

MINUTES

BOARD OF TRUSTEES

THOMAS EDISON STATE COLLEGE

March 7, 2003

MEMBERS PRESENT George Fricke, Harvey Myers, George Pruitt, Nick Carnevale, Marilyn Pearson, Thomas O'Neill, Virginia Lofft, Richard Arndt and Fred Abbate

MEMBERS ABSENT Ida Hammond, Henry DiCorcia

ALSO PRESENT Michael Scheiring, Norma Blake, John Thurber, Esther Paist, Marie Power-Barnes and William Seaton

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.

SWEARING IN OF TRUSTEE

Dr. Pruitt introduced Ms. Marilyn Pearson, the new Trustee. Harvey Myers presided over the swearing in of Ms. Pearson.

MINUTES

The Minutes of the December 6, 2002, meeting were presented by Harvey Myers for approval and adoption. Dick Arndt moved and Nick Carnevale seconded a motion to adopt the minutes. Motion carried unanimously.

PRESIDENT'S REPORT

Dr. Pruitt reported that this is the most difficult time for budget in the history of the State. State revenues are declining, but the Governor must maintain a balanced budget, and more cuts in State programs may be needed. For higher education, a 12-percent cut is anticipated. The College has been informed that

the June drawdown will be withheld and that we will not get it until July. This shift from June to July for the drawdown will likely be permanent. Our total loss over the last year is more like 40 percent, when salary support and fringe-benefit support are considered. Our strategy is to continue to insulate ourselves from the cuts by growing enrollments and becoming more and more tuition-driven. Our financial stability is dependent on growth. Even with our good reserves, we will be squeezed. However, we do not intend to lay off any staff.

Our 35,000-square-foot building and the purchase of leased facilities is now going forward. Recent discussions with the Treasurer indicate that he will support us in this. Dr. Pruitt is hopeful that site selection may occur in the next two months.

The NJ State Library was also subject to budget cuts, but these will not affect services or staff. The debt service can be maintained, and there was actually a slight increase in the technology-related Access New Jersey program.

Norma Blake, NJ State Librarian, made a presentation on the NJ State Library. The College has been a great help and support to the Library, especially in legislative and administrative matters. The College takes an active role in educating the legislators about the Library and its needs. Norma distributed a list of accomplishments and described some of these. The Library is using the College's marketing unit to develop its own marketing program, and College staff will make presentations to librarians about the College. The Library's December reception was praised by the Board.

Marie Power-Barnes, Marketing Director, made a presentation on the College's advertising efforts. Board members expressed interest and support.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

George Fricke reported on the meeting of the Administration and Finance Committee. The second-quarter results were very good, especially in light of the current challenging times. Our numbers are on target, and although they are slightly below last year, they are very good. Our revolving fund revenues are above where they were last year, and the Nursing program is showing good potential. Our expenses are comparable to those of last year.

CONSIDERATION OF BID WAIVERS

George Fricke discussed the bid waivers and reviewed the rationale for each.

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 purchase software that will enable students to access their bills and to make payments via the Internet at a cost not to exceed \$70,000;
- to engage a firm to develop the necessary course materials for the Wellness and Fitness Program at a cost not to exceed \$173,500;
- to publish a College Catalog for the period of 2003 - 2005 at a cost not to exceed \$27,368 for 20,000 pieces;

- to publish a Registration Bulletin for 2003-2005 at a cost not to exceed \$28,256 for 24,000 pieces;
- to publish an Undergraduate Prospectus for 2003 at a cost not to exceed \$56,000 for 50,000 pieces;
- to produce a video-based guide for use by Military Education Officers at a cost not to exceed \$50,000;
- to contract with a firm to conduct donor-prospect research on alumni at a cost not to exceed \$30,000;
- to develop and implement, as an addendum to a 1999 agreement between the Department of Health and Senior Services and QuadraMed, a pilot Web-based software program to identify possible bio-terrorism threats at an increased cost not to exceed \$65,000;
- to assist the Department of Health and Senior Services in contracting with a professional-services vendor to review and assist in the implementation steps to ensure that the Department's various electronic computer networks are in compliance with the federal Health Insurance Portability and Accountability Act (HIPPA) of 1996 at a cost not to exceed 500,000; and
- to use the services of mentors and course-construction consultants for the College's Distance and Independent Adult Learning and Graduate Studies programs at a cost that may exceed the current bid threshold of \$18,600.

