

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON COLLEGE OF NEW JERSEY

August 20, 1976

The Board of Trustees of Thomas A. Edison College of New Jersey held a special meeting on August 20, 1976 at the Forrestal Center Campus of the College in Princeton, New Jersey. The meeting began at 10:00 a.m.

MEMBERS PRESENT: Jonathan Thiesmeyer, Chairman; Richard Pearson, Vice-Chairman; Anita Heard; Robert Kavesh; Blanche Ried; James Douglas Brown, Jr., President

MEMBERS ABSENT: Alan Ferguson; Allison Jackson; Eleanor Spiegel

ALSO PRESENT: Arnold Fletcher, Vice-President for Academic Affairs; Thomas McCarthy, Registrar; Jean Titterington, Director of Academic Counseling

The meeting was formally opened by Mr. Thiesmeyer at 10:00 a.m. Mr. Thiesmeyer announced that the Governor had appointed Mr. Alan Ferguson to the Board of Trustees as a replacement for Dr. Rebecca Butler whose term had expired in June, 1975. Mr. Thiesmeyer expressed his own personal gratitude to Dr. Butler for having graciously served the College until Mr. Ferguson's appointment. Mr. Thiesmeyer also announced that Mr. Richard Sweeney resigned from the Board due to increased personal responsibilities. Mrs. Eleanor Spiegel will be on leave for the 1976-77 Academic Year while she and her husband spend a year in Africa on a special assignment.

RESOLUTION EXPRESS-
ING GRATITUDE TO
DR. REBECCA BUTLER: Mr. Pearson moved that the Board of Trustees adopt a resolution expressing gratitude to Dr. Rebecca Butler for her service to Thomas A. Edison College of New Jersey as one of the charter members of the Board of Trustees. Dr. Kavesh seconded the motion which passed unanimously. (5-0-0)

Whereas, Dr. Rebecca B. Butler has performed faithfully as a member of the Board of Trustees of Thomas A. Edison College since its establishment as a state college in June, 1973, and

Whereas, she has contributed generously of her time, wisdom, and compassion for the adult student, and,

Whereas, she is retiring as a member of the Board of Trustees after three years of dedicated service, be it therefore

Resolved, that the members of the Board of Trustees of Thomas A. Edison College express their deep appreciation to her and extend to her their best wishes for her continued success and happiness.

PREPARATION OF A
MOMENTO TO PAST
TRUSTEES:

Mr. Pearson moved that the College prepare a special momento to be given to Dr. Butler at a future date. A similar momento should be prepared for Mr. Richard Sweeney and Mr. Jules Vogel, former members of the Board of Trustees. Seconded by Dr. Kavesh, the motion passed unanimously. (5-0-0)

MINUTES APPROVED:

The minutes of the June 2, 1976 meeting of the Board of Trustees were presented for approval. Mrs. Heard moved that the minutes be approved as presented. Seconded by Mr. Pearson, the motion was approved unanimously. (5-0-0)

PRESIDENT'S REPORT:

Mr. Thiesmeyer recognized President Brown for his report on the status of the College.

New Appointments: President Brown presented the resumes of Dr. Laura Adams who has been appointed Director of Liberal Arts Programs, and Ronald Czajkowski who has been appointed as Administrative Assistant to the Vice-President for External Affairs. Dr. Adams replaces Dr. McNamee who has recently been appointed President of Trinity College in Vermont. Mr. Czajkowski has been appointed to a new position which is funded by a grant from the Charles Edison Fund.

President Brown also presented the names of the individuals who have been appointed to serve on the Academic Council: Marla S. Batchelder (two-year unexpired term), Mary Ellen S. Capek (one-year unexpired term), Robert L. Goldberg, Mariagnes Lattimer and Agnes H. Vaughn, all full three-year terms. In addition, one member of the Academic Council, whose term expired in June, was reappointed to a full three-year term. This reappointment was inadvertently not included at the June 2 meeting.

Dr. Kavesh moved that the Board of Trustees approve the appointments. Seconded by Mr. Pearson, they were approved unanimously. (5-0-0)

Grants: The College has received a grant of \$23,500.00 from the Charles Edison Foundation. This is to cover the cost of an administrative assistant in External Affairs as well as new publicity campaigns on radio, TV and through the press.

