third quarter of that year's combined budget of \$61,794,141.

The University received 93%, or \$3,046,773, of its annual FY2019 state appropriation budget of \$3,292,000. This result is higher than the same period last year, when 75%, or \$3,218,994 was earned against a budget of \$4,292,000. This result represents a \$172,221 decrease over the same period last year. A \$1,000,000 appropriation to offset the cost of the student tuition waivers for the National Guard was approved after the University's budget was adopted. However, of this amount, only \$650,000 is scheduled to be received through April 30, 2019. The remaining \$350,000 will be on a reimbursement basis.

Undergraduate student revenues totaled \$20,285,341 representing 59% of the University's FY 2019 annual budget of \$34,512,894. This percentage is lower than the same period last year, when 64% or \$22,950,571 was earned against an annual budget of \$35,704,290. This represents a decrease of 12%, or \$2,665,230 compared to last year's same quarter revenue amount.

Revolving fund revenue for the third quarter accounted for 66%, or \$8,091,692, against a budget of \$12,291,634. This revenue percentage is lower than that for the same period last fiscal year when 68% or \$8,808,175 was earned against a budget of \$12,915,781. This represents a decrease of 8% or \$716,483 when compared to last year's revenue amount.

Contract revenues for the third quarter totaled \$6,776,962 or 77%, of the budget of \$8,801,047. This revenue result is higher than that for the same period last fiscal year, when 68% or \$6,079,488 was earned against a budget of \$8,882,070. This represents an increase of 11% or \$697,474 when compared to last year's revenue.

### **CONSIDERATION OF FY2020 TUITION AND FEE INCREASE**

Dr. Hancock proposed a restructure of the current tuition plan. The proposed FY2020 tuition and fee rates show no increases for graduate tuition, replace the military rate with the regular rate and introduce an active duty tuition assistance discount. The application fee is being reduced by 33% from \$75 to \$50. The graduation fee is being reduced 10% from \$332 to \$298. The in-state per credit tuition plan (PCTP) is being increased by less than 1% from \$396 to \$399. The out-of-state PCTP is being increased 2% from \$499 to \$509.

Currently, students may choose to pay a comprehensive tuition rate to cover up to 36 credits in a twelve-month period, starting on any day they choose to enroll. Because students are required to pay for the full year upfront, it has sometimes created financial difficulties for self-paying students. Financial aid is disbursed by term. Students who receive financial aid do not have excess funds in their first term to purchase books since the annual tuition is deducted first. This plan leads to numerous issues with students each term.

President Hancock is proposing to eliminate the 36-credit option, which other competing institutions do not offer their students. The new term-paced tuition plan will provide students more flexibility and ease of payment. The new plan would provide a discount to students who take ten credits or more per term. The students will be charged at the time of registration for each term. The new tuition plan will provide an incentive for students to enroll in ten or more credits in a term, without the burden of paying for an entire year.

Mr. Lear presented the following resolution:

**WHEREAS:** The "Higher Education Restructuring Act of 1994," Chapter 48 of Title 18A of the New Jersey Statutes requires the governing boards of public institutions to conduct public hearings prior to the date of the adoption of a tuition or fee schedule; and

**WHEREAS:** The Administration, Audit and Finance Committee of the Board of Trustees held a public hearing at Thomas Edison State University on May 10, 2019, and considered testimony presented; and

**WHEREAS:** The Administration, Audit and Finance Committee of the Board of Trustees has recommended the approval of the proposed tuition and fee changes to be effective July 1, 2019, as indicated on the schedule provided; and

**WHEREAS:** The action herein taken is pursuant to the recommendation of the President; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State University does hereby approve the proposed schedule of tuition and fees as

recommended and incorporated herein as referenced, effective July 1, 2019.

Mr. Ardnt made, and Dr. Alli seconded, a motion to adopt the resolution. Motion carried unanimously.

### **CONSIDERATION OF BID WAIVERS**

Mr. Stringer provided a summary of the proposed bid waivers noting there are 48 total. Mr. Lear 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 University, after public advertising, for bids for contracts in excess of \$33,300; 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 University by resolution of its Board of Trustees without public advertising for bids; and

**WHEREAS:** The Board of Trustees approved the "Thomas Edison State University Purchasing and Contracting Policy," which governs purchases and contracts for the University and Library, on June 10, 2016; and

**WHEREAS:** The Board of Trustees finds that the following purchases and contracts have met the criteria for award without public bidding, under the provisions of N.J.S.A. 18A:64-56; now therefore, be it

**RESOLVED:** That the Thomas Edison State University Board of Trustees hereby approves waivers of advertisement for the following purchases and contracts for the purposes designated:

### **BID WAIVER REQUESTS**

The State College Contracts Law requires that contracts be made and awarded by the University only after they are publicly advertised for bids. N.J.S.A. 18A:64-56, a provision of that law, allows the Board of Trustees to waive advertising for bids in certain instances. The Board authorized the Thomas Edison State University Purchasing and Contracting Policy, by resolution dated June 10, 2016. The Policy requires that items exceeding \$3,000 be obtained through some price competition. The following proposed contracts will be processed in accordance with that Policy.

