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## **MINUTES**

### **BOARD OF TRUSTEES**

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

**June 10, 2005**

**MEMBERS PRESENT** George Pruitt, Nicholas Carnevale, Richard Arndt, Ida Hammond, George Fricke, J. Stanley Justice, Arthur Kern, and Margaret Verzella

**MEMBERS ABSENT:** Marilyn Pearson, Harvey Myers, Fred Abbate, and Rosita Saez

**ALSO PRESENT:** Norma Blake, Esther H. Paist, Michael J. Scheiring, John Thurber, William Seaton, Ann Marie Senior, Peggy Allen, Robin Smith, Joseph Youngblood

## **MINUTES**

The minutes of the March 4, 2005, meeting were presented by Mr. Carnevale for approval and adoption. Mrs. Hammond made, and Mr. Arndt seconded, a motion to adopt the minutes. The motion carried unanimously.

## **PRESIDENT'S REPORT**

Dr. Pruitt described the situation with the legislature and the budget. He has been presenting information at various hearings. If the budget is adopted as described by the Assembly, we will have flat funding for our operating budget and funding for about a quarter of the salary program. We remain hopeful that we will not be further cut.

Dr. Pruitt also mentioned the good progress that we are making on the construction of our new building, which we may be able to occupy by the end of the year. We also hope to have acquired the Kuser Mansion by year's end, but the process of acquisition is very complex.

Dr. Pruitt updated the Board on the strategic planning process that is in progress at the College. Committees of the Board of Trustees will be asked to review a preliminary draft of the new plan during the next few months. Dr. Youngblood also presented information on the Watson Institute and its strategic plan.

Dr. Pruitt announced that Mr. Carnevale has had his reappointment to our Board affirmed by the legislature.

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

Mr. Fricke presented information on the work of the committee at its last meeting. He referred the group to the minutes of that meeting for an overview. Our financial situation is sound, despite some decline in enrollment, and we will still have a surplus at the end of the fiscal year. Mr. Scheiring commented that the Watson Institute also has a positive fund balance, and our contract work with Curves, etc., has generated significant revenues.

Mr. Fricke said that the eight-percent FY2006 tuition/fee increase is the result of careful and complex research on the part of Mr. Scheiring and Mr. Philip Sanders, the College's Bursar. We need this increase basically to deal with the mandated salary increase. He also noted that our increase is the lowest among the state colleges.

Relative to bid waivers, Mr. Fricke pointed out that the committee is comfortable with the bid-waiver process. Moreover, many of our vendors are those with whom we have worked in the past. The process is, indeed, competitive, even though there are not formal sealed bids, and we have a thorough post-reporting process.

Mr. Fricke reminded the Board that it has authority to act with statutory backing to promulgate regulations and emendations to regulations governing the New Jersey State Library. Dr. Pruitt explained the general process and the next steps that will be taken to finalize the emendations to the regulations. They will then be sent on to the Office of Administrative Law.

#### **CONSIDERATION OF FY2006 FEE INCREASE**

Mr. Fricke 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 and Finance Committee of the Board of Trustees held a public hearing at Thomas Edison State College on May 23, 2005, and considered testimony presented; and

**WHEREAS:** The Administration and Finance Committee of the Board of Trustees has recommended the approval of

the proposed tuition and fee changes to be effective July 1, 2005, as indicated on the schedule provided; and

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

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby approve the proposed schedule of tuition and fees as recommended and incorporated herein as referenced, effective July 1, 2005.

