

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON STATE COLLEGE

December 11, 1981

MEMBERS PRESENT: Eleanor Spiegel, Chairman; George Hanford; Patricia Danielson; Rita Novitt; Robert Taylor; Thomas Seessel; Allison Jackson; Lorraine Matusak, President

MEMBER ABSENT: Alan Ferguson, Vice-Chairman

ALSO PRESENT: Dorothea Hommel, Special Assistant to the Director, Office of State Colleges; Thomas Streckewald, Acting Executive Director of Development and College Relations; John Bernard, Vice-President for Administration and Finance; Arnold Fletcher, Vice-President for Academic Affairs; Richard Hansen, Vice-President for Community Affairs; Thomas McCarthy, Registrar; 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 September 25, 1981 were presented and approved as written. Patricia Danielson moved the question and Rita Novitt seconded. The vote was unanimous (7-0).

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

12 Candidates for the Associate in Arts
4 Candidates for the Associate in Science
1 Candidate for the Associate in Applied Science
11 Candidates for the Bachelor of Arts
1 Candidate for the Bachelor of Science
2 Candidates for the Bachelor of Science in
Business Administration

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.

Three graduates were identified who deserve special mention:

a. Madelaiden Calderon -- a quadriplegic who enrolled in Thomas A. Edison State College through the Telecollege program at Jersey City State College. Madelaiden completed requirements for her Associate in Arts degree. The Board sent a special thanks to Angela Fontan for her sensitivity and guidance which assisted Madelaiden in educational quest.

b. Anthony LuProto -- a member of the faculty at the Institute for American Studies in Athens, Greece. After completing his pre-graduation conference while on vacation in New Jersey, he completed his remaining credits through CLEP.

c. Mordechai Meirovitz -- an author and inventor whose home is in Paris, France, but whose mission is the world. Mordechai completed his entire degree program through Portfolio Assessment. This was the first time anyone has ever done this at Thomas A. Edison State College.

Letters indicating these special achievements should be sent to the Chancellor's office and to Governor-Elect, Thomas Kean.

A motion was made by George Hanford to accept the graduates which was seconded by Patricia Danielson. The motion passed unanimously (7-0).

Confirmation of the mail ballot for students who graduated at commencement was completed through a vote on the motion presented by Patricia Danielson, and seconded by Rita Novitt. Approval was unanimous (7-0).

PRESIDENT'S REPORT:

Self-Study: The President reported that the Self-Study report for MSA evaluation is entering its third, and hopefully, final revision. The MSA evaluation will be held March 28-31. These dates will be included on the Board calendar. All Board members are asked to attend Sunday dinner (March 28, 1982) held with the MSA team.

Title III Grant Proposal: The President and Dennis Smith, Director of Institutional Research and System Planning, reported that the Title III proposal the college submitted was rejected because of a serious error in the review process. The reviewers read the proposal as if the College enrolled only 100 students. Patricia Danielson also worked with Dennis Smith to communicate our concerns to the Governor's Washington office. We have followed through with an appeal. The Board asked to be kept informed of the progress made on the appeal.

B.S.N. Site Visit: There will be a site visit from the Health Professions Educational Advisory Council (HPEAC) on Monday to review our proposed Bachelor of Science in Nursing (B.S.N.) program.

Development Efforts: Since Tom Streckewald has become Acting Executive Director of Development and College Relations, the following progress has been made:

Newcombe Foundation - We have received \$2,000 of the \$4,000 we are to receive.

Merck - We have received \$3,000 of the \$6,000 committed over two years.

N.J. Council on the Arts - We received the \$1,500 they committed for the Arts Festival we held last summer.

Alumni - We have received \$2,000 from an alumnus - John Beall.

Unsolicited Contributions - We have received \$215 from Alumni, students and friends of the College.

Johnson & Johnson contributed a supply of mini-catalogs.

On-going or Future Plans:

Proposals Submitted:

FIPSE - Statewide Testing & Assessment Center	\$ 90,000
FIPSE - New Jersey College Program for Working Adults	168,000
FIPSE - Mina Shaugnessy Scholars Program	11,586
AASCU-ACE/HEMI-NESC - Management Training Program	9,500

Proposals in Draft:

CAEL - PROJECT LEARN PHASE II	154,000
Microfilm/Computer Record Processing System	50,000
New Jersey Statewide Education Hotline	146,000

Concept Papers:

Videodisc/Basic Skills	50,000
BSN Support	60,000

Upcoming Proposals:

Computer Access for Distant Learners
Correspondence Course National Clearinghouse

Upcoming Projects:

Alumni Phonathon - January 31-February 4, 1982
Foundation Reorganization
Alumni Data Base Update

Allison Jackson suggested that we contact:

- Wang Institute
- Arthur D. Little
- WNET

for further insights on Tele-communications.

Allison also suggested that Board members list memberships they may have on other Boards.

Allison also reported that she has been able to arrange for the President to do a Cable T.V. presentation on the adult learner and TAESC on January 9, 1982. (tentatively rescheduled for February 24, 1982.)

It was suggested that the Finance Committee cooperate with the Development Office to raise funds. PONSİ resources may be a possible funding source.

The President also reported that WELI is presently being handled carefully and that she would supply the Board with copies of the latest report.

PERSONNEL ACTIONS: The President submitted a total of twelve names of staff recommended for reappointment to the Board of Trustees; one out of the Office of the President, eight out of the Division of Academic Affairs, and three out of the Division of Community Affairs. The Board unanimously approved them following a motion made by Pat Danielson and seconded by Rita Novitt (7-0). (Attachment A)

The President submitted the following Personnel Actions to the Board.