**1. Mentor and Course-Construction Consultants:**

N.J.S.A. 18A:64-56(a) (25) permits the University to make, negotiate, or award a contract by Board resolution for consulting services involving curricula. The mentor and course-construction consultants listed below are currently providing services to Thomas Edison State University. They are rendering services to the University's Undergraduate and Graduate School programs. The cost of these services may exceed the bid threshold of \$33,300, but will not exceed \$100,000, for fiscal year 2019. Due to the necessity of these services to the University, the University proposes to allow the below named mentors and course-construction consultants to exceed the purchasing threshold:

Pancza, Maureen
Scotti, Russell

**2. Online Transcript Ordering and Delivery**

The University seeks approval for a bid waiver to allow us to contract with the National Student Clearinghouse to offer online Transcript Ordering and Delivery to all University graduates and students. The graduates/students will pay the National Student Clearinghouse directly for the service and there is no cost to the University. The contract will be for five years, from July 1, 2019 through June 30, 2024. N.J.S.A 18A: 64-56 (a) (19) permits the University to make, negotiate, or award a contract by Board resolution for information technology.

**3. VALE - \$63,000**

The University seeks approval for the ongoing services of VALE (NJEdge.net) to provide online database subscriptions through Virtual Academic Library Environment (VALE) for student and mentor use. NJEdge.net is the fiduciary agent for VALE. The amount covers the September 1, 2019 through August 30, 2020 subscription period. Payments to NJEdge.net for their service will not exceed \$63,000 during FY 2019. N.J.S.A. 18A:64-56(a) (25) permits the University to make, negotiate, or award a contract by Board resolution for consulting services involving curriculum.

**4. Online Examinations - \$75,000**

The University seeks approval for the ongoing services of Educational Testing Service (ETS) to provide online examinations to University students for the purposes of learning outcomes assessment. Payments to ETS for their service to our students will not exceed \$75,000 during FY 2020. N.J.S.A. 18A:64-56(a) (25) permits the University to make, negotiate, or award a contract by Board resolution for consulting services involving curriculum.

**5. Student Assistance- \$100,000**

The University seeks approval for a bid waiver to allow for online student assistance services. The services will provide student assistance on emotional

support, school-life balance, stress management, tools for daily living, time management etc. The "Madison Holleran Suicide Prevention Act", P.L.2016, c.18 (C.18A:3B-72 et seq.), requires that each institution of higher education have individuals with training and experience in mental health issues who focus on reducing student suicides and attempted suicides available on campus or remotely for students 24 hours a day, seven days a week. The cost will not exceed \$100,000 for FY 2020. N.J.S.A. 18A: 64-56 (a) (1) permits the University to make, negotiate, or award a contract by Board resolution for professional services.

**6. Online Proctoring Service - \$600,000**

The University seeks approval for the ongoing services of ProctorU to provide online proctoring services to University students enrolled in a significant amount of courses. Payments to ProctorU for their service to our students will not exceed \$600,000 during FY 2020. N.J.S.A. 18A:64-56(a) (25) permits the University to make, negotiate, or award a contract by Board resolution for consulting services involving curriculum.

**7. Online Book Vendor - \$1,500,000**

The University seeks approval to contract with vendors to supply students with books and other prescribed media via online services. Students have the option to obtain textbooks and materials from any source they choose. The University provides all relevant information to students on the Thomas Edison State University website so they are able to secure textbooks and materials from chosen vendors. No funds pass directly from the University to the book vendor, but based on experience the total average annual revenue derived from sales to students is estimated to be \$1.5 million in FY 2020. N.J.S.A. 18A:64-56(a) (6) permits the University to make, negotiate, or award a contract by Board resolution for the purchase of books and other publications.

**8. MyLab Course Resource - \$150,000**

The University requests a bid waiver to use Pearson's MyLab Foundational Skills, which is a course resource customized to meet the University's need to specifically assess student performance in several important learning outcomes. No funds pass directly from the University to the course resource vendor, but based on experience the total average annual transaction value is estimated to be \$150,000 in FY 2020. N.J.S.A. 18A:64(a) (19) permits the University to make, negotiate, or award a contract by Board resolution for information technology.

**9. Online Tutoring - \$200,000**

The University seeks approval of a bid waiver for online tutoring services to all enrolled University students. Student usage of the service is calculated on time used for tutoring purposes. Over the next 36 months, payments for the service to our students will not exceed \$200,000 from July 2019 through June 2022. N.J.S.A. 18A: 64-56 (a) (25) permits the University to make, negotiate, or award a contract by Board resolution for consulting services involving curriculum.



**10. Video Hosting and Content Creation Platform - \$125,000**

The University seeks approval for a video hosting and content creation platform. The contract with Kaltura will span three years from FY 2020 to FY 2022, at a cost not to exceed \$125,000. The platform will be deeply integrated into the Moodle LMS and provides options for closed captioning and editing tools along with the ability to deliver videos outside of the LMS. N.J.S.A. 18A: 64-56 (a) (19) permits the University to make, negotiate, or award a contract by Board resolution for information technology.

**11. Cybersecurity Lab Provider - \$210,000**

The University is seeking a bid waiver to cover costs of providing custom-built cybersecurity labs for students taking courses within the new MS in Cybersecurity. The platform is integrated into Moodle so students have a seamless experience accessing these labs. The cost will not exceed \$210,000 for FY 2020. N.J.S.A. 18A: 64-56 (a) (19) permits the University to make, negotiate, or award a contract by Board resolution for information technology.

**12. Technical Support for Nursing Courses - \$100,000**

The University seeks a bid waiver to cover costs associated with technical support services for nursing courses for both mentors and students, at a cost not to exceed \$100,000, for a one-year period from July 1, 2019 through June 30, 2020. N.J.S.A. 18A:64-56(a) (25) permits the University to make, negotiate, or award a contract, by Board resolution, for consulting services involving curriculum.

