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M E M O R A N D U M
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TO: Members, Board of Trustees
FROM: George A. Pruitt
SUBJ: President's Report to the Board of Trustees

FY 1994 Budget Recommendation

The Governor has recommended a budget of \$3,692,000 for the College which represents flat funding for FY 1994. In addition, he has called again for a tuition stabilization program which is expected to provide the College with an additional \$229,000 in funding. The College's total anticipated budget as recommended by the Governor would be \$3.9 million. This does not include funding for the College's salary program needs, which will be significant due to contractual agreements for FY 1994 and is subject to potential change as the Legislature begins its review of the Governor's recommendations. Revenue estimates for the state's \$15 billion budget are predicated on a very significant improvement in the state's economy and are very optimistic.

Equipment Leasing Bond

In his annual budget message, Governor Florio proposed the creation of a subsidized leasing program for the purpose of supporting equipment and technology. The program would provide for a state subsidy of \$.75 for every dollar spent by the College for these purposes.

Should this initiative be passed by the legislature and signed into law, the College's portion would be approximately \$1,000,000. We are hopeful that this initiative will receive support in the legislature, for the College is looking to this project as a source for our next generation in computer and technology support.

Update on the Townhouses and the Kelsey Building

The College has secured funding for the renovations of the brownstones adjacent to the Kelsey building. Senate Bill #662 sponsored by Senators LaRossa and Littell lifted the cap on bonding for the New Jersey Building Authority, which will permit funding for the renovation of these historic facilities. The College expects that the bonds will be floated in the next few months and hopes to see construction start before the year is out.

Legislation sponsored by Senators LaRossa and Inverso and Assemblyman John Watson dedicating the Kelsey Building to the College's use has moved from committee and is now in second reading in both houses. The legislation has received widespread support throughout the Legislature and the full support of the Mercer County delegation. This legislation is expected to pass in the near future.

Kuser Mansion

The Kuser Mansion has finally been cleared for college use. The Center for Corporate and Public Partnerships, DIAL, Admissions, and the Human Resources offices will be moved to the Kuser facility about April 1.

Smart Card

Passage of Assembly Bill #60 provides \$150 million in supplemental appropriations for state programs. The legislation, sponsored by Senators Littell and LaRossa, included \$1 million in funding for the College (\$250,000) in partnership with New Jersey Institute of Technology (\$750,000) to undertake a feasibility study on health care retrieval technology in processing medical payments and medical information.

National Awards

The College has won three national awards in marketing and promotions from the National University Continuing Education Association (NUCEA). The College received the Gold award in the Publicity Campaign category for the publicity attending the Edison earned degree; the Bronze award in the Public Relations Event category for "Two Decades of Dreams Fulfilled," the College's anniversary dinner-dance; and the Bronze award in the Single Brochure (3 or more colors) category for the Corporate Edition and Informational Brochure (enclosed).

The awards presentation, sponsored by The New York Times and NUCEA, will be held April 17 in Nashville, Tenn. A total of 487 entries were received from 70 colleges and universities.

In addition, the College was listed as #1 (for the Edison earned degree) in **Business Journal of New Jersey's** choices for top educational accomplishments for the decade (1982-1992).

Award of Grants for New Credit-Earning Opportunities in Radiation Protection

Thomas Edison State College has been awarded two grants from the National Registry of Radiation Protection Technologists (NRRPT). Both grants are a result of the continuing efforts of Dr. Susan Friedman, BS/AST Degree Coordinator, Ms. Iris Saltiel, Director of Corporate Programs, and Mr. John Molner, an alumnus of the College and a board member of NRRPT.

The first grant (\$17,500) is to fund the development of a TECEP examination to complement the credit awarded for the NRRPT certification. The identification of the examination to be constructed was made as a result of the survey of examination preferences Dr. Friedman conducted with students in the nuclear degrees last winter. Dr. Thomas Donlon, Director of Test Development and Research, will direct the construction of the test with Thomas Edison faculty consultants.

The larger grant (\$50,000) was awarded on the basis of competitive proposals. The NRRPT was looking for a college to deliver an entire degree program in radiation protection without requiring classroom attendance. Since the College can currently deliver almost the entire program, with the exception of two or three courses in the specialization, this grant will fund the development of the first of two or three guided study courses targeted to fill this gap. Mr. William Seaton, Director of the DIAL office, will coordinate the development of the course with faculty consultants. Susan Friedman has worked with a faculty advisory group to identify courses, course outlines, course materials, and faculty for the project. The proposal was written by Dr. Friedman and Ms. Saltiel who are the co-directors of the project.

Bid Waiver Update

At its December meeting, the Board authorized a bid waiver to reprint 50,000 copies of the Prospectus at a cost of \$33,500. This supply will last until June 1993.

The job was awarded to Nittany Valley Offset at a cost of \$24,000; the new books were delivered in January.

Faculty Workshops

Except for the faculty workshop held for new faculty, this year's workshops took on a different format from other years. In the past, the College held one-day workshops in the fall and spring, and staff would give presentations and training sessions about the College's individual programs. All faculty members were invited to attend any of the sessions being offered.

