

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON STATE COLLEGE

September 25, 1981

MEMBERS PRESENT: Eleanor Spiegel, Chairman; Alan Ferguson, Vice-Chairman; Patricia Danielson; Rita Novitt; Robert H. Taylor; Lorraine R. Matusak, President

MEMBERS ABSENT: Allison Jackson; George Hanford; Thomas Seessel

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

Following an Executive session, the meeting was officially called to order at 10:30 a.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 August 6, 1981 were presented and approved as written. The vote was: 5-0 (Alan Ferguson moved that the minutes be accepted and Pat Danielson seconded).

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

36 candidates for the Associate in Arts
6 candidates for the Associate in Science
0 candidates for the Associate in Applied Science
27 candidates for the Bachelor of Arts
15 candidates for the Bachelor of Science
10 candidates for the Bachelor of Science in Business
Total: 93

The candidates' 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 noteworthy graduates should be identified and noted. Mr. McCarthy was asked how many states our students represented? The College's student population has included students from 49 states, the exception being North Dakota.

Alan Ferguson moved that the graduates be accepted and Rita Novitt seconded. The vote was: 5-0.

REPORT OF THE
NOMINATING
COMMITTEE:

The Nominating Committee report was presented by Rita Novitt. The committee nominated Eleanor Spiegel for Chairperson and Alan Ferguson as Vice-Chairperson.

A motion was made to accept the nominations, followed by a vote. Patricia Danielson moved that the candidates be accepted in the respective offices and the motion was seconded by Robert Taylor. The motion carried 5-0.

PRESIDENT'S
REPORT:

Annual Report -

The College presented a preliminary draft of the Annual Report (1980-81) to the Board for their review.

The report will be typeset, laid out, and printed, following the Board's review.

Alan Ferguson commented that the Annual Report will be useful (i.e., increased visibility and marketing) and is an excellent idea. He also suggested that we reduce the amount of jargon in the report and eliminate the Gibran quote from the front cover.

Rita Novitt recommended that we eliminate mention of Johnson & Johnson's contribution to the College, and the dollar amount in the Foundation report.

Eleanor Spiegel suggested that we add a Statewide counseling map.

Patricia Danielson suggested that we eliminate the last paragraph on the last page.

Board members agreed to call Dr. Matusak and offer any additional suggestions they might have.

A comment was made concerning the College being able to put a sign on the front of the Kelsey Building. The Historical Society has resisted any effort to hang signs or flags with the College's name on them on the building.

The President indicated that we need to solicit the help of Board members in pushing for this type of visibility. Eleanor Spiegel offered her support and the support of the Board in this effort.

WELI UPDATE:

The Board was supplied with documentation on our WELI (New Jersey Work, Education, and Leisure Initiative Grant) from October 1, 1977 through April 17, 1981.

There were two contentions to which we must respond: The primary contention indicated in the audit report is that the College in its capacity as fiscal agent for WELI is the sub-contractor and therefore the employer of WELI personnel. Secondary contention - certain costs for the period May, '79 - September 30, '79 were charged against the October, 1979 budget and have been classified as disallowed costs by the auditors. (Coopers & Lybrand)

At a meeting with Thomas A. Edison State College, the Department of Labor and Industry, and Ray Male (Project Director), it was suggested that there was a possibility that the College may be held liable for \$20,000 to \$90,000 covering the stated period. The President's position is that we will not accept responsibility for costs exceeding \$20,000. The President has arranged to obtain legal advice (through the Department of Higher Education) on this matter. Eleanor Spiegel has agreed to accompany the President to this meeting. We may also get depositions from persons who were involved in the Thomas A. Edison State College and the WELI grant experience to verify the College's limited participation and legal obligation.

Evidence charging the College with responsibility is circumstantial. We must build a strong case indicating our role as bookkeepers but not fiscal or program managers. We must demonstrate that WELI staff was not working for the College at that time. The Board was apprised of this issue in the event that legal action becomes necessary.

The Board recommended that we submit a chronology of the events (October, '79 to April, '81) to the Board prior to the next meeting. It was also recommended that the President stay on top of this issue, but not highly visible.

The services and effectiveness of the project were unknown.

COMMENCEMENT: Commencement will be held on November 1, 1981, at 2:30 p.m. Board members are asked to be at the commencement no later than 2:00 p.m. (Following the 11:00 a.m. Board meeting and lunch).