**13. Nurse Educators - \$650,000**

On behalf of its Accelerated 2nd Degree BSN Program, the University seeks a bid waiver to contract with Capital Health System for educational services provided by nurse educators. The educational services include the provision of clinical, laboratory and classroom learning experiences for students. The cost will not exceed \$650,000 for FY 2020. N.J.S.A. 18A:64-56(a) (25) permits the University to make, negotiate, or award a contract, by Board resolution, for consulting services involving curriculum.

**14. Annual Maintenance & Support Services for the SIMULATIONiQ Platform - \$50,000**

The University seeks approval for a bid waiver with Education Management Solutions (EMS) to cover costs for the TotalCARE Annual Maintenance & Support Services for the SIMULATIONiQ Enterprise Platform, the integrated software and digital audio recording system for the Simulation Laboratory, at a cost not to exceed \$50,000. N.J.S.A. 18A 64-56(a) (19) permits the University to make, negotiate, or award a contract by Board resolution for information technology.

**15. Standardized Assessment and Testing Resources for the Accelerated 2<sup>nd</sup> Degree BSN Program - \$65,000**



The University seeks approval for a bid waiver to cover costs for standardized assessments and educational resources through Ascend Learning Holdings, LLC – Assessment Technologies Institute (ATI) for the Accelerated 2<sup>nd</sup> Degree BSN Program, at a cost not to exceed \$65,000 during FY 2020. N.J.S.A. 18A:64-56 (a) (19) permits the University to make, negotiate, or award a contract by Board resolution for information technology.

**16. Maintenance, enhancement, and expansion of Military and Veteran Portal (MVP) - \$150,000**

The University seeks a bid waiver for the use of Indtai, Inc. to maintain, enhance, and expand the MVP to enable prospective and current military, veterans and dependents to complete computer-based pre-enrollment information with regard to identifying the best degree programs for current university and military credit, as well as employment opportunities currently available to those who earn the identified degrees. MVP includes a self-service electronic job search capability for graduates, once they have completed degrees. The Presidential Executive Order 13607 requires institutions using military tuition assistance and/or veterans' benefits to provide students personalized information that covers the total cost of an educational program, including information on program costs, student debt estimates, and Federal financial aid options. Additionally, this order requires institutions to provide pre-enrollment counseling with regard to credit award for military and university courses completed prior to enrollment. Institutions also must counsel students on career options the student could expect after completion of the proposed degree. The project will enable the University to meet all of these requirements in an automated fashion while at the same time providing a platform that can be used by military and veterans' education professionals as a counseling tool. Expansion of this platform will allow all University students access. The cost of this project will not exceed \$150,000. N.J.S.A. 18A:64-56(a) (19) permits the University to make, negotiate, or award a contract by Board resolution for information technology.

**17. Consulting/Proctoring Services - \$48,000**

The University seeks a bid waiver for the continued use of services provided by Val Gold Enterprises as a University consultant and proctor at Joint Base Charleston/Naval Weapons Station, and the U.S. Consolidated Brig, in Charleston, South Carolina, at a cost not to exceed \$48,000. N.J.S.A. 18A:64-56(a) (25) permits the University to make, negotiate, or award a contract by Board resolution, for consulting services involving curriculum.

**18. Invention Magazine Printing - \$85,000**

The University requests a bid waiver for FY 2020 for a price not to exceed \$85,000 for the printing of the University's Invention magazine, which is distributed to students, both prospective and current, alumni, staff, mentors and other special audiences four times per year. N.J.S.A. 18A:64-56(a) (18) permits the University to make, negotiate or award a contract, by Board resolution, for printing services.

**19. Website Content Management - \$125,000**

The University requests a bid waiver for a vendor to provide website content management services for the University website, supporting ongoing enhancements to the site and supporting the University's lead nurturing program and analytics of the program in FY 2020, at a cost not to exceed \$125,000. N.J.S.A. 18A:64-56(a) (19) permits the University to make, negotiate, or award a contract by Board resolution for information technology.

**20. Marketing Outreach and Fulfillment Services - \$200,000**

The University seeks approval of a bid waiver for marketing outreach and fulfillment services needed to increase student enrollment. The University will engage one or more vendors to provide direct marketing outreach solutions, including printing, mailing, and warehousing services, in FY 2020. The cost of goods/services will not exceed \$200,000. N.J.S.A. 18A:64-56(a) (20) permits the University to make, negotiate, or award a contract by Board resolution for advertisements seeking student enrollment.

**21. Institutional and Targeted Marketing and Advertising - \$3,400,000**

The University seeks approval of a bid waiver to continue deployment of its integrated marketing strategy, which utilizes both traditional and digital advertising tactics. Multiple vendors will be engaged to plan, place, produce, monitor, and evaluate paid media, and to undertake other relevant activities pertaining to the execution of marketing and advertising campaigns in FY 2020. The cost of goods/services will not exceed \$3,400,000. N.J.S.A. 18A:64-56(a) (20) permits the University to make, negotiate, or award a contract by Board resolution for advertisements seeking student enrollment.

**22. Live Chat Services - \$100,000**

The University requests a bid waiver for live, 24/7 chat services aimed at prospective students who are interested in communicating directly with a University representative. The vendor will appropriately answer all questions put forth by prospective students, and track and report on all interactions with them, including the results of those interactions. The vendor also will forward all contacts to appropriate University staff for additional nurturing activities intended to convert prospects to applicants and then applicants to enrolled students. The cost of this service will not exceed \$100,000 in FY 2020. N.J.S.A. 18A:64-56(a) (19) permits the University to make, negotiate, or award a contract by Board resolution for information technology.

