

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON COLLEGE OF NEW JERSEY

August 17, 1979

The Board of Trustees of Thomas A. Edison College held a special meeting on August 17, 1979 at the College's main offices, the Forrestal Center, Princeton, New Jersey.

MEMBERS PRESENT: Eleanor Spiegel, Acting Chairman; Alan Ferguson; Patricia Fingerhood; George Hanford (afternoon session only); Allison Jackson; Thomas Seessel; Kevin Shanley; Lorraine Matusak, President

MEMBERS ABSENT: John Kuemmerle; Robert Taylor

ALSO PRESENT: Arnold Fletcher, Vice-President for Academic Affairs; James Humphrey, Director of Administrative Services; Paul Jacobs, Director of Test Development & Assessment; Thomas McCarthy, Director of Admissions and Registrar; Mary Skelton, Director of Public Relations; Jean Titterington, Director of Counseling and Information Services

The meeting was called to order at 10:00 a.m. by Mrs. Spiegel, Vice-Chairman of the Board of Trustees who is serving as Acting Chairman until the Board of Trustees holds its reorganization meeting in the fall. Mrs. Spiegel announced that two new trustees were appointed to the Board by the Governor: Patricia Fingerhood, who is an alumna of the College, and Thomas Seessel. The new trustees are replacing Richard Pearson and Blanche Ried whose terms expired in June.

PATRICIA FINGERHOOD
THOMAS SEESSEL SWORN
IN AS TRUSTEES: After introducing Patricia Fingerhood and Thomas Seessel to the other Trustees and the College's staff, Mrs. Spiegel asked Mr. McCarthy if he would administer the oath to each of them. (A copy of each oath is attached to the minutes)

MINUTES APPROVED: The minutes of the meeting of June 8, 1979 were presented for approval. Since there was not a quorum present at that meeting, each of the actions taken were presented for ratification.

Mr. Shanley moved that the minutes of the June 8, 1979 meeting of the Board of Trustees be approved. Seconded by Mr. Ferguson, the motion was approved unanimously. (6-0-0)

RATIFICATION OF
ACTIONS TAKEN ON
JUNE 8, 1979: Minutes of the Meeting of April 6, 1979 Approved: Mr. Shanley moved that the approval of the minutes of the meeting of April 6, 1979 be ratified. Seconded by Mr. Ferguson, the motion was approved unanimously. (6-0-0)

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Graduates Approved: Mr. Shanley moved that the approval of the graduates presented at the June 8, 1979 meeting be ratified. Seconded by Mr. Ferguson, the motion was approved unanimously. (6-0-0)

Personnel Actions Approved: Mr. Shanley moved that the approval of the personnel actions presented at the June 8, 1979 meeting be ratified. Seconded by Mr. Ferguson, the motion was approved unanimously. (6-0-0)

Salary Differential for Dr. Fletcher Approved: Mr. Shanley moved that the approval of the salary differential for Dr. Fletcher be ratified. Seconded by Mr. Ferguson, the motion was approved unanimously. (6-0-0)

Fee Schedule for 1979-80 Academic Year Approved: Mr. Shanley moved that the approval of the Fee Schedule for the 1979-80 Academic Year be ratified. Seconded by Mr. Ferguson, the motion was approved unanimously. (6-0-0)

Rescinding of Credits for Certain CLEP Scores Approved: Mr. Shanley moved that the rescission of credits for those CLEP scores submitted by the Trinity Evangelical Study Center of New York that have been invalidated by the Educational Testing Service be ratified. Seconded by Mr. Ferguson, the motion was approved unanimously. (6-0-0)

Rescinding of Degrees Awarded or Approved Based on Rescinded Credits Approved: Mr. Shanley moved that the rescission of degrees awarded by the College or approved by the Board of Trustees but not yet awarded which were based on credits which have been rescinded be ratified. Seconded by Mr. Ferguson, the motion was approved unanimously. (6-0-0)

Evaluation of Bachelor of Science Degree Endorsed: Mr. Shanley moved that the endorsement of the Evaluation of the Bachelor of Science degree be ratified. Seconded by Mr. Ferguson, the motion was approved unanimously. (6-0-0)

The motion to assume the administration of Telecollege was not presented for ratification as a result of discussions held with representatives of the Department of Higher Education subsequent to the June meeting of the Board of Trustees.

