

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON STATE COLLEGE

June 5, 1981

MEMBERS PRESENT: Eleanor Spiegel, Chairman; Alan Ferguson, Vice-Chairman; Patricia Danielson; George Hanford; Allison Jackson; Rita Novitt; Robert Taylor; Thomas Seessel; Lorraine R. Matusak, President

MEMBER ABSENT: John Kuemmerle

ALSO PRESENT: Arnold Fletcher, Vice-President for Academic Affairs; John Bernard, Vice-President for Administration & Finance; Howard Miller, Associate Director, State College Office, Department of Higher Education; Richard Hansen, newly appointed Vice-President for Community Affairs; Thomas P. McCarthy, Director of Admissions and Registrar; Ruth McKeefery, Associate Director of Academic Programs; John Pinkard, Executive Assistant to the President (newly appointed); Mary Skelton, Director of Public Relations; James Ratigan, Associate Director for Counseling; and Thomas Streckewald, Program Advisor

The meeting was officially called to order at 1:30 p.m. The time and location for the meeting had been published in accordance with New Jersey law.

MINUTES APPROVED: The minutes of the meeting of April 3, 1981 were presented and approved as written. The vote was: 7-0-1 (the abstention was by Allison Jackson).

REPORT OF THE PRESIDENT: New Staff: President Matusak introduced new staff members: Dr. Richard Hansen, Vice-President for Community Affairs, will begin on August 3, 1981; John Pinkard, Executive Assistant to the President began May 4, 1981.

Art Fest: Thomas A. Edison State College presented its first annual student/alumni Art Festival. The nineteen participating artists were adults who maintain work and family responsibilities while earning credits toward their college degrees. Many of the

MINUTES

June 5, 1981

Page 2

artists whose work was displayed received college credits for their artistic achievements. The opening had 150 viewers and an average of 40 persons per day viewed the display over three week's time.

Joint Appropriations Committee Lobbying: President Matusak made a presentation to the J.A.C. on April 28, 1981 at hearings held for the state colleges at Edison State College. Dr. Matusak summarized the College's budgetary needs. Budgetary needs included continuing the: Statewide Educational Counseling Service; Educational Information Hotline; Statewide Testing & Assessment Center; and Evaluation of Educational and Training Programs sponsored by business and industry. Specifically, a \$77,000 Educational Hotline allocation, and another \$113,854 for the improvement of College services was requested.

Mrs. Patricia Danielson also made a presentation to the J.A.C. as a member of the Board of Trustees and an Edison State College graduate. Mrs. Danielson's presentation emphasized the unique contribution Edison State College is to students and education; the significance of the Hotline; the College's mail outreach capacity and addition of word processing; and the need for additional funding to continue these services. The Board gave special thanks to Patricia Danielson for testifying on their behalf.

Counseling Report: James Ratigan, Associate Director of Counseling, gave a report on counseling developments. The short term aim in counseling is to handle increasing numbers of students more effectively. Recordkeeping is key in this process. In order to cut down on time needed for recordkeeping and yet supply adequate and accessible information on each student, a new, simplified, yet comprehensive, form was designed containing carbons for appropriate distribution. This data is able to be computerized.

Counseling has also changed to a two-phased counseling appointment schedule. The first meeting will now be group conferences offering general information to all members of the group. The second conference is more specific and is individualized in order to answer personal questions. Counseling an average of 10,000 students per year it has been necessary to make these two adjustments in an effort to control time.

Foundation Report and Development Activities: During January to May, 1981, the foundation's annual fund totaled \$9,500.00. The College received \$1,000.00 from American Hoechst and \$1,000.00 from New Jersey Bell bringing the total to \$11,500.00. As an advertising and money-making venture, an Edison State College graduate volunteered to design and produce an Edison State College mirror (35) which we will sell for \$45 each. This will provide a

\$15.00 profit which will go into the Foundation.

We received a Charlotte Newcomb Foundation Grant (scholarships) for \$4,000.00.

