

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON COLLEGE OF NEW JERSEY

September 27, 1974

The Board of Trustees of Thomas A. Edison College of New Jersey held its first meeting of the 1974-75 Academic Year on September 27, 1974 in the Board Room of the Department of Education Building, Trenton, New Jersey. The meeting began at 10:00 a.m.

MEMBERS PRESENT: Jonathan Thiesmeyer, Chairman; Richard Pearson, Vice Chairman; Rebecca Butler; Robert Kavesh; Blanche Ried; Eleanor Spiegel; Richard Sweeney; James Douglas Brown, Jr., Secretary

ALSO PRESENT: Thomas McCarthy, Registrar

MINUTES APPROVED: The Minutes of the meeting of May 10, 1974 were presented for approval. They were approved unanimously.

ELECTION OF OFFICERS FOR FY 1974-75: Mr. Thiesmeyer recognized Dr. Kavesh, Chairman of the Nominating Committee, for the nominations to the position of Chairman and Vice-Chairman. The Committee recommended that Mr. Thiesmeyer be re-elected Chairman and Mr. Pearson Vice-Chairman. The Trustees voted unanimously to re-elect Mr. Thiesmeyer and Mr. Pearson. (Serving with Dr. Kavesh on the Nominating Committee were Dr. Ried and Mr. Sweeney.)

CANDIDATES FOR A.A. APPROVED: Mr. Thiesmeyer recognized President Brown and Mr. McCarthy for the presentation of the names of 23 candidates for the Associate in Arts Degree. These candidates were recommended to President Brown at the September 13, 1974 meeting of the Academic Council, having completed the requirements for the degree as approved by the N.J. Board of Higher Education.

Mrs. Spiegel moved that the Board of Trustees grant the Associate in Arts Degree to the 23 candidates. The motion was seconded by Mr. Sweeney and passed unanimously. (7-0-0)

REPORT ON 1974 GRADUATES OF THE 1974 COMMENCEMENT: Mr. McCarthy gave the Trustees a statistical breakdown of the 110 graduates of the 1974 Commencement with a profile of the graduating class.

NEW APPOINTMENTS TO THE COLLEGE'S STAFF: President Brown submitted the names of five new staff members to the Board for approval. The new members of the College staff are: Mr. Raymond Male, Vice-President for External Affairs; Mr. Dallas Gray and Mrs. Kathryn Zufall, Academic Counselors; Mrs. Elizabeth Adams, Administrative Assistant to the Director of Counseling; and Ms. Michelle Ferreira, Assistant Registrar.

There was considerable discussion on the question of appointments to the staff of the College and the role of the Trustees in appointing new staff members. Mr. Thiesmeyer distributed copies of a letter sent to him by Attorney General William F. Hyland, outlining the responsibilities of the Trustees of the College as set down by the State College Law.

The Trustees recommended that press releases on new appointments to the staff not be sent out until the approval of appointments by the Trustees. The Trustees further recommended that they play an active role in all appointments to the top-level management of the College.

Mr. Sweeney proposed a sense of the meeting resolution that a subcommittee of the Board of Trustees be appointed to confer on the appointments to the College staff. The resolution was seconded by Mr. Pearson. A subcommittee on Personnel will be appointed at the next meeting of the Board. The resolution was accepted unanimously.

APPOINTMENTS
APPROVED:

Mr. Pearson moved that the Board of Trustees confirm the following appointments to the staff of the College:

- 1) Vice-President for External Affairs, Mr. Raymond Male, A34, \$26,500, 9/1/74
- 2) Academic Counselor, Mr. Dallas Gray, A23, \$12,911, 10/7/74
- 3) Academic Counselor, Mrs. Kathryn Zufall, A23, \$12,911, 9/23/74
- 4) Administrative Assistant to the Director of Counseling, Mrs. Elizabeth Adams, A20, \$11,152, 9/30/74
- 5) Assistant Registrar, II, Ms. Michelle Ferreira, A20, \$11,152, 9/30/74

The motion was seconded by Mr. Sweeney and passed unanimously. (7-0-0)

NEW LOCATIONS:

President Brown announced that the Counseling and Academic Records and Evaluation Offices have been relocated at 1780 N. Olden Avenue due to the need for more office space and the expansion of these two offices. This split in locations is a temporary one while the College seeks larger and more permanent quarters. Mr. Thiesmeyer and President Brown have looked at one possible location in Princeton which would be large enough to handle the current staff of the College, as well as any needed expansion. The building is currently owned by the State and could be renovated into office space without too much expense.

