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## **MINUTES**

### **BOARD OF TRUSTEES**

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

**September 16, 2005**

**MEMBERS PRESENT** Nicholas Carnevale, Richard Arndt, George Fricke, Jack Lampman, Arthur Kern, E. Harvey Myers, Ida Hammond, and George Pruitt

**MEMBERS ABSENT** Fred Abbate, J. Stanley Justice, Rosita Saez, and Marilyn Pearson

**ALSO PRESENT** Esther Paist, Norma Blake, Michael Scheiring, John Thurber, William Seaton, Penelope Brouwer, Robin Smith, Ann Marie Senior, Drew Hopkins, Annie Klopp (AFT), Jane Letts-Parvesse (Auditor), and Paul Merrill (Auditor).

Mr. Carnevale, 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.

#### **SWEARING IN OF TRUSTEES**

Mr. Carnevale and Ms. Hammond, both of whom were recently re-appointed as College Trustees, were duly sworn in. Mr. Carnevale's term will expire in June of 2009. Ms. Hammond's term will expire in June of 2011.

#### **SWEARING IN OF STUDENT TRUSTEE**

Mr. Carnevale presented the following resolution:

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

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

**WHEREAS:** The President of the College has certified that Jack Lampman meets the criteria; and

**WHEREAS:** The President of the College does hereby nominate Jack Lampman as a student trustee alternate in

accordance with the procedures of the Board; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby elect Jack Lampman as student trustee alternate effective September 16, 2005, for a term of one year, followed thereby as student trustee for a period of one year, which shall conclude at the annual meeting of the Board to be held in June 2007.

Mr. Carnevale moved and Mr. Myers seconded a motion to accept the resolution. Motion carried unanimously.

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The Minutes of the June 10, 2005, meeting were presented by Mr. Carnevale for approval and adoption. Mr. Arndt moved and Mr. Fricke seconded a motion to adopt the minutes. Motion carried unanimously.

## FY2005 EXTERNAL AUDIT REPORT

Dr. Pruitt introduced the auditors, pointing out that the audit opinion is unqualified and that our fund balance is excellent. Paul Merrill told the Board that his ten-year stint as a signing partner has come to an end and that, starting now, Stephen Langowski will be taking this duty up for at least the next two years. Jane Letts-Parvesse will continue, as well. Jane described the process undertaken in the Thomas Edison State College audit, saying that the audit was very good and the College is in very good financial shape

After discussion, Mr. Carnevale presented the following resolution:

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

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

**WHEREAS:** Various agencies of state government have expressed a need to receive a copy of the College's audit report prior to the next meeting of the Board of Trustees; and

**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; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby provisionally accept the College's external audit for the year ending June 30, 2005, contingent upon the review of said audit by the Finance Committee of the Board; and be it further

**RESOLVED:** That the Finance Committee of the Board shall be directed to report its findings and conclusions to the full Board at the next meeting of the Board of Trustees.

Mr. Fricke moved and Ms. Hammond seconded a motion to accept the provisional audit. Motion carried unanimously.

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

Dr. Pruitt commended the Annual Report to the Board's attention. He also mentioned his continued concern about the "softness" of our enrollment numbers and explained that there has been an anomaly in the way we have been counting our students. Heretofore, we have been counting all Navy College students as enrolled regardless of their actual activity (e.g., taking courses, completing exams, transferring credit) with us. On the other hand, we have not been counting any students who have come to us via the eArmyU program. We are going to correct this such that we will now only count students who are actually active with us, and we will count all such students regardless of how they come to us. We will follow three groups: "traditional" students; students coming to us via contract programs; and continuing, noncredit students. We will carefully keep these groups separated in our counts, but we will count all active students in all groups. With the new method of counting, it is likely that our numbers will be relatively unchanged from what we are reporting out now. The revised protocols for counting will be presented at the December Board meeting.

Our Corporate Choice program is doing well, we are beginning work with a new advertising agency, and we have been approved as a vendor in the GoLearn program for federal employees. All of these things should increase our enrollment. Dr. Pruitt also pointed out that our new Strategic Plan speaks to strategies for enrollment growth, as well.

Dr. Pruitt reported on the state budget situation. After considerable negotiation, the state budget was passed during the summer. Cuts were made in the budget, resulting in a smaller state workforce. However, higher education came out relatively well, and the College did especially well, with an approximate 10-percent increase. We anticipate that our salary program will be funded at fifty percent by the state, and this is a major victory, as is the funding of the State Library's Knowledge Initiative.