We have requested the following grants:

--FIPSE Renewal Grant (Statewide Testing & Assessment Center)	\$ 81,500
--Merck Co. Foundation (software)	9,000
--Department of Higher Education (software)	3,000

We have also been notified that we are eligible for Title III.

College Calendar: The review of the college calendar provided the following adjustments:

- It will be necessary to have a Board meeting August 6, 1981 - lunch from 12:30 - 1:30 (Agenda: Budget & Board reorganization)
- The August 28 Board meeting is cancelled
- There will be a need to have a Board meeting scheduled in September, date to be announced
- We will cancel the Board meeting of October 30, 1981
- Hold a Board meeting the morning of commencement, November 1, 1981 at 11:00 a.m. (Agenda: Confirmation of Graduates)

The President will develop a new schedule of Board meeting dates.

BOARD ORGANIZATION,
1981-82:

The Board Chairperson appointed George Hanford, Chairperson; Rita Novitt; and Tom Seessel to the newly created nominating committee for the Board of Trustees.

There was concurrence that the Board retreat was useful and enjoyable. This view was supported in a written response to the retreat by Dr. Mary Louise Petersen, President, State Board of Regents, State of Iowa. She indicated that:

- 1) "...your goal as an institution (is) to serve those who have not previously been served...(and) has turned out similar to other nontraditional programs and institutions...serving those with some college...You are reaching those who would not have continued their education or returned to it if you had not provided the opportunity..."

- 2) "...I (Dr. Petersen) hope that the respect, friendship, and insight into each others' (Board members and staff) concerns continue..."
- 3) "...You (Edison State College) have set out long-range planning, additional financing, and advocacy as the most important activities for your board in the next year..."

The Planning, Finance and Personnel Committees must be reviewed. Two committee suggestions were a Policy Advocacy Committee and/or an Issues Committee.

APPROVAL OF GRADUATES: Total numbers and their breakdowns of students completing their requirements since last Board meeting are:

38 Candidates for the Associate in Arts
6 Candidates for the Associate in Science
3 Candidates for the Associate in Applied Science
33 Candidates for the Bachelor of Arts
15 Candidates for the Bachelor of Science
14 Candidates for the Bachelor of Science in Business Administration
TOTAL: 109

The candidate files were reviewed and certified to have met all requirements for the respective degrees as set down by the Academic Council and approved by the Board of Trustees. They were recommended to receive their degrees. Mr. Ferguson moved that these candidates be approved for their degrees. Seconded by Mrs. Danielson, the motion was approved. (8-0-0)

APPROVAL OF THE BACHELOR OF SCIENCE IN NURSING (BSN) PROGRAM:

On February 15, 1980, the Board of Trustees approved in principle the proposal for Edison State College to develop a plan for an external B.S. degree in

Nursing in response to the invitation from the Department of Higher Education. The BSN Program Approval document was presented to the Board at the meeting prior to submission to DHE and eventually the State Board of Higher Education.

The development and implementation of this program depended on the ability of the College to work out a cooperative agreement with the New York Regents External Degree Program whereby the ACT/PEP nursing examinations would be made available to Edison students. This agreement has been worked out in principle and the College and the Regents are proceeding to consummate a written agreement.

The Board approved the proposal unanimously. George Hanford moved that the proposal be approved; seconded by Alan Ferguson, the motion was approved unanimously. (6-0-0)

PHASE II PLANNING REPORT
TO DHE AND FINAL 1980-85
PLANNING DOCUMENT:

This report to DHE is required of all state colleges as part of a three-phase data-collecting program designed to provide the bases for linking institutional planning with the Statewide Plan for Higher Education approved by the State Board of Higher Education at its April meeting. Phase I collected data which gave an overview of each institution's direction for the next five years while Phase II provides more detail and narrative explanation of the same. Phase III is designed to demonstrate the specific relationship of each institution's plans to elements within the Statewide Plan.

