

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON COLLEGE OF NEW JERSEY

May 23, 1975

The Board of Trustees of Thomas A. Edison College of New Jersey held its fifth meeting of the 1974-75 Academic Year on May 23, 1975 in the Board of Education Conference Room, Department of Education Building, Trenton, New Jersey. The meeting began at 10:05 a.m.

MEMBERS PRESENT: Jonathan Thiesmeyer, Chairman; Richard Pearson, Vice-Chairman; Rebecca Butler; F. Anita Heard; Blanche Ried; Eleanor Spiegel; Richard Sweeney; James Douglas Brown, Jr., President

MEMBER ABSENT: Robert Kavesh

ALSO PRESENT: Arnold Fletcher, Vice-President for Academic Affairs; Thomas P. McCarthy, Registrar

MINUTES APPROVED: The minutes of the meeting of March 27, 1975 were presented for approval. They were approved unanimously.

CANDIDATES FOR GRADUATION APPROVED: Mr. Thiesmeyer recognized President Brown and Mr. McCarthy for the presentation of the names of the 31 candidates for the Bachelor of Arts Degree, the four candidates for the Bachelor of Science in Business Administration Degree, the 65 candidates for the Associate in Arts Degree, the one candidate for the Associate in Science Degree and the one candidate for the Associate in Applied Science Degree. These candidates were recommended to President Brown at the May 9, 1975 meeting of the Academic Council, having completed the requirements for their respective degrees as approved by the New Jersey Board of Higher Education.

There was some discussion on the background of the candidates, especially in light of the fact that this was the first time candidates for degrees other than the Associate in Arts were being presented.

Mr. Sweeney moved that the Board of Trustees approve the candidates as presented by President Brown. Seconded by Mrs. Heard, the motion passed unanimously. (7-0-0)

REPORT ON ACADEMIC COUNCIL ACTIVITIES: Mr. Thiesmeyer recognized Dr. Fletcher for a report on the activities of the Academic Council. Dr. Fletcher presented a handout listing the functions of the Academic Council and the various standing committees of the Council. The one major change in the standing committees would be the formation of a Committee on Business and Professional Programs, to be coordinated by the Director of Business and Professional Programs. This

Committee would have advisory committees on the Bachelor of Science in Business Administration and Associate in Applied Science Degree in Radiologic Technology as well as additional advisory committees for any future degrees in the business and professional areas.

EXPANSION OF DEGREE
POLICY ON WRITTEN
EXPRESSION:

Dr. Fletcher presented a change in the College's Policy on Written Expression as recommended by the Academic Council. The change would be to require the demonstration of proficiency in written expression of all graduates of the College. At this time, the College requires such a proficiency of all candidates for the Bachelor of Arts, the Associate in Science and the Associate in Applied Science degrees. This recommendation would extend the requirement to candidates for the Associate in Arts and Bachelor of Science in Business Administration degrees. As an integral part of this recommendation would be the addition of the CLEP Examinations in English as one of the options for meeting the requirement.

There was considerable discussion on this question, especially on the need for a requirement at all. Two points that were clarified in the discussion were that the College serves individuals by helping them to earn a traditional degree through non-traditional means and that the Written Expression Requirement for the Bachelor of Arts Degree was mandated by the Board of Higher Education when the degree was approved.

Mr. Sweeney moved that the Trustees approve the extension of the Written Expression requirement to the Associate in Arts and Bachelor of Science in Business Administration degrees as recommended by the Academic Council, including the addition of the CLEP English Examination as an option. Seconded by Mr. Pearson, the motion was approved. (6-0-0)
Dissenting: Mrs. Spiegel

APPOINTMENTS TO THE
ACADEMIC COUNCIL:

Dr. Fletcher presented a resolution appointing the seven members of the Academic Council who were on a one year term of office to a full three year term.

Mrs. Spiegel moved that the Trustees appoint the seven individuals to a full three year term on the Academic Council. Seconded by Dr. Butler, the motion passed unanimously. (7-0-0)

REPORT OF THE
COMMITTEE ON
BUDGET & FINANCE:

Mr. Thiesmeyer recognized Mr. Pearson who presented the written report of the Committee on Budget and Finance. (Report is included at the end of the Minutes.) The major part of the discussion centered on item 4 of the bequests, gifts, grants and donations. The current policy is for the state to handle all the funds received by the College. It was decided that the Trustees need to have some type of overseer responsibility for funds entrusted to the College. There was discussion on the liability of the Trustees in financial matters. After the discussion, the report was accepted unanimously.

REPORT OF THE
COMMITTEE ON
PERSONNEL:

Mr. Thiesmeyer recognized Mr. Sweeney who presented the written report of the Committee on Personnel. This report was discussed by the Trustees at great length. It was agreed that one of the rights of the President would be to suspend an employee for cause, but the actual termination of services would be up to the Trustees through the Personnel Committee. The function of the Committee would be to recommend action to the Trustees but not to act alone. Dr. Butler recommended that a grievance procedure should be determined for non-classified employees of the College. Classified employees agreed that such procedures should be set up and the Committee on Personnel was instructed to develop such procedures.

Mr. Sweeney moved that item III of the report be accepted by the Trustees as the function of the Personnel Committee. Seconded by Mrs. Spiegel. The discussion that followed included recommended changes in wording of the function of the Committee. The changes were accepted by the members of the Committee. The need to formulate job descriptions and an evaluation of the staff was decided. Mr. Pearson indicated that it will probably take the next academic year for the Committee to formalize the procedures it will follow with implementation set for July, 1976. Dr. Ried stated that there is a need for an internal administrative committee on personnel to handle the College's needs.