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

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

After Mr. Fricke discussed the bid waivers and reviewed the rationale for each, he presented the following resolution:

**WHEREAS:** The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$19,500 be publicly advertised for sealed bids in the local newspapers; and

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

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

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

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

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

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

- use the services of an advertising agency to continue the College's image and enrollment advertising campaigns at a projected cost of \$500,000;
- use the services of Carnegie Communications to conduct a research study to reassess its markets at an approximate cost of \$47,000;
- continue to use the on-line search services of Google at approximately \$5,000 per month and Overture at approximately \$5,250 per month (a total yearly cost of approximately \$123,000);
- use the services of Hunter Research to prepare a historical guide to the College's campus and facilities in Trenton at a projected cost of \$23,000;
- use the services of a professional consulting firm to conduct an economic impact study of the child care industry across New Jersey at an approximate cost of \$75,000;
- engage the services of the search firm Lambert & Associates to identify candidates for the position of Director of Development at an approximate cost of \$50,000;
- engage LeFevre Studios, Inc., to fabricate, cast, and deliver three bronze logos, two to be placed on the exterior walls of the Kelsey Building and the third to be located in the Kelsey Board Room at a projected cost of \$50,000;
- use Auto Graphics, Inc., to provide a virtual Web-based catalog system to enable the State Library to offer the statewide interlibrary JerseyCat loan service at a cost of approximately \$370,000;
- use Dynix to provide hardware and software maintenance for the State Library's Integrated On-line Library System at a cost of approximately \$35,000;
- use Palinet for cataloging materials purchased for the State Library's collection at an estimated cost of \$260,000;

- purchase statewide database licenses estimated to cost \$1,800,000 to provide access to full-text scholarly online journals, Web-based, full-text newspaper databases, including a full-text Spanish electronic database, and a curriculum-oriented encyclopedia database targeted for students and teachers;
- use Parker and Partners marketing firm for a statewide marketing campaign for public libraries at an approximate cost of \$60,000;
- purchase adaptive equipment for visually-impaired clients served by the Library for the Blind at a projected cost of \$50,000;
- use the services of Bob Drescher, chief executive of a national not-for-profit agency that provides management services to library and library cooperatives for local and state library agencies, to draft the State Library's 2005-2008 Strategic Plan at a projected cost of \$30,000;
- use the catering services of Taste Appeal for College events at a projected cost of \$30,000; and
- use the services of Deloitte Consulting for the purpose of providing key support as part of the five-year planning process at a projected cost of \$50,000

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

**RESOLVED:** That the Board of Trustees does hereby authorize bid waivers for the College and its affiliate, the New Jersey State Library, to do the following: use the service of mentors and course-construction consultants for the College's Directed Independent Adult Learning and Graduate Studies programs at a cost that may exceed the bid threshold of \$19,500; use the services of an advertising agency to continue the College's image and enrollment advertising campaigns at a projected cost of \$500,000; use the services of Carnegie Communications to conduct a research study to reassess its markets at an approximate cost of \$47,000; continue to use the on-line search services of Google at approximately \$5,000 per month and Overture at approximately \$5,250

per month (a total yearly cost of approximately \$123,000); use the services of Hunter Research to prepare a historical guide to the College's campus and facilities in Trenton at a projected cost of \$23,000; use the services of a professional consulting firm to conduct an economic impact study of the child care industry across New Jersey; engage the services of the search firm Lambert & Associates to identify candidates for the position of Director of Development at an approximate cost of \$50,000; engage LeFevre Studios, Inc., to fabricate, cast, and deliver three bronze logos, two to be placed on the exterior walls of the Kelsey Building and the third to be located in the Kelsey Board Room at a projected cost of \$50,000; use Auto Graphics, Inc., to provide a virtual Web-based catalog system to enable the State Library to offer the statewide interlibrary JerseyCat loan service at a cost of approximately \$370,000; use Dynix to provide hardware and software maintenance for the State Library's Integrated On-line Library System at a cost of approximately \$35,000; use Palinet for cataloging materials purchased for the State Library's collection at an estimated cost of \$260,000; purchase statewide database licenses estimated to cost \$1,800,000 to provide access to full-text scholarly online journals, Web-based, full-text newspaper databases, including a full-text Spanish electronic database, and a curriculum-oriented encyclopedia database targeted for students and teachers; use Parker and Partners marketing firm for a statewide marketing campaign for public libraries at an approximate cost of \$60,000; purchase adaptive equipment for visually-impaired clients served by the Library for the Blind at a projected cost of \$50,000; use the services of Bob Drescher, chief executive of a national not-for-profit agency that provides management services to library and library cooperatives for local and state library agencies, to draft the State Library's 2005-2008 Strategic Plan at a projected cost of \$30,000; use the catering services of Taste Appeal for College events at a projected cost of \$30,000; and use the services of Deloitte Consulting for the purpose of providing key support as part of the five-year planning process at a projected cost of \$50,000.