**23. MWW Group - \$100,000**

The University seeks approval for a bid waiver to maintain its contract with MWWPRGroup, a Washington, DC - based government relations firm that specializes in providing clients with a broad base of federal liaison services, to tailor a program specific to the University that will maximize our impact on Congressional and executive branch activities. MWW Group will also work with coalitions, special task forces and organizations to build support for the

University's issues in order to offer the University a broader set of information sources on federal legislation, funding programs, regulations and policy developments. This project will not exceed \$100,000 during FY 2020. N.J.S.A. 18A:64-56(a) (15) permits the University to make, negotiate, or award a contract by Board resolution for professional consulting services.

**24. Janitorial Services - \$120,000**

The University seeks a bid waiver to engage a vendor to provide janitorial services for the Center for Learning and Technology and George A. Pruitt Hall. The cost will not exceed \$120,000. N.J.S.A. 18A:64-56(a) (23) permits the University to make, negotiate, or award a contract by Board resolution for services at cost below state contract pricing for the same service.

**25. Leasing of Parking Spaces - \$45,000**

The University requests a bid waiver to lease parking spaces at a cost not to exceed \$45,000. N.J.S.A. 18A:64-6(q) permits the University to make, negotiate, or award a contract by Board resolution, to lease and purchase real property which is necessary or desirable for University purposes.

**26. Public Utility Service - \$400,000**

The University requests a bid waiver for utility service for University facilities and properties. Payments to public utility companies for these services in FY 2020 will not exceed \$400,000. N.J.S.A. 18A:64-56(a) (8) permits the University to make, negotiate, or award a contract by Board resolution for public utility service.

**27. HVAC Preventative Maintenance - \$140,000**

The University requests a bid waiver to cover costs associated with planned maintenance for the HVAC - heating, ventilating, air conditioning equipment and other mechanical equipment, located at the Kelsey Complex, Center for Learning and Technology (CLT), Kuser Mansion, Carriage House, and George A. Pruitt Hall. Preventative maintenance will occur four times per year as well as responding to any emergency service and repair calls within 24 hours, 7 days per week, at a cost not to exceed \$140,000 during FY 2020. N.J.S.A. 18A:64-56(a) (9) permits the University to make, negotiate, or award a contract by Board resolution for equipment repair service.

**28. Student and Financial System - \$950,000**

This requested waiver will be utilized to cover the University's annual maintenance associated with the University student and financial system (Ellucian). This system supports student records, registration, financial aid, student financials, general ledger, accounts payable, along with other sub-systems. This request will also accommodate additional software applications and consulting engagements. The contract will be for one year from July 1, 2019 through June 30, 2020. The cost will not exceed \$950,000. N.J.S.A. 18A:64-

56(a) (19) permits the University to make, negotiate, or award a contract by Board resolution, for information technology.

**29. Enterprise Content Management System - \$150,000**

The requested waiver will be utilized to cover the annual support from Hyland Software Inc. for the University's ECM (enterprise content management) system. This system is used for scanning, storage and retrieval of documents, along with advanced workflow processing. This request will also accommodate additional consulting engagements. The contract will be for one year, from July 1, 2019 through June 30, 2020, at a cost not to exceed \$150,000. N.J.S.A. 18A:64-56(a) (19) permits the University to make, negotiate, or award a contract by Board resolution, for information technology.

**30. Network Equipment - \$200,000**

The requested waiver will cover the annual maintenance costs of the University's network infrastructure equipment (Cisco). Vendor has not yet been determined. The contract will be for one year, from July 1, 2019 through June 30, 2020, at a cost not to exceed \$200,000. N.J.S.A. 18A:64-56(a) (19) permits the University to make, negotiate, or award a contract by Board resolution, for information technology.

**31. Microsoft Product Maintenance - \$225,000**

The requested waiver will cover the annual maintenance for all Microsoft applications in use at the University. These include Structured Query Language (SQL) database, MS Office, MS Exchange, etc. Vendor has not yet been determined. The contract will be for one year, from July 1, 2019 through June 30, 2020, at a cost not to exceed \$225,000. N.J.S.A. 18A:64-56(a) (19) permits the University to make, negotiate, or award a contract by Board resolution, for information technology.

**32. Secondary Internet Connection - \$75,000**

The requested waiver will be utilized to cover the annual support contract with NJEdge, which provides a secondary internet connection, along with a dedicated connection to the University's Disaster Recovery site at Montclair State University. The contract will be for one year, from July 1, 2019 through June 30, 2020, at a cost not to exceed \$75,000. N.J.S.A. 18A:64-56(a) (19) permits the University to make, negotiate, or award a contract by Board resolution, for information technology.

**33. Online Testing System - \$75,000**

The requested waiver covers the costs related to Questionmark's hosting the University's online testing system supplied by Perception. This system will be fully hosted and available 24/7. The contract will be for one year, from July 1, 2019 through June 30, 2020, at a cost not to exceed \$75,000. N.J.S.A. 18A:64-56(a) (19) permits the University to make, negotiate, or award a contract by Board resolution, for information technology.

**34. Student Support Services - \$200,000**

The University seeks a bid waiver to provide supplemental student support during periods of peak demand and after operating hours. The University wishes to contract with a vendor to provide direct student support in the area of enrollment services, retention, and one stop shopping. The selected vendor will provide extended supplemental support for admissions, advising, financial aid and student billing. The contract will be for one year from July 1, 2019 through June 30, 2020. N.J.S.A. 18A:64-56(a) (19) permits the University to make, negotiate, or award a contract by Board resolution, for information technology.