Revised Function of the Committee on Personnel: The Personnel Committee of the Board should review, analyze, amend, and/or recommend all supplementary written personnel policy and compensation considerations submitted by the administration to the entire Board of Trustees when these are not covered by Federal, State and Local laws, and with Civil Service Rules, binding directives of the Board of Higher Education and other legally constituted bodies having the appropriate authority.

Further, the Committee should recommend personnel policies for the College particularly regarding senior administrative personnel. Senior administrative personnel should include the President of the College and the chief administrative officers of the College who report directly to the President including the Vice-President for Academic Affairs, the Vice-President for External Affairs, the Director of Academic Counseling and the Registrar.

The Personnel Committee of the Board should be charged with screening, evaluating, reviewing and recommending to the Board of Trustees, the selection, termination or other action involving the senior administrative personnel of the College, except that the President may suspend an employee for just cause pending approval of the Board of Trustees.

The revised functions of the Personnel Committee were accepted by Mr. Sweeney and Mrs. Spiegel, the maker of the motion and second. The revised functions were accepted unanimously. (7-0-0)

The Trustees adjourned for lunch at 12:15 p.m. and resumed at 1:10 p.m. John Clark, Director of Test Development and Assessment, joined the meeting at 3:00 p.m. for a discussion of the status of Individual Assessment and the Testing Program. President Brown and Mr. McCarthy left the meeting at 3:00 p.m. to attend to final arrangements for the Commencement which was to take place at 4:00 p.m. in the Auditorium of the State Museum.

PRESIDENT'S REPORT:

Mr. Thiesmeyer recognized President Brown for his report on the current status of the College.

Funding: The Charles Edison Foundation has indicated that it would give \$17,000.00 for the Office of Institutional Research. There is still an \$8,000.00 allotment from the first Carnegie Grant which will be used to augment this grant for the Office of Institutional Research. The Garden State School District has approved \$78,000.00 to enable the College to employ a counselor, and an Individual Assessment Advisor as well as to cover fees for prisoners (CETA Funds). Additional CETA proposals have been made to Civil Service to hire a Program Officer to work with public employees and to Labor and Industry to hire additional counselors for the unemployed in the State. This proposal would also include payment of some fees. A proposal has been sent to the Exxon Foundation by ETS and College to permit the development of Board of Examiner Examinations as a national model. This would be a two year grant. Proposals submitted to Kellogg Foundation were not accepted. If the grants still outstanding are accepted, this would mean 12 new positions will be filled, each for one year.

Permanent Location: There have been discussions with Princeton University on the possibility of obtaining 9,000 sq. ft. of space at the Forrestal Center of Princeton University. The space is currently occupied by the Johnson Foundation which is building their own building on the Campus. A final decision will not be made until September. The entire building at 1750 North Olden Avenue will be made available to the College after July 1.

Plans for Accreditation: The administration is working with the Middle States Association for a Spring, 1976, visitation by the Accreditation team. Dennis Smith is being appointed Director of Institutional Research. The administration is making plans for appointing the Self-Study Steering Committee. There should be at least one member of the Board of Trustees on the Steering Committee. The Steering Committee will work with the Academic Council as a review committee, not a working committee. The Self-Study will be presented to the Academic Council at various stages in its development.

BUDGET FOR
FISCAL YEAR 1977:

There was some discussion of the proposed budget for FY 1977 as submitted by the President. Discussion included the possibility of a too restrictive approach to the General Administrative Costs. There was also a discussion of the need to develop some type of formula for funding. It was

pointed out that the Basic Administrative Costs of the College, including the Counseling Network should be supported by the State. The major cost for evaluation of credentials and test development and assessment should be met by fee income. As the demand increased, the staff would be increased.

Mr. Pearson moved that the Trustees approve the approach to the budget presented by President Brown. Seconded by Dr. Butler, the motion carried. (7-0-0)

It was decided that a special meeting of the Trustees should be held to discuss the budget. This meeting was scheduled for June 19 with a meeting of the Committee on Budget and Finance to be held earlier.

NOMINATING COMMITTEE
APPOINTED:

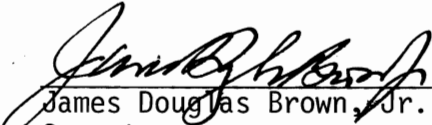
Mr. Thiesmeyer appointed Mrs. Heard, Mrs. Spiegel and Mr. Pearson as the Nominating Committee to select a slate of officers for the 1975-76 Academic Year. The Committee is to report its results at the next meeting.

STATUS OF INDIVIDUAL
ASSESSMENT PROGRAM:

Mr. Thiesmeyer recognized Dr. Fletcher and Dr. Clark who gave a report on the status of the Individual Assessment Program. Dr. Clark gave out a listing of the areas of assessment and amount of credit awarded from April, 1974 to May, 1975. Dr. Clark also reported on the future plans of TECEP including the examinations to be developed for the revised BSBA Degree, the progress of the Special Subject Examinations to be developed for the Cooperative Learning Programs, and the Pre-Graduation Conference required of all BA candidates.

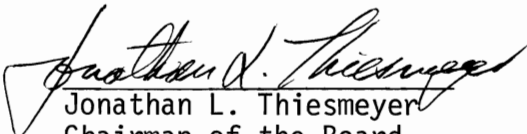
Mr. Pearson moved that the Board of Trustees go on record and commend John Clark for the outstanding contributions he has made to Thomas A. Edison College in the development of its test development and assessment program, and direct the President to notify Educational Testing Service of the Board action and thank the organization for making Dr. Clark's services available. Seconded by Dr. Ried, the motion was approved unanimously. (7-0-0)

Submitted by:


James Douglas Brown, Jr.
Secretary

July 11, 1975
Date

Approved by:


Jonathan L. Thiesmeyer
Chairman of the Board

July 11, 1975
Date

Attachments