

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON COLLEGE OF NEW JERSEY

July 21, 1978

The Board of Trustees of Thomas A. Edison College of New Jersey held a special meeting on July 21, 1978 at the Corporate Education Center of Western Electric in Hopewell, New Jersey.

MEMBERS PRESENT: Richard Pearson, Chairman; Eleanor Spiegel, Vice Chairman; Alan Ferguson; George Hanford; Allison Jackson (morning only); Blanche Ried; Robert Taylor; Arnold Fletcher, Acting President

MEMBERS ABSENT: Anita Heard; John Kuemmerle

ALSO PRESENT: James Douglas Brown, Jr., President-on-Leave (morning only); Jonathan Thiesmeyer, Trustee Emeritus (morning only); James Humphrey, Director of Administrative Services (morning only); Thomas McCarthy, Registrar; Jean Titterington, Director of Academic Counseling; Harold Miller, State College Office, Department of Higher Education; Paul I. Jacobs, Director of Test Development and Assessment (afternoon only); Dennis Smith, Director of Institutional Research (afternoon only).

Mr. Pearson formally opened the meeting at 10:15 a.m. The minutes of the meeting of June 6, 1978 were presented for approval. Mrs. Spiegel moved that the minutes be approved as written. Seconded by Dr. Ried, the motion was approved unanimously. (7-0-0)

GRADUATES APPROVED: Mr. Pearson then recognized Acting President Fletcher and Mr. McCarthy who presented for approval the names of 20 candidates for the Bachelor of Arts degree, 2 candidates for the Bachelor of Science in Business Administration degree, 32 candidates for the Associate in Arts degree and 1 candidate for the Associate in Science degree. After a period of discussion about the graduates, Mr. Hanford moved that the Board of Trustees approve the candidates for the degrees as indicated on the lists presented by the Registrar. Seconded by Mr. Ferguson, the motion was approved unanimously. (7-0-0)

PRESIDENTIAL SEARCH COMMITTEE APPROVED: Mr. Pearson then distributed copies of a proposal for the appointment of a Presidential Search Committee. There was considerable discussion on the proposal. Committee would include four trustees,

one member of the College's Senior Staff, one member of the Academic Council and one member at large, who could be a student or an alumnus(a).

During the discussion, it was pointed out that there would not be a problem in paying for a consultant since consultant fees are budgeted. Dr. Miller indicated that the State would approve up to \$150.00 per day for a consultant. The Trustees were asked to draw up a set of qualifications which would be required of a new president and discuss them at the August meeting. Mr. Hanford recommended that the Committee be required to nominate at least two candidates but not more than five and that the consultant be from out of state. Mrs. Spiegel recommended that the selection of the consultant not be restricted to the academic community.

Dr. Brown suggested that a screening committee be appointed to review applications once they are received. It was pointed out that the criteria should include a statement on Affirmative Action. Dr. Miller stated that he would provide the Trustees with a job description for the position of College President.

Mrs. Spiegel asked if the College would be able to cover expenses for members of the committee to visit prospective candidates in their present environments. Mr. Pearson indicated that this would be a possibility.

Trustees Appointed to Search Committee: After the discussion, the Trustees agreed in principle to the procedures for establishing a Presidential Search Committee, as amended. Mr. Pearson then appointed Mrs. Jackson, Mr. Ferguson and Mr. Hanford as the other Trustees on the Committee. The three remaining members will be appointed at the August meeting of the Board at which time the qualifications expected of the College's next president will be discussed. (A copy of the procedure is attached to the minutes.)

REPORT OF
THE ACTING
PRESIDENT:

Mr. Pearson then recognized Acting President Fletcher to give his report on the state of the College.

Kelsey Building: The bids for renovation of the Kelsey Building all exceeded the estimates by over \$300,000. The Department of Higher Education will put up the balance. The building will be vacated by June 22nd with the contractor having 241 working days to complete the renovations. The earliest date the College could move into the building would be April, 1979. The Board of Higher Education was expected to approve the additional funds at its meeting on July 21st. The total cost of renovating the building is \$1.1 million.