**35. Payroll and Self-Service System - \$300,000**

The University seeks approval for a bid waiver for a three-year extension for ADP, the University's and State Library's payroll and employee self-service system. The hosted system will provide biweekly payroll processing and tax filing, along with employee self-service choices. The system also includes employee recruitment, performance, human resources, on boarding, and attendance tracking modules. The payroll service company provides the University and State Library with customized programming for state-mandated pension payments and union dues, along with year-end W-2s and 1095s. The cost will not exceed \$300,000 through FY 2022. N.J.S.A. 18A: 64-56 (a) (19) permits the University to make, negotiate or award a contract, by Board resolution, for information technology.

**36. Statewide Virtual Catalog, Interlibrary Loan System and Authentication - \$330,000**

Since FY 2003 Auto-Graphics Inc. has been providing a virtual web-based catalog system that enables the State Library to offer and maintain a statewide interlibrary loan service, commonly referred to as JerseyCAT. This service allows New Jersey residents to locate, borrow and receive books and other library materials from throughout the State and nationally quickly and easily. The total cost will not exceed \$330,000. N.J.S.A. 18A:64-56(a) (19) permits the University to make, negotiate, or award a contract by Board resolution, for information technology, and N.J.S.A. 18A:73-43.4(d) extends this exception to the State Library.

**37. Adaptive Equipment for TBBC's Assistive Technology Program - \$250,000**

The Talking Book & Braille Center, through a grant from the Commission for the Blind and Visually Impaired (CBVI), operates the Assistive Technology Loan Program to serve CBVI clients throughout the State. This waiver will permit TBBC to purchase adaptive equipment to loan to CBVI clients who participate in the program in FY 2020, as well as expand the computer equipment that is placed in partner public libraries, for an amount not to exceed \$250,000. N.J.S.A. 18A:64-56(a) (19) permits the University to make, negotiate, or award a contract by Board resolution, for information technology, and N.J.S.A. 18A:73-43.4(d) extends this exception to the State Library.

**38. Statewide Electronic Resources Licenses - \$2,000,000**

This waiver request reflects the estimated costs for statewide database licenses for FY 2020. The State Library has issued a Request for Quotations for new databases starting July 1, 2019 and a statewide committee is currently reviewing proposals. Proposals are for general databases as well as specialized ones such as homework help, small business resources and workforce development. New databases are expected to be selected by mid-May 2019 with contracts effective for July 1, 2019. N.J.S.A. 18A:73-35.1 permits the State Library to purchase library materials without advertising for bids.

**39. Cold Storage Site for University System Backups - \$35,000**

The requested waiver will cover the annual cost for the University to use Equinix as a cold storage site for system backups as part of the University's Business Continuity Plan. Servers that are backed up locally in Trenton are replicated off-site to Equinix and in the event of disaster data stored at Equinix would be restored to new equipment to bring the University services back online. Equinix is also used by the State Library to provide backup services for the JerseyConnect program. The annual cost for the incremental service to the University in FY 2020 will not exceed \$40,000. N.J.S.A. 18A:64-56(a) (19) permits the University to make, negotiate, or award a contract by Board resolution, for information technology, and N.J.S.A. 18A:73-43.4(d) extends this exception to the State Library.

**40. E-rate Support - \$50,000**

The State library will continue to use the services of Funds for Learning, LLC to provide e-rate consulting and application support for public libraries that connect to JerseyConnect. Through the services provided by Funds for Learning, participating libraries can apply for discounted rates for network services and wireless equipment, providing them with a way to sustain the cost of connectivity to the JerseyConnect network. The cost will not exceed \$50,000. N.J.S.A. 18A:64-56(a) (19) permits the University to make, negotiate, or award a contract by Board resolution, for information technology, and N.J.S.A. 18A:73-43.4(d) extends this exception to the State Library.

**41. JerseyConnect Statewide Technology System - \$700,000**

The State Library maintains and supports the centralized JerseyConnect statewide technology system, which provides internet access, email hosting, firewall protection, and other services to almost 300 libraries statewide. This waiver will permit the State Library to support Internet Service Providers, purchase hardware and software computer components, rent collocation space, continue to support the core network service from communications service providers, purchase consultative services, as needed, and support ongoing maintenance expenses to manage the Infrastructure Network System. The State Library will periodically review alternative pricing from competitors for services such as Internet Service Providers, co-location services, and/or core network services providers in an effort to obtain the best possible pricing. The cost will



not exceed \$700,000. N.J.S.A. 18A:64-56(a) (19) permits the University to make, negotiate, or award a contract by Board resolution, for information technology, and N.J.S.A. 18A:73-43.4(d) extends this exception to the State Library.

**42. Library Materials - \$1,600,000**

The Library requests the approval to spend \$1,600,000 for the purchase of library materials in both print and electronic formats to add to the collections housed at the State Library Information Center (SLIC), the Talking Book and Braille Center (TBBC), and at branch library locations within various state agencies. The Library will use multiple vendors for the purchase of books, periodicals, journals, electronic databases, online resources, and other formats to update and enhance the holdings of the State Library. The FY 2020 costs will not exceed \$1,600,000. N.J.S.A. 18A:64-56(a) (6) and N.J.S.A. 18A:73.35.1 permit the University to make, negotiate, or award a contract by Board resolution, for the purchase of library materials.