The commencement speaker is Morris Keeton, President of the Council for the Advancement of Experiential Learning (CAEL). A motion was made by Rita Novitt and seconded by Alan Ferguson that Morris Keeton should receive an honorary Doctor's Degree in Humane Letters for outstanding service in the field of Adult Learning. The motion was passed unanimously 5-0.

It was also noted that there will be a very important Board meeting on November 1, 1981 at 11:00 a.m., at which time the Board will approve the awarding of degrees to graduating students. It is essential that there be a quorum.

BUDGET HEARINGS: The College met with the Board of Higher Education to review its FY-'83 Budget. There were no cuts proposed and the budget was generally very well received.

The issue of the continuation of the Statewide Information Network for Education (SINE) was raised at the hearings. The Chancellor committed DHE financially to its continuation with the understanding that we would support efforts to get college-wide financial support for the project. The President made it clear that we would not take the initiative a second time with the colleges statewide, but rather the College would support the

Chancellor (in the form of a joint letter) if he is willing to solicit the support of the other colleges. Short term, it was agreed that we would work out a way to retain services for one month (using the existing \$3,400 from current budget) while a final agreement is reached. The final commitment between Thomas A. Edison State College and DHE will be in writing.

As much as possible, the "Hotline" Information (SINE) will be transferred to a computer data bank.

It was noted that if the project were to end, the burden for these same services would fall on DHE.

AGB CONFERENCE: The AGB conference is being held on October 4-6, 1981, in Cambridge, Massachusetts. Rita Novitt and Lorraine R. Matusak will attend. Rita Novitt will submit a report of conference activities upon her return.

FINANCIAL AID AWARDS: Financial aid awards from the Edison fund included:

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|-------------------------|-----------|--|
| 1. Dorothy Ryan-Fields: | \$ 55.00 | toward the Enrollment fee |
| 2. Eileen Williams: | 45.00 | toward the Pre-Graduation Conference Fee |
| | 75.00 | toward the Graduation Fee |
| | 50.00 | toward the Upper Division Fee |
| TOTAL: | \$ 170.00 | |
| 3. Patricia Deraczunas: | \$ 75.00 | toward the Enrollment Fee |
| | 70.00 | toward two TECEP Examinations |
| TOTAL: | \$ 145.00 | |
| 4. Jeannette Schultz: | \$ 70.00 | toward the Enrollment Fee |

CASE AWARD: The CASE Distinguished Service Award was presented to each of the governing boards of membership colleges and universities. The Thomas A. Edison State College Board received such a citation.

PERSONNEL REPORT:

New Appointments

Donna R. Lowe	Senior Clerk Stenographer
Nancy Norville	Admissions/Recruitment Specialist
Dennis Bakewicz	Program Advisor
Tom Streckewald	Acting Director of Development & College Relations
Carol Tomaszewski	Assistant to the Vice-President for Administration and Finance
Ruth McKeefery	Dean of Academic Programs

Separations

Bogda Piertranik	Clerk Typist
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The President's report of Goals and Objectives was accepted in the executive session and the President was commended in open session for her past achievements. Eleanor Spiegel affirmed that in compliance with the DHE requested evaluation, the Board customarily evaluates the President on an annual basis. The President offered her appreciation for the Board's past support.

A motion was made by Pat Danielson to accept the personnel actions as reported and it was seconded by Alan Ferguson. The motion carried 5-0.

Eleanor Spiegel noted that the salaries of secretaries were appallingly low and that a senior clerk stenographer could not live off the salary projected.

APPROVAL OF
APPOINTMENTS AND
RE-APPOINTMENTS
TO THE ACADEMIC
COUNCIL:

Academic Affairs reviewed ten vacancies and made specific recommendations for filling them. Vacancies, status, and recommendations are as follows:

<u>Category of Vacancy and Name</u>	<u>Status</u>	<u>Recommendation for Vacancy</u>
Liberal Arts:		
Mary Ellen S. Capek Director of Continuing Education Princeton University	Resigned	Mary Patricia Robertson Associate Dean of Instruction Associate Professor Bergen Community College
Barbara Drescher Associate Professor of Chemistry Middlesex County College	Ineligible	Constance L. Churchill (Dr.) Acting Vice-President & Dean Associate Professor of Chemistry Burlington County College
Olney H. England, Director Office of Grants Development Glassboro State College	Resigned	(Refer below to Harris under "Professional")
Robert W. Leonard Dean of Community Services Brookdale Community College	Ineligible	Laurence Spiegel (Dr.) Chairperson, Department of Psychology, Assist. Prof. County College of Morris
Katherine M. Restaino Associate Professor of English Saint Peter's College	Resigned	Delbert L. Earisman (Dr.) Professor of English Upsala College