New Appointments

Denise Weber - Principal Clerk Stenographer
Rosalyn Hoskins - Clerk Typist
Annie Bowser - Principal Clerk Stenographer
Mary Burns - Clerk Typist
Kathy Miller - Data Processing Specialist
Deborah Ellis - Senior Clerk Stenographer
Lansing Davis - Academic Counselor
Joan Fernandez - Administrative Assistant (half-time)

Promotions

Linda Lewis - from Clerk Typist (A05) to Senior Clerk Typist (A08)
Kim Mathis - from Clerk Typist (A05) to Senior Clerk Typist (A08)
Michele Filippi - from Sr. Clerk Typist (A08) to Sr. Clerk Steno. (A09)

New Title Requests

Carol Tomaszewski - from Administrative Assistant (D20) to
Assistant to Vice President (D22)
Ruth McKeefery - from Director, Bus. & Prof. Programs (D27) to
Dean, Thomas A. Edison State College (D32)
- from Director of Academic Programs (D29) to
Executive Director, Development and College
Relations (D32)

Separations

Angie Mayer - Senior Clerk Stenographer
Paul Anderson - Transcript Evaluator
Sandra Christ - Clerk Typist
Donna Lowe - Senior Clerk Stenographer

The motion to accept these personnel actions was made by George Hanford and seconded by Rita Novitt. The motion was unanimously approved (7-0).

REPORT ON Arnold Fletcher, Vice President for Academic Affairs,
INSTITUTIONAL PLANNING: presented a "Summary of 1981 Progress in Reaching Objectives of the 1980-85 Planning Cycles". This report was followed with a 1981-86 five-year plan which contained revisions that incorporate recommendations from the Advisory Council evaluation of progress achieved in the 1980-85 cycle during 1980-81.

All objectives stated in the 1980-85 five-year plan were met, with the following few exceptions.

Goal I: "To ensure the quality of TAESC programs and services."

- Five of seven objectives were met.
- Two which were not met on schedule were:
 - a) Review and revision of TECEP examinations and study guides.
 - b) Improvement of turnaround time for first evaluations of student credentials.

Goal II: "To strengthen the financial stability of Edison State College."

- Two of four objectives were met on schedule.
- Two which were not met on schedule were:
 - a) Development of models to forecast new and continuing active students.
 - b) Completion of cost studies of college services.

Goal III: "To strengthen the administrative operations of the College."

- Four of six objectives were met on schedule.
- Two objectives which were not met on schedule were:
 - a) Development of a complete systems plan for the college -- at a crisis stage.
 - b) Establishment of a development program for professional staff.

Goal IV: "To increase the visibility of Edison State College both within New Jersey and Nationwide."

- No objectives under Goal IV were behind schedule.

George Hanford commented on the thoroughness of the review and made a motion to accept the review and the new 1981-86 planning cycle for TAESC as presented. Rita Novitt offered a second, the motion passed unanimously (7-0).

COMMUNITY Richard Hansen reported that enrollments are up by
AFFAIRS DIVISION: 27% over last year this same time, and inquiries are up 17% over this same period last year. The problem the college is having is that the Academic Service Fee is not coming in quickly enough. There is a 2-3 month time lag between registration and this second billing that must be resolved.

RECOMMENDATIONS

Office of the President

Recommendation

Drew Hopkins, Assistant Director for
Data Processing

Two-year contract, 1982-84

Division of Academic Affairs

Geraldine Collins, Assistant to the
Vice President

Two-year contract, 1982-84

Ruth M. McKeefery, Dean of Academic Programs

Two-year contract, 1982-84

Thomas M. Eklund, Transcript Evaluator

One-year contract, 1982-83

Susan O. Friedman, Program Advisor

One-year contract, 1982-83

Diane E. Gruenberg, Program Advisor

One-year contract, 1982-83

Michael P. Klebanoff, Transcript Evaluator

One-year contract, 1982-83

Arthur L. Rosenfeld, Program Advisor

One-year contract, 1982-83

Sharon E. Smith, Transcript Evaluator

One-year contract, 1982-83

Division of Community Affairs

Gerard F. Middlemiss, Academic Counselor

Two-year contract, 1982-84

Janice L. Palmer, Academic Counselor

Two-year contract, 1982-84

Janice White, Coordinator of Counseling
Service, North

Two-year contract, 1982-84

In view of the fact that all of the above-named staff have received positive recommendations by their supervisors, I recommend that the above contract recommendations be approved by the Board.

Tom Seessel suggested that perhaps a credit card system of payment would be helpful. John Bernard will look into this option and report back.

Richard Hansen shared a Divisional reorganization chart as described in Attachment B.

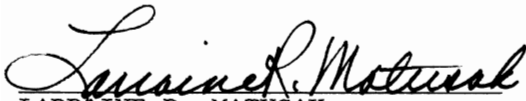
The Council of State Colleges is sponsoring a February workshop for Board of Trustees members with a theme of "Developing a Stronger Advocacy Movement for Colleges."

A motion to adjourn the meeting was made by Tom Seessel and seconded by George Hanford. The motion carried unanimously (7-0).

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


The next meeting is on February 5, 1982 at the College.

Submitted by,


LARRAINE R. MATUSAK
Secretary to the Board

February 5, 1982
Date

Approved by,


ELEANOR SPIEGEL
Chairman of the Board

February 5, 1982
Date