Dr. Brown indicated that the contract that was accepted does not include carpeting, window blinds or shades, etc. The Department of Higher Education has agreed to fund the College with \$75,000 to finish the first floor conference rooms and to provide carpeting and window blinds. At the present time, the second floor will not be completed although this space will probably be needed by the time the College is ready to move in. Funds should be sought to include the completion of the second floor in the renovations to begin the week of July 24. Mr. Humphrey indicated that a major parking lot will be created for approximately 55 cars at a location at Hanover and Willow Streets. An additional 20-30 spaces will be available at the Front Street parking garage.

Staff Appointments: Dr. Fletcher gave a year's end report on the appointment of new staff members. A list of individuals appointed had been mailed to the Trustees in advance of the meeting. Mrs. Spiegel moved that the Trustees ratify the appointments as indicated. Seconded by Mr. Ferguson the motion was approved unanimously. (7-0-0)

Budget for FY 78: The Department of Higher Education gave the College \$27,000 to cover the shortfall in funds. The final figures for FY 78 indicate a \$2,000 surplus which must be returned to the State. Mr. Ferguson asked why federal grant income and expenses were not included in the budget. Dr. Fletcher indicated that not all income shown is actually for use by the College. The income listed for the Work, Education and Leisure Initiative is only a paper figure since the College is serving merely as the fiscal agency for the Department of Labor & Industry. Dr. Fletcher stated that in the future, federal grant income and the expenses incurred will be presented to the Board for review.

Mr. Pearson asked what employment obligations the College has with Mr. Male once the Work, Education and Leisure grant expires. Dr. Fletcher indicated that the Trustees had already taken the position that the College would not be obligated to offer him employment at the end of the grant. Mr. Pearson recommended that Dr. Fletcher write to the Commission of the Department of Labor & Industry and state the College's position that the project will not be continued under the Board of Trustees of Thomas A. Edison College after January 19, 1979, the end of the present grant period for the project.

Budget for FY 79: The budget figures given for the FY 79 budget indicate the amounts approved by the Trustees in July, 1977, the revised budget after the review by the Department of Higher Education, and the final revised budget based on the amount recommended by the Governor and approved by the Legislature.

Dr. Fletcher explained what position would be added if the Legislature approved the restoration of the \$71,000 cut by the Governor. Mr. Taylor asked if there was a formula used in funding the College. Dr. Fletcher indicated that the new budget plans developed by Dr. Brown and approved by the Department of Higher Education and the Governor's State Budget Office incorporated some of the principles involved in budget formula applied to the rest of the State Colleges.

At this point in the discussion of the budget, the Trustees adjourned for lunch. Mrs. Thiesmeyer joined the Trustees at the luncheon. After lunch had been served, Mr. Pearson read a resolution honoring Mr. Thiesmeyer for his long service to the College and Dr. Brown presented him with a memento from the Trustees and the Senior Staff of the College in appreciation of his devoted service. Mr. Pearson also read a resolution honoring Dr. Brown for his service as the College's founding President and Mrs. Spiegel presented Dr. Brown with a memento from the Trustees in appreciation for his service to the College. (See resolution attached to minutes.)

The Trustees reconvened the meeting at 1:45 p.m. Mrs. Jackson was not present for the afternoon session. Dr. Brown, Mr. Thiesmeyer and Mr. Humphrey were also not present. Paul Jacobs, Director of Test Development and Assessment, and Dennis Smith, Director of Institutional Research were present for the afternoon session.

The Trustees resumed discussion of the FY 79 budget. It was indicated that the Department of Higher Education had stipulated that the 79 budget should be presented without the anticipated restoration of the \$71,000 deleted by the Governor's Budget Office. If it is restored, then this amount will become part of the base budget on which the FY 80 budget will be created. The \$71,000 will be allocated according to the breakdown provided with the budget.

BUDGET FOR
FY 79 APPROVED:

There being no further discussion, Mr. Hanford moved that the operating budget for FY 79 be approved as presented by the Acting President.

Seconded by Mrs. Spiegel, the motion was approved unanimously. (6-0-0)

PLANS AND
GOALS:

Mr. Pearson then introduced a discussion of the Plans for implementation of the Goals for 1980.

The Trustees asked several questions concerning the length of time it takes to complete an Individual Assessment. Mr. Pearson recommended that the plan for development of new TECEP examinations include the revision of existing examinations as well as the development of alternate forms of the existing examinations.

Mr. Pearson also recommended that the College not set a cap on the number or percentage of out-of-state students enrolled. There

were questions on financial aid for the College's students and Ms. Titterington indicated that Haskell Rhett, the Assistant Chancellor for Financial Aid was working on guidelines for awarding financial aid to part-time students. It was indicated that the Public Relations office of the College will be working with various minority group agencies on disseminating the College's information.

Ms. Titterington pointed out that the Department of Higher Education is supporting the Educational Information Centers. A copy of the agreement between the College and the Department will be shared with the Board at the August 11 meeting.

There was a discussion on the authority of the College's Chief Executive Officer to commit the College to federal grants to provide services. Mr. Pearson indicated that all contracts should be approved by the Board of Trustees. Mr. Pearson stated that he would check with Richard Hale, the Department of Higher Education's legal authority, concerning the implications of the State College Law with regard to federal grants.

It was indicated that there are problems with the College affiliation with the data center at Princeton and the Department of Higher Education's requirement that the College use the New Jersey Educational Computer Network at Rutgers effective in the Fall.

Mr. Pearson asked that the Trustees review the information on the Goals and Plans prepared by the Senior Staff of the College in preparation for the August meeting. Chancellor Hollander will be at the August meeting for a discussion of the Goals and Plans with the Trustees.

Mr. Hanford moved that the Goals and Plans as amended by the Trustees be approved. Seconded by Mr. Taylor, the motion was approved unanimously. (5-0-0) (Dr. Ried left the meeting before the vote was taken.)

BUDGET FOR
FY 80:

The preliminary budget for FY 80 must be approved by the Trustees at the August meeting. New budget forms are being implemented by the State. The Finance Committee has been inactive for a year. It was recommended that the Trustees act as the Finance Committee at the August meeting.

DISCUSSION OF
TOPICS TO BE
REVIEWED WITH
THE CHANCELLOR:

The Trustees then reviewed a number of topics they wished to discuss with Chancellor Hollander at the August meeting. Included in the list of topics were: the supplemental grant of \$71,000; graduate degrees; enrollments and budgetary implications;

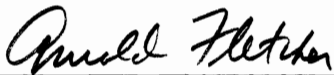
financial aid; the Statewide Information Network; the \$75,000 allocation for furnishings for the Kelsey Building; the Presential Search Committee and the qualifications for the next President; the extent to which Thomas A. Edison College serves non-traditional students.

APPOINTMENTS TO
THE ACADEMIC
COUNCIL:

Dr. Fletcher presented one re-appointment to the Academic Council (Marla Batchelder) and one new appointment replacing Herbert Groce (Edward Johnson). Mr. Ferguson moved that Marla Batchelder be re-appointed and Edward Johnson appointed to serve on the Academic Council, each to serve a full term of three (3) years. Seconded by Mrs. Spiegel, the motion was approved unanimously. (5-0-0)

There being no further business, the meeting adjourned at 4:20 p.m. The next meeting was scheduled for Friday, August 11, 1978, at the College's headquarters in Princeton.

Submitted by:



ARNOLD FLETCHER
Acting Secretary

August 11, 1978

Date

Approved by:



RICHARD PEARSON
Chairman of the Board

August 11, 1978

Date