

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON COLLEGE OF NEW JERSEY

December 1, 1978

The Board of Trustees of Thomas A. Edison College of New Jersey held its second official meeting of the 1978-79 academic year on December 1, 1978, at the College's main offices, the Forrestal Center, Princeton, New Jersey.

MEMBERS PRESENT: Richard Pearson, Chairman; Eleanor Spiegel, Vice-Chairman; Alan Ferguson; George Hanford; Allison Jackson; Arnold Fletcher, Acting President

MEMBERS ABSENT: Anita Heard; John Kuemmerle; Blanche Ried; Robert Taylor

ALSO PRESENT: Laura Adams, Director of Academic Programs; Paul Jacobs, Director of Test Development and Assessment; Thomas McCarthy, Director of Admissions and Registrar; Howard Miller, Associate Director, Office of State Colleges, Department of Higher Education; Mary Skelton, Director of Public Relations; Dennis Smith, Director of Institutional Research; Jean Titterington, Director of Counseling and Information Services

Mr. Pearson formally opened the meeting at 10:20 a.m. He introduced Dr. Howard Miller, Associate Director of the Office of State Colleges, who will be the Department of Higher Education's liaison with Thomas A. Edison College for the 1978-79 Academic Year.

The minutes of the meeting of September 22 were presented for approval. The following corrections to the minutes were made:

- 1) Page 3: Report on Personnel...Mr. Pearson noted that most appointments would come to the Trustees for approval or concurrence after the appointment was made but that appointments to the positions of Vice President for Academic Affairs, Director of Admissions and Registrar, Director of Counseling and Information Services and Director of Fiscal Affairs would have to be reviewed by the full Board of Trustees before being made.
- 2) Page 4: The first paragraph beginning with Mr. Ferguson asked should be replaced by: There was some discussion about the various responsibilities of Boards of Trustees as established by law.

There being no additional corrections, Mr. Hanford moved that the minutes, as corrected, be approved. Seconded by Mr. Ferguson, the motion was approved unanimously. (5-0-0)

APPROVAL OF
GRADUATES:

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, 4 for the Bachelor of Science in Business Administration degree and 29 for the Associate in Arts degree. Mr. Ferguson moved that the Board of Trustees approve the candidates as indicated on the lists presented by the Registrar; seconded by Mr. Hanford. After a brief period of discussion about the candidates, the motion was approved unanimously. (5-0-0)

At this time, Mrs. Jackson reported on a meeting she attended at Rutgers University when the question of the need for a baccalaureate degree was raised by several minority students who were enrolled in a graduate program without a baccalaureate degree. It was suggested that Thomas A. Edison College might be able to assist these individuals in meeting their degree needs.

REPORT OF THE
ACTING
PRESIDENT:

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

Budget: Dr. Fletcher distributed a statement of income and expenditures for the first five months of FY 79 which was prepared by the Office of Administrative Services. The deficit for FY 79 could be as much as \$225,000.00 by June 30th. Dr. Fletcher recommended that a special meeting be held in early January to review the first six months income and expenditures. The staff of the College would prepare alternatives to be considered if the rate of income remains as low as it has been for the first five months. (This special meeting was scheduled for Thursday, January 4, 1979 at 2:00 p.m.) Dr. Fletcher stated that the College will need to prepare more realistic projections of new students and fee income to be generated as new budgets are submitted.

Dr. Fletcher stated that the \$71,000 supplement is no longer needed for the backlog of student services but to just help the College break even. Chancellor Hollander had stated he would make every effort to find funds but Ron Marlowe, the Department of Higher Education's Director of Budget and Fiscal Planning, is pessimistic about the restoration. His major concern is to restore the \$58,000 presently being cut from the current budget. At the September meeting, the Trustees indicated that they should go back to Chancellor Hollander to discuss the necessity of restoring the \$71,000 cut from the FY 79 budget. Mr. Pearson stated that he and Dr. Fletcher would set up a meeting with Chancellor Hollander.

The FY 80 budget has been approved by the Board of Higher Education. The Bureau of the Budget is reviewing all budgets and cuts may be made.

Mr. Hanford requested that Dr. Fletcher present at the January 4th meeting a list of revised expenditures for FY 79, plans for recruiting additional students, the status of the \$71,000 supplement, and any

actions which might need to be taken if income will not meet proposed expenditures. Mr. Pearson stated that he did not have much hope for the supplemental for FY 79. The economic conditions within the State are not good and the possibility of the conditions improving in the near future are remote.