<u>Category of Vacancy and Name</u>	<u>Status</u>	<u>Recommendation for Vacancy</u>
Business:		
Charles E. Strain Associate Professor of Business Ocean County College	Ineligible	John J. Harrington, Jr. (Dr.) Professor of Economics & Finance Stillman School of Business Administration Seton Hall University
Professional:		
Edward E. Johnson (Dr.) Professor of Psychiatry College of Medicine & Dentistry of New Jersey	Eligible	Reappoint Delores M. Harris (Dr.) Director, Adult Continuing Education Glassboro State College
Testing and Assessment:		
Marla S. Batchelder Educational Consultant	Eligible	Reappoint
Linda Lyons, Director Institutional Research & Testing Jersey City State College	Resigned	William Tucker (Dr.) Associate Professor of Psychology College of Arts & Sciences, Camden Rutgers, The State University
Student and/or Alumni:		
Grace L. Singer, A.A. Center for Environmental Studies Princeton University	Resigned	James J. Dixon Graduate, B.S. (Technical Services) Project Engineer New Jersey Department of Transportation

The Academic Council is divided into the following areas and/or disciplinary categories: liberal arts, business, professional, testing and assessment, learning resources, and students or alumni. With the approval of the above appointments, the membership breakdown according to sex and minority representation will be as follows: 14 women, including four blacks, and 11 men, including one black.

Members may serve two consecutive terms. Each term last three (3) years.

A motion was made by Alan Ferguson to accept the recommendations and was seconded by Rita Novitt. The motion was passed by a vote of 5-0.

BASIC SKILLS: Remedial studies were identified as a need of some of Edison State students. Edison State College will not get into the business of remediation, in the immediate future, but rather will arrange to test and refer students to other college programs for this service.

It is the College's intent to develop programmed materials to assist in this service in the future. Paul Jacobs reported that approximately 180 students are in this category currently.

The Basic Skills policy was approved by the Board. Patricia Danielson made the motion and it was seconded by Rita Novitt. The vote was 5-0.

REVIEW OF EDISON DEGREE PROGRAMS: Academic Affairs submitted a proposal dated September 25, 1981 for periodic review of degree programs including review procedures and reporting procedures. These procedures were accepted in principle with the understanding that if there were any further questions or adjustments that they could be reviewed at the next Board meeting.

A motion was made for acceptance of these procedures in principle by Alan Ferguson and seconded by Pat Danielson. It was approved by a vote of 5-0.

CAREER COUNSELING: Community Affairs is participating in clarifying the definition and role of counselors. This will include developing career counseling services.

A list of PONSI accomplishments includes:

Completed PONSI Evaluations

Advanced Systems, Incorporated
AT&T - Marketing
AT&T - Tariffs and Costs Seminars
Insurance Company of North America
Kepner-Tregoe
New Jersey Bell
New Jersey Department of Civil Service (twice)
New Jersey Department of Human Services
Research-Cottrell (twice)
The Mountainside Hospital

Scheduled

New Jersey Department of Civil Service (Secretarial)
Advanced Systems -

Anticipated before January 1, 1982

American Institute of Banking
AT&T - Central Marketing
Automatic Data Processing
New Jersey Department of Civil Service - Management

Potential Edison Associates

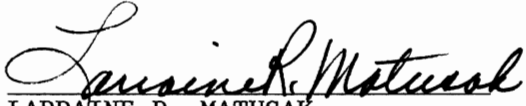
Automatic Data Processing
Insurance Company of North America
McDonald's (Hamburger University)

A motion to adjourn the meeting was made by Alan Ferguson and seconded by Rita Novitt. The motion carried 5-0.

The meeting was adjourned at 12:45 p.m.

The next meeting is on November 1, 1981 at 11:00 a.m.

Submitted by,


LARRAINE R. MATUSAK
Secretary to the Board

November 1, 1981
Date

Approved by,


ELEANOR SPIEGEL
Chairman of the Board

November 1, 1981
Date