

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON STATE COLLEGE

December 9, 1983

MEMBERS PRESENT: Alan Ferguson, Chairman; Patricia Danielson, Vice Chairperson; Robert Taylor; George Hanford; Thomas Seessel; Christian Yegen; E. Harvey Myers; George Pruitt, President.

MEMBERS ABSENT: Rita Novitt; Eleanor Spiegel.

ALSO PRESENT: Jerry Ice, Vice President for Academic Affairs; Richard Hansen, Vice President for Community Affairs; Michael Scheiring, Vice President for Administration and Finance; John Walters, Department of Higher Education; Gerri Collins, Executive Assistant to the President.

The public meeting was officially called to order at 1:00 p.m. by Alan Ferguson who noted that the date, time, and location for the meeting had been published in accordance with the New Jersey law.

MINUTES APPROVED: The minutes of the October 7, 1983 Board of Trustees meeting were presented for approval. A correction in the minutes was noted indicating that Michael Scheiring, Vice President for Administration and Finance, was present at the October meeting. Robert Taylor moved and Patricia Danielson seconded a motion to approve the minutes as amended. Motion carried (7-0).

PRESIDENT'S REPORT: Adding to the report of the President mailed previously, Dr. Pruitt reported that Angela Fontan had received a personal invitation to represent the College at New York University for the awarding of an honorary degree to Juan Carlos III, King of Spain. He reported that Jules Kahn also attended the American Council on Education Conference.

He announced the birth of Tyler John Ice, born November 29, 1983.

Regarding the Wang mini-computer, Dr. Pruitt stated that the College will be able to have onsite computing. The word processing system has been transferred over to the Wang and can be tied into the computer. Through the new system the College will have the capability of providing computerized evaluations and will be tied into the two regional sites. For now, the College will communicate with East Orange and Cherry Hill by telephone, but later on terminals will be placed there also.

MINUTES

December 9, 1983

Page 2

Regarding the Cooperman initiative, Dr. Pruitt indicated that one of the controversial issues is a concern that unqualified people will become teachers. However, he believes that the proposal will, in fact, provide better processes and criteria for all applicants. He added that the College has released a press statement indicating support of the initiative.

Dr. Pruitt reported that the search has been reopened for a Director of the BSN program. Dr. Ice is currently interviewing several good applicants. There are approximately 212 students in the program. The evaluations are in progress, but advisement regarding examinations will begin when the new Director comes on board. The enrollments to date are in keeping with projections and represent only the southern New Jersey applicants. Northern New Jersey nurses have now been notified and approximately 240 applicants are expected. The Nursing Program Advisor, Marion Stone, has been hired. Approval of her appointment is on the agenda for this meeting.

Reporting on further development in pursuing the concept of an electronic college, he reported that college staff will be meeting with Department of Higher Education staff to prepare a proposal whereby Edison State College will become the resource institution for upper division courses via telecourses and electronic delivery.

Also, the College will be working with NJIT to tie into their electronic delivery system in order to provide more course options for Edison students. Dr. Pruitt indicated that most of the telecourses are now offered through the Community Colleges and that the State Colleges view the upper division proposal as one appropriate for Edison State College.

Noting a correction on his report Item X, Foundation, Dr. Pruitt stated that changes had to be made in the Foundation By-laws in order to satisfy the Department of Higher Education and both lawyers. The corrected and final By-laws were distributed prior to the meeting.

He added that progress has been made in contacting potential Foundation Board members. For the present, the Board of Trustees has provided for a discretionary fund to be used as needed until the Foundation Board has been established.

In closing his report, Dr. Pruitt stated that Board Committees will begin operation in January in preparation for the February meeting.

APPROVAL OF GRADUATES:

Dr. Ice presented the names of candidates for degree. There were 14 candidates for the Associate in Arts, 7 candidates for the Associate

MINUTES

December 9, 1983

Page 3

in Science in Management, 8 candidates for the Bachelor of Arts, 13 candidates for the Bachelor of Science, and 8 candidates for the Bachelor of Science in Business Administration, for a total of 50 candidates. He stated that all candidates have met all requirements for their respective degrees.

Patricia Danielson moved and George Hanford seconded a motion to approve all candidates as indicated on the list provided by Dr. Ice. Motion carried (7-0).

APPROVAL OF ACADEMIC COUNCIL APPOINTMENTS:

Dr. Ice presented the names of three appointees, indicating that two were eligible for reappointment to fill a vacancy. The new appointee, Dr. Jean Werth is an Associate Professor of Biology at William Paterson College. Dr. Sallyann Hansen, Mercer County Community College, and Janis Miller, student representative, were presented for reappointment.

Patricia Danielson moved and Christian Yegen seconded a motion to approve the appointments. Motion carried (7-0).

