

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON STATE COLLEGE

April 23, 1982

MEMBERS PRESENT: Eleanor Spiegel, Chairperson; Alan Ferguson, Vice-Chairman; Patricia Danielson; Rita Novitt; Thomas Seessel; Christian Yegen; and Lorraine R. Matusak, President.

MEMBERS ABSENT: George Hanford; Allison Jackson; Robert Taylor

ALSO PRESENT: Arnold Fletcher, Vice President for Academic Affairs; John Bernard, Vice President for Administration and Finance; Richard Hansen, Vice President for Community Affairs; Dennis Smith, Director of Institutional Research & Systems Planning; Thomas Streckewald, Executive Director of Development & College Relations; Jack Phillips, Registrar; John Walters, representing the Department of Higher Education; and Gerri Collins, Executive Assistant to the President.

The meeting was officially called to order at 10:15 a.m. following an Executive Session at 9 a.m. Mrs. Spiegel noted that the date, time, and location for the meeting had been published in accordance with New Jersey law.

GENERAL ANNOUNCEMENTS: Mrs. Spiegel formally welcomed Mr. Jack Phillips, the College's new Registrar.

MINUTES APPROVED: The minutes of the February 5, 1982 Board of Trustees meeting were presented for approval. Mr. Yegen moved that the minutes be approved as written. Seconded by Ms. Danielson there would be no additions or corrections, the minutes were approved unanimously (6-0).

REPORT OF THE PRESIDENT: Mrs. Spiegel then asked President Matusak to give her report on the state of the College.

Development Update: President Matusak reported that New Jersey Bell had given \$1,250 for scholarship funds. She further reported that the Charles Edison Fund has given an award of \$5,500 towards the restoration of the Prudence Townsend Kelsey Memorial Room provided that we obtain a matching award to complete the \$12,500 project. Other sources of funding to be solicited: The Historical Society and The Mercer County Cultural Heritage Commission. After the project has been completed, the room would then be open to the public and will contain 19th Century artifacts collected by Mrs. Kelsey. Mr. Streckewald, Director of Development, will pursue the matching funds.

The President announced that Edison State College has established a counseling site at the Casino Career Institute in Atlantic City for casino employees wishing to pursue a degree through the College.

The President, Tom Streckewald, and Rich Hansen met with representatives of Caesars Boardwalk to discuss financial support for the Educational Hotline. There was a brief discussion regarding the identification of grant sources on subsequent Hotline literature.

No commitments have been secured as yet; however, the Board will be kept informed as to the progress being made in funding the Hotline.

Tom Streckewald and Dennis Smith reported on their trip to Texas Instruments, Inc., in Dallas, Texas. The Development Office in cooperation with the Office of Institutional Research have submitted a proposal to Texas Instruments, Inc., requesting funding for a computer-based academic delivery plan of Thomas A. Edison State College program. Total amount of the proposal would come to approximately \$125,000. Streckewald and Smith reported that Texas Instruments, Inc., has a committee of 20-25 year employees who function as "champions" for various requests for grants. Most of these "champions" represent their own alma mater, and that Smith and Streckewald were successful in making a presentation is remarkable. Ralph Oliva agreed as a result of the presentation to be Edison's "champion." He further reported that Texas Instruments, Inc., was impressed with the concept of a learning center for their employees and of the contribution that our PONSİ, TECEP, and Portfolio Assessment would bring to the credibility of such a learning center. Texas Instruments, Inc., will be sending a systems analyst to Edison State College to review our needs. The Annual Report, along with Ralph Oliva's presentation will be made to the rest of the "champions" committee as soon as possible.

Streckewald further reported that 58% of Phonathon pledges are now in.

1983 Budget and Advocacy: The President reported that the College has been holding breakfast meetings with State Legislators throughout the State. Richard Hansen has been coordinating the breakfasts which include corporate people. The President further reported that College staff have been attending the Joint Appropriations Committee hearings now in progress and commended Mrs. Spiegel for the presentation she made on behalf of the state colleges. Mr. Ferguson expressed concern for the statement included in some of the materials which identifies Edison State College as the most cost effective college in the nation. His concern was for possible negative feelings that the other colleges might have for our use of these terms. Richard Hansen assured the Board that mentioning this spoke well of the whole state system and that the other colleges have no problem with that statement. This is not intended to imply that Edison State College should receive its request of the appropriations and that the other colleges should not. Assemblymen seem to understand that there is cooperation between the colleges such that many of our students are attending other colleges as well. This concern was resolved in that the statement will be deleted in the written material but will continue to be used verbally.

