

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON COLLEGE OF NEW JERSEY

June 8, 1979

The Board of Trustees of Thomas A. Edison College held its fifth meeting of the 1978-79 Academic Year on June 8, 1979 at the College's main offices, the Forrestal Center, Princeton, New Jersey.

MEMBERS PRESENT: Richard Pearson, Chairman; Eleanor Spiegel, Vice-Chairman; Kevin Shanley; Arnold Fletcher, Acting President

MEMBERS ABSENT: Alan Ferguson; George Hanford; Allison Jackson; John Kuemmerle; Blanche Ried; Robert Taylor

ALSO PRESENT: Laura Adams, Director of Academic Programs; James Humphrey, Director of Administrative Services; Paul Jacobs, Director of Test Development & Assessment; Thomas McCarthy, Director of Admissions & Registrar; Dennis Smith, Director of Institutional Research; Jean Titterington, Director of Counseling and Information Services

The meeting was called to order at 10:15 a.m. Since there was not a quorum, all actions taken will be submitted to those Trustees not present for affirmation by mail ballot and will be ratified at the next meeting. The next meeting was tentatively set for August 17, 1979.

KEVIN SHANLEY  
SWORN IN AS  
TRUSTEE: Mr. Pearson welcomed Mr. Kevin Shanley who has been appointed to the Board of Trustees as a replacement to Mrs. F. Anita Heard who recently retired from the Board. Mr. Pearson asked Mr. McCarthy if he would administer the oath to Mr. Shanley.

MINUTES APPROVED: The minutes of the meeting of April 6, 1979, were presented for approval. It was pointed out that there was a typographical error in the resolution concerning the Statewide Information Network on Education. Funding for the project is being sought from Federal Title I not Title III funds. Mrs. Spiegel moved that the minutes of the meeting of April 6, 1979 be approved as corrected. Seconded by Mr. Shanley, the motion was approved unanimously. (3-0-0)

GRADUATES  
APPROVED: Mr. Pearson then recognized Acting President Fletcher and Mr. McCarthy who presented for approval the names of 35 candidates for the Bachelor of Arts degree,

3 candidates for the Bachelor of Science degree, 7 candidates for the Bachelor of Science in Business Administration degree, 43 candidates for the Associate in Arts degree, 5 candidates for the Associate in Science degree and 1 candidate for the Associate in Applied Science degree.

Mrs. Spiegel moved that the Board of Trustees approve the candidates as indicated on the lists provided by the Registrar; seconded by Mr. Shanley. There was a brief discussion concerning the graduates. After the discussion, the motion was approved unanimously. (3-0-0)

PERSONNEL  
ACTIONS  
APPROVED:

Mr. Pearson then recognized Acting President Fletcher who reviewed the personnel actions taken by the College since the last meeting of the Board of Trustees. There were four resignations or separations for cause, two new appointments and one promotion. Dr. Ruth McKeefery was appointed to the position of Associate Director of Academic Programs, effective July 1, 1979.

Mrs. Spiegel moved that the personnel actions taken by the College be approved. Seconded by Mr. Shanley, the motion was approved unanimously. (3-0-0)

Mr. Pearson and Acting President Fletcher then reviewed the background on the need for a Vice President for Finance. Acting President Fletcher has obtained preliminary approval of the position and the position has been advertised in several newspapers. Interviews are being scheduled for June 14 - 15 when Lorraine Matusak will be available. The position approved by the Department of Higher Education and Civil Service is a classified position at the A32 level. The College will be able to advertise the position as a Vice Presidential position.

REPORT OF  
THE ACTING  
PRESIDENT:

Mr. Pearson then asked Acting President Fletcher to give his report on the State of the College.

Kelsey Building: The original contract is about 95% completed. The second floor which was added to the original contract is due to be completed in mid-July. The entire project may be completed by August 1st. The State has allocated \$60,000.00 for furnishings and moving expenses. All materials for carpet and drapes have been ordered. The College is leasing the Forrestal Center location on a month-to-month basis. The delay in completing the renovations has resulted in the need to move the date of Commencement to late October. The Charles Edison Fund has expressed an interest in helping to furnish the lobby area of the building.

