

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON COLLEGE OF NEW JERSEY

January 23, 1976

The Board of Trustees of Thomas A. Edison College of New Jersey held its third meeting of the 1975-76 Academic Year on January 23, 1976 at the Forsgate Country Club, Jamesburg, New Jersey. The meeting began at 11:05 a.m.

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

MEMBERS ABSENT: F. Anita Heard; Allison Jackson; Blanche Ried

ALSO PRESENT: Arnold Fletcher, Vice-President for Academic Affairs; Thomas McCarthy, Registrar

MINUTES APPROVED: The minutes of the meeting of December 12, 1976 were presented for approval. A correction in the minutes changing the number of Associate in Arts Graduates to 90 was approved. Mr. Pearson moved that the minutes as corrected be approved; seconded by Mrs. Spiegel. Approved unanimously (6-0-0).

PRESIDENT'S REPORT: Mr. Thiesmeyer asked President Brown to give his report on the state of the College.

Forrestal Center: The current situation concerning the leasing of space at the Forrestal Center was presented to the Trustees. Dr. Brown indicated that he felt the State and Princeton were close to full agreement on the terms of a lease. The present plan is to move the offices of the College on March 1, 1976.

Within three years, the College may have need for a more permanent location and can put together sufficient funding for erecting a building. Two possibilities exist: Building a new building at the Forrestal Center and urban renewal land in Trenton.

Budget: President Brown distributed a summary sheet on the state of the 1976 operating budget. The rate of enrollments and the growth of cooperative programs have been slow. As a result, fee income is less than expected. The Penn-Jersey Common Market, which should have been instituted in July, has been dropped by the Pennsylvania Department of Education due to difficulties within the Pennsylvania Higher Education Community. This project was included in the higher projections.

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Mr. Thiesmeyer stated that President Brown should be commended by the Trustees for his handling of the budget and finances of the College during this rough period.

New Appointment: President Brown announced the appointment of Edith Severo as Individual Assessment Advisor. She will be responsible for assessments in the business and professional reas, working with Dr. Inocencio.

THOMAS A. EDISON
COLLEGE FOUNDATION:

President Brown has seen a lawyer about the establishment of a Foundation. The Board of Trustees should not be the Board of the Foundation. The purpose of the foundation should be broader than the College and could include non-traditional learning in general. [Mr. Kavesh pledged the first donation of \$5.00.] One name suggested for the Foundation was the Thomas Edison Education Foundation. Mr. Pearson suggested the name of a law firm which could be contacted.

OPEN MEETING LAW:

President Brown distributed several resolutions concerning the implementation of the Guidelines by the College.

Open Public Meetings Act: Payment Schedule for Notice Mailings to the Public. Moved by Mr. Kavesh and seconded by Mrs. Spiegel, this resolution passed unanimously. (6-0-0)

Open Public Meetings Act: Posting of Meeting Announcements. Moved by Dr. Kavesh and seconded by Mrs. Spiegel, this resolution passed unanimously. (6-0-0)

Open Public Meetings Act: Newspaper Designation. Mr. Pearson moved that The Press, a South Jersey newspaper, be included in the listing of designated newspapers. This was seconded by Mr. Sweeney and approved unanimously. (6-0-0)

Mr. Kavesh moved that the resolution as amended be approved. Seconded by Mrs. Spiegel, it passed unanimously. (6-0-0)

Open Public Meetings Act: 1975-76 Annual Meeting Schedule. Moved by Dr. Kavesh and seconded by Mrs. Spiegel, the resolution passed unanimously. (6-0-0)

The meeting was adjourned for lunch at 12:15 p.m. and reconvened at 2:25 p.m. Also Present for the afternoon session were Dr. Catherine McNamee, CSJ, Director of Liberal Arts Degrees, and Dr. Eusebio Inocencio, Director of Business and Professional Degrees.

REPORT OF THE
PERSONNEL
COMMITTEE:

Mr. Thiesmeyer asked Mr. Sweeney to give a report on the meeting of the Personnel Committee which was held prior to the morning session of the Board of Trustees.

