

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON COLLEGE OF NEW JERSEY

September 26, 1975

The Board of Trustees of Thomas A. Edison College of New Jersey held its first meeting of the 1975-76 Academic Year on Friday, September 26, 1975, at the Holiday Inn, West Windsor Township, N.J. The meeting began at 10:20 a.m.

MEMBERS PRESENT: Jonathan Thiesmeyer, Chairman; Richard Pearson, Vice-Chairman; Rebecca Butler; Anita Heard; Allison Jackson; Robert Kavesh; Eleanor Spiegel; James Douglas Brown, Jr., President

MEMBERS ABSENT: Blanche Ried; Richard Sweeney (morning only)

ALSO PRESENT: Arnold Fletcher, Vice-President for Academic Affairs; Thomas McCarthy, Registrar; Dan Moury, State College Office, Department of Higher Education

MINUTES APPROVED: In the absence of the Chairman, Mr. Pearson presented the minutes of the special meeting of July 11, 1975 for approval. Dr. Kavesh moved that the minutes be approved; seconded by Mrs. Heard. Approved unanimously. (6-0-0)

NEW TRUSTEE APPOINTED: Mr. Pearson introduced Mrs. Allison Jackson who was recently appointed to the Board of Trustees to fill the existing vacancy.

PRESIDENT'S REPORT: Mr. Pearson asked that President Brown give his report before the election of officers. President Brown began his report by introducing Dr. Daniel Moury of the State College Office of the Department of Higher Education. Dr. Moury will serve as the liaison officer between the Department of Higher Education and the College.

Permanent Location: President Brown described for the Trustees the new location of the College's main offices. Arrangements were made for the Trustees to actually visit the site during the luncheon break. President Brown stated that he hoped the College could be relocated by January. The difference in rental cost between the current location and the new location may have to be assumed by the College but all the details concerning the rental arrangement are yet to be worked out. The lease would be for three (3) years, with a renegotiation of the rent to cover increased costs and taxes after the first year. There would be a cancellation clause with notice of cancellation of the lease to be given six (6) months prior to expiration. In response to a request for clarification on the payment of

the rent, President Brown stated that the State, not the College, would be paying the rent since the College is a state agency. The new location will allow for growth in the staff. It has space for meetings with one large conference room and two smaller ones. Thus, meetings of the committees, Academic Council and Trustees can be held at the College, rather than having to be held off campus. In response to Mrs. Spiegel's question about the College's presence in the northern and southern parts of the State, President Brown stated that not only would the College's presence be maintained but it would probably expand its services. In response to Mr. Pearson's question about possible difficulties in vacating the locations in Trenton, President Brown stated that both locations are now rented on a month-to-month basis; in addition, the State is anxious for the College to have a permanent location with a lease.

New Appointments: Mr. Louis Mitchell has been appointed as Director of the CETA sponsored Prison Project. President Brown described the recently completed pilot project at the Annandale Correctional Institute. Six new counselors have been appointed by the College. Mr. James Ratigan has been appointed Assistant Director of Counseling and Mr. Jules Kahn has been reassigned as Counselor at the South Jersey Office in Vineland. Mrs. Selma Gitterman has been appointed as a Counselor to replace Mr. Kahn, Mrs. Heather Kostka has been appointed as counselor in Montclair to fill the vacancy there. In addition, Mr. Leon Genciana has been appointed as CETA Prison Project Counselor and Mr. Ralph Viviano, Mrs. F. Louise Perkins, and Mrs. Angela Fontan have been appointed as CETA Unemployment Counselors.

CETA Grants: President Brown gave a breakdown of the CETA grants, showing how each of the grants will be spent. A breakdown of general income and expenses had been prepared.

Status of Personnel Plans: President Brown reported on the status of personnel plans as requested by the Trustees. He conferred with the Presidents of the other State Colleges and discovered that there do not seem to be any formalized plans in existence. Administrators are usually given contracts; at this time, the College does not give contracts. At the other State Colleges, the faculty and those administrative officers who do not have supervisory duties are included in the faculty union.

Dr. Moury gave an explanation of how the union works within the other state colleges. Mrs. Spiegel asked if administrators are eligible for tenure; both President Brown and Dr. Moury stated that they were not. The administrative staff of the College does benefit from the efforts of the Teachers Union, since any benefits gained by the Union are applicable to our staff. President Brown has acquired materials relating to personnel practices at the other state colleges; he will be turning over these materials to the Committee on Personnel. The Committee will review these and suggest a personnel plan.