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There was some discussion on the question of where the College should look for permanent quarters but it was agreed that the College should remain in the Trenton metropolitan area. Mr. Sweeney proposed a sense of the meeting resolution that the Chairman and Vice-Chairman should work with the President on establishing both a temporary and a permanent location for the College.

FOUNDATION GRANTS:

President Brown announced that the College has received grants from foundations for the 1974-75 Academic Year amounting to \$161,000.

NEW DEGREE PROGRAMS:

President Brown announced that a mailing has been made to over 4,000 licensed Radiologic Technologists announcing the new Associate in Applied Science in Radiologic Technology. The establishment of pilot projects for the Associate in Science (Management) Degree is progressing under the supervision of Dennis Smith and Raymond Male. Several projects will be undertaken during the 1974-75 Academic Year.

APPOINTMENTS TO THE BOARD OF TRUSTEES:

President Brown announced that the Chancellor has recommended that Mrs. Spiegel and Mr. Sweeney be reappointed to the Board of Trustees for the full six-year terms and that Mrs. F. Anita Heard and Mrs. Nina McCall be appointed to the Board to fill the unexpired terms of Mr. Vogel and Mr. Rivera. The appointments have been sent to Governor Byrne and are awaiting his approval.

REPORT ON THE BUDGETS FOR FY 73, 74, 75, 76:

President Brown presented to the Board his financial report on FY 73 and FY 74 and his budgets for FY 75 and FY 76. There was considerable discussion on the budget being submitted to the Department of Higher Education for FY 76. The principle areas of discussion were the overall increase in the size of the budget and the amount of funding requested from the State; the lack of anticipated financial support from foundations; the increase in size of the College's staff; and the College's method of equating enrolled students to FTE students. Also discussed were the need to have contingency plans in the event the State would not appropriate the requested amount and the need to show some expected foundation support in the light of the FY 75 budget.

Mr. Thiesmeyer stated that the College could not go to foundations requesting funds for new programs if the state will not support the ones currently in effect.

Mr. Pearson moved that the budget as submitted by President Brown be adjusted so that:

- a) The total expenditure be reduced to \$675,000;
- b) The income from foundation grants be listed as \$50,000;

- c) The State appropriation be listed as \$461,000;
- d) The fee income should remain as listed, \$164,000, and that the relationship of fee income to state appropriation over the past two years and the current and proposed fiscal years be pointed out to the Director of the Budget Bureau.

The motion was seconded by Dr. Kavesh.

The discussion on the motion centered on the need to grow at a slower pace than has been evidenced and the need to set-up guidelines for reducing expenses. After considerable discussion, it was decided to vote on the motion item-by-item.

The vote on item a) that the total expenditure for FY 76 be reduced to \$675,000 was 3 for, 3 against and 1 abstention. The motion did not carry. (3-3-1)

Dr. Ried then moved that the budget as prepared by President Brown be approved and submitted without change. Seconded by Dr. Butler.

Discussion on the motion centered on the State's responsibility to support the College and the fact that the College should not have to rely on grant income to balance the budget. Also covered in this discussion was the question of the Trustees responsibility to conduct a thorough investigation of the budget and the fact that the Trustees must play an active role in the development of the budget.

