

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON COLLEGE OF NEW JERSEY

January 28, 1977

The Board of Trustees of Thomas A. Edison College of New Jersey held its third meeting of the 1976-77 Academic Year on January 28, 1977 at the Prudential Building in Newark, New Jersey. The meeting began at 11:15 a.m.

MEMBERS PRESENT: Richard Pearson, Chairman; Robert Kavesh, Vice-Chairman; Alan Ferguson; Anita Heard; Allison Jackson; Blanche Ried; James Douglas Brown, Jr., President

MEMBERS ABSENT: Eleanor Spiegel; Jonathan Thiesmeyer

ALSO PRESENT: Arnold Fletcher, Vice-President for Academic Affairs; Thomas McCarthy, Registrar; Daniel Moury, Department of Higher Education; Dennis Smith, Director of Institutional Research; Jean Titterington, Director of Academic Counseling

The meeting was formally opened by Mr. Pearson at 11:15 a.m. The minutes of the meeting of December 3, 1976 were presented for approval. Dr. Kavesh moved that the minutes be approved; seconded by Dr. Ried, the motion was approved unanimously. (6-0-0)

Dr. Ried asked for a clarification on the question of Trustees from other state colleges sitting in on Board meetings. Mr. Moury of the Department of Higher Education explained that this was suggested to trustees of all the state colleges as a way in which the various trustees could improve the way their own boards operated.

DEGREE CANDIDATES APPROVED: Mr. Pearson then recognized President Brown and Mr. McCarthy who presented 7 candidates for the Bachelor of Arts degree, 1 for the Bachelor of Science in Business Administration degree, 34 for the Associate in Arts degree and 1 for the Associate in Science in Management degree. In addition, two individuals who earned their Bachelor of Arts degrees in December were present for the approval of a Specialization completed subsequent to December 3. After a brief discussion on the backgrounds of the candidates, Dr. Kavesh moved that the candidates be approved for their degree. Seconded by Mr. Ferguson, the motion was passed unanimously. (6-0-0)

REPORT OF THE
FINANCE
COMMITTEE:

Mr. Pearson then recognized Dr. Kavesh for a report of the Finance Committee. The Committee held a meeting prior to the Board meeting beginning at 9:45 a.m. The Committee reviewed the President's report on the state of income and expenditures for FY 77. The Committee had reviewed with the President the nature and scope of controls on spending by the College. There were some questions raised by the Trustees about the use of carry forward funds. After a brief period of discussion, the Committee's oral report was accepted.

REPORT OF THE
PERSONNEL
COMMITTEE:

Mr. Pearson then recognized Mrs. Heard for a report of the Personnel Committee. The Committee had also held a meeting prior to the Board meeting at 9:45 a.m. At the meeting, the Committee met with the College's Vice-President for Academic Affairs, Registrar, and Director of Academic Counseling for the annual evaluation of the President. The need for more internal control as well as additional external contacts were discussed. Also discussed were the need for a Controller by FY 79 and the immediate need for a personnel plan. The Committee gave the President a strong vote of confidence. After a brief period of discussion, the Committee's oral report was accepted.

PRESIDENT'S
REPORT:

Mr. Pearson then recognized President Brown for his report on the state of the College.

Budget: President Brown reported that at the time no one knew what the final recommendation for the FY 78 budget would be until the Governor's budget was published in February. The Department of Higher Education's budget office had not heard any advance word on the Governor's recommendations.

Kelsey Building: The Department of Higher Education has agreed that the use of the Kelsey Building is appropriate for a permanent location of the College's central offices. Bond issue money would be available for renovating the space needed for the College; approximately \$800,000 may be assigned. The State's share is questionable since the cost of renovating the Van Sciver building is taking up all available surplus funds for the building. It may be possible and advantageous for the College to undertake the entire renovation project. This would give the College access to the entire building. Excess space could be rented out until actually needed.

New Appointments: Mr. Martin Schram has been appointed to the position of Associate Director of Academic Programs. Since the appointment of Mr. Schram requires confirmation by

the Board of Trustees, Mr. Ferguson moved that his appointment be approved. Seconded by Mrs. Heard, the motion passed unanimously with Dr. Ried abstaining from the vote since she knew Mr. Schram personally. (5-0-1)

Middle States Revisitation: The dates of April 24-26 have been tentatively set aside as the time for the Middle States Revisitation. President Brown indicated that he has requested that someone with experience as a Team Chairman be assigned as Chairman of the Revisitation Team. Involvement of Trustees would be restricted primarily to Sunday evening. Since the Team's visit will be very short, there would probably be little involvement during the Monday and Tuesday the Team is visiting the College.

Personnel Plan: The Personnel Plan adopted by the Trustees last year is being fully implemented this Spring. Evaluations of the professional staff have been made by the senior staff. President Brown requested that the Trustees approve a change in the date when contracts are approved, having approvals take place at the regular March meeting instead of at a special February meeting. The union which represents the faculty and professional staff at the other state colleges wants to incorporate the professional staff of the College into the bargaining unit. This hasn't been resolved yet, but the final determinations will be made in Trenton by the Department of Higher Education.

Work, Education & Leisure Grant: Ray Male has received a federal grant to head a Work, Education, and Leisure Council. He would remain on the College's staff as Vice-President for External Affairs but the College would be reimbursed for his salary and that of his secretary. There was discussion on the amount of time Mr. Male would be able to devote to the College while working on the Work, Education & Leisure Council. It was suggested that at least ten percent of his time be dedicated to the College. Mr. Pearson expressed the desire that the allocation of federal funds be consistent with the allocation of resources.

Data Processing: President Brown asked Dennis Smith, Director of Institutional Research, to give a report on the status of data processing. Mr. Smith distributed a printout showing the scope of information on each student to be made available for use by College staff. It is estimated that the cost of data processing for FY 77 would run up to \$1,500.00.

After the President's Report, the Trustees adjourned for lunch and were joined by Jules Vogel, one of the first Trustees of the College. The meeting resumed at 2:15 p.m.

GOALS FOR 1980
PLANS FOR
1977-78:

The remainder of the meeting was spent discussing the Goals for 1980 with the implementation plans for 1977-78. These had been drawn up by the Senior Staff after extensive input and discussion with the various members of the Board of Trustees. The statement of goals and implementation plans, as amended by the Trustees, is appended to the minutes. (5-0-0)

CHANGES IN
COMMITTEE
ASSIGNMENTS:

Mr. Pearson announced two changes in committee assignments. Dr. Ried will serve on the Personnel Committee and Mr. Pearson will serve on the Finance Committee.

There being no additional business, the meeting was adjourned at 3:45 p.m. The next meeting is scheduled for March 25, 1977.

Attachments

Submitted by:


JAMES DOUGLAS BROWN, JR.
Secretary

March 25, 1977
DATE

Approved by:


RICHARD PEARSON
Chairman of the Board

March 25, 1977
DATE