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MINUTES

BOARD OF TRUSTEES

THOMAS EDISON STATE COLLEGE

December 2, 2005

- MEMBERS PRESENT** George Pruitt, Nicholas Carnevale, Ida Hammond, George Fricke, J. Stanley Justice, Arthur Kern, Jack Lampman, Marilyn Pearson, Harvey Myers, and Fred Abbate
- MEMBERS ABSENT:** Rosita Saez and Richard Arndt
- ALSO PRESENT:** Norma Blake, Michael J. Scheiring, John Thurber, William Seaton, Penelope Brouwer, Drew Hopkins, Mary Ellen Caro, Ann Klopp, and Linda Vasbinder

Chairperson Ida Hammond, 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 16, 2005, meeting were presented by Ms. Hammond for approval and adoption. Mr. Fricke made, and Mr. Abbate seconded, a motion to adopt the minutes. The motion carried unanimously.

PRESIDENT'S REPORT

Dr. Pruitt discussed the election of Jon Corzine, and the work ahead as Governor-elect Corzine puts his transition team into place. Dr. Pruitt then referred to the legislation that Governor Codey promulgated as Executive Order No. 65, which requires that Board members file a form that affirms that they do not do business with the institution on whose board they serve. There was general discussion regarding the conflict of interest policy. Dr. Pruitt informed the Board that they need to turn in their forms in order to bring the College into compliance with Executive Order No. 65.

Dr. Pruitt mentioned the dinner held on November 16, 2005, for directors of the Foundation Board, members of the Board of Trustees, spouses, and upper management of the College. It was a great success, and he would like to make this an annual event.

Dr. Pruitt reported that, thanks to Congressman Rush Holt, the \$50,000 we have pursued to support our Criminal Justice degree program, will be forthcoming. He noted that Congressman Chris Smith has also been a strong advocate for this program. Dr. Pruitt also reported that a \$600,000 grant (to be disbursed over a three-year period) for our nursing program has been awarded by the U.S. Health Resources and Services Administration. The purpose of the grant is

to recruit and train minority nurse educators to provide online courses and programs to underserved and rural populations. Studies have shown that there are insufficient numbers of minority nurses and minority nurse educators, and this program will seek to remedy that.

Dr. Pruitt reported that the new facility on West Hanover Street is ready. We plan to begin moving into the facility by December 19, 2005. He further noted that the Kuser Mansion acquisition is proceeding and he is hopeful that we will have updated information to report to the Board early in the New Year.

Dr. Pruitt reported on the softness in enrollment numbers and on efforts to generate new enrollments. The College is launching a new advertising campaign in January and he is optimistic that this should help with the turnaround. He also noted that the methodology previously used to count enrollments has now been emended to more accurately reflect the actual number of active enrolled students. The new methodology (counting only students actively engaged in the institution through coursework or other payment) will be used in the current year and thereafter.

CONSIDERATION AND ADOPTION OF THE "FY2006-FY2012 STRATEGIC VISION PLAN"

Dr. Pruitt presented the final draft of the Strategic Vision Plan for approval and adoption. Dr. Pruitt acknowledged Drew Hopkins and Mary Ellen Caro for their hard work in co-chairing the Strategic Vision Plan Steering Committee. He further noted that everyone at the College participated in this College-wide initiative. Dr. Pruitt introduced Dr. Penelope Brouwer, Vice President for Planning and Research, who made a presentation on the details of the Strategic Vision Plan, pointing out that to fund the implementation of the Plan, we will have to grow our enrollment, grow our base, and grow our resources.

Dr. Pruitt further stated that since the Plan clearly outlines its mission and goals, it will be easy for the Board to monitor the College's progress and the progress of all accountable executives in carrying out the Plan. He added that while the College is finalizing the preparation and planning of its Strategic Vision Plan, the New Jersey State Library is just in the beginning stages of creating its Strategic Vision Plan. That plan will be forthcoming for the Board's review and adoption. Mr. Fricke commended the staff of the College for the excellent work they did in planning and preparing the Strategic Vision Plan. He applauded the approach that was taken in working from the "bottom up."

Ms. Hammond presented the following resolution:

- WHEREAS:** The Board of Trustees of Thomas Edison State College has the authority and responsibility for developing the institutional plan; and
- WHEREAS:** A comprehensive Strategic Vision Plan has been submitted for Board consideration; and
- WHEREAS:** Adoption of the Plan is pursuant to a recommendation by the President of the College; and
- WHEREAS:** The Plan has been introduced to and reviewed by the Board; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College hereby approve and adopt the *FY 2006 - FY 2012 Strategic Vision Plan*, spanning the period of July 1, 2005, through June 30, 2012, as provided and incorporated herein by reference.

Mr. Abbate made, and Mr. Carnevale seconded, a motion to adopt the resolution. Motion carried unanimously.

REPORT OF THE ADMINISTRATION AND FINANCE COMMITTEE

Mr. Fricke reported that the external auditors presented the final audit at the Administration and Finance Committee meeting held on November 3, 2005. He noted that it was an extremely good audit and that the auditors were very upbeat and positive about the results.

CONSIDERATION OF FY2004 EXTERNAL AUDIT REPORT

Mr. Fricke presented the following resolution:

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 16, 2005, meeting provisionally accepting the audit for the fiscal year ending June 30, 2005, contingent upon the review of said audit 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, 2005, as presented and incorporated herein by reference.

