

REVISED

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON STATE COLLEGE

August 6, 1981

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

MEMBERS ABSENT: Patricia Danielson; Robert H. Taylor; *John Kuemmerle

ALSO PRESENT: Arnold Fletcher, Vice-President for Academic Affairs; John Bernard, Vice-President for Administration & Finance; Richard Hansen, Vice-President for Community Affairs; Tom McCarthy, Registrar; Barbara Waters, Director of Public Relations; Tom Streckewald, Acting Director of Development; Gerri Collins, newly appointed Assistant to the Vice-President for Academic Affairs; Dorothea Hommel, Special Assistant to the Director, Office of State Colleges; and John E. Pinkard, Executive Assistant to the President

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 June 5, 1981 were presented and approved as written. The vote was: 6-0 (Alan Ferguson moved that the minutes be accepted, and Rita Novitt seconded.)

APPROVAL OF DEGREE CANDIDATES: Total numbers and breakdown of students completing their requirements since the last Board meeting are:

- 28 candidates for the Associate in Arts
- 9 candidates for the Associate in Science
- 1 candidate for the Associate in Applied Science
- 46 candidates for the Bachelor of Arts
- 14 candidates for the Bachelor of Science
- 14 candidates for the Bachelor of Science in Business

TOTAL 112

*No official determination of this Trustees' status has been made.

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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.

It was suggested that we should include a key for the coding of references in this report.

Mr. Tom Seessel inquired as to the College's method for publicizing notables who graduate from Thomas A. Edison State College. It was proposed that we note graduates within this listing as is appropriate (i.e., Karl Weidel).

It was also noted that foreign students are not allowed to enroll in Thomas A. Edison State College unless they do so as a group of 15 or more. The cost and ability to translate or verify data precludes the feasibility of this enrollment on any other basis.

George Hanford moved that the graduates be accepted and Alan Ferguson seconded. The vote was 6-0.

REPORT OF THE
PRESIDENT:

It was reported that the Board of Higher Education approved our proposed fee schedule effective September 1, 1981.

The Board of Trustees of Thomas A. Edison State College, at its meeting of June 5, 1981, requested that the Department of Higher Education approve a new fee schedule for Edison College. The College's current schedule would produce revenues which would be substantially below that required in the 1982 Appropriations Act. Edison has asked to increase its fees beyond this required level in order to produce sufficient revenue to support the continuation of current services. Since Edison does not offer instruction, it does not charge its students tuition. However, the proposed fees for academic services (in a broad sense, the tuition equivalent) are in keeping with the Board of Higher Education's policy that students pay approximately 30 percent of the cost of their education. The new fees will result in the receipt of \$13,825 beyond the budgeted revenue amount; this will revert to Treasury. Edison will retain \$81,260 for its use.

THOMAS A. EDISON STATE COLLEGE
 FEE SCHEDULE
 Effective September 1, 1981

	<u>In State</u>	<u>Out of State</u>
Application Fee*	\$ 35	\$ 35
Annual Academic Evaluation and Advisement Fee	60	100
General Service Fee*	40	40
Special Assessment Application Fee	75	125
Pertains to:		
Portfolio Assessment, BS/HS Practicum, or Demonstration of Currency		
Special Assessment Per Credit Attempted	12/cr	18/cr
Pertains to:		
Portfolio Assessment or BS/HS Practicum		
TECEP Regular Examinations	40	65*
Exams valued at:		
Up to 3 credit hours	55	80*
4-6 credit hours	75	100*
TECEP Language Skills Examination	75	N/A
Special Assessment Workshops		
Enrolled Student	25	N/A
Non-enrolled participant	50	N/A
Pre-Graduation Conference		
Bachelor of Arts only	50	75
Graduation Fee		
Associate	50	50
Baccalaureate	75	75

COLLEGE CALENDAR: The College Calendar for 1981-82 Academic Year was presented and approved. No vote was required. The schddule of dates for Board of Trustees meetings were:

- August 6, 1981
- September 25, 1981
- November 1, 1981
- December 11, 1981
- February 5, 1982
- April 23, 1982
- June 11, 1982

Mrs. Eleanor Spiegel was elected Chairperson of the Council of State Colleges. Automatically, the Chairperson becomes a member of the State Board of Higher Education.

*Fee is new or represents an increase.

Ms. Dorothea Hommel, Special Assistant to the Director of the Office of State Colleges, has been appointed to serve as the new Department of Higher Education's liaison to Thomas A. Edison State College. It was part of the Director's effort to consolidate all communications between the colleges and higher education into one source. The President and Board welcomed Ms. Hommel.

AFFIRMATIVE ACTION:

It was announced that Sharon Smith serves as our college Affirmative Action Officer and that we presently are concerned with revising our Affirmative Action plan by September 15, 1981 and determining the status of our Affirmative Action Officer. We have provided our Affirmative Action Officer with a schedule of one day a week set aside for this function. Due to the size and nature of the college, it is felt that a full-time staff person (as required by Affirmative Action regulations) would be superfluous. Civil Service (Ms. Barbara Anderson and our current liaison -- Ms. Nancy Hicks) indicate that this time allotment should not be a technical (legal) problem for us. Affirmative Action plan revisions are presently being worked on by Ms. Smith with some assistance from the President's Office.