The College expects to receive a grant from CETA to cover the cost of enrolling 200 unemployed at a total cost of \$250.00 per student. The total grant of \$80,000.00 will include the service of the Assistant Director of Counseling plus administrative costs in addition to the student fees.

A second CETA grant of \$70,000.00 is expected to continue the project in the prisons, working with the Garden State School District. The sponsoring of instruction will be dropped from the project; the grant will allow the College to add an additional counselor for the prison project and will cover all student fees. The counselors will report directly to the Director of Academic Counseling.

New Trustees: As reported by Mr. Thiesmeyer, the Governor has appointed Mr. Alan Ferguson to replace Dr. Butler on the Board of Trustees. Mr. Sweeney and Mrs. Spiegel have submitted their resignations from the Board. Since Mrs. Spiegel will be returning to New Jersey within a year, Mr. Thiesmeyer has written to her to ask her to reconsider her action since it takes over a year to appoint replacements. When she returns, she would be able to resume her duties as a Trustee with the historical knowledge of being on the Advisory Council and the Board of Trustees. A replacement for Mr. Sweeney should be sought from the southern part of the state since there is now only one Trustee from that area. Mr. Thiesmeyer asked the Trustees to think about possible replacements for Mr. Sweeney but to discuss the availability with the individual before submitting the individual's name for consideration.

Calendar of Meetings: President Brown indicated that the College has set up a calendar of meeting dates for the various councils and committees of the College as well as the dates of the Board of Trustees meetings. The next Commencement of the College will take place in September, 1977. This is being done to remove the Commencement from the traditional mid-May to mid-June rush of commencements. The ceremony will honor all who received the degree during the previous year.

REVIEW OF MIDDLE
STATES EVALUATION
REPORT:

President Brown and Mr. Thiesmeyer reviewed with the Trustees the action taken by the Middle States Association to defer acting on the request for accreditation. The staff of the College is of the opinion that there is a misunderstanding by the Association of the Evaluating Team's report. The staff also feels that the changes recommended by the Team can be placed into effect in a much shorter period of time than suggested by the Association (two years).

Dr. Dorothy Peterson who was Acting Executive Director of the Association visited the College in July to review the alternatives. She indicated that the two-year recommendation was not an absolute one but that an earlier reconsideration can be done. Robert Kirkwood will be returning as Executive Director of the Association in September and will be meeting with the staff on September 10.

Mr. Pearson noted that the primary strategy should be to concentrate on the weaknesses pointed out in the report and to work closely with the Association. The College should not apply for reconsideration earlier than two years if the Association's staff feels that it is opportune.

Discussion centered on the concerns expressed by the Evaluating Team, especially the centrality of the Academic Programs. President Brown pointed out that the services to enrolled students by the Office of Academic Affairs will be expanded by the addition of Program Advisors to work directly with the students. Two of these advisors are currently serving as Individual Assessment Advisors. Their roles will be expanded and two additional advisors are being recruited for September with an additional two advisors for FY 78.

The Trustees reaffirmed that the three major divisions of the College under the President are the Office of Academic Affairs, the Office of Academic Counseling and the Office of the Registrar. The Counseling and Registrar function are not subordinate to Academic Affairs.

President Brown stated that the College has reviewed its procedures for Cooperative Programs and has made changes in emphasis. The counseling and individual student services will be stressed rather than the encouragement of teaching situations.

PRIORITIES
SETTING:

Within the discussion on the Middle States Report, the key item discussed was the setting of priorities through long-range planning. Mr. Pearson pointed out that the Trustees must exert leadership in this area. It is important to have the mechanism for planning and priority setting in operation, but not necessarily a five-year plan. Goals should be set by the Trustees for implementation within three to five years with a review each year.

Mr. Thiesmeyer stated that there are several areas of concern for the Trustees. The Trustees should move beyond the Mission Statement and see what type of goals should be set. The setting of goals should be an action of the full Board, not a sub-committee. Dr. Kavesh suggested that the Trustees use the September meeting as a time for goal setting. Mr. Thiesmeyer suggested that the staff list briefly what they see as goals for the College. These would be used as a basis of discussion at the September meeting. Areas of concern are: counseling; academic programs; articulation with the higher education community; types of access for students; the national role of the College.