This fall, however, we hosted a series of nine mini workshops between September and December. The mini workshops were designed to secure input from faculty for improving all of the academic programs. Faculty attended only the session(s) in the areas that they have provided service for in the past. In this way, advanced topics could be discussed and important suggestions for improvement could be made.

One hundred ten faculty and thirty two staff attended the series of workshops in:

Portfolio Assessment
Testing
Guided Study
PONSI Sponsored Meeting (Atlantic City)
New Faculty Orientation
Demonstration of Currency
Practicum
Program on Noncollegiate Sponsored
Instruction
Pre-graduation Conference

College Participation on National Coordinating Council on Emergency Management (NCCEM)

For the past five years, college staff have assisted the National Coordinating Council for Emergency Management in identifying knowledge, skills and abilities for individuals serving as managers of emergency programs. With funding by the Federal Emergency Management Agency (FEMA), the Committee also developed a national examination which will result in certification for emergency managers. The College staff who assisted NCCEM included: Dr. Ruth McKeefery, Ms. Theresa Bowman and Dr. Barbara Losty.

Dr. Losty, Coordinator of Human Services degree programs, has been appointed to a two year term on the first Certification Commission of the National Coordinating Council for Emergency Management (NCCEM). NCCEM has completed development of procedures and criteria for designating qualified emergency managers as Certified Emergency Managers (CEMs). The Commission will be responsible for policy, will review the credentials of applicants for CEM status through a subcommittee, and will rule on recommendations from their Ethics and Appeals Review subcommittee.

Academic Services to Enrolled Students

The staff in Academic Programs continue to provide services to an increased number of students. While the increase in new enrollments between July 1 and December 31, 1992 has increased only .3%, the number of continuing students during the same time period has increased 9.7%.

The number of calls received in the phone center during this time period increased 13.7% (from 7,662 calls to 8,714 calls). The number of letters received increased even more dramatically by 42.8% (from 2180 letters to 3115 letters). During the same time period 1,237 staff-student appointments were held. While the majority of in-state students come to the College for their appointments, most out-of-state appointments are delivered by telephone.

Articulation Agreements

The College has completed five new Articulation Agreements with other colleges:

- Essex County College, in Criminal Justice
- Raritan Valley Community College, in Legal Assisting
- Union County College, in Gerontology and Honors Program
- University of Nebraska Lincoln, for use of their independent study program
- Zaidner Institute, Neve Yerushalayim College, Jerusalem, Israel, for their courses evaluated by the Thomas Edison PONSI Office for the American Council on Education

In addition, the College has signed a Letter of Understanding with the Aviation Career Academy in Medford, New Jersey. This means that the Academy will provide to all of their students information about Thomas Edison including how to use their ACE evaluated courses in fulfilling degree requirements at the College.

New Jersey Collegiate Business Administration Association Meeting

The fall meeting of the New Jersey Collegiate Business Administration Association was held at Thomas Edison's new facility, the Academic Center, on December 4th. Faculty from 20 New Jersey colleges attended. Ronald Sukovich, Coordinator of Business Programs for Thomas Edison, arranged for hosting the meeting.

This organization consists of faculty and administrators from schools and departments of business at New Jersey's 2- and 4-year colleges and universities. The main purpose is to meet periodically to share information pertinent to business curricula and the profession.

The agenda for the December 4th meeting included presentations on adult learners and how Thomas Edison utilizes faculty consultants in providing services to students. Dr. Sonja Eveslage, Mr. James Ratigan and Mr. William Seaton made presentations on this theme. The other item on the agenda was the "150 semester hour course requirement for CPA Certification," and the impact this may have on students, colleges, and the profession. Frieda Abouyon from Coopers and Lybrand, Robert DeFilippis from the Accounting Department at Fairleigh Dickinson University, and William Stahlin from the New Jersey State Board of Accountancy conducted this presentation.

Guided Study

Enrollment for Guided Study courses offered during the winter 1993 semester is 1317 course-equivalent enrollments. This represents a 25% increase over the winter semester 1992. This is the third semester in which enrollments exceeded 1000.

New faculty who have joined the mentoring staff include: William Alexander, Anthropology - Upsala College; Richard Brower, Abnormal Psychology - Wagner College; Theresa Brown, Social Psychology - Centenary College; Francis DeCaro, Management and Organizations - Georgian Court College; Virginia Domond, Developmental Psychology - Upsala College; Robert Edwards, Economics - County College of Morris; Biswa Ghosh, Physics - Hudson County College; Josephine

Physics - Hudson County College; Josephine Giaimo, Computer Science - Bloomfield College; Eric Gilmore, Computer Science - Mercer County Community College; and Camille Haberle, Statistics - Raritan Valley Community College. This brings the total number of faculty mentors to 61.

William J. Seaton, director of The Center for Directed Independent Adult Learning, joined distance learning experts from around the world who participated in a Program Validation of the Open Learning Institute of Hong Kong. This validation is similar to the accreditation process that colleges and universities undergo to become accredited in the United States.

