

## **MINUTES**

### **BOARD OF TRUSTEES**

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

December 6, 2002

#### **MEMBERS PRESENT**

Harvey Myers, Chairman; George Fricke; Richard Arndt; Christopher Daggett (conference phone); Ida Hammond (conference phone); Harry DiCorcia, Student; Virginia Lofft, Student; George A. Pruitt.

#### **MEMBERS ABSENT**

Thomas O'Neill; Nicholas Carnevale; Fred Abbate.

#### **ALSO PRESENT**

William Seaton, Vice President and Provost; John Thurber, Vice President for Public Affairs; Michael Scheiring, Vice President and Treasurer; Esther Paist, Executive Assistant to the President; Ann Marie Senior, Director of Institutional Research and Outcomes Assessment; Norma Blake, New Jersey State Librarian; Don Trucksess, Union Representative; Paul Merrill, KPMG Auditor.

Chairman Harvey Myers, who noted that the date, time, and location for the meeting had been published in accordance with New Jersey law, officially called the public meeting to order at 10:00 a.m.

#### **MINUTES**

The Minutes of the September 6, 2002, meeting were presented for approval and adoption. Richard Arndt moved and Ida Hammond seconded a motion to adopt the minutes. Motion carried (6-0).

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

Dr. Pruitt reported that the Education summit was held and he and Harvey Myers, Chairman, attended. The Statewide Planning initiative of the Commission on Higher Education was discussed, as was the Vagelos Report. The Statewide Planning Report and the Governor both affirm the importance of higher education. However, the State College Presidents made it clear that there should be no loss of autonomy, and nor should there be undue diversion of attention, support, and funding away from the State Colleges. The Governor agreed with the State College Presidents on this. A suggestion

to establish an office of Executive Assistant to the Governor for Education Matters was also well received. Dr. Pruitt has commented on the Vagelos Report but has remained neutral on it, since it does not actually involve the State College sector.

The College has had a very good year with much growth in enrollment. On Monday, the Senate will consider the nomination of Marilyn Pearson to our Board of Trustees.

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

George Fricke re-capped the meeting of the Administration and Finance Committee meeting, saying that the College's financial figures are impressive. Dr. Pruitt pointed out that Paul Merrill's presence at this meeting is a follow-up to the greatly changed audit process required by GASB 35 this year. Changes were also made since the Administration and Finance meeting. These are not substantive and have no impact on the findings of the audit; they are only made for further compliance with structure of standards for reporting. KPMG, therefore, made a further review for technical details and the minor changes are the result of review both by the Administration and Finance Committee and KPMG. Paul distributed a letter documenting the specific edits to the audit report. The changes were also made to further comply with the philosophy of the GASB board that says the language needs to be objective (e.g., substituting "increased" for "improved." Paul reiterated that no substantive changes resulted from the additional review.

Michael Scheiring cautioned that the new ways of defining "depreciation" under GASB 35 will make results look different (and possibly less good) in the future. Mike provided details on the College's and Library's quarterly financial reports. He is very pleased with our results, especially regarding new contracts with eArmy and Curves. The Library capital construction program's bond funding issue has been sold and closing occurred on December 5, 2002. On December 17, there will be a reception honoring libraries at Drumthwacket.

The Deloitte and Touche review of our Human Resources is being undertaken to provide us with a true Human Resources office as opposed to a mere "Personnel Office."

### **CONSIDERATION AND ACCEPTANCE OF FINAL AUDIT REPORT**

George Fricke presented the following resolution to accept the audit report:

**WHEREAS: It is the policy of the Board of Trustees to subject the College's finances and relevant administrative practices, and the finances and relevant administrative**

practices of its affiliate, the New Jersey State Library, to an independent audit; and

**WHEREAS:** It is the practice of the Board of Trustees to have said audit reviewed by the Administration and Finance Committee of the Board, acting as an audit committee and reporting its findings and conclusions to the Board; and

**WHEREAS:** 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; and

**WHEREAS:** The Board of Trustees adopted a resolution at the September 6, 2002, meeting provisionally accepting said audit, contingent upon review by the Administration and Finance Committee of the Board; and

**WHEREAS:** The Administration and Finance Committee has reviewed the external audit and has affirmed the President's certification; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby receive and accept the final audit report for the fiscal year ending June 30, 2002, as presented and incorporated herein by reference.

George Fricke moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (6-0).

