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## **MINUTES**

### **BOARD OF TRUSTEES**

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

**June 9, 2006**

**MEMBERS PRESENT** George Pruitt; Ida Hammond (Chair); Nicholas Carnevale; George Fricke; Richard Arndt; Marilyn Pearson (Vice-Chair); Arthur Kern; Jack Lampman; and Harvey Myers, via phone conference

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

**ALSO PRESENT:** William J. Seaton, Michael J. Scheiring, Penelope Brouwer, John Thurber, Esther H. Paist, Norma Blake, Jared Carter (AFT), Robin Smith, and Nancy Dow (NJ State Library)

#### **MINUTES**

The minutes of the March 3, 2005, meeting were presented by Mrs. Hammond for approval and adoption. Mr. Fricke made, and Mr. Carnevale seconded, a motion to adopt (pending a correction to the citation of the meeting date) the minutes. The motion carried unanimously.

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

Dr. Pruitt reported on accomplishments of the last quarter, including the signing of our agreement with the University of South Africa (Unisa). He described the events of the signing ceremony and emphasized the importance of the relationship with Unisa. The recently signed agreement builds on work that we initiated in 2000, and we are pleased to continue our relationship with the "new," post-transitional Unisa. Dr. Pruitt acknowledged the good work of Dr. Henry van Zyl, Vice Provost, Office of Directed Independent Adult Learning; Dr. Lois Richardson, Dean, School of Arts and Sciences; and Dr. Marcus Tillery, Dean, School of Applied Science and Technology, on this. Other new agree-

ments, with PSE&G and Virtua Healthcare, were also mentioned as very important ones for Thomas Edison State College. We have also established an agreement with Wal-Mart, which may yield good results for us in terms of new enrollments, and there are other such agreements in the pipeline, as well.

Dr. Pruitt described the current situation with the state's budget crisis and its impact on higher education. The recommended budget would take us back to the funding levels of ten years ago, and it is the deepest cut ever imposed on higher education. The Legislature is currently considering the cuts and any possible restorations. Dr. Pruitt also reported on his testimonies to legislative committees on behalf of the New Jersey Presidents' Council, emphasizing the point that the proposed transfer of funding for fringe benefits from the state to the institutions would be especially troublesome. Tuition increases, program eliminations, and layoffs will occur throughout higher education if the recommended budget goes forward. For the College, the cuts will be painful and we will need to make changes and ask for fee increases. We do not intend to have layoffs, however. The NJ Presidents' Council is asking that half of the cuts be rescinded and for the fringe benefits to be funded by the state. We are also hoping for the restoration of at least \$300,000 for Thomas Edison State College. In accord with our strategic plan, we are going to work hard to increase enrollments and operating efficiencies.

We will need to get information on the finalized budget before we can set tuition and fees for FY 2007. Therefore, a face-to-face meeting of the Administration and Finance committee will likely be scheduled for the last week of June, and a telephonic Board of Trustees meeting will probably be held in early July to deal with setting fees and tuition. Our enrollment is increasing once again, and May was a good month in this regard. Even so, we are going to budget very conservatively.

Norma Blake made a presentation on the activities and state of affairs at the New Jersey State Library. We are hoping to have our September Board meeting at the Library for the Blind and Handicapped.

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

Mr. Fricke presented information on the meeting of the Administration and Finance Committee, and referred the group to the financial information presented in the board materials. Mr. Fricke also mentioned the upcoming review of various Library regulations—one regarding certification of librarians (now done by Thomas Edison State College), the other to clarify the situation regarding debt payment and taxing related to public libraries in the state. He also mentioned the situation with College. Dr. Pruitt pointed out that we are still in a holding pattern on the acquisition of Kuser, given the

general situation with the state budget at present. Funds for further renovations, etc., to our other buildings have also been sequestered as a result of the budget situation.

Relative to bid waivers for mentors, we may need to consider stating a threshold cap, as well as the annual reporting of total amounts paid out over the course of the year to each individual.

### **CONSIDERATION OF BID WAIVERS**

Mr. Fricke 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 \$26,800 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 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 \$26,800;
- publish a Registration Bulletin for 2006-2007 at a cost that is approximately \$42,086 for 30,000 pieces;
- publish an Undergraduate Prospectus for 2006-2007 at a cost that is approximately \$63,285 for 50,000 pieces;
- engage a Web site design firm (CMS) to assist College staff in improving the Web site, at a cost of approximately \$125,000;
- use the services of Princeton Partners, Inc., to continue the College’s image and enrollment advertising campaigns at a cost of approximately \$700,000;

- continue to use the services of on-line search engine companies, including Google and Overture/Yahoo Search Engine Marketing, at a cost of approximately \$123,000;
- 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 \$30,000;
- use Palinet for cataloging materials purchased for the State Library's collection at a cost of approximately \$220,000;
- purchase statewide database licenses at a cost of approximately \$1,900,000 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 \$30,000;
- host a weekend for training for 150 to 200 New Jersey public library trustees at an approximate cost of \$60,000; and
- purchase adaptive equipment for visually-impaired clients served by the Library for the Blind at a cost of approximately \$70,000;

