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MINUTES

BOARD OF TRUSTEES

THOMAS EDISON STATE COLLEGE

September 14, 2001

MEMBERS PRESENT

Harvey Myers, Vice Chair; Fred Abbate; Richard Arndt; Nicholas Carnevale; George Fricke; Ida Hammond; Kathleen Soucek, student; George A. Pruitt, President.

MEMBERS ABSENT

Christopher Daggett; Carole Nerlino-Cerepak; Thomas O'Neill.

ALSO PRESENT

William Seaton, Interim Vice President and Provost; John Thurber, Vice President for Public Affairs; Michael Scheiring, Vice President and Treasurer; Esther Paist, Executive Assistant to the President; Donald Trucksess, Union Representative; Jane Parvese, auditor.

Vice Chairman 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.

MINUTES

The Minutes of the June 8, 2001, meeting were presented for approval by Harvey Myers. Ida Hammond moved and Richard Arndt seconded a motion to adopt the minutes. Motion carried (7-0).

CONSIDERATION OF PROVISIONAL ACCEPTANCE OF THE FY 2001 EXTERNAL AUDIT REPORT

Dr. Pruitt presented the auditors' report, which stated that the College is in good shape and has had an outstanding year. Ms. Jane Parvese noted an 11% increase in student numbers, and an overall \$1.9 million "bottom line." Ms. Parvese also reported that the College's financial statements are free of any material weaknesses. Full details of the audit will be presented at the next Administration and Finance Committee meeting. Dr. Pruitt will also discuss the "contingency plan" for the College at the Finance Committee meeting.

The following resolution was presented for approval:

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, 2001, 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.

Fred Abbate moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (7-0).

PRESIDENT'S REPORT

Dr. Pruitt reported on the State Budget, which was passed, and which was the original budget as recommended by Governor Christine Whitman. However the surplus which Governor Whitman anticipated has not materialized, and there is, instead, a deficit. Out building/facility request may

well be a casualty of the subsequent budget cuts that are now becoming necessary.

Commenting on his Annual Report to the Board of Trustees, Dr. Pruitt explained that we are working on the programmatic relationship with UNISA, the Navy College, eArmy programs, and New Jersey State Library affiliations codified in statute. Dr. Pruitt also reported that there has been a 19% increase in applications; a 20% increase in new enrollments, and that fact that this has been the highest number of new enrollments recorded in the history of the College. He further stated that the College had a \$1.9 million fund balance; that \$1 million has been raised in private giving to the College; and that the Robert Wood Johnson Foundation announced a \$20 million grant to Trenton. This grant, incubated at our Watson Institute for Public Policy, will serve the children of Trenton and is called "Children's Future."

A draft of the Self-Study Report to the Middle States Association of Colleges and Schools was distributed, and Dr. Pruitt asked the Board to review the document and indicated that the Board committees will meet to review and approve the Report.

Dr. Pruitt spoke about the recruitment of a new chief academic officer, who will be in place by July 2002. William Seaton is currently holding this post in an acting capacity.

Ann Marie Senior, Director of Institutional Research, presented quantitative data on the state of the College at the end of FY 2001.

CONSIDERATION OF BID WAIVERS

George Fricke presented the following resolution regarding bid waivers:

WHEREAS: The "State College Contracts Law," Chapter 64 of Title 18A of the New Jersey Statutes requires that any purchase exceeding \$17,700 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 Requests," and

WHEREAS: The College is planning to

- **Conduct a telephone solicitation program in the fall of 2001 to seek contributions from alumni who have not previously been donors at a cost not to exceed \$30,000;**
- **Purchase the Benefactor Donor Management System's Major Gifts module, along with requisite staff training, consulting services, and maintenance fees, from Datatel in FY 2002 at a cost not to exceed \$50,000;**
- **Engage the services of a search consultant to assist in filling the position of Academic Vice President and Provost at an anticipated cost of \$50,000,**

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

RESOLVED: That the Board of Trustees does hereby authorize a bid waiver for the College to conduct a telephone solicitation program in the fall of 2001 to seek contributions from alumni who have not previously been donors at a cost not to exceed \$30,000; to purchase the Benefactor Donor Management System's Major Gifts module, along with requisite staff training, consulting services, and maintenance fees, from Datatel in FY 2002 at a cost not to exceed \$50,000; and to engage the services of a search consultant to assist in filling the position of Academic Vice President and Provost at an anticipated cost of \$50,000.

George Fricke moved and Ida Hammond seconded a motion to adopt the resolution. Motion carried (7-0).

CONSIDERATION OF CANDIDATES FOR DEGREE

William Seaton, Interim Vice President and Provost, pointed out that there are 265 graduates. He then presented the candidates for the associate's, baccalaureate, and master's degrees as of August 15, 2001, as follows: 6

candidates for the Associate in Arts; 5 candidates for the Associate in Science in Management; 1 candidate for the Associate in Science in Natural Science and Mathematics; 2 candidates for the Associate in Science in Public and Social Services; 6 candidates for the Associate in Science in Applied Science and Technology; 12 candidates for the Associate in Applied Science in Radiologic Technology; 132 candidates for the Bachelor of Arts; 8 candidates for the Bachelor of Science in Human Services; 40 candidates for the Bachelor of Science in Applied Science and Technology; 43 candidates for the Bachelor of Science in Business Administration; 8 candidates for the Bachelor of Science in Nursing; and 2 candidates for the Master of Science in Management, for a total of 265 candidates.