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 purchase software that will enable students to access their bills and to make payments via the Internet at a cost not to exceed \$70,000; to engage a firm to develop the necessary course materials for the Wellness and Fitness Program at a cost not to exceed \$173,500; to publish a College Catalog for the period of 2003 - 2005 at a cost not to exceed \$27,368 for 20,000 pieces; to publish a Registration Bulletin for 2003 - 2004 at a cost not to exceed \$28,256 for 24,000 pieces; to publish an Undergraduate Prospectus for 2003 at a cost not to exceed \$56,000 for 50,000 pieces; to produce a video-based guide for use by Military Education Officers at a cost not to exceed \$50,000; to contract with a firm to conduct donor-prospect research on alumni at a cost not to exceed \$30,000; to develop and implement, as an addendum to a 1999 agreement between the Department of Health and Senior Services and QuadraMed, a pilot Web-based software program to identify possible bio-terrorism threats at an increased cost not to exceed \$65,000; to assist the Department of Health and Senior Services in contracting with a professional-services vendor to review and assist in the implementation steps necessary to ensure that the Department's computer networks are in compliance with the federal Health Insurance Portability and Accountability Act (HIPPA) of 1996 at a cost not to exceed \$500,000; and to use the services of mentors and course-construction consultants for the College's Distance and Independent Adult Learning and Graduate Studies programs at a cost that may exceed the current bid threshold of \$18,600.

George Fricke moved and Dick Arndt seconded the motion to adopt the resolution. Motion carried unanimously.

CONSIDERATION OF EXTERNAL-AUDIT BID WAIVER

George Fricke presented the following resolution to accept the external-audit bid waiver:

WHEREAS: The "State College Contracts Law" Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding the bidding threshold must be publicly advertised for sealed bids in the local newspapers; and

WHEREAS: Section 5A of the additional article to Chapter 64 of 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 for professional consulting service; and

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

WHEREAS: The College is requesting authorization to contract for professional external-auditing services which exceeds the bidding threshold; and

WHEREAS: The current contract with KPMG for external auditing services for the College expired on June 30, 2002; and

WHEREAS: The College has determined that the accounting firm of KPMG meets the specifications for such auditing services for the College and its affiliate, the New Jersey State Library; and

WHEREAS: The College seeks approval of a bid waiver to allow the College to enter into a three-year contract for external auditing services for the College and its affiliate, the New Jersey State Library, with KPMG at a cost of \$55,000 for FY 2003, \$60,000 for FY 2004, and \$65,000 for FY 2005; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College does hereby authorize a bid waiver for the College to contract with KPMG for professional external auditing services, for an additional three years ending June 30, 2005, at a cost not to exceed that which is quoted herein.

George Fricke moved and Dick Arndt seconded the motion to adopt the resolution. Motion carried unanimously.

REPORT OF THE ACADEMIC AFFAIRS COMMITTEE

Fred Abbate reported on the recent meeting of the Academic Affairs committee. He summarized the resolutions for Board consideration and reported that the committee concurred with them.

CONSIDERATION OF THE CHANGE OF POLICY DOCUMENT

Fred Abbate presented the following resolution:

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

WHEREAS: The Academic Council, at its most recent meeting, reviewed and approved the Change of Policy for students completing a second or third degree as presented; 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 Change of Policy document for students completing a second or third degree as presented, and incorporated herein by reference, effective March 7, 2003.

Fred Abbate moved and Nick Carnevale seconded the motion to adopt the resolution. Motion carried unanimously.

CONSIDERATION OF THE BACCALAUREATE-TO-MASTERS DEGREE PROGRAM POLICY

Fred Abbate presented the following resolution:

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

WHEREAS: The Academic Council, at its most recent meeting, reviewed and approved the Baccalaureate to Masters Degree Program Policy as presented; 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 Baccalaureate to Masters Degree Program Policy, as presented and incorporated herein by reference, effective March 7, 2003.

Fred Abbate moved and George Fricke seconded the motion to adopt the resolution. Motion carried unanimously.

**CONSIDERATION OF THE MASTER OF SCIENCE OF MANAGEMENT
PUBLIC SECTOR AUDITING**

Fred Abbate presented the following resolution:

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

WHEREAS: The Academic Council, at its most recent meeting, reviewed and approved the Partnership Agreement between Thomas Edison State College and The USDA Graduate School – Government Audit Training Institute to offer a Master of Science in Management – Public Sector Auditing; 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 creation of the Master of Science in Management – Public Sector Auditing program, incorporated herein by reference, effective March 7, 2003.