SPECIAL PLANS
FOR OCTOBER
MEETING:

There was considerable discussion about honoring the three retiring trustees (Richard Pearson, Anita Heard and Blanche Ried) at the October Board of Trustees meeting. In light of Mr. Pearson's great contributions to the College as one of the founding trustees and its first Vice Chairman and second Chairman, some type of special honor was suggested. Mrs. Jackson recommended that someone approach the Governor's Office about declaring October 12th Richard Pearson Day. Ms. Fingerhood stated that she would look into that. Ms. Fingerhood and Mr. Ferguson each recommended that some type of certificate be presented to each of the former trustees. Ms. Fingerhood recommended a certificate similar to that given by Glassboro State College. President Matusak said that she would investigate that possibility. Ms. Fingerhood would bring one of the Glassboro State College certificates as a possible model.

RESOLUTIONS HONORING RICHARD PEARSON AND BLANCHE RIED APPROVED: Mr. Ferguson recommended that since Mr. Pearson and Ms. Ried were founding members of the Board of Trustees, a special resolution of the Board of each of them be approved. Seconded by Mr. Shanley, the motion was approved unanimously. (A copy of each resolution is attached to the minutes.) (6-0-0)

GRADUATES APPROVED: Mrs. Spiegel then recognized President Matusak and Mr. McCarthy who presented for approval the names of 37 candidates for the Bachelor of Arts Degree, 13 candidates for the Bachelor of Science Degree, 16 candidates for the Bachelor of Science in Business Administration Degree, 57 candidates for the Associate in Arts Degree, 4 candidates for the Associate in Science Degree, and 1 candidate for the Associate in Applied Science Degree.

Mr. Shanley moved that the Board of Trustees approve the candidates as indicated on the lists provided by the Registrar; seconded by Mrs. Jackson. There was a brief period of discussion concerning the graduates. Mrs. Jackson recommended that the College investigate ways in which it can cooperate with CETA Prime Sponsors. After the discussion, the motion was approved unanimously. (6-0-0)

PERSONNEL ACTIONS APPROVED: Mrs. Spiegel then recognized President Matusak who reviewed the personnel actions taken by the College since the last meeting of the Board of Trustees. There were three new appointments, five promotions and four resignations or separations for cause.

Mr. Ferguson moved that the personnel actions taken by the College be approved. Seconded by Ms. Fingerhood, the motion was approved unanimously. (6-0-0)

REPORT OF THE PRESIDENT: Progress on Kelsey Building Renovation: Mrs. Spiegel then asked President Matusak to give her report on the state of the College. The painting has been completed and clean-up undertaken. Carpeting has been laid from the fifth to the second floors. There are no large rooms for meetings except those on the first floor. A possibility for completion of the first floor would be to request additional funds from the Department of Higher Education; the Department could use the meeting rooms for special hearings and as the site of the Board of Higher Education meetings. Carpeting and drapes would run about eight thousand dollars; furniture costs are not available.

The move to Trenton is scheduled for September 8; Mayor Holland will be on hand to greet the staff. There are security needs for the building which hadn't been anticipated such as a lock on the oil tank, external lighting at the rear of the building, repairing the fire escape, and to correct the easy accessibility to the basement from the street. Visitors parking will be available in the state visitor lot in area 6 behind the State House.

A grant of fifteen hundred dollars has been given by the Edison Foundation to provide special lighting and furnishings for the bust of Thomas A. Edison.

There was discussion on preparing a resolution of the Board of Trustees to Chancellor Hollander requesting the funds needed to finish renovating the first floor meeting rooms and offering their use to the Department and Board of Higher Education.

Mr. Ferguson moved that the Resolution requesting funding be approved. Seconded by Mr. Shanley, the motion was approved unanimously. (6-0-0) (Copy of Resolution attached)

Vice-President for Administration and Finance: President Matusak reported that there were 150 responses to the original ad for the Director of Business Services. Since this was a classified position, President Matusak, at the suggestion of the Department of Higher Education, resubmitted the request for a non-classified position. The Department of Civil Service has approved the new position at an A33 salary level. The new position has been re-advertised and the resumes are being screened. An appointment should be made in September.

There was discussion on the role the trustees should play in selecting the new Vice President. One suggestion was to set up an ad-hoc personnel committee to review the candidates. After a brief discussion, Mr. Shanley moved that the Board of Trustees delegate to President Matusak the authority to select the Vice President. Seconded by Mr. Ferguson, the motion was approved unanimously. (6-0-0)

FY 79 Budget: President Matusak asked Vice-President Fletcher to report on the final budget figures for FY 79. Vice-President Fletcher reviewed the budget problems of FY 79 for the benefit of the new trustees, including the freezing of positions, the request to the Department of Higher Education for additional funding and the recasting of the budget in December when the possibility of a shortfall in income was discovered.

The cost of the Education Hotline is not included in the FY 79 budget since it was covered by federal funds. In FY 80, the College will be required to include the Hotline in its budget. The carry forward in FY 79 will be the last since the FY 80 budget is based on a gross appropriation. The 400 Account (self-sustaining) will continue to have a carry forward.

Fee Refund