The second set of materials included herein will be assembled with other institutional planning documents under a legal-size hard cover as part of the Edison State College official planning file which, although now modified in format, will have a continuity with the 1977-80 planning document. The ten-page summary reports of progress in achieving yearly objectives required as part of the planning process will become part of that official planning file.

The Board congratulated Dr. Arnold Fletcher for having done such a thorough and effective job of compiling this documentation.

Eleanor Spiegel noted that the document must become a living document, not shelved. Dr. Matusak indicated that quarterly reports are being completed in conjunction with this institutional plan. It was also suggested that this become an ongoing plan for future years.

PERSONNEL ACTIONS:

New Appointments include:

Dr. Richard Hansen, Vice-President for Community Affairs
William J. Seaton, Program Advisor
Natalie Huebler, Administrative Assistant, Student Accounts
Anna Maria Mottola, Administrative Assistant, Personnel

Resignations included:

Laura Adams, Director of Academic Programs and Executive
Director, Thomas A. Edison Foundation
Brian McDonnell, Administrative Assistant, Student Accounts
Mary Jo Momrock, Administrative Assistant, Personnel
Patricia Venanzi, Hotline

Rita Novitt moved that the Board of Trustees approve the new appointments and accept the resignations. Seconded by Alan Ferguson, the motion was approved unanimously. (7-0-0)

Eleanor Spiegel, on behalf of the Board, offered thanks to those who left with a recommendation to write Laura Adams and Brian McDonnell thank-you letters.

Promotions included: Barbara Scheatzle, John Bernard, Michael D. Klebanoff, James Humphrey, Lucille A. Bielawski

Rita Novitt moved that the Board of Trustees approve the promotions as listed. Seconded by Alan Ferguson, the motion was approved unanimously. (7-0-0)

ADMINISTRATION AND
FINANCE REPORT:

Recommendation for the Increase in Fees
Effective September 1, 1981: A new fee
schedule was proposed for the 1981-82

Academic Year which included a General Services fee of \$10.00 which will be charged to all students as part of the newly redefined "annual tuition fee."

* The College, through its institutional planning, has planned for 3,600 enrolled and active students for FY 82. (The estimated number of enrolled students for FY 81 is 3,700.) We admit that this is conservative but believe that it is the first step toward a realistic fee structure and greater self-sufficiency.

* The estimated revenue for FY 81 is \$210,000 for the 100 Account and \$161,000 for the 450 Account. The State provides that state college revenues should be at an approximate ratio of 70/30 for academic services, that is, 70% state support and 30% student tuition and fees. The new fees as budgeted should provide close to 33% of the anticipated budget for FY 82 before additions for negotiated salary increases. The State's share of contributions to pensions, social security, health benefits and building operating costs (fuel, electricity and custodian services) are paid directly by the State and not included in the dollar appropriation for the College.

The College will be in a position to offer financial aid in FY 82 from a \$4,000 Newcombe Foundation Grant and \$500 recently provided by the Alumni Association. Also, the staff is reviewing the cost of accepting credit cards in payment of tuition and fees. We have also requested the Department of Higher Education for authorization to charge in-State fees to all military personnel.

Additional recommendations from Board members were that:

- * 1) The graduation fees for the baccalaureate degree be increased to \$75.00 instead of the projected \$65.00.
- 2) The Pre-Graduation Conference Fee be raised from \$40.00 to \$50.00.
- * 3) The tuition fee for out-of-state applications be reduced from \$200.00 to \$150.00.

Rita Novitt moved that the increases in fees be approved with these adjustments. Seconded by Alan Ferguson, the motion was approved unanimously. (7-0-0)

There being no new business, Rita Novitt moved that the meeting be adjourned. Seconded by George Hanford, the motion was unanimously approved. (5-0-0)

- * NOTE: Vote totals represent total number of voting members available at the time voting took place.

The meeting adjourned at 4:30 p.m.


The next meeting is scheduled for August 6, 1981.

Submitted by,


LARRAINE R. MATUSAK

August 6, 1981
Date

Approved by,


ELEANOR SPIEGEL
Chairperson of the Board

August 6, 1981
Date