**43. Library Public Awareness Campaigns - \$100,000**

The New Jersey State Library will continue to sponsor public awareness campaigns to promote the value of public libraries and the services that libraries are providing for NJ residents in areas of continuing need such as workforce development and small business, digital literacy, e-government, education, high school completion and diversity. The public awareness plan will include traditional print and online media advertising, the use of the social media agency DJC Communications, Inc. to maintain existing Twitter, Facebook, Instagram, YouTube, Tumblr and LinkedIn accounts; the use of Diane Thieke Freelance Writing for blog posts; and the use of Curious Light to maintain the Library's website. Marketing collateral pieces will be developed for individual libraries that will include pull-up banners, posters, brochures, rack cards, lawn signs, window decals and appropriate promotional give-a-ways. Additional costs may include those associated with the development and maintenance of strategic partnerships through various promotional events and related advertising fees. The total cost will not exceed \$100,000. N.J.S.A. 18A:64-56(a) (15) permits the University to make, negotiate, or award a contract by Board resolution, for professional consulting, and N.J.S.A. 18A:73-43.4(d) extends this exception to the State Library.

**44. Cataloging Library Materials - \$130,000**

The State Library will continue to use the services of OCLC, a worldwide library technology cooperative, for services such as basic cataloging; statewide interlibrary loan; and statewide Union List of Serials. For all of these projects, the State Library holdings are maintained on a single worldwide database to be made available to all OCLC members. In FY 2017, the State Library moved to OCLC's hosted environment as identified in the Library's Business Continuity Plan. OCLC is the sole source for external cataloging, interlibrary loan and all associated projects. The total cost will not exceed \$130,000. N.J.S.A. 18A:64-56(a) (19) permits the University to make, negotiate, or award a contract by



Board resolution, for information technology, and N.J.S.A. 18A:73-43.4(d) extends this exception to the State Library.

**45. SLIC Integrated Library System - \$50,000**

Since the automation of library catalogs, SirsiDynix, and its predecessor companies, has been the provider of the State Library's automated integrated library system (ILS) called Horizon. The Horizon system is the entire cataloged database of library materials and holdings plus purchasing, receipt, borrower and checkout records, all contained in various modules. In FY 2017 The State Library moved to a hosted environment, which provides the security and redundancy identified in the Library's Business Continuity Plan. This bid waiver is for all services that SirsiDynix will provide to the State Library in FY2020, at a cost not to exceed \$50,000. N.J.S.A. 18A:64-56(a) (19) permits the University to make, negotiate, or award a contract by Board resolution, for information technology, and N.J.S.A. 18A:73-43.4(d) extends this exception to the State Library.

**46. TBBC Integrated Library System - \$60,000**

The Talking Book & Braille Center (TBBC) migrated to WebReads, a new integrated library catalog system specific to the population served by TBBC, in FY2019. WebReads is a remote web-hosted environment that provides the security and redundancy identified in the Library's Business Continuity Plan and was provided to TBBC at no cost by the Library of Congress. Software maintenance and support is provided exclusively by Data Management Associates of Melbourne, Florida. This bid waiver is for all services that Data Management will provide to the State Library in FY2020, at a cost not to exceed \$60,000. N.J.S.A. 18A:64-56(a) (19) permits the University to make, negotiate, or award a contract by Board resolution, for information technology, and N.J.S.A. 18A:73-43.4(d) extends this exception to the State Library.

**47. GED Test Preparation Software - \$60,000**

The State Library has applied for a grant from the Institute of Museum and Library Services to support libraries, in collaboration with other government and nonprofit organizations, to provide services to citizens returning to their home communities after being paroled or after completing their prison terms. One of aspect of the project will be to individually assess and serve 875 returning citizens in their local libraries, including computer-based help with GED test preparation or college placement preparation. The Library will hear in June 2019 if it will be awarded a grant starting in September 2019. The Library would like to contract with Aztec Software to provide licenses to Aztec's online test preparation and college preparation modules, to be made available in select public libraries included in the grant program. The cost of the software will not exceed \$60,000 over two years beginning September 1, 2019. N.J.S.A. 18A:64-56(a) (19) permits the University to make, negotiate, or award a contract by Board resolution, for information technology, and N.J.S.A. 18A:73-43.4(d) extends this exception to the State Library.

**48. Library Management Tool - \$60,000**

The State Library requests \$60,000 to contract with the Urban Libraries Council to purchase Edge, a management tool that guides libraries of all sizes to set measurable, strategic goals for digital inclusion and to engage government and local leaders in meaningful conversations about 21st-century community needs. Edge helps public libraries establish a baseline for continuous improvement and greater community impact. Edge achieves this mission by providing libraries with standards in technology services and programming, and tools to help libraries measure and implement change. This bid waiver would allow Edge to provide this management tool to all public libraries in New Jersey at a cost not to exceed \$60,000. N.J.S.A. 18A:64-56(a) (19) permits the University to make, negotiate, or award a contract by Board resolution, for information technology, and N.J.S.A. 18A:73-43.4(d) extends this exception to the State Library.

Mr. Maloney made, and Mr. Arndt seconded, a motion to adopt the resolution. Motion carried unanimously.

**CONSIDERATION OF PURCHASING AND CONTRACT POLICY UPDATE**

Mr. Stringer explained that there are a large number of academic consultants related to staff. It was discovered inadvertently during the audit process. There is no policy or ethics violation, however in the interest of best practices, Dr. Hancock is proposing that academic consultants hired going forward not be related to any staff member.

Mr. Lear presented the following resolution:

**WHEREAS:** The Board of Trustees last approved the "Thomas Edison State University Purchasing and Contracting Policy," which governs purchases and contracts for the University and Library, on June 10, 2016; and

**WHEREAS:** The University wishes to amend the Purchasing and Contracting Policy to avoid potential conflict of interest issues and further encourage competition and best practices; and

**WHEREAS:** The proposed changes will institute additional procedures prior to the engagement of mentors and academic consultants; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State University does hereby adopt the amended Policy set forth in the attached document.