B.S.N. Degree: The President reported that the B.S.N. position was not approved by the initial Budget Bureau hearing, so there is an appeal to the Joint Appropriations Committee to restore the \$40,000 needed for positions. Since the Department of Higher Education has encouraged and approved Edison State College's B.S.N. program, these funds are needed to provide the positions necessary to implement that program.

Ms. Novitt reported on a grant proposal submitted to Johnson & Johnson and prepared by Tom Streckewald which will be reviewed and reported on at a later time.

Accreditation Experience: The President mentioned the very favorable first draft of the Middle States Association team report. Dr. Dallas Beal, Chairman of the Middle States Association team visit, indicated verbally and in the report that Edison State College is no longer an experimental institution, but that it has become a nationally recognized, firmly established institution. Mrs. Spiegel commended the President and the entire Edison State College staff for the way the team visit was handled.

Publicity Update: Two items were included in the folder: an Edison sticker, and the new "7 Reasons Why Edison State College Is The Best Choice For Adults" flyer. The President commended Barbara Waters for the excellent job that she is doing with publicity. Invention will be out on a regular basis now. A copy was enclosed with the minutes of the last meeting. The President further reported on television interviews recently conducted and made reference to a very large article which was printed in the Atlantic City Press recently as a result of a speaking engagement by Gerri Collins (representing the President) to the Atlantic County Commission on the Status of Women.

Edison College Conference: The President reported that there have been numerous responses to the ad which appeared in the Chronicle of Higher Education and that inquiries regarding the conference to be held in the fall are now coming. The Conference fee is \$125, and we will need a minimum of 24 people to break even.

The President further reported that Edison State College was featured in a recent edition of Caesars Boardwalk employees' publication. In addition, Barbara Waters has arranged for Edison State College to be featured in the Russian publication, America Illustrated. A London Times reporter recently met with Barbara Waters and Arnold Fletcher. The reporter was interested in Edison State College and is planning a feature article on external degree colleges. Edison State College will be included in his article.

Tom Streckewald exhibited the new Edison T-shirts which are now available for purchase. Also available are bumper stickers and frisbees.

VISA: The President reported that progress has been made to implement the use of VISA credit cards to enable students to make payments of various fees.

GRADUATES APPROVED: Mrs. Spiegel then asked Jack Phillips to present the names of the candidates for degrees. There were 31 candidates for the Associate in Arts, 10 candidates for the Associate in Science, 27 candidates for the Bachelor of Arts, 10 candidates for the Bachelor of Science, and 9 candidates for the Bachelor of Science in Business Administration. Jack Phillips stated that he certified that all students have met all requirements for degrees. Ms. Danielson moved and Mr. Ferguson seconded that the Board of Trustees approve the candidates as indicated on the list provided by the Registrar. The motion was approved unanimously (6-0).

A brief discussion of candidates resulted in a request by the Board of Trustees members that Jack Phillips provide annotated lists of graduates where special note might be made of particularly outstanding or interesting students. In particular, the Board requested the following information: ways the student earned credits; length of time it took to complete the degree; cumulative information on the degrees granted from first implementation of a particular degree; some information on special students or unusual students as in the case of Marco Meirovitz; and age breakdown by broad ten year periods. Phillips agreed with this request and further stated that in the future only those students who have not only met all requirements for degree but who have paid all fees will be presented to them as candidates for degree.

ADMINISTRATION AND
FINANCE:

John Bernard reviewed the report of the Finance Committee for the nine months ending March 31, 1982. He reported that the 100 Account Statement of Revenue lists 1,432 students newly enrolled during this nine month period. Of the 605 students listed as tuition pending, he explained that most of these are students who have not paid the Annual Tuition Equivalency because they have a non degree or limited service status. The new term, Tuition Equivalency, has had a significant impact on the increase of students paying fees.

The President reported that the new fee schedule which will be presented to the Board as soon as possible would reflect the different kinds of students who are enrolled at Edison State College. The fee schedule will go to the Advisory Council on April 28, and then to the Board of Trustees by mail.

Bernard indicated that to date 71% of the projected revenue has been collected.

In the 440 Account Statement of Revenue, Bernard indicated that the \$70,000 deficit is being covered by unbudgeted funds from PONSI, Capitol Campus, Warren County Counseling Services, HOTLINE Services, and miscellaneous receipts. Bernard further indicated that in previous years the telephone budget has been under supported by the Budget Bureau of the Department of Higher Education. However, the efforts to inform the Department as to the specific needs of Edison State College with regard to student services via telephone and mail

has finally resulted in an increased budget allowance for those items. Bernard also stated he has refined operating procedures in order to cut postage costs. According to salary adjustments which will be in effect for next year, it will be necessary for the College to absorb approximately 50% of salary increases.