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

**CONSIDERATION OF RE-ADOPTION OF LIBRARY REGULATIONS, 2004-2005**

Mr. Fricke presented the following resolution:

- WHEREAS:** The Board of Trustees holds the College and its affiliate, the New Jersey State Library pursuant to P.L. 2001, c. 137, in trust for the public, representing the public interest in governance, policies, and development of the College and Library; and
- WHEREAS:** The Board of Trustees has authority over all matters concerning the supervision and operations of the College and the New Jersey State Library; and
- WHEREAS:** Changes to the Library Regulations 15:21 State Aid and Grants and 15:22 Library Network Services during 2004-2005 have been proposed and public comment has been received and assessed in accord with N.J.A.C. 1:30-1 et seq.; and
- WHEREAS:** It is now time to re-adopt, with amendments, the Library Regulations; and
- WHEREAS:** The Board of Trustees concurs with the proposed re-adoption and amendments as they will be presented to the Office of Administrative Law now, therefore, be it
- RESOLVED:** That the Library Regulations be re-adopted and amended as incorporated herein by reference.

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

**FY2004 FULL SCOPE AUDIT RESULTS**

As described in the minutes of the meeting of the Administration and Finance Committee meeting of May 23, 2005, there were five findings in the financial aid area regarding exit counseling, tax verification, student status changes, program award limits and eligibility/satisfactory academic progress, and PELL grant disbursement data. These findings resulted in no questionable costs. A Corrective Action Plan that responds to the

findings was provided to the Committee. In addition, the auditors reviewed, and the College responded to, the prior year's Corrective Action Plan. It was noted that the prior-year findings regarding student refunds and exit interviews were no longer among the findings for the current year and that the error rate for exit interviews had decreased sharply.

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

Mr. Seaton presented the candidates for degrees as listed in the handout at the meeting. This year, we have, for the first time, 2,000 graduates. Student Trustee Arthur Kern is among the listed candidates, having earned an associate's degree.

Mr. Seaton pointed out that there are 602 candidates for consideration at this meeting. The candidates for the associate's, baccalaureate, and master's degrees as of June 10, 2005, are as follows: 33 candidates for Associate in Applied Science; 27 candidates for Associate in Arts; 13 candidates for Associate in Science in Applied Science and Technology; 6 candidates for Associate in Science in Management; 286 candidates for Bachelor of Arts; 119 candidates for Bachelor of Science in Applied Science and Technology; 73 candidates for Bachelor of Science in Business Administration; 14 candidates for Bachelor of Science in Human Services; 9 candidates for Bachelor of Science in Nursing; 22 candidates 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 June 10, 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.**

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

### **CONSIDERATION OF CANDIDATE FOR HONORARY DEGREE**

Dr. Pruitt explained that the College has been asked to consider awarding an honorary baccalaureate degree to Mr. Robert Halgrim. Mr. Halgrim was an employee of Thomas Edison, and our awarding of the degree is part of fulfilling special wishes as part of the Senior Dreams program. Dr. Pruitt presented the following resolution:

**WHEREAS:** Mr. Robert C. Halgrim has distinguished himself as the former curator of the Thomas A. Edison winter home in Fort Myers, Florida, and