Computer Problems: Acting President Fletcher reviewed the current status of the switch from Princeton University to the New Jersey Educational Computer Network as the College's data center. Dr. Smith reviewed the problems he encountered in making the conversion from the Princeton University data system to that of the New Jersey Educational Computer Network. The College's priorities in the area of data processing are possible only if additional resources are found.

FY 79 Budget: Acting President Fletcher reviewed the status of income versus expenditures for the first eleven months of FY 79. Final figures for expenditures for FY 79 will not be available until late July or early August. Every attempt is being made to hold the College's deficit to the \$30,000 allocated by the Department of Higher Education.

It was pointed out that the major shortfall in income for FY 79 was a result of the smaller number of new enrollments. There was a discussion about the ways in which enrollments could be increased focusing on the need to expand the Group Assessment Programs and a stepped up advertising campaign. Mr. McCarthy and Ms. Titterington reviewed with the Trustees the sources of new enrollments and the role which the Academic Counseling Office plays in generating enrollments.

After the discussion on the FY 79 budget was completed, Mr. Pearson announced that the Trustees would meet in Executive Session for the purpose of discussing personnel matters and then would take a break for lunch. The meeting resumed at 1:30 p.m.

REPORT ON THE  
EXECUTIVE  
SESSION:

Mr. Pearson reported that the Trustees had discussed the performance of Dr. Arnold Fletcher as Acting President of the College during the Executive Session. It was agreed that Dr. Fletcher gave extraordinary and meritorious service to the College during this period. This past year was a difficult transition. Dr. Fletcher displayed a keen sense of duty and professionalism. At the same time, he continued to carry his normal responsibilities as Vice-President for Academic Affairs. He dealt with his many responsibilities with good judgment and unflinching good humor.

It was also agreed that, as tangible recognition of the Trustees' gratitude, Dr. Fletcher's salary for the period from June 6, 1978 through June 30, 1979 be set retroactively at the annual rate of \$42,158.00 and that the difference between this amount and his established salary be paid to him at the earliest practical date.

It was understood that this action would supersede the earlier action pertaining to Dr. Fletcher's salary taken by the Trustees at the time of his appointment as Acting President.

SALARY DIFFERENTIAL  
FOR DR. FLETCHER  
APPROVED:

Mrs. Spiegel moved that Dr. Fletcher's salary for the period from June 6, 1978 through June 30, 1979 be set retroactively at the annual rate of \$42,158.00 and that the difference between this amount and his established salary be paid to him at the earliest practical date. Approval of the motion will supersede the Board of Trustees' resolution concerning compensation to Dr. Fletcher for serving as Acting President approved June 6, 1978. Seconded by Mr. Shanley, the motion was approved unanimously. (3-0-0)

Mr. Pearson then asked Acting President Fletcher to continue his report on the State of the College.

FY 80 Budget: Acting President Fletcher reviewed with the Trustees the current status of the FY 80 budget. It was impossible to prepare a detailed budget since the State was still negotiating with several unions. Mr. Pearson recommended that the College build into the budget a contingency amount of \$25,000.00 to cover any unforeseen expenses.

Fee Schedule of FY 80: Acting President Fletcher reviewed with the Trustees the proposed fee schedule for the 1979-80 academic year. There was a discussion concerning the increases and whether they were in compliance with President Carter's seven percent guidelines. It was recommended that any future fee increases be in compliance with the federal guidelines.

FEE SCHEDULE  
FOR 1979-80  
ACADEMIC YEAR  
APPROVED:

Mr. Shanley moved that the Fee Schedule for the 1979-80 Academic Year be approved. Seconded by Mrs. Spiegel, the motion was approved unanimously. (3-0-0)

Work, Education and Leisure: Acting President Fletcher reported on a discussion he had with Ray Male, the Director of the Work, Education, and Leisure Initiative. According to Mr. Male, the budget for the Work, Education & Leisure Initiative will be \$500,000 in the 1980 Federal Fiscal Year beginning October 1, 1979. This amounts to a sum greater than one-third of the College's entire budget. Due to the hardship the College will face in monitoring this account, it was recommended that the College should end its relationship as fiscal agent for the Work, Education & Leisure Initiative at the end of September, 1979. Mr. Pearson stated that he would contact Mr. Male and inform him that the College will not act as fiscal agent for the Work, Education and Leisure Initiative after September 30, 1979.