Mr. Maloney moved, and Mr. Arndt seconded, a motion to adopt the resolution. Motion carried unanimously.

## **INTERNAL AUDIT REPORT**

### **Risk Assessment**

Clifton Larson Allen was engaged for a three-year internal audit contract. They performed a risk assessment to help guide the areas to be audited throughout the contract period. The highest risk areas noted were student enrollments, cybersecurity and compliance.

### **Recruit Post Implementation Audit**

No errors or issues were noted in the recruit post implementation audit however, there were a few recommendations regarding a system development life cycle process and developing a mechanism to track internal staffing hours against different project tasks and perform a formal assessment of the project. Management agreed with the recommendations and implemented changes.

### **Software Application Audit**

No errors or issues were noted in the software application audit however there were three recommendations: to review cloud migration, track license agreements so as not to buy for staff who are not using it, and utilize a software-tracking matrix to monitor license costs, descriptions and benefits. Management agreed with all recommendations and expect to implement changes in FY2020.

### **Vendor Oversight Audit**

No errors or issues were noted in the vendor oversight audit, however there were recommendations regarding tracking of contracts and vendor payments, implementing a conflict of interest policy for all related-party transactions, and regularly updating the Academic Committee Manual as policies and regulations change. Management agreed with all recommendations and hope to implement changes in FY2020. The Purchasing and Contracting Policy update was in response to this recommendation.

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

Dr. Alli introduced Mr. Arndt who reported that the committee met by teleconference on May 8, 2019.

### **CONSIDERATION OF UNIVERSITY ACADEMIC COUNCIL MEMBERS**

Mr. Arndt presented the resolutions to appoint Megan L. Meyer, Carrie Prettiman, Pawel Roszko, Maureen Wallace, and Anthony Yankowski to the University Academic Council.

Mr. Maloney made, and Mr. Lear seconded, a motion to adopt the resolutions to appoint Megan L. Meyer, Carrie Prettiman, Pawel Roszko, Maureen Wallace, and Anthony Yankowski. Motion carried unanimously.

**CONSIDERATION OF GRANTING THE PRESIDENT AUTHORITY TO CONFER DEGREES BETWEEN REGULARLY SCHEDULED BOARD MEETINGS**

Mr. Arndt presented the proposal for granting the President authority to confer degrees between regularly scheduled board meetings in special circumstances to provide more flexibility to our students.

Mr. Lear moved, and Mr. Maloney seconded, a motion to adopt the resolution. Motion carried unanimously.

**CONSIDERATION OF CANDIDATES FOR DEGREE**

Mr. Arndt presented the following resolution:

**The Board of Trustees of Thomas Edison State University does hereby approve the awarding of the appropriate degrees to those June 7, 2019, 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. Maloney moved, and Mr. Lear seconded, a motion to adopt the resolution. Motion carried unanimously.

**RECOMMENDATION OF MARILYN PEARSON FOR AN HONORARY DEGREE**

Mr. Arndt presented a resolution recommending Marilyn Pearson for an honorary degree. Ms. Pearson has served the Board with distinction for over 15 years and has notified Dr. Hancock of her intent to resign from the Board. She has also served on the Foundation Board of Directors from 1995-2003. In appreciation for her dedicated service to the University, Dr. Hancock is recommending Ms. Pearson be considered for an honorary degree at the 2019 Commencement ceremony held on September 28.

**WHEREAS:** Marilyn Pearson has served with distinction on the Thomas Edison State University Board of Trustees from 1991-1995 and 2002-present; and

**WHEREAS:** She has announced her intention to step down from the Board of Trustees after long and distinguished service; and

**WHEREAS:** She has been a most dedicated member of the Board of Trustees, serving as its Chairperson from 2007 through 2009, a member of the Public Affairs Committee, Finance Committee and a member of the Nominations and Governance Committee for many years, as

well as having served on the Thomas Edison State University Foundation Board of Directors from 1995 through 2003; and

**WHEREAS:** She has represented the University faithfully and well and has been a tireless advocate for higher education for adults throughout the State of New Jersey; and

**WHEREAS:** Her many years of conscientious work and wise counsel on behalf of the Board of Trustees are worthy of the highest recognition Thomas Edison State University can bestow now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State University, upon the recommendation of the President, does hereby award Marilyn Pearson the degree of Doctor of Humane Letters, *honoris causa*; and be it further

**RESOLVED:** That said degree be conferred upon her at the University's Commencement Ceremony, to be held on September 28, 2019.

Mr. Lear moved, and Mr. Maloney seconded, a motion to adopt the resolution. Motion carried unanimously.

**RECOMMENDATION OF BRIGADIER GENERAL JEMAL J. BEALE FOR AN HONORARY DEGREE**

Mr. Arndt presented a resolution recommending Brigadier General Jemal J. Beale for an honorary degree. Brigadier General Beale serves as the Adjutant General of New Jersey and commands more the 8,400 soldiers and airmen of the New Jersey National Guard. In appreciation for his dedicated service to the military, Dr. Hancock is recommending Brigadier General Beale be considered for an honorary degree at the 2019 Commencement ceremony held on September 28.