It was decided that a block of time, up to two hours, be reserved to discuss the goals and priorities which will guide the College to 1980. These goals would represent academic programs, counseling, student access, and articulation. The staff will be asked to prepare a one-sheet statement on each area. Staff proposals should be sent early enough to give the Trustees time to consider the various proposals.

BACHELOR OF
SCIENCE DEGREE
APPROVED:

Mr. Thiesmeyer recognized Dr. Fletcher for a report on the status of the Bachelor of Science Degree. A detailed description of the degree was provided in advance. The Trustees had several questions about the specific requirements, especially the oral expression requirement. After some discussion, Dr. Kavesh moved that the Bachelor of Science degree be approved without implementing the oral expression requirement. Seconded by Mr. Pearson, the motion passed unanimously. (5-0-0)

The meeting adjourned for an hour for a lunch break and reconvened in the afternoon at 1:15 p.m.

REPORT OF THE
FINANCE
COMMITTEE:

The Finance Committee met for an hour prior to the Trustees meeting to go over the proposed FY 78 budget. The FY 77 budget which was approved last fall had been cut by the Department of Higher Education and by the legislature. The operating budget for FY 77 reflects those changes.

APPROVAL OF
FY 77 OPERATING
BUDGET:

The FY 77 operating budget calls for a two-thirds increase in enrollments. Inquiries are up over 100% and enrollments have increased almost 100% over the weekly average. Mr. Pearson moved that the FY 77 operating budget be approved. Seconded by Dr. Ried, the motion passed unanimously. (5-0-0)

PROPOSED BUDGET FOR
FY 78:

The proposed budget for FY 78 calls for a greater increase, proportionally, in State appropriations compared with the increase in student fees. New enrollments and counseling contacts are projected at a 20% increase over FY 77. A new fee schedule for FY 78 has been proposed, including an upper-division registration fee (enrollment fee). Other new fees may be mandated by the Department or Board of Higher Education.

Any reduction in staff due to lack of State funding would be made in counseling non-enrolled students. The Counseling Network is seen as a statewide service, encouraged by the Department of Higher Education. President Brown outlined the schedule for budget approval: The College proposes the budget to the Department of

Higher Education; the Department and the staff of the College interact on the budget; the Department recommends the budget to the Board of Higher Education; the Board of Higher Education reacts and recommends the budget to the Legislature. The budget as proposed by the College is not the final budget for FY 78.

After considerable discussion on the budget for FY 78 as proposed by President Brown, including alternatives to be considered if total funding is not provided by the State, Mr. Pearson moved that the FY 78 budget be approved in principle. Seconded by Dr. Ried, the motion was approved unanimously. (5-0-0)


FEE STRUCTURE FOR
FY 77 (ACADEMIC
YEAR 1976-77):

After the discussion of the budgets for FY 76, FY 77 and the proposed budget for FY 78, President Brown presented the proposed fee structure for the 1976-77 Academic Year (FY 77).

President Brown indicated to the Trustees the changes in fees for the academic year which occur in graduation fees, individual assessment fees, and TECEP language examination fees. (Fee structure is attached.) Mr. Pearson moved that the new fee structure be approved. Seconded by Dr. Kavesh, the motion was approved unanimously. (5-0-0)

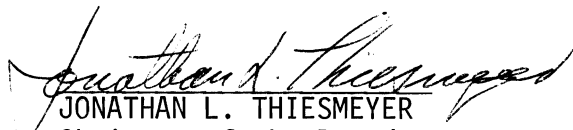
There being no new business, the meeting was adjourned at 2:40 p.m. The next meeting of the Trustees will be the annual meeting, Friday, September 24, 1976 at 9:30 a.m. at the Forrestal Center Campus, Princeton, N.J.

Submitted by:


JAMES DOUGLAS BROWN, JR.
Secretary

December 3, 1976
Date

Approved by:


JONATHAN L. THIESMEYER
Chairman of the Board

December 3, 1976
Date