Construction of our new building is ahead of schedule, and we hope to occupy it in December. Carol Ehrlich, the Treasurer's Chief of Staff, was especially helpful in getting the building underway.

Dr. Senior made a presentation on the FY2005 numbers and statistics.

Dr. Pruitt made a presentation on the major elements of the Long Range Plan. That plan will be ready for Administration and Finance Committee and the Academic Affairs Committee to review at their meetings in November and will be ready for final consideration at the December Board meeting. He also commented that the idea of achieving "university status" is fine (though not essential to our Plan) in that we meet all criteria except for the one on full time faculty. Dr. Pruitt is exploring alternatives to this one criterion.

### **CONSIDERATION OF BID WAIVERS**

Mr. Fricke led the discussion on bid waivers, pointing out that many of them are items that recur each year and are tied to events such as Commencement. Ms. Blake provided further explanation on the bid waiver related to implementing the State Library Knowledge Initiative and the efforts being made to publicize the fact that access to the program really is free. She also commented on the new plans for the Library to begin doing "development" and other fundraising, as well as on the nature of adaptive equipment for people with disabilities and how the Library for the Blind will train people to use it. The Library is also going to do a strategic plan statewide, as well as for the State Library itself.

After the bid waivers were reviewed, Mr. Fricke presented the following resolution:

**WHEREAS:** Section 5a of the additional article to Chapter 64 Title 18A of the New Jersey Statutes states that the College may waive the bidding procedures by resolution of the Board of Trustees of the College; and

**WHEREAS:** The purchasing policies of Thomas Edison State College approved by the Board of Trustees on October 10, 1986, provide for the granting of categorical prior approval and post reporting to the Board of such purchases; and

**WHEREAS:** Background information on each bid waiver will always be provided in one attached document entitled "Bid Waiver Request"; and

**WHEREAS:** The College is requesting bid waivers to do the following:

- use the services of mentors and course-construction consultants for the College's

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Directed Independent Adult Learning, Nursing, and Graduate Studies programs at a cost that may exceed the bid threshold of \$19,500;

- use the services of Jostens Printing for Commencement supplies at an approximate cost of \$22,000;
- use the services of Oak-Hall for caps and gowns for Commencement at an approximate cost of \$22,000;
- use the services of SHM Mailers for outsourcing mailing services at an approximate cost of \$22,000;
- use the services of an interior design consultant for remodeling the interior of the Kelsey Building and to create a Donor Hall in the Kelsey Lobby at an approximate cost of \$120,000;
- implement the State Library's Knowledge Initiative through the use of consultants for professional, technical, and administrative services as well as to advertise this initiative statewide at an approximate cost of \$160,000;
- host a weekend for local library trustee training this fall at an approximate cost of \$38,000;
- purchase software and other IT equipment to support a fundraising program by the State Library at an approximate cost of \$40,000;
- permit the LBH to purchase adaptive equipment for their clients who participate in the Assistive Technology Loan Program at an approximate cost of \$70,000; and

- engage a consultant to create a statewide strategic plan for New Jersey libraries at an approximate cost of \$30,000

in accordance with the explanation and description of each project as set out in the attached "Bid Waiver Request"; now, therefore be it

**RESOLVED:** That the Board of Trustees does hereby authorize bid waivers for the College and its affiliate, the New Jersey State Library, to do the following: use the service of mentors and course-construction consultants for the College's Directed Independent Adult Learning, Nursing, and Graduate Studies programs at a cost that may exceed the bid threshold of \$19,500; use the services of Jostens Printing for Commencement supplies at an approximate cost of \$22,000; use the services of Oak-Hall for caps and gowns for Commencement at an approximate cost of \$22,000; use the services of SHM Mailers for outsourcing mailing services at an approximate cost of \$22,000; use the services of an interior design consultant for remodeling the interior of the Kelsey Building and to create a Donor Hall in the Kelsey Lobby at an approximate cost of \$120,000; implement the State Library's Knowledge Initiative through the use of consultants for professional, technical, and administrative services as well as to advertise this initiative statewide at an approximate cost of \$160,000; host a weekend for local library trustee training this fall at an approximate cost of \$38,000; purchase software and other IT equipment to support a fundraising program by the State Library at an approximate cost of \$40,000; permit the LBH to purchase adaptive equipment for their clients who participate in the Assistive Technology Loan Program at an approximate cost of \$70,000; and engage a consultant to create a statewide strategic plan for New Jersey libraries at an approximate cost of \$30,000.

Mr. Fricke moved and Ms. Hammond seconded the motion to adopt the resolution. Motion carried unanimously.