**WHEREAS:** Brigadier General Jemal J. Beale was sworn in as the Adjutant General of New Jersey on April 2, 2018 and commands more than 8,400 soldiers and airmen of the New Jersey National Guard; and

**WHEREAS:** He directs, controls, and manages the New Jersey Department of Military and Veterans Affairs in the execution of federal and state missions; and

**WHEREAS:** He has served as combat veteran of Afghanistan, and Director, Plans, Operations, Training and Safety; Director, Logistics, Commander, Recruiting and Retention Battalion; and Commander, Border Police Mentor Team; and

**WHEREAS:** Brigadier General Beale began his military career in 1987 as an enlisted soldier and was commissioned as a second lieutenant in 1990 after completing the Early Commissioning Program at Seton Hall University; and

**WHEREAS:** His many years of conscientious work and wise counsel on behalf of the State of New Jersey and Military and Veteran servicemen and women are worthy of the highest recognition Thomas Edison State University can bestow now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State University, upon the recommendation of the President, does hereby award Brigadier General Jemal J. Beale the degree of Doctor of Humane Letters, *honoris causa*; and be it further

**RESOLVED:** That said degree be conferred upon him at the University's Commencement Ceremony, to be held on September 28, 2019.

Mr. Lear made, and Mr. Maloney seconded, the motion to adopt the resolution. Motion carried unanimously.

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

Dr. Alli presented the following resolution:

**WHEREAS:** The Board of Trustees of Thomas Edison State University is authorized to approve and act on contract renewal recommendations for employees of the University, pursuant to N.J.S.A. 18A: 64-6(h) and (i), as well as for State Library employees, pursuant to N.J.S.A. 18A: 73-34; and

**WHEREAS:** The President has made the contract recommendations as indicated on the lists provided and incorporated herein by reference; and

**WHEREAS:** The action taken herein is pursuant to an evaluation of each employee's work performance; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State University does hereby approve the contract recommendations as indicated on the lists provided and incorporated herein by reference.

Mr. Maloney made, and Mr. Arndt seconded, the motion to adopt the resolution. Motion carried unanimously.

**CONSIDERATION OF PERSONNEL ACTIONS**

Dr. Hancock reported the appointments were routine and presented the following resolution:

**WHEREAS:** The Board of Trustees of Thomas Edison State University is authorized to approve and act on contract renewal recommendations for employees of the University, pursuant to N.J.S.A. 18A: 64-6(h) and (i), as well as for State Library employees, pursuant to N.J.S.A. 18A: 73-34; and

**WHEREAS:** The President has made the contract recommendations as indicated on the lists provided and incorporated herein by reference; and

**WHEREAS:** The action taken herein is pursuant to an evaluation of each employee's work performance; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State University does hereby approve the contract recommendations as indicated on the lists provided and incorporated herein by reference.

Mr. Lear made, and Mr. Maloney seconded, the motion to adopt the resolution. Motion carried unanimously.

**NEW BUSINESS****CONSIDERATION OF FY2020 BOARD MEETING DATES**

Dr. Hancock presented the following resolution:

**The Board of Trustees of Thomas Edison State University does hereby approve the following meeting dates for FY2020:**

September 13, 2019	-	10:00 a.m.
December 13, 2019	-	10:00 a.m.
March 13, 2020	-	10:00 a.m.
June 5, 2020	-	2:00 p.m.

The action herein taken is pursuant to a recommendation by the President.



Mr. Arndt made, and Mr. Maloney seconded, the motion to adopt the resolution. Motion carried unanimously.

#### **CONSIDERATION OF DEDICATED SERVICE**

Dr. Hancock thanked Ms. Roach for her service as a Student Trustee. Dr. Alli presented the following resolution:

**The Board of Trustees, President, and staff of Thomas Edison State University wish to heartily thank Ms. Apryl Roach for her dedicated service as Student Trustee and for her specific and special interest in the growth and development of Thomas Edison State University.**

**We applaud and commend Ms. Roach's accomplishments and look forward to her continued interest in the University.**

Mr. Lear made, and Mr. Maloney seconded, a motion to adopt the resolution. Motion carried unanimously.

Ms. Roach thanked the Board for the opportunity to serve as a student trustee.

#### **OTHER NEW BUSINESS**

Dr. Hancock explained that Mr. Arndt has expressed his desire to step down as chair of the Academic Affairs committee effective immediately. Mr. Maloney has agreed to assume that role, and by default will serve on the Executive Committee.

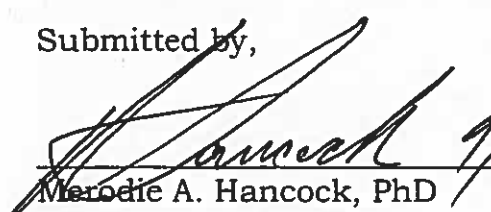
Additionally, Mr. Clyburn has expressed his desire to step down from his role as chair of the board at the end of the 2019-2020 term with the September 2019 meeting serving as his last meeting as chair. Dr. Alli, currently vice chair, will assume the role as chair at that time and Mr. Medina has agreed to assume the role of vice chair. As is the usual rotation, Mr. Clyburn will then chair the Nominations and Governance Committee as immediate past chair. If there are no objections, the change in the Academic Affairs chair will be effective immediately, with the other changes effective September 13, 2019.

There is no action required of the Board.

#### **ADJOURNMENT**

There being no further business, the meeting adjourned at 3:54 p.m.

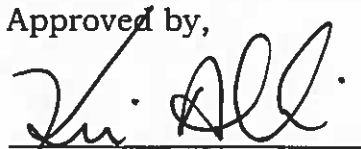
Submitted by,

  
Merodie A. Hancock, PhD  
Secretary of the Board

Date

9/13/19

Approved by,

  
Kemi Alli  
Vice Chair

Date

9/13/19