There was a brief discussion as to the role of the Board in reviewing operational matters of the College. Reference was made to the Board retreat where the distinction was made as to the operation versus policy responsibilities of the Board. President Matusak responded that it is the responsibility of the Executive Committee to evaluate various programs such as TECEP, and to make determinations regarding their continuance or support; however, she would be pleased to keep the Board informed as to the progress being made to continually implement these programs. Rita Novitt moved and Patricia Danielson seconded the acceptance of the Budget report, which was passed unanimously (6-0).

Appointments, Promotions, and Separations: John Bernard presented the Personnel Actions statement covering the period of January 23, 1982 through March 31, 1982 which was attached to the Board of Trustees minutes previously mailed.

New appointments include:

Susan Reardon, Transcript Evaluator
Jack Phillips, Registrar
Rosemary Conte, Clerk Typist

Separations include:

Kathy Miller, Data Processing Specialist
Carol McNally, Clerk Typist
Tom McCarthy, Registrar
Myra Negrotti, Senior Clerk Typist

Promotions include:

Dorothy Goodman from Principal Clerk Stenographer to
Secretarial Assistant II
Gregory Dye from Transcript Evaluator II to Transcript
Evaluator I

New title requests include:

Ruth McKeefery from Director of Academic Programs to
Dean, Thomas A. Edison State College
Thomas Streckewald, Program Advisor to Acting Director
of College Development

Salary adjustments requests include:

Ruth McKeefery, serving in an acting capacity - \$910.80
Janice White, assuming additional duties and
responsibilities - \$1,006.61

Alan Ferguson moved and Rita Novitt seconded acceptance of the Personnel Actions report. It was unanimously accepted (6-0).

COMMUNITY AFFAIRS: Richard Hansen reported on the latest inquiry and enrollment statistics as follows: As of April 16, there were 11,129 inquiries, which is a 29.9% increase over last year; there were 1,525 new enrollments, a 30.1% increase over last year. He commended Nancy Norville's efforts which were primarily responsible for the increase. By June 30, we will be well above the expected projections.

The Board requested clarification and more coordination between the figures submitted by John Bernard and Richard Hansen. Hansen said this will be done for future Board meetings.

Legislative Lobby Effort: Hansen reported that in addition to the legislative action on the state level, he and Gerri Collins went to Washington, D.C., to talk with federal legislators. They met with Congressmen or their aides, and representatives from Senator Bradley's office. The Congressmen included Dwyer, Florio, Hollenbeck, Smith, Hughes, and Congresswomen Roukema and Fenwick. The object was to inform these legislators about Edison State College and to discuss with them President Reagan's educational budget changes. Hansen reminded those present to contact their local representatives regarding state appropriations concerns.

Eleanor Spiegel commended the staff for the efforts being made and Pat Danielson commented on the impressive list of graduate schools where our students have been accepted. Arnold Fletcher responded that our new means of data collection now enables us to update this information on a more consistent and accurate basis.

CHAIRPERSON'S
REPORT:

Eleanor Spiegel stated "It is with great sadness that we entertain the motion to accept Lorraine Matusak's resignation, but with the feeling of privilege that she has been with us for this length of time." Tom Seessel moved with regret, Rita Novitt seconded with regret, acceptance of President Matusak's resignation. Motion carried (6-0).

Pat Danielson stated that "Lorraine Matusak has helped to remove this College from its pigeon hole and to make it the nationally recognized, firmly established, and quality institution that we see today."

Eleanor Spiegel announced the appointment of a Search Committee of five members as follows:

Trustees: Alan Ferguson, Chair
Tom Seessel
Pat Danielson

Staff: Ruth McKeefery

Academic Council (and Alumna): Ida Hammond

REGISTRAR'S REPORT: Jack Phillips mentioned some of the changes that have now taken place in the Registrar's Office and since the Board members would be touring the Registrar's Office, no other comments were made at that time.


Eleanor Spiegel asked for a motion to adjourn. Tom Seessel moved, and Alan Ferguson seconded to adjourn. Motion passed unanimously (6-0).

Submitted by,


Lorraine R. Matusak
Secretary to the Board

June 11, 1982
Date

Approved by,


Eleanor Spiegel
Chairman of the Board

June 11, 1982
Date