**CONSIDERATION OF INCREASE IN BIDDING THRESHOLD**

Dr. Pruitt presented the following resolution.

- WHEREAS:** The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes established the bidding threshold for open competitive bidding at \$7,500; and
- WHEREAS:** The Board of Trustees of Thomas Edison State College at its October 10, 1986, meeting adopted a Purchasing Policy establishing \$7,500 as the bidding threshold; and
- WHEREAS:** The Law provides, under Chapter 43, Section B, for a Gubernatorial adjustment to the bidding threshold based on the rise or fall of the Consumer Price Index; and
- WHEREAS:** The Governor has adjusted the threshold for competitive bidding to \$20,800, effective July 1, 2005; now, therefore be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College, upon the recommendation of the President, does hereby amend the Purchasing Policy increasing the public bidding threshold from \$19,500 to \$20,800 at which all covered purchases and contracts must be handled through open competitive bidding.

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

**CONSIDERATION OF ACADEMIC COUNCIL REAPPOINTMENTS**

Mr. Seaton presented the following resolution:

**The Board of Trustees of Thomas Edison State College does hereby reappoint Sister Ellen Dauwer; Camille Haberle; Mark Kassop; and William Mulkeen to one-year terms on the Academic Council.**

**The action herein taken is pursuant to a recommendation by the President of the College, having been reviewed and endorsed by the Academic Council.**

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

**CONSIDERATION OF CANDIDATES FOR DEGREE**

Mr. Seaton informed the group that this year we will have the largest number of people attending Commencement in College history. Mr. Seaton then pointed out that there are 460 degree candidates for consideration at this meeting. The candidates for the associate's, baccalaureate, and master's degrees as of September 16, 2005, are as follows: 24 candidates for Associate in Applied Science; 12 candidates for Associate in Arts; 2 candidates for Associate in Science in Applied Science and Technology; 4 candidates for Associate in Science in Management; 1 candidate for Associate in Science in Natural Sciences and Mathematics; 197 candidates for Bachelor of Arts; 100 candidates for Bachelor of Science in Applied Science and Technology; 50 candidates for Bachelor of Science in Business Administration; 6 candidates for Bachelor of Science in Health Services; 12 candidates for Bachelor of Science in Human Services; 17 candidates for Bachelor of Science in Nursing; 7 candidates for Master of Arts in Professional Studies; and 28 candidates for Master of Science in Management.

Mr. Seaton presented the following resolution:

**The Board of Trustees of Thomas Edison State College does hereby approve the awarding of the appropriate degrees to those September 16, 2005, candidates indicated on the lists provided and incorporated herein by reference.**

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

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

**CONSIDERATION OF HONORARY DEGREE RECIPIENT**

Dr. Pruitt described the good work of Kurt Landgraf and Educational Testing Service and the appropriateness of our awarding him an honorary degree. Dr. Pruitt then presented the following resolution:

**WHEREAS:** Kurt M. Landgraf has distinguished himself in executive positions in corporate and educational organizations; and

**WHEREAS:** He leads the Educational Testing Service as it carries out its mission to advance quality and equity in education through valid assessment of knowledge, a mission that clearly resonates with the mission of Thomas Edison State College; and

**WHEREAS:** The work of the Educational Testing Service has benefited millions of nontraditional and other students worldwide; and



**WHEREAS:** He has served with distinction in the pharmaceutical and chemical industries and has given of his time and talent to many community and nonprofit organizations that are involved in public health, ethics, and minority education; now be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College, upon the recommendation of the President and the concurrence of the Academic Affairs Committee, does hereby award Mr. Kurt Landgraf the degree of Doctor of Humane Letters, *honoris causa*; and be it further

**RESOLVED:** That said degree be conferred upon him at the College's Commencement Ceremony, to be held on October 8, 2005.

Mr. Fricke made, and Ms. Hammond seconded, a motion to adopt the resolution. 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.**

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

#### NEW BUSINESS

Acting in his capacity as Secretary to the Board of Trustees, Dr. Pruitt announced the results of the election of new officers. Ms. Hammond was elected Chairperson, and Ms. Pearson was elected Vice-Chairperson. Mr. Carnevale expressed his gratitude to the group for assistance and support during his own term as Chairman.

#### ADJOURNMENT

There being no further business, Mr. Fricke made, and Mr. Arndt seconded, a motion to adjourn. Motion carried unanimously.

Submitted by,

  
George A. Pruitt  
Secretary to the Board

Approved by,

  
Nicholas L. Carnevale  
Chairman