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The evaluation of staff members was discussed. All employees would be evaluated each year. The evaluations should not be too specific, but if a serious problem would develop which would merit dismissal or separation, a ruling from the Attorney General would be obtained.

Written evaluations of employees would be made by supervisors. There should be an appeal process if an employee disagreed with the evaluation. The question of yearly contract was not resolved. The Personnel Committee would meet once yearly to review the evaluations with the President and the Senior Staff.

Some discussion took place on the process of evaluation. The major outcome of the discussion was that the Personnel Committee would be involved in the evaluation of the President and the Senior Staff. The Personnel Committee and the Trustees will evaluate the President; the President will evaluate the Senior Staff; the Senior Staff would evaluate the Junior Staff. The President would resolve appeals from the Junior Staff. Mr. Thiesmeyer summed up the discussion as follows:

- a) An evaluation would be made of all employees;
- b) Evaluations of subordinates would be in writing;
- c) Staff members can respond to the evaluation;
- d) The evaluation of the President would be by the Board of Trustees;
- e) The evaluation of the Senior Staff would be by the President to be reviewed by the Personnel Committee.

DISCUSSION ON
THE REPORT:

One of the points raised was the appeal process for Junior Staff. The appeal process would be through the Supervisor to the Senior Staff, then the President and, finally, as a last resort, the Board of Trustees.

Mr. Pearson observed that the evaluation of employees should begin with the objectives expected of the employee. The evaluation should be made concerning these objectives. It was recommended that the Personnel Committee present written procedures and rationale for a contractual system for the staff.

RESOLUTION ON A
MODEL CONTRACT:

Dr. Butler moved that the Personnel Committee prepare a model contract for the College staff to be presented to the Trustees at the March meeting. Seconded by Mr. Pearson. After some discussion on what should be included in the contract, the resolution was approved unanimously. (6-0-0)

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SELF-STUDY:

Mr. Thiesmeyer asked Dr. Fletcher to give a report on the status of the Self-Study. The document has been prepared and sent to Mr. Clarence Mondale and Mr. Paul Dressel, who will visit the College on January 28. If there are any changes suggested, these can be made in the Self-Study before it is mailed to the full team. The Accreditation Visit is scheduled for April 11-14.

The Accreditation Team will probably like to meet with the Trustees during the official visit. This would be in addition to the official welcome of the team on April 11.

The Trustees should be aware of the implications of the recommendations on the future of the College. The Self-Study is the work of the Self-Study Steering Committee; it does not reflect the policy of the College or the Trustees.

BACHELOR OF SCIENCE DEGREE:

Mr. Thiesmeyer asked Dr. McNamee to report on the proposed Bachelor of Science Degree. Dr. McNamee gave the background on the need for a degree at the baccalaureate level somewhere between the Bachelor of Arts Degree and the Bachelor of Science in Business Administration Degree. The projected enrollment for this degree is 300 students, some transferring from other programs and some new students.

In general, the degree would combine the liberal arts, a core to be determined by the area (either Human Services or Technology), and a specialization. Dr. McNamee distributed a listing of potential areas of specialization. President Brown pointed out that the College needs to offer upward mobility to those individuals who have been experientially trained.

Mr. Sweeney moved that the Trustees approve in principle the plans for a Bachelor of Science Degree. Seconded by Mr. Pearson and Mrs. Spiegel, it was approved unanimously. (5-0-0)

COOPERATIVE PROGRAMS:

Mr. Thiesmeyer asked Dr. Inocencio to give a report on the status of Cooperative Programs. Dr. Inocencio gave a brief history of the development of the Cooperative Programs concept and the procedures followed by the College in approving a cooperative program. He presented to the Trustees a copy of the manual developed by the College for the evaluation of programs presented to the College for consideration. He also described several of the programs which have been approved such as the State Police Academy at Sea Girt, the Garden State Ballet, and the Dr. Pepper Company, as well as some of the newly proposed programs.

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There being no additional business, the meeting adjourned at 4:05 p.m.

Attachments

Submitted by:


JAMES DOUGLAS BROWN, JR.
Secretary

April 2, 1976
Date

Approved by:


JONATHAN L. THIESMEYER
Chairman of the Board

April 2, 1976
Date