### **CONSIDERATION OF BID WAIVERS**

George Fricke presented the following resolution regarding bid waivers:

**WHEREAS:** The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$18,600 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

- Continue the College's advertising and marketing campaign in a variety of media at a cost not to exceed \$300,000;
- To redesign the New Jersey State Library Web site to improve navigation and ease of use at a cost not to exceed \$30,000;
- To develop a statewide marketing campaign for public libraries at a cost not to exceed \$100,000; and
- To append a Human Resources best practices review to the existing Deloitte and Touche Datatel re-engineering and best practices study at a cost not to exceed \$100,000

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 to continue its advertising and marketing campaign in a variety of media at a cost not to exceed \$300,000; to redesign the New Jersey State Library Web site to improve navigation and ease of use at a cost not to exceed \$30,000; to develop a statewide marketing campaign for public libraries at a cost not to exceed \$100,000; and to append a Human Resources best practices review to the existing Deloitte and Touche Datatel re-engineering and best practices study at a cost not to exceed \$100,000.

George Fricke moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (6-0).

**CONSIDERATION OF COMMUNITY SERVICES BLOCK GRANTS**

George Fricke presented the following resolution:

- WHEREAS:** The State of New Jersey has provided funding to support a wide variety of programs throughout the state through the Community Services Block Grant program as administered by the Department of Community Affairs; and
- WHEREAS:** A grant of \$25,000 pursuant to the Community Services Block Grant program has been made available to support the College's Leadership Trenton program; and
- WHEREAS:** This grant is made available for support of the program for the period between July 1, 2002, and September 30, 2003, and requires that the College submit a final report on the accomplishments of the project within thirty days of the termination date of the grant agreement; and
- WHEREAS:** These funds can be accepted only through a resolution by the Board of Trustees indicating acceptance of the obligations under the Letter Agreement for this grant; now, therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College authorizes the President or his designee to enter into an agreement with the Grant Approval Officer of the New Jersey Department of Community Affairs to accept this grant of \$25,000 in support of the Leadership Trenton program and to agree to the terms of the grant agreement; and be it further
- RESOLVED:** That the Board of Trustees directs the President of the College or his designee to make all necessary submissions to the Department of Community Affairs, consistent with the requirements of the grant and to use the grant funds to accomplish the purpose of the award.

George Fricke moved, and Richard Arndt seconded a motion to adopt the resolution. Motion carried (6-0).

**REPORT OF THE ACADEMIC AFFAIRS COMMITTEE**

William Seaton re-capped the meeting of the Academic Affairs meeting, highlighting the fitness and wellness course development program contract between Curves International and the College.

**CONSIDERATION OF ACADEMIC POLICY CHANGES**

William Seaton presented the following resolution regarding academic policy changes:

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

**WHEREAS: The Academic Council, at its September 27, 2002, meeting, reviewed and approved changes to the Academic Policies for: Transfer of Credit, Freshman Science and Mathematics courses; Transfer of Credit from Previously Unaccredited Institutions; Passing Average; and**

**WHEREAS: The President of the College recommends the proposal as presented; and**

**WHEREAS: The Academic Affairs Committee of the Board of Trustees has reviewed and concurred with the recommendation as presented, now, therefore, be it**

**RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby accept the recommendation to change the above policies as presented and incorporated herein by reference, effective December 6, 2002.**

Ida Hammond moved and George Fricke seconded a motion to adopt the resolution. Motion carried (6-0).

**CONSIDERATION OF TRANSFER OF CREDIT RESPONSIBILITIES**

The transfer of credit responsibilities keeps the College on the leading edge of best practices in credit transfer and keeps the College in line with new policy set out by the Council for Higher Education Accreditation. It is consistent with the College's

mission regarding assessment. William Seaton presented the following resolution regarding the transfer of credit responsibilities:

- WHEREAS:** The Board of Trustees of Thomas Edison State College has the authority and the responsibility to determine the educational curriculum and academic policies of the College; and
- WHEREAS:** The Academic Council, at its September 27, 2002, meeting, reviewed and approved the Council for Higher Education Accreditation Policy, "Transfer of Credit and Responsibility to Students and the Public"; and
- WHEREAS:** The President of the College recommends the proposal as presented; and
- WHEREAS:** The Academic Affairs Committee of the Board of Trustees has reviewed and concurred with the recommendation as presented; now, therefore be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby accept the recommendation to endorse the Council for Higher Education Accreditation Policy, "Transfer of Credit and Responsibility to Students and the Public" as presented and incorporated herein by reference, Effective December 6, 2002.