Mrs. Jackson asked if the College has formulated an affirmative action plan. President Brown stated that the College was covered by the Department of Higher Education's Affirmative Action Plan, since its size did not warrant a plan of its own. However, an Affirmative Action Committee has been set-up to develop a plan since the College will need to present one once it has over 50 employees.

Fiscal Audit: The State Auditors spent five weeks at the College during July and August, going over all aspects of the College's record keeping. Three recommendations were made: better record keeping of leave time; daily deposits of fee income, if possible; checks and balances on payroll.

Liability of Trustees: At the request of the Trustees, President Brown reviewed the question of the liability of the Trustees with the Department of Higher Education. A copy of Attorney General William F. Hyland's letter to Chancellor Ralph A. Dungan states that the State will cover the liability of the Trustees and administrative officers except in the case of punitive damages or criminal liability. A copy of Attorney General Hyland's letter to Chancellor Dungan, as well as a copy of his letter to Commissioner of Education Fred G. Burke.

To be appointed as a trustee of a State College, an individual must be a resident of the State of New Jersey. Employees of the State cannot be appointed; however, trustees who are subsequently employed by the State do not necessarily have to resign as trustees.

RESOLUTION ON
CETA DEPARTMENT OF
COMMUNITY AFFAIRS
GRANT:

President Brown presented a resolution for a \$5,000.00 CETA grant proposed by the Department of Community Affairs. Dr. Kavesh moved that the Trustees adopt the resolution; seconded by Mrs. Spiegel, the motion passed unanimously. (7-0-0)

ELECTION OF
OFFICERS FOR
1975-76:

Mr. Thiesmeyer asked Mrs. Spiegel to give a report from the Nominating Committee. The Committee has recommended that Mr. Jonathan Thiesmeyer and Mr. Richard Pearson be re-elected as Chairman and Vice Chairman respectively. Dr. Kavesh moved that nominations be closed and that Mr. Thiesmeyer and Mr. Pearson be re-elected. Seconded by Dr. Butler, the motion passed unanimously. (7-0-0)

CHANGE IN DATES OF
BOARD MEETINGS:

Mr. Thiesmeyer asked that the Trustees consider the possibility of changing the board meetings from Friday to Wednesday. The change would pose more problems than it would solve. After further discussion after lunch, it was decided that the meetings would remain on Fridays.

REPORT FROM THE
ACADEMIC COUNCIL:

Mr. Thiesmeyer recognized Dr. Fletcher for a report from the Academic Council. He reported on two actions of the Council which do not require action by the Board of Trustees. The first is the awarding of up to 60 semester hours credit to students who graduated from a hospital diploma school and earned the RN; the second was the approval of a specialized option within the Bachelor of Science in Business Administration for Nursing Administration.

The Trustees discussed the need to review every action of the Academic Council. Mr. Pearson remarked on his impressions of the Academic Council and recommended that the Trustees merely review the actions of the Council but not act upon each and every motion. However, the Trustees should act upon new degree programs. The consensus of the Trustees was the same. President Brown and Dr. Fletcher will continue to report on the actions of the Council but formal resolutions will not be required.

President Brown and Dr. Fletcher then reported on the implementation of a joint Thomas A. Edison College-Stockton State College program for nursing administration. Discussion centered on the amount of credit to be granted for the special examinations created for the program. There were not sufficient substantive changes to require action by the Board of Trustees.

APPOINTMENTS TO
THE ACADEMIC
COUNCIL:

Three new faculty members have been appointed to the Academic Council to fill the unexpired terms of three members who resigned from the Council. Dr. Enid Campbell will replace Mr. Louis Mitchell who has joined the College staff; Dr. Judith Wilt will replace Dr. Mary Bunting who has retired; Dr. Billy Watson has replaced Dr. Eugene Kangas who has joined Conisius College in New York.