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 Distance and Independent Adult Learning and Graduate Studies programs at a cost that may exceed the bid threshold of \$26,800; publish a Registration Bulletin for 2006-2007 at a cost that is approximately \$42,086 for 30,000 pieces; publish an Undergraduate Prospectus for 2006-2007 at a cost that is approximately \$63,285 for 50,000 pieces; engage a Web site design firm (CMS) to assist College staff in improving the Web site, at a cost of approximately \$125,000; use the services of Princeton Partners, Inc., to continue the College's image and enrollment advertising campaigns at a cost of approximately \$700,000; continue

to use the services of on-line search engine companies, including Google and Overture/Yahoo Search Engine Marketing, at a cost of approximately \$123,000; 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 \$30,000; use Palinet for cataloging materials purchased for the State Library's collection at a cost of approximately \$220,000; purchase statewide database licenses at a cost of approximately \$1,900,000 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 \$30,000; host a weekend for training for 150 to 200 New Jersey public library trustees at an approximate cost of \$60,000; and purchase adaptive equipment for visually-impaired clients served by the Library for the Blind at a cost of approximately \$70,000.

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

#### **FY2004 FULL SCOPE AUDIT RESULTS**

Mr. Fricke explained issues regarding the "corrective action plan" related to the audit of the College's Financial Aid program. Although Thomas Edison State College faces special challenges, given our complex 12-semester-per-year system, we have done well. The College has developed automated responses, as well as manual ones, to significantly reduce our financial-aid error rate. With our volume and complexity, there will always be some error, but we now have a good system in place that will keep audit findings to a minimum.

#### **CONSIDERATION OF GRADUATE CERTIFICATE**

Mr. Seaton explained that in the State of New Jersey, Certificate programs must now have Board of Trustees approval, just as degree programs do. This requirement is related to the IPEDS database listing for our college.

Mrs. Hammond presented the following resolution:

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

**WHEREAS:** The Academic Council, at its March 3, 2006, meeting, reviewed and approved the Certificate in Human Resources Management; 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 approve Thomas Edison State College's offering a Certificate in Human Resources Management as presented and incorporated herein by reference, beginning July 1, 2006.

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

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

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 9, 2006, 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. Carnevale made, and Mr. Arndt seconded, a motion to adopt the resolution. The motion carried unanimously.

#### **CONSIDERATION OF CODE OF ETHICS FOR THE COLLEGE AND LIBRARY**

Dr. Pruitt explained that although our proposed ethics policy is consistent with the requirements of the Ethics Commission, some of our procedures for putting that policy into effect vary from theirs. We will undergo an ethics audit conducted by the Commission, however, and if our procedures are found to be out of compliance, we will take appropriate action to alter them appropriately. Dr. Pruitt recommended that the Board approve our ethics code so that we can promulgate it to our employees. He then presented the following resolution:

**WHEREAS:** Thomas Edison State College and its affiliate, the New Jersey State Library, are committed to adhering to the highest ethical standards and being worthy of public trust; and

**WHEREAS:** Employees and Officers of the College and Library must avoid conduct that violates the public trust or creates an appearance of impropriety; and

**WHEREAS:** The Code of Ethics for the College and Library has been recently updated and amended in conformance with the current status of the law; now, therefore, be it

**RESOLVED:** That the Board of Trustees of Thomas Edison State College does hereby adopt the "Code of Ethics for Thomas Edison State College and its Affiliate, the New Jersey State Library" as attached and incorporated herein by reference.

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

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

Dr. Pruitt explained that Allison Samay's name appears on the list of managers whose contracts should be renewed because it has been determined by the New Jersey Presidents Council that Thomas Edison State College could administer her pay and benefits, all of which are pass throughs.

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.**

Mr. Fricke made, and Mr. Arndt seconded, a motion to adopt the resolution. The 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 incorpo-**

**rated herein by reference.**

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

**CONSIDERATION OF FY2006 MEETING DATES**

Dr. Pruitt proposed FY2006-2007 meeting dates and presented the following resolution:

**The Board of Trustees of Thomas Edison State College does hereby approve the following meeting dates for FY2006-2007:**

September 15, 2006	-	10:00 a.m.
December 8, 2006	-	10:00 a.m.
March 9, 2007	-	10:00 a.m.
June 8, 2007	-	2:00 p.m.

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

**CONSIDERATION OF RESOLUTION TO THANK STUDENT TRUSTEE**

Dr. Pruitt expressed heartfelt thanks to Mr. Arthur Kern for his contributions, and dedication during his 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 Mr. Arthur Kern for his dedicated Service as Student Trustee and for his specific and special interest in the growth and development of Thomas Edison State College.**

**We applaud Mr. Kern's accomplishments and commend his continued interest in the College, and we look forward to a continuing relationship with him.**

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

**APPOINTMENT OF NOMINATING COMMITTEE**

Ms. Hammond appointed the following members of the Board of Trustees to the Nominating Committee:



Fred Abbate  
George Fricke  
Dick Arndt

**ADJOURNMENT**

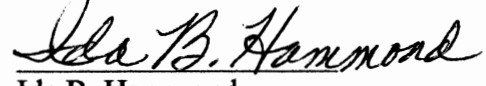
There being no further business, Mr. Arndt made, and Ms. Pearson seconded, a motion to adjourn. The motion carried unanimously, and the meeting was adjourned at 4:00 p.m.

Submitted by,

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George A. Pruitt  
Secretary of the Board

Approved by,

  
Ida B. Hammond  
Chairperson