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

CONSIDERATION OF MILEAGE REIMBURSEMENT

Mr. Fricke presented the following resolution:

- WHEREAS:** The “State College Autonomy Law,” Chapter 64 of Title 18A of the New Jersey Statutes, sets forth the powers and duties of the College’s Board of Trustees; and
- WHEREAS:** Under that law, the Board has responsibility for settling mileage-reimbursement rates for use of a personal vehicle on College business; and
- WHEREAS:** The College has recognized that the recent surge in energy costs has increased the cost of operating a vehicle; now, therefore be it
- RESOLVED:** That the Board of Trustees of Thomas Edison State College hereby approves a new mileage-reimbursement-rate increase from 31 cents per mile to 40 cents per mile effective immediately.

Mr. Fricke made, and Ms. Hammond seconded, a motion to adopt the resolution. 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 \$20,800 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 service of mentors and course-construction consultants for the College’s Directed Independent Adult Learning and

Graduate Studies programs at a cost that may well exceed the bid threshold of \$20,800;

- hold the 2006 National Institute on the Assessment of Experiential Learning at the Doral Forrestal Conference Center at an approximate cost of \$40,000;
- use the sole services of Clark Caton Hintz, an award-winning architectural, planning, and landscape firm to assess the area of our new building at 221 West Hanover Street, and provide a “Vision Plan” for redevelopment and revitalization for the surrounding area, at a cost of approximately \$50,000;
- use the services of its new advertising agency, Princeton Partners, Inc., to continue the College’s image and enrollment advertising campaign at an approximate cost of \$500,000; and
- use the services of a video production agency, NFL Films, to edit and produce a video which the College is creating in partnership with the Association for Diversity in Motorsports (AFDIM) to promote awareness about career opportunities within the motorsports industry, at a cost of approximately \$25,000

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 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 well exceed the bid threshold of \$20,800; hold the 2006 National Institute on the Assessment of Experiential Learning at the Doral Forrestal Conference Center in Princeton at an approximate cost of \$40,000; use the sole services of Clark Caton Hintz, an award-winning architectural, planning, and landscape firm to assess the area of our new building at 221 West Hanover Street, and provide a “Vision Plan” for redevelopment and revitalization for the surrounding area, at a cost of approximately \$50,000; use the services of its new advertising agency, Princeton Partners, Inc., to continue the College’s image and enrollment advertising campaign at an approximate cost of \$500,000; and use the services of a video production agency, NFL Films, to edit and produce a video which the College is creating in partnership with the Association for Diversity in Motorsports (AFDIM) to promote awareness about career opportunities within the motorsports industry, at a cost of approximately \$25,000.

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

REPORT OF THE ACADEMIC AFFAIRS COMMITTEE

Mr. Abbate reported that the Academic Affairs Committee met on November 1, 2005, to consider the proposal for a new Master of Arts in Educational Leadership degree program and to consider approval of various Graduate Certificate programs.

CONSIDERATION OF CANDIDATES FOR DEGREE

Mr. Seaton presented the candidates for degrees as listed in the handout at the meeting.

Mr. Seaton pointed out that there are 491 candidates for consideration at this meeting. The candidates for the associate's, baccalaureate, and master's degrees as of December 2, 2005, are as follows: In the School of Applied Science and Technology: 38 candidates for Associate in Applied Science; 4 candidates for Associate in Science in Applied Science and Technology; and 91 candidates for Bachelor of Science in Applied Science and Technology. In the School of Arts and Sciences: 21 candidates for Associate in Arts; 1 candidate for Associate in Science in Natural Sciences and Mathematics; and 196 candidates for Bachelor of Arts. In the Heavin School of Social and Behavioral Sciences: 1 candidate for Associate in Science in Public and Social Services; 10 candidates for Bachelor of Science in Human Services; and 62 candidates for Bachelor of Arts. In the School of Business and Management: 2 candidates for Associate in Science in Management; and 52 candidates for Bachelor of Science in Business Administration. In the School of Nursing: 10 candidates for Bachelor of Science in Nursing. In the Graduate School: 3 candidates for Master of Science in Management.

Mr. Abbate presented the following resolution:

The Board of Trustees of Thomas Edison State College does hereby approve the awarding of the appropriate degrees to those December 2, 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. Abbate made, and Rev. Justice seconded, a motion to adopt the resolution. The motion carried unanimously.

CONSIDERATION OF PROPOSAL FOR A MASTER OF ARTS IN EDUCATIONAL LEADERSHIP DEGREE PROGRAM

Mr. 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 September 9, 2005, meeting, reviewed and approved the following: Proposal for a Master of Arts in Educational Leadership degree; 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 Thomas Edison State College offering a Master of Arts in Educational Leadership degree as presented and incorporated herein by reference, beginning June 2006.

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

CONSIDERATION OF APPROVAL OF GRADUATE CERTIFICATES

Mr. 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 Affairs Committee of the Board of Trustees, at its November 1, 2005, meeting, reviewed and approved the Graduate Certificates in Online Learning and Teaching; Public Service Leadership; Organizational Leadership; Management of Clinical Trials; and Homeland Security as presented; 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 the Graduate Certificates as presented.

Mr. Abbate made, and Rev. Justice 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.

Rev. Justice made, and Mr. Myers 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.

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

ADJOURNMENT


There being no further business, Mr. Carnevale made, and Mr. Abbate seconded, a motion to adjourn at 11:59 a.m. The motion carried unanimously.

Submitted by,



George A. Pruitt
Secretary of the Board

Approved by,



Ida B. Hammond
Chairperson