RESCINDING OF CREDITS  
AND DEGREES AWARDED  
TO CERTAIN STUDENTS  
ENROLLED IN CO-  
OPERATION WITH THE  
TRINITY EVANGELICAL  
STUDY CENTER OF  
NEW YORK:

Mr. Pearson recognized Acting President Fletcher and Mr. McCarthy who reviewed with the Trustees the College's relationship to the Trinity Evangelical Study Center of New York. As part of the relationship, the College accepted the results of CLEP examinations administered through the Study Center. In April, 1979, the College was informed by the Educational Testing Service that it was cancelling

the scores of a number of individuals who took CLEP examinations through the Study Center in January, 1978. Since a number of the College's students took CLEP examinations at that administration, the College requested from the Educational Testing Service verification of scores it received for examinations administered through the Study Center in January, 1978. The Educational Testing Service has notified the College that it has cancelled a total of 80 General Examination and 76 Subject Examination scores for 22 individuals. Each of these individuals had been granted college credit based on these scores.

The Committee on Academic Policies and Standards and the Academic Council have voted to rescind the credits granted for these examinations and, further, to rescind the Associate in Arts degree awarded, or approved, to 16 individuals, which were based on these credits.

RESCINDING OF  
CREDITS FOR  
CERTAIN CLEP  
SCORES APPROVED:

Mrs. Spiegel moved that the credits previously awarded by the College for scores on CLEP examinations now invalidated by the Educational Testing Service be rescinded. Seconded by Mr. Shanley, the motion was approved unanimously. (3-0-0)

RESCINDING OF  
DEGREES AWARDED OR  
APPROVED BASED ON  
RESCINDED CREDITS  
APPROVED:

Mr. Shanley moved that the degrees awarded by the College or approved by the Board of Trustees but not yet awarded which were based on credits which have been rescinded be rescinded. Seconded by Mrs. Spiegel, the motion was approved unanimously. (3-0-0)

PROCEDURES TO BE  
USED IN NOTIFY-  
ING STUDENTS  
AFFECTED BY THE  
RESCINDING OF  
CREDITS & DEGREES  
REVIEWED:

Mr. McCarthy reviewed with the Trustees the procedures to be followed by the College in notifying the students that the credits for certain CLEP scores have been rescinded and that any degrees awarded or approved that were based on these credits have likewise been rescinded. Each student will be sent a certified letter indicating the actions taken by the Board of Trustees. Each student will be given an opportunity to retake these examinations, at no cost, by the Educational Testing Service. Failure to take any action by the end of August, 1979, will result in the formal rescinding of the credits, and the degrees awarded or approved, based on these credits.

EVALUATION OF  
THE BACHELOR  
OF SCIENCE  
DEGREE:

Acting President Fletcher and Dr. Adams reviewed the outline of the evaluation of the Bachelor of Science degree which was completed by the Office of Academic Affairs in conjunction with the Committee on Professional Degrees. This evaluation is required by the Department of Higher Education at the end of the first year.

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After some discussion, Mr. Shanley moved that the evaluation of the Bachelor of Science degree completed by the Office of Academic Affairs be endorsed by the Board of Trustees. Seconded by Mrs. Spiegel, the motion was approved unanimously. (3-0-0)

PROPOSAL TO  
ADMINISTER THE  
TELECOLLEGE  
PROGRAM  
REVIEWED:

Mr. Pearson asked Acting President Fletcher to review with the Trustees the Department of Higher Education's proposal to have the College administer the Telecollege program, currently administered by Jersey City State College. Acting President Fletcher reviewed the history of the Telecollege and its possibility as a statewide service. There was discussion concerning the level of funding needed to assume the administration of the Telecollege.

MOTION TO ASSUME  
THE ADMINISTRATION OF TELE-  
COLLEGE APPROVED:

After the discussion, Mrs. Spiegel moved that the Board of Trustees approve the addition of the Telecollege program to the mission of Thomas A. Edison College provided the \$60,000.00 needed to fund the program be appropriated to the College by the Department of Higher Education. Seconded by Mr. Shanley, the motion was approved unanimously. (3-0-0)

There being no new business, the meeting was adjourned at 3:45 p.m. The next meeting is scheduled for August 17, 1979.

Submitted by,



ARNOLD FLETCHER  
Acting Secretary

Approved by,



RICHARD PEARSON  
Chairman of the Board