#### **CONSIDERATION OF ACADEMIC VALUES AND INTEGRITY POLICY**

William Seaton presented the policy for graduate studies which formalizes a policy similar to the one in place for undergraduates. The following resolution was presented regarding the acceptance of this Academic Values and Integrity Policy:

- WHEREAS:** The Board of Trustees of Thomas Edison State College has the authority and the responsibility to determine the educational curriculum and academic policies of the College; and
- WHEREAS:** The Academic Council, at its September 27, 2002, meeting, reviewed and approved the Graduate Programs Policy on Academic Values and Integrity; and
- WHEREAS:** The President of the College recommends the proposal as presented; and

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

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby accept the recommendation to approve the Graduate Programs Policy on Academic Values and Integrity as presented and incorporated herein by reference, effective December 6, 2002.

Ida Hammond moved, and Dick Arndt seconded a motion to adopt the resolution. Motion carried (6-0).

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

William Seaton pointed out that there are 307 degree candidates for consideration at this meeting. The candidates for the associate's, baccalaureate, and master's degrees as of September 15, 2002, are as follows: 9 candidates for Associate in Arts; 1 candidate for Associate in Science in Management; 1 candidate for Associate in Science in Natural Sciences and Mathematics, 2 candidates for Associate in Science in Applied Science and Technology; 6 candidates for Associate in Applied Science; 192 candidates for Bachelor of Arts; 4 candidates for Bachelor of Science in Human Services; 50 candidates for Bachelor of Science in Applied Science and Technology; 31 candidates for Bachelor of Science in Business Administration; 3 candidates for Bachelor of Science in Nursing; and 8 candidates for Master of Science in Management, for a total of 307 candidates.

William 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 15, 2002, 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.**

Chris Daggett moved and George Fricke seconded a motion to adopt the resolution. Motion carried (6-0).



**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.**

George Fricke moved and Chris Daggett seconded a motion to adopt the resolution. Motion carried (5-0).

**CONSIDERATION OF PERSONNEL ACTIONS**

Dr. Pruitt presented the following resolution. He also noted that Connie South has not resigned; instead, she has transferred to the Watson Institute to work with its Leadership Trenton program.

**The Board of Trustees of Thomas Edison State College does hereby approve all appointments as indicated on the list provided and incorporated herein by reference.**

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

Chris Daggett moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (5-0).

**NEW BUSINESS**

Harvey Myers presented the following resolution:

**WHEREAS: Dr. George A. Pruitt has served Thomas Edison State College as its President with distinction and devotion for more than twenty years; and**

**WHEREAS: He has displayed an unswerving commitment to the creation of a campus in downtown Trenton, the growth of**

the College's campus and the restoration of historic properties to culminate in the College's award-winning Townhouse Project; and

**WHEREAS:** The College's restored townhouses now comprise the centerpiece of the College campus; now, therefore, be it

**RESOLVED:** That, in recognition of his twenty years of leadership and in anticipation that his leadership will continue for many years to come, the buildings immediately adjacent to the Kelsey Building, commonly known as "the townhouse complex," be named "George A. Pruitt Hall;" and be it further

**RESOLVED:** That this designation shall be effective upon Dr. Pruitt's retirement from his position as President of the College.

Harvey Myers moved and George Fricke seconded a motion to adopt the resolution. Motion carried (6-0).

Dr. Pruitt expressed deep gratitude and remarked that one's life is marked by the work one has done and the people's lives one has touched. He also said that he has no intention of retiring or leaving the College. He feels continually invigorated by his work at the College and knows that there is still much work to be done. He affirmed that the Board's role in the governance of the College is invaluable, and expressed his gratitude for the Board's dedication and focus. He said that the relationship of trust between him and the Board is essential and highly valued, and he feels blessed.

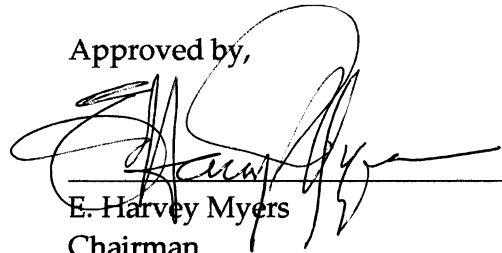
There being no further business, Richard Arndt moved and Ida Hammond seconded a motion to adjourn. Motion carried (6-0).

Submitted by,



George A. Pruitt  
Secretary to the Board

Approved by,



E. Harvey Myers  
Chairman