Harvey Myers presented the following resolution to approve the candidates as indicated:

The Board of Trustees of Thomas Edison State College does hereby approve the awarding of the appropriate degrees to those August 15, 2001, 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 George Fricke seconded a motion to adopt the resolution. Motion carried (7-0).

Candidates for Honorary Degree

Dr. Pruitt presented the following resolution for and additional candidate for Honorary Degree, noting that Dr. Jerry Ice's work here at the College has been most valuable. He briefed the Board on Dr. Ice's new duties at the USDA, and added that Dr. Ice would be presiding at this year's Commencement ceremony.

WHEREAS: Jerry T. Ice, Vice President and Provost, has served Thomas Edison State College with distinction and devotion for eighteen years and has been the architect of the College's academic programs and policies; and

WHEREAS: He has steadfastly maintained the academic rigor of College programs even as he has overseen the use of new technologies in the delivery of academic opportunity to adults; and

WHEREAS: He has announced his intention to resign his position to take employment as Executive Director, Graduate School, United States Department of Agriculture; and

WHEREAS: The College wishes to recognize and celebrate his services and accomplishments; now, therefore, be it

RESOLVED: That the Board of Trustees of Thomas Edison State College, upon the recommendation of the President, does hereby confer on Jerry T. Ice, the title of "Vice President Emeritus"; and be it further

RESOLVED: That the Board of Trustees of Thomas Edison State College, upon the recommendation of the President, does hereby award Jerry T. Ice the degree of Doctor of Humane Letters, *honoris causa*; and be it further

RESOLVED: That said degree be conferred upon him during the proceedings of the Commencement ceremonies to be held on October 13, 2001.

Fred Abbate moved and George Fricke seconded a motion to adopt the resolution. Motion carried (7-0).

CONSIDERATION OF ACADEMIC COUNCIL APPOINTMENTS

Dr. Pruitt presented the following resolutions for appointments and reappointments to the Academic Council:

The Board of Trustees of Thomas Edison State College does hereby appoint Jonathan Lincoln, Associate Professor, Earth and Environmental Studies, Montclair State University; Theresa A. Wurmser, Director, Ann May Center for Nursing, Meridian Health Care System; Thomas M. Patrick, Associate Director, Business Department, The College of New Jersey; and Jayne Thomas Rich, Associate Professor, Criminal Justice Program, Atlantic Cape Community College, to three-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.

George Fricke moved and Richard Arndt seconded a motion to adopt the resolution. Motion carried (7-0).

The Board of Trustees of Thomas Edison State College does hereby appoint Jean Quinn-Manzo to a two-year term as the student representative on the Academic Council. Also appointed to two-year terms were Thomas Edison State College's staff members Ann Bielawski, Senior Program Advisor, and Emily Carone, Assistant Director, Test Development & Independent Study.

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

Ida Hammond moved and Fred Abbate seconded a motion to adopt the resolution. Motion carried (7-0).

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.

Richard Arndt moved and Nicholas Carnevale seconded a motion to adopt the resolution. Motion carried (6-0).

NEW BUSINESS

Election of Officers

Fred Abbate, Chairman of the Nominating Committee, presented the recommendation for Board officers as follows: Carole Nerlino-Cerepak, Chair, and Harvey Myers, Vice Chair. He then asked for nominations from the floor. There being no nominations from the floor, Fred Abbate made a motion to close the nominations. Ida Hammond seconded. Motion carried (7-0).

In accordance with public law, a ballot was distributed for secret written vote, the results of which confirmed unanimously the election of the recommended officers.

Dr. Pruitt presented the following resolution for Executive Session:

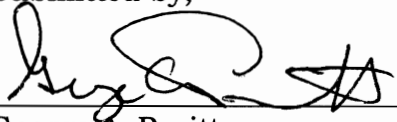
BE IT HEREBY RESOLVED pursuant to N.J.S.A. 10:4-13 and 10:4-12 that the Board of Trustees of Thomas Edison State College hold a closed session at 12:00 noon or immediately following the public meeting of September 14, 2001, for the purpose of discussing certain personnel matters.

It is expected that the discussion undertaken in closed session will not be made public due to the confidentiality of this matter.

Fred Abbate moved and Richard Arndt seconded a motion to adopt the resolution. Motion carried (6-0).

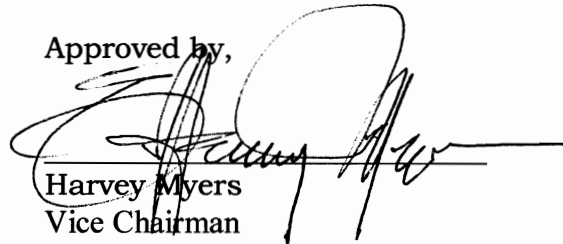
There being no further business, Harvey Myers moved and George Fricke seconded a motion to adjourn. Motion carried (7-0).

Submitted by,



George A. Pruitt
Secretary to the Board

Approved by,



Harvey Myers
Vice Chairman