Fred Abbate moved and Marilyn Pearson seconded the motion to adopt the resolution. Motion carried unanimously.

CONSIDERATION OF CANDIDATES FOR DEGREE

Dr. Pruitt reported on the deletion of Rivka Levin Schnaidman's name from the list of candidates for degree. She has not paid her fees, and she has exhausted her rights of appeal. She charged her payment of fees to her credit card,

and she got her diploma and transcripts. However, she has now disputed the charge with the credit-card company. Because only the Board can approve a student for graduation, and because she is not eligible for graduation due to unpaid fees, her name has been withdrawn from the list of candidates.

William Seaton pointed out that there are 532 degree candidates for consideration at this meeting. The candidates for the associate's, baccalaureate, and master's degrees as of November 15, 2002, are as follows: 7 candidates for Associate in Arts; 4 candidates for Associate in Applied Science; 5 candidates for Associate in Science in Applied Science and Technology; 5 candidates for Associate in Science in Management; 1 candidate for Associate in Science in Public and Social Services; 181 candidates for Bachelor of Arts; 56 candidates for Bachelor of Science in Applied Science and Technology; 22 candidates for Bachelor of Science in Business Administration; 8 candidates for Bachelor of Science in Human Services; and 2 candidates for Bachelor of Science in Nursing. The candidates for the associate's, baccalaureate, and master's degrees as of January 15, 2003, are as follows: 13 candidates for Associate in Arts; 6 candidates for Associate in Applied Science; 7 candidates for Associate in Science in Applied Science and Technology; 2 candidates for Associate in Science in Management; 3 candidates for Associate in Science in Public and Social Services; 115 candidates for Bachelor of Arts; 48 candidates for Bachelor of Science in Applied Science and Technology; 23 candidates for Bachelor of Science in Business Administration; 4 candidates for Bachelor of Science in Health Science; 11 candidates for Bachelor of Science in Human Services; 3 candidates for Bachelor of Science in Nursing; and 6 candidates for Master of Science in Management.

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 November 15, 2002, and January 15, 2003, 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.

Fred Abbate moved and Nick Carnevale seconded a motion to adopt the resolution. The motion carried unanimously.

CONSIDERATION OF CONTRACT RECOMMENDATIONS

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.

Marilyn Pearson moved and Fred Abbate 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 list provided and incorporated herein by reference.

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

Dick Arndt moved and Nick Carnevale seconded a motion to adopt the resolution. Motion carried unanimously.

NEW BUSINESS

Proposed dates for Board meeting in FY2004 were discussed. Those proposed dates are as follows:

September 12, 2003 – 10:00 a.m.

December 5, 2003 – 10:00 a.m.

March 5, 2004 – 10:00 a.m.

June 4, 2004 – 2:00 p.m.

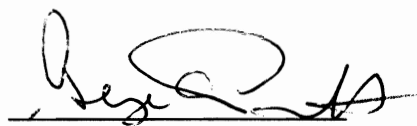
The dates will be affirmed by resolution at the June meeting.

Draft revision of Board of Trustees Bylaws. A copy of the draft was circulated for consideration for adoption via resolution at the June meeting.

The revision reflects the codification in statute of the affiliation of the NJ State Library with Thomas Edison State College. Language regarding the role and responsibilities of the Board of Trustees is taken from statute. The "as amended" date in the draft is a placeholder; the actual date will be inserted after approval by resolution at the June meeting. The handout draft is for informational purposes and review before the June meeting.

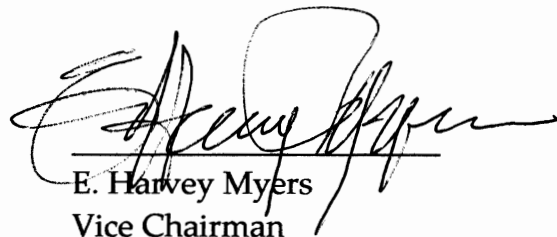
There being no further business, Fred Abbate moved and Dick Arndt seconded a motion to adjourn. Motion carried unanimously.

Submitted by,



George A. Pruitt
Secretary to the Board

Approved by,



E. Harvey Myers
Vice Chairman