FINANCIAL REPORT:

Dr. Pruitt presented the financial report as of September 30, 1983. He explained that changes in the admissions system July 1, created a time lag in processing applications through the final evaluation process. Under the previous system the pattern showed an increase in revenue in the fourth quarter. Because of the new admissions procedures, the College had to address that issue so as to insure that revenue remained constant or increased without dependence on fourth quarter revenue that may not be forthcoming.

Michael Scheiring elaborated on four critical revenue areas: application fees, first year tuition, subsequent year tuition, and transcription/evaluation fees. For the first time the College is second-billing and taking a proactive stance in collecting fees from students who usually pay, but in their own good time. This proactive stance should improve revenue.

The application/evaluation process has been changed to establish a 30 day turn-around time. In order to increase revenue it was necessary to shorten the time needed to bill students for second and third level fees. Therefore, the process now more closely relates to revenue.

General discussion and review of the financial reports followed.

PERSONNEL ACTIONS:

Dr. Pruitt presented the Personnel Actions Report and the Contract Recommendations Report for Board approval, indicating the following:

MINUTES

December 9, 1983

Page 4

New Appointments: Linda Meehan, Senior Clerk Stenographer
*Gloria Davila, Senior Clerk
*Bonnie Kasa, Clerk Typist
Marion Stone, Program Advising, Nursing
Sylvia Ray, Senior Clerk Stenographer

* Previously paid on an hourly basis.

Other Actions: Selma Gitterman, Leave of Absence without pay.

CONTRACT RECOMMENDATIONS:

<u>OFFICE OF THE PRESIDENT</u>	<u>CONTRACT RECOMMENDATION</u>
Gerri Collins, Executive Assistant to the President	2 years, 1984-86
<u>DIVISION OF COMMUNITY AFFAIRS</u>	
Richard Hansen, Vice President for Community Affairs	1 year, 1984-85
Gerard Middlemiss, Coordinator of Corporate Affairs	3 years, 1984-87
Selma Gitterman, Academic Counselor	3 years, 1984-87
Angela Fontan, Academic Counselor	3 years, 1984-87
Ralph Viviano, Academic Counselor	3 years, 1984-87
Leon Genciana, Admissions Counselor	3 years, 1984-87
Janice Tolliver, Coordinator of Community Services	3 years, 1984-87
Jan Palmer, Academic Counselor (Part-time)	1 year, 1984-85
Ann Bielawski, Director of Career Planning & Placement	2 years, 1984-86
<u>DIVISION OF ADMINISTRATION AND FINANCE</u>	
Carol Tomaszewski, Admin. Assistant for Business & Finance	3 years, 1984-87
Natalie Huebler, Bursar	1 year, 1984-85
Betty Wright, Accountant	1 year, 1984-85
Drew Hopkins, Director, Management Information Systems	3 years, 1984-87
Jim Humphrey, Director of Administrative Services	2 years, 1984-86
<u>DIVISION OF ACADEMIC AFFAIRS</u>	
Greg Dye, Assistant Registrar	1 year, 1984-85
Susan Friedman, Coordinator of Degree Programs	3 years, 1984-87
Sharon Smith, Senior Evaluator	1 year, 1984-85
Paul Jacobs, Director of Testing	2 years, 1984-86
Emily Carone, Assistant for Testing (Part-time)	1 year, 1984-85
Ruth McKeefery, Dean, Academic Programs	2 years, 1984-86

Dr. Pruitt stated that several of the contract recommendations for three years may be changed to four years for AFT Union members in multi-year contracts. He explained that the College and the Union agreed to grieve this issue so that it could be reviewed by a disinterested Arbitrator. This was done, and the Arbitrator reached a middle

middle position between the two extreme positions regarding multi-year contracts for those AFT members already in multi-year contracts. The Personnel Officer is currently reviewing all eligible employees in order to identify those whose contract should be for four years. The Board is asked to approve the appointments with this understanding.

George Hanford moved to approve all contract recommendations with the understanding that there may be changes in the number of years recommended for those AFT members already in multi-year contracts, in compliance with the Arbitrator's decision. Robert Taylor seconded the motion. Motion carried (7-0).

Patricia Danielson moved and Robert Taylor seconded approval of the Personnel Actions. Motion carried (7-0).

CHAIR REPORT:

Alan Ferguson called upon Patricia Danielson to report on the recent Council of State Colleges meeting. She indicated that the Council discussed the Cooperman initiative, raising three basic questions:

What is a good teacher?
What is the body of knowledge
a good teacher should know?
How is either one determined?

She added that Dr. Ernest Boyer has been appointed head of the Commission to handle alternative methods recommendations.

There being no further business, the meeting was adjourned at 3:00 p.m.

Submitted by,



George A. Pruitt
Secretary

4/6/84
Date

Approved by,



Alan Ferguson
Chairman

4/6/84
Date