A vote on the motion was called. The vote was 2 for, 4 against, and 1 abstention. The motion did not carry. (2-4-1)

Additional discussion on the budget followed centering on the growth of professional salaries since FY 73 and the unpredictable growth in students. After this period of discussion, Mr. Pearson moved the following resolution:

- a) That the expenditure of \$709,852 as listed in the budget be approved;
- b) That the State appropriation requested by the College be reduced to \$473,637;
- c) That foundation grant income be listed as \$50,000;
- d) That the Department of Higher Education through its R&D Fund support the Office of Institutional Research. If the R&D Fund cannot support this office, the office would not be instituted in FY 76 and the expenditure of \$709,852 be reduced accordingly.

The motion was seconded by Mrs. Spiegel and approved unanimously. (7-0-0)

SUB-COMMITTEE ON
FINANCES APPOINTED:

Mr. Thiesmeyer appointed Mr. Pearson and Dr. Kavesh to the newly formed sub-committee on Finances. A third member will be appointed in November. This committee will work with the President on the development of the budget and will report the budget to the Board of Trustees.

Due to the late hour, the Board adjourned for fifteen minutes to enable the members to obtain sandwiches for a working lunch break. The meeting resumed at 1:40 p.m. Also present were Dr. Arnold Fletcher, Vice-President for Academic Affairs; Raymond Male, Vice-President for External Affairs; John Clark, Director of Test Development and Assessment.

NEW REQUIREMENT FOR
BACHELOR OF ARTS DEGREE:

President Brown gave the Trustees a report on the status of the B.A. Degree and the July meeting of the Board of Higher Education. Dr. Fletcher then presented the oral interview requirement as approved by the Academic Council at its meeting of September 13, 1974. Mr. Sweeney moved the resolution as presented by Dr. Fletcher. Seconded by Dr. Ried.

Discussion centered on the need for such a requirement and the relationship of Individual Assessment to the oral interview. Also discussed was the need to prevent such an interview from becoming a psychological hurdle to the students. Dr. Kavesh pointed out that such a requirement is not required at most undergraduate institutions. Mrs. Spiegel expressed the desire that the oral interview be administered in Spanish for Hispanic students.

A vote on the motion was called for with 2 for, 3 against with 2 abstentions. The motion did not carry. (2-3-2)

RECONSIDERATION OF
THE MOTION:

President Brown requested that the Trustees reconsider the motion. Mr. Thiesmeyer expressed the consensus of the Board that the oral interview not be an intense examination and that the Office of Test Development and Assessment make every effort not to make the interview a psychological hurdle.

Dr. Ried moved that the requirement as presented by Dr. Fletcher be approved. Seconded by Mrs. Spiegel. The motion was passed unanimously. (7-0-0)

APPOINTMENT TO THE
ACADEMIC COUNCIL:

Dr. Fletcher presented the name of Mr. Louis D. Mitchell as a replacement for Mr. Male on the Academic Council. Mrs. Spiegel moved that Mr. Mitchell be appointed to serve Mr. Male's unexpired term. Seconded by Dr. Ried. Passed unanimously. (5-0-0)

REPORT OF DIRECTOR
OF TEST DEVELOPMENT
AND ASSESSMENT:

Dr. Clark gave a brief report on the results of the March and June administrations of the TECEP business administration examinations. He outlined for the Trustees the plans for the 1974-75 Academic Year: examinations in Radiologic Technology will be offered in December for the first time; examinations in Management in March and some liberal arts examinations in June.

At the present time, there are 43 Individual Assessments in process and 11 have been completed.

EXTERNAL AFFAIRS:

Mr. Male gave a brief report outlining what has been accomplished since September 1, meetings with representatives from industry, state government, etc., and the successful television show on WHY-TV.

NEXT MEETING:

The next meeting of the Board of Trustees will be Friday, November 22, 1974, at the Corporate Education Center of Western Electric in Hopewell.

MEETING ADJOURNED:

The meeting adjourned at 2:40 p.m.

Attachment

Submitted by:


JAMES DOUGLAS BROWN, JR.
Secretary

November 22, 1974
Date

Approved by:


JONATHAN L. THIESMEYER
Chairman of the Board

November 22, 1974
Date