

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON COLLEGE OF NEW JERSEY

December 12, 1975

The Board of Trustees of Thomas A. Edison College of New Jersey held its second meeting of the 1975-76 Academic Year on December 12, 1975 at the Corporate Education Center of Western Electric, Hopewell, New Jersey. The meeting began at 10:15 a.m.

MEMBERS PRESENT: Jonathan Thiesmeyer, Chairman; Rebecca Butler; F. Anita Heard; Blanche Ried; Eleanor Spiegel; Richard Sweeney; James Douglas Brown, Jr., President

MEMBERS ABSENT: Richard Pearson, Vice-Chairman; Allison Jackson (morning session only); Robert Kavesh

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

MINUTES APPROVED: The minutes of the meeting of September 26, 1975 were presented for approval. Mrs. Spiegel moved that the minutes be approved; seconded by Dr. Ried. Approved unanimously. (6-0-0)

MEETING DATES: There was some discussion about the dates of future meetings of the Trustees. It was pointed out that the dates for the meetings of the Trustees are listed in the College's 1975-76 catalog. Future dates, all Fridays, are January 23, March 26, and May 28. The Trustees may also be asked to meet with the accreditation team during its visit (April 11-14).

GRADUATES: Because of the joint meeting with the Academic Council and Self-Study Steering Committee to be held during the afternoon, the candidates for graduation were not presented. A brief description of the December class was given at this time.

REPORT OF THE PERSONNEL COMMITTEE: Mr. Thiesmeyer asked Mr. Sweeney to give a report on the meeting of the Personnel Committee which was held at 9:00 a.m. Items discussed by the Personnel Committee were the procedures to be used in the evaluation of the performance of the President and the senior staff.

Also discussed were the questions of annual contracts, appointments of junior and clerical staff, and annual evaluations. (A written report from the Personnel Committee will be drafted by the Committee.)

DISCUSSION ON
THE REPORT:

There was considerable discussion on the methods of evaluation that would be recommended; the extent to which evaluations by subordinates should be allowed; the extent to which the Trustees should become involved in the appointment/evaluation process; standards to be used in evaluation. It was pointed out that neither the Department nor the Board of Higher Education are involved in the appointment of staff. It has been recommended by both that evaluation of performance of staff members be made.

President Brown spoke in favor of a system of checks and balances so that problems within a College staff would not be covered up.

Dr. Butler moved that the Board of Trustees accept the report of the Personnel Committee. Seconded by Mr. Sweeney. Mr. Thiesmeyer requested that the guidelines on evaluation be put in writing for further study. The report was received by the Trustees.

PRESIDENT'S
REPORT:

Mr. Thiesmeyer asked President Brown to give his report on the state of the College.

Budget: The Department of Higher Education has approved a budget of \$563,000 for the 1976-77 academic year. This has been approved by the Board of Higher Education and recommended to the Governor. The possibility of a cut in the budget is remote; a cut would be made only if it was an across-the-board cut. Dr. Brown has been assured that he would be asked to testify if cuts were being planned.

Forrestal Center: There are still loose ends in completing a lease for space at the Forrestal Center. Mr. Male was meeting with the Treasurer and the Director of the Budget about the problems in approving the lease. Each of the locations suggested as alternatives to the Forrestal Center do not meet the criteria for a permanent location approved by the Trustees. It was noted that the Trustees are on record as supporting the move to Forrestal.

Trustees' Support:

Mr. Sweeney moved that if additional support is needed before the next meeting, that President Brown be authorized to transmit the Trustees' concerns. Seconded by Mrs. Heard, the motion passed unanimously. (6-0-0)

CETA Prison Project: A report on the pilot project at Annandale has been prepared. The College is currently developing three new projects. The College is providing academic counseling to the inmates. It is also working with other educational institutions.

CETA Unemployed: Due to the political situation involved in aid to the unemployed, this program is moving more slowly than anticipated. Additional steps are being taken to acquaint all Prime Sponsors with the College's program. The College is also planning to request \$50,000 from the Governor's 4% discretionary fund to identify potential students.

Early Child Care: There is a grant proposal being submitted to allow a follow-up to the Morris County Child Care Project completed last year. This would involve 10 counties. Funding would be sought from Title XX Social Security. The College would give staff time to the project, space would be provided by Morris County.

Discussion on Funding:

There was discussion on possibilities for funding and counseling. Some possibilities mentioned were a placement bureau and career counseling, especially in the area of the Prison Project. Mr. Moury said that he would look into the possibility of funding for career counseling.

SUNSHINE LAW: The new Sunshine Law goes into effect in mid-January. Under this law, the College will be required to publicize all meetings of the Trustees. It was noted that the Trustees have not had executive sessions; all meetings are open to the public. Mr. Moury stated that he would provide President Brown with a set of guidelines recently published by the State Attorney General's Office.

The meeting was adjourned for lunch at 12:05 p.m.

The Board of Trustees reconvened at 1:45 p.m. All members present for the morning session were present. Also present was Allison Jackson.

CANDIDATES FOR GRADUATION APPROVED: Mr. Thiesmeyer recognized President Brown and Mr. McCarthy for the presentation of the names of the 31 candidates for the Bachelor of Arts degree, the 3 candidates for the Bachelor of Science in Business Administration degree and the 90 candidates for the Associate in Arts degree. These candidates were recommended to President Brown by the Academic Council at its meeting earlier in the afternoon. The candidates for each of the degrees had met the requirements for their respective degrees.

Dr. Butler moved that the Board of Trustees approve the candidates as presented by President Brown, contingent upon the submission of a formal Request for Graduation and, in the case of the Bachelor of Arts degree, the completion of the Pre-Graduation Conference. Seconded by Mr. Sweeney, the motion passed unanimously. (7-0-0)

There being no further business, the meeting was adjourned.

Attachment

Submitted by:


JAMES DOUGLAS BROWN, JR.
Secretary

January 23, 1976

DATE

Approved by:


JONATHAN L. THIESMEYER
Chairman of the Board

January 23, 1976

DATE