ENROLLMENTS:

Enrollments by comparison of FY 1979-80 and FY 1980-81 include:

<u>Classifications</u>	<u>1979-80</u>	<u>1980-81</u>	<u>Difference</u>	<u>%</u>
New Students	1447	1499	+52	4%
Associate Degree Certifications	284	241	-43	-15%
Baccalaureate Degree Certifications	276	325	+49	18%
Total Active Students:				
New Students	1447	1499	+52	4%
Continuing Students	2172	2114	-58	-3%

A copy of the organization chart giving effect to the reorganization for the new fiscal year was presented. The chart updates staffing patterns and organizational structure based on the way service is provided.

The New Jersey Statewide Testing and Assessment Center received a grant renewal which doubles the first year award of \$40,000 to a total of \$81,054 for FY 82. Ms. Susan Simosko conducted the program last year, submitted the proposal for this year and is responsible for the grant being doubled.

PERSONNEL ACTIONS: New appointments include:

Catalina Martinez - Clerk Typist
Michele Filippi - Clerk Typist
Myra Negrotti - Senior Clerk Typist
William Seaton - Program Advisor
Barbara Waters - Director of Public Relations
Cathy Belardo - Clerk Typist
George Featherson - Academic Counselor

Ms. Gerri Collins was appointed to the new position of Assistant to the Vice-President for Academic Affairs, effective July 13, 1981.

Separations

Laura Adams - Director of Academic Programs
Donna Lowe - Clerk Typist
Martha O'Connell - Admissions/Recruitment Specialist
Sheila Wilcox - Clerk Typist
Jean Titterington - Director of the Statewide Counseling and Information Network
Mary Jo Momrock - Administrative Assistant
Brian McDonnell - Administrative Assistant
Mary Skelton - Director of Public Relations
Pat Deraczunas - Senior Clerk Stenographer
Ceclia Owen - Senior Clerk Stenographer
Nancy Blinderman - Transcript Evaluator
James Carter - Academic Advisor
Lenora Blakely - Administrative Assistant

Promotions

From

To

Sandra Patterson Clerk Typist Senior Clerk Typist

Pending Actions

Carol Tomaszewski	Administrative Asst.	Assistant to the Vice-President
Ruth McKeefery	Dir., Business & Professional Programs	Dean of Academic Programs
Vacant	Dir., Academic Programs	Dean of Academic Programs
L. Ann Bielawski	(Coor.) Clearinghouse of Educational Resources (B23)	(B24)

FINANCIAL STATEMENTS
FOR THE YEAR ENDED
JUNE 30, 1981:

The Vice-President for Administration and Finance submitted the financial statements for FY 81 for acceptance. He reported that revenue for the 100 Account in FY 81 was 77.8% of budget. The College was authorized to expend a gross appropriated budget for \$1,400,000 and expended \$8,000 below the level authorized.

Student revenues for the 450 Account in FY 81 amounted to \$154,000 and expenditures thereagainst amounted to \$127,000. The College is permitted to carry forward the unused balance into FY 82.

The Board accepted the financial statements for the year ended June 30, 1981 as submitted. The vote was: 6-0

FY 82 WORKING
BUDGET AND FY 83
BUDGET REQUEST:

The Vice-President for Administration and Finance requested the Board's approval for the FY 82 working budget and the FY 83 budget request prior to submission to the Department of Higher Education. In discussing these budgets, he indicated that the approval of the Board of Higher Education of the new fee schedule will increase student fee revenues for the 100 Account in excess of \$100,000 over FY 81. Revenues are estimated at \$322,000 for FY 82 and \$335,000 for FY 83. Likewise estimated revenues for the 440 Account (formally 450 Account) will more than double to \$345,000 in FY 82 and \$375,000 in FY 83. It was stated that the estimated fee revenues in FY 82 and FY 83 are attainable.

It was noted that the State pays personnel benefits and therefore it is not included in our budget.

The motion to approve the FY 82 budget and the FY 83 budget request was made by George Hanford and was seconded by Alan Ferguson. The motion passed 6-0.

OUTSTANDING
TRUSTEE:

A motion was made to nominate Mrs. Eleanor Spiegel for the Association of Governing Boards (AGB) Distinguished Service Award. This award is presented each year to two outstanding individuals, one from an independent college, and one from a public college or university, who have demonstrated extraordinary qualities of leadership and dedication in serving their institutions and American higher education.

The motion was made by George Hanford and seconded by Rita Novitt. The motion was approved by a vote of 6-0.

It was noted that there will be another annual workshop for Trustees held in Boston in October and Denver in April. President Lorraine R. Matusak has invited one Board member to attend one of the conferences at the College's expense or two members dividing the expense. The President will send a letter to members of the Board of Trustees reminding them of this opportunity and requesting that they notify us of their interest.

THE BOARD OF TRUSTEES:

The nominating committee announced the re-appointment of Alan Ferguson and the need to finalize the status of John Kuemmerle.

The Committee also proposed that Ms. Eleanor Spiegel be renominated as Chairperson of the Board and that Alan Ferguson be renominated as Vice-Chairperson.

The election will be held at our next meeting.

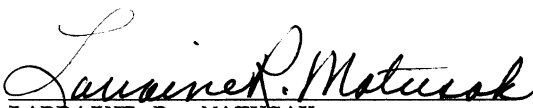
The Board of Trustees proposed and approved that:

President Lorraine R. Matusak's salary be adjusted from Step V to Step VI within salary range B41.

The meeting was adjourned at 4:30 p.m.


The next meeting is scheduled for September 25, 1981.

Submitted by,


LARRAINE R. MATUSAK
Secretary to the Board

September 25, 1981
Date

Approved by,


ELEANOR SPIEGEL
Chairperson of the Board

September 25, 1981
Date