Three students have been selected as Council members as a result of the Trustees' motion passed at the March 27, 1975 meeting: Mr. Robert Krehley, Mrs. Janet Rickmers, and Mrs. Linda Hackett. Mrs. Spiegel moved that the students be appointed as members of the Academic Council. Seconded by Dr. Kavesh and Mr. Pearson, the motion passed unanimously. (7-0-0)

Mrs. Spiegel raised the issue of adequate non-academic representation on the Academic Council. Mrs. Jackson described her experiences with the County Planning Commission for Thorough and Efficient Education. She volunteered her services to the College staff in planning, documents, publicity, etc.

The Trustees adjourned for a luncheon break and visit to the new location at Princeton's Forrestal Campus at 12:10 p.m. The meeting resumed at 1:55 p.m. Mr. Richard Sweeney joined the meeting for the afternoon portion of the meeting.

REPORT ON THE
COLLEGE'S BUDGET:

President Brown reported on the FY 1975 budget showing what had been budgeted and actually spent. Source of income was 50% State funds, 25% Student Fees, and 25% Grant Income.

Mr. Pearson asked for a clarification on how fringe benefits are allocated. President Brown stated that in the approved budget the fringe benefits are netted out; in the actual expenditures, the fringe benefits are charged as expenses.

President Brown pointed out that there are expenses to be incurred which do not appear in the approved budget for FY 1976. New staff will have to be hired before the end of the year, as well as expenses incurred as a result of the move to the Forrestal Campus.

There was discussion about the deficit budget for FY 1976. The deficit was caused by changes made by the Department of Higher Education in cutting budgets. The College has been required to make-up the difference.

There was discussion of the proposed budget for FY 1977 following the budget hearings with the Department of Higher Education. Rental costs have been removed from the budget. The large increase in the cost of Counseling is a result of the addition of 3 new counselors, a Director of the Clearinghouse, and a new secretary. Dr. Fletcher pointed out that while no grant income is listed the income from grants could be \$0 or \$100,000.00.

Mr. Sweeney raised the question of advertising for the College. He suggested that the College raise the amount of money allocated for advertising. President Brown pointed out that the money allocated for advertising is not for publicity for the College but for positions available. He also pointed out that the new Director of Publications and Public Relations will be putting out news releases and feature articles weekly. Mr. Sweeney stated that the College needs a greater visibility. Mr. Pearson suggested that an advertising campaign be made by counties. President Brown will ask Thomas Abrams to prepare a detailed plan for public relations for the December meeting. Mr. Thiesmeyer suggested that Mr. Abrams contact Mrs. Jackson for advice and consultation. Mrs. Spiegel suggested further that an advisory committee on public relations be set-up.

RESOLUTION ON
NEW LOCATION
FOR THE COLLEGE:

Mr. Pearson moved that the Trustees go on record as approving the Forrestal Campus site as a permanent location for the College. Seconded by Dr. Butler, the motion passed unanimously. (6-0-0)

SELF-STUDY UPDATE:


Mr. Thiesmeyer asked President Brown what the role of the Trustees should be in the process of accreditation. Should the Board of Trustees take formal action concerning

the Self-Study? President Brown stated that the Steering Committee oversees the development of the Self-Study; the Board of Trustees is represented on the Committee by three of the Trustees. The Evaluation Team will meet with the Trustees on Sunday evening of the visit. There will also be a private meeting with the Board of Trustees during the visit, either Monday or Tuesday. At the final meeting, the President and the Chairman of the Board of Trustees will meet with the Team for the preliminary meeting.

Dr. Fletcher stated that the update was being presented to the Trustees so that they would understand what was being done and to elicit any questions they might have. Mr. Sweeney pointed out that the Trustees' input would be in the area of recommendations where these affect the resources of the institution. There was some discussion on the questionnaire that was sent to between 900 and 1,500 students.

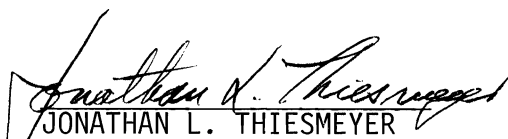
There being no new business to discuss, Mrs. Heard moved that the meeting be adjourned. Seconded by Mr. Sweeney, the motion was passed unanimously. (6-0-0) The meeting adjourned at 3:15 p.m.

Submitted by:


JAMES DOUGLAS BROWN, JR.
Secretary

December 12, 1975
Date

Approved by:


JONATHAN L. THIESMEYER
Chairman of the Board

December 12, 1975
Date