- WHEREAS:** He has published "The Edison Record," a historical account of the Thomas A. Edison winter home; and
- WHEREAS:** Until his death on May 3, 2005, he was residing in a nursing home and, at the age of 99, expressed a lifelong dream of being awarded the baccalaureate degree he was never able to obtain before; and
- WHEREAS:** There was a request that Thomas Edison State College grant him an honorary baccalaureate degree as part of a Senior Dreams program; and
- WHEREAS:** Mr. Halgrim has had a history and connection with Thomas A. Edison, including completion of courses financed by Thomas A. Edison at Cornell from 1929-1932; and
- WHEREAS:** Mr. Halgrim has made extensive contributions to the fields of botany and horticulture, now therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College, upon the recommendation of the President, does hereby posthumously award Robert C. Halgrim the degree of Bachelor of Science in Applied Science and Technology with a Specialization in Horticulture, *honoris causa*.

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

#### **CONSIDERATION OF ACADEMIC COUNCIL APPOINTMENTS**

Dr. Pruitt presented the following resolution:

**The Board of Trustees of Thomas Edison State College does hereby appoint Filomela Marshall, Professor, School of Nursing, Holy Family University; and Mary J. Slavin, Professor, Philosophy & Religion, Berkeley College to three-year terms on the Academic Council and does hereby appoint Apryl Roach to a two-year term as the Thomas Edison State College student representative 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.**

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

### **CONSIDERATION OF CHANGE IN DEGREE NAME**

Under consideration was a change in the name of one of the College's Master's degree— from Master of Arts in Professional Studies (MAPS) to Master of Arts in Liberal Studies (MALS). Dr. Pruitt pointed out that this is simply a change in nomenclature; no degree requirements have been changed. He presented the following resolution:

- 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 April 22, 2005, meeting, reviewed and approved the change of degree name from "Master of Arts in Professional Studies" to "Master of Arts in Liberal Studies"; and
- WHEREAS:** The President of the College recommends the proposal as presented; now therefore, be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby accept the recommendation to change of degree name from "Master of Arts in Professional Studies" to "Master of Arts in Liberal Studies," effective July 1, 2005.

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

### **CONSIDERATION OF CONTRACT RENEWALS**

Dr. Pruitt presented the following resolution for contract renewals:

**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.**

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

### **CONSIDERATION OF PERSONNEL ACTIONS**

Dr. Pruitt presented the following resolution for personnel actions:

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

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

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

### **CONSIDERATION OF FY2006 MEETING DATES**

Dr. Pruitt presented the group with the proposed FY2006 meeting dates.

**The Board of Trustees of Thomas Edison State College does hereby approve the following meeting dates for FY2006:**

September 16, 2005	-	10:00 a.m.
December 2, 2005	-	10:00 a.m.
March 10, 2006	-	10:00 a.m.
June 9, 2006	-	2:00 p.m.

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

### **APPOINTMENT OF NOMINATING COMMITTEE**

Mr. Carnevale appointed the following members of the Board of Trustees to the Nominating Committee:

Fred Abbate, Chairperson  
George Fricke  
Dick Arndt

### **CONSIDERATION OF RESOLUTION TO THANK STUDENT TRUSTEE**

Dr. Pruitt expressed heartfelt thanks to Ms. Margaret Verzella for her contributions, sense of humor, and dedication during her service as a student trustee. He then presented the following resolution:

**The Board of Trustees, President, and staff of Thomas Edison State College wish to heartily thank Ms. Margaret Verzella for her dedicated service as Student Trustee and for her specific and special**

**interest in the growth and development of Thomas Edison State College.**

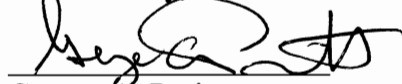
**We applaud Ms. Verzella's accomplishments and commend her continued interest in the College, and we look forward to a continuing relationship with her.**

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

**ADJOURNMENT**

There being no further business, Mr. Arndt made, and Ms. Hammond seconded, a motion to adjourn at 2:00 p.m. The motion carried unanimously.

Submitted by,



George A. Pruitt  
Secretary of the Board

Approved by,



Nicholas J. Carnevale  
Chairman