The Open Learning Institute is the first institution in Hong Kong to provide higher education solely through distance learning. Established by the Hong Kong government in 1989, it provides busy adults with the opportunity to integrate learning into their busy, working lives.

While participating in the review, Seaton was struck by how similar most aspects of Hong Kong's distance learning program were to Thomas Edison's independent study program. In fact, two courses developed by the British Open University, "The Age of The Enlightenment" and "The Religious Quest," are offered by both institutions. An added component of the Institute's program is the option for students to attend tutorials. This can be quite helpful for Chinese students who are often taking courses in English, not their first language.

Staff Presentations

Dr. Thomas Donlon, Director of the Office of Test Development and Research, joined with Dr. Judith DeJoy of the University of Georgia in presenting a workshop at the Seventh International Conference on the Self-Directed Learner in January. The workshop centered on the problems that confront adult learners in undertaking learning projects of significant scope, such as a degree program. Workshop participants from Canada, France, and Germany were represented, as well as American educators.

Dr. Debra Dagavarian, Director of Testing and Assessment, presented a paper at the National University Continuing Education Association (NUCEA) Conference in Charlottesville, Virginia in February. The presentation was a collaboration with Dr. William Walters, formerly of Cambridge College, on the topic "How Student Outcomes Assessment Can Be Used As the Basis for a Leadership Strategy in Higher Education."

The National Institute

The publication to come from the 1992 National Institute on the Assessment of Experiential Learning is now completed. "Articulating Knowledge, How Adults Learn and the Role of the Prior Learning Assessment Professional: Proceedings of the National Institute on the Assessment of Experiential Learning" is available.

Commencement

Dr. Frank Newman, President, Education Commission of the States, has accepted the invitation to be our Commencement speaker at the 21st Commencement set for October 10, 1993.

Statewide Testing and Assessment Center (STAC)

The last meeting of the Statewide Testing and Assessment Center was held at Brookdale Community College on February 5. The program emphasis was, "How the Institution Serves the Adult Student." Students from five New Jersey colleges and universities spoke on their experiences as adult students. Mrs. Pat Michlin represented Thomas Edison State College. She is enrolled in the Bachelor of Science in Business Administration degree with a specialization in Administrative Office Management, and is the Curriculum Support Manager at AT&T Network Services Division. Liaisons and admissions counselors from 22 colleges attended the meeting.

The Statewide Testing and Assessment Center (STAC) continues to be an important source of assistance and training in the areas of testing, prior learning assessment, and counseling adult students. The winter edition of the STAC Newsletter contained articles on adult programs at six colleges. The Newsletter is edited and published by Thomas Edison State College.

TOPS

The Trenton Office of Policy Studies has provided leadership in authoring two studies, has involved the Advisory Council membership in committees central to the work of the office, and has received funding as well as generated additional proposals in support of programs and activities. To support its continuing operation, TOPS was awarded a \$20,000 grant from the Geraldine R. Dodge Foundation which will match an additional \$10,000 if appropriate funds are raised. A proposal to support and extend economic development initiatives was forwarded to the Prudential Foundation, and a letter of inquiry was forwarded to the Shumann Foundation.

Two reports have been forwarded to the TOPS Advisory Council for consideration. With the assistance of Dr. John Erickson, TOPS completed a study to lay the basis for an economic development plan in Trenton, along with a study of microenterprise opportunities for the city. In an effort to provide appropriate information to federal decision-makers, TOPS staff worked with city officials to prepare a set of policy recommendations called, "Rebuilding America's Cities." The report was forwarded to the transition team advising President Clinton.

Corporate Programs

The Office of Corporate Programs has been inundated with new and renewed requests for services. AT&T's Network Operations Group has reinstated a partnership to assist AT&T employees in earning Thomas Edison State College degrees. AT&T had reduced funding for education programs nearly two years ago but is now renewing its investments in its employees.

In the same time frame, the on-going degree services agreement with PSE&G's Nuclear Training Center was renewed. This marks the sixth year of continued partnership. To date, 27 PSE&G employees served under this agreement have graduated.

Admissions Services

A series of special Enrollment Days have been jointly scheduled with Admissions Services and Academic Programs. The first program will be held at the Academic Center on February 25th; other dates are April 30th and June 16th.

Corporate Campaign

Commencing this spring, the Thomas A. Edison State College Foundation will add a corporate solicitation campaign to its portfolio of fund raising activities. Designed to raise annual resources in support of program development, technological enhancements, the Trenton Office for Policy Studies, the endowment fund and other purposes, this program is targeted to our corporate partners throughout New Jersey and beyond.

Alumni Annual Fund Drive

The Alumni Office is gearing up for the 1993 Alumni Annual Fund. The 1993 goal of \$88,000 was recommended by the Annual Fund Committee and approved by the Alumni Board at its January meeting; \$68,944 was raised in the 1992 Annual Alumni Campaign.

Resignations

The following people have resigned from the College:

Stacy Bevis	- Office of Development
Linda Weisner	- Corporate & Public Partnerships
Teshia Bowser	- Directed Independent Adult Learning (DIAL)
Chandra Caples-Foster	- Registrar's Office