Dr. Miller observed that the services provided by the College are still unknown by many people in state government and that since the College and its students are not a visible entity, it is felt that services can be delayed.

Kelsey Building: Work is proceeding on schedule. To date, there is no report on the proposal for completion of the second floor.

Work, Education and Leisure Initiative: Ray Male feels that federal funding will be obtained. He would still prefer to use the College as fiscal agent. The State Manpower Council has indicated that the Council would fund the Work, Education, and Leisure Initiative if federal funds cannot be found. Dr. Fletcher indicated that he had no objection to the College serving as fiscal agent.

State Master Plan for Higher Education: Dr. Fletcher stated that Thomas A. Edison College is represented on the Task Force on Non-traditional Education. Dr. Fletcher stated that he is serving on the Task Force as the representative of the Council of State College Presidents and Jean Titterington as the representative of the College. Heather Kostka is serving on the Task Force on Financial Aid. As part of the Master Plan, each state college is being asked to revise its own planning schedule. The Trustees indicated that Thomas A. Edison College should revise its planning process to agree with the Master Plan.

State College Boards of Trustees: There will be a meeting of members of the Boards of Trustees of the State Colleges at the Nassau Inn on December 12th. Alan Ferguson and Allison Jackson will be attending. Eleanor Spiegel may also attend. Dr. Fletcher stated that he also is planning to attend the meeting.

Robert Taylor has suffered a heart attack and is hospitalized. The Trustees all signed a get well card to be forwarded to him.

Dr. Fletcher reported on a letter he received from Mr. John Kuemmerle concerning a possible avenue for group assessment. It was pointed out by Mr. Kuemmerle that the courses referred to would be recognized by the College not offered by it. Mr. Pearson encouraged the Trustees to suggest ways the College could expand its services to students and to research and develop a project such as that presented by Mr. Kuemmerle.

The meeting was recessed for lunch at 12:30 p.m. and resumed at 1:25 p.m. All participants from the morning session were present. Dr. Fletcher continued with his report.

Affirmative Action Plan: Up to this year, the College did not need an affirmative action plan of its own but could use the Department of Higher Education's. The College must now develop its own plan. This should be the responsibility of the Personnel Committee of the Board of Trustees in conjunction with the College staff. An Affirmative Action Plan will be needed by the end of the academic year. Mr. Pearson stated that due to the needs of the Presidential Search Committee, he has not appointed a Personnel Committee. One will not be appointed until after March 1st.

REPORT OF THE
PRESIDENTIAL
SEARCH
COMMITTEE:

After Dr. Fletcher's report, Mr. Pearson asked Mrs. Spiegel to report on the activities of the Presidential Search Committee. The Committee held several meetings since the last meeting of the Trustees. The members of the Committee met with the Senior Staff and the upper level Junior Staff of the College. The Committee placed advertisements in the Newark Star Ledger and the Washington Post as well as the Chronicle of Higher Education. In addition, more than a hundred letters soliciting recommendations for the position were mailed out. As of December 1st, 132 applications were received.

The Committee has been conscious of affirmative action. Each applicant was requested to supply information about sex, race, and any physical handicaps on a separate list. The Committee will hold a meeting immediately after the Trustees' meeting. The Committee will begin the process of reviewing applications and will narrow the field to about 14. From this field, the finalists will be selected and presented to the full Board at the February meeting.

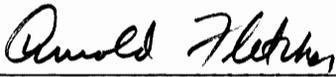
REPORTS OF
COLLEGE
STAFF:

Mr. Pearson then asked various College staff members to give brief reports. Mr. McCarthy reviewed the enrollment reports for the 1977-78 academic year and the first quarter of the 1978-79 academic year. Ms. Titterington reviewed the statistics for the Hotline for October and also reviewed the procedures used by the staff of the Office. Ms. Skelton reviewed the public relations plan for the 1978-79 academic year. The Trustees indicated that the College should go ahead with plans for advertising. Dr. Smith reviewed the program of Institutional Research for the 1978-79 academic year. He also reported on the plans to transfer the data base to the Education Computer Network in New Brunswick. The Department of Higher Education will underwrite the cost of converting to ECN. Mr. Pearson asked if cost analysis studies can be completed by August. Dr. Smith indicated that they could be.

Dr. Fletcher stated that there will be reports on group assessment and the BS degree at the February meeting.

There being no new business, the meeting adjourned at 3:00 p.m.

Submitted by:



ARNOLD FLETCHER
Acting Secretary

January 4, 1979
Date

Approved by:



RICHARD PEARSON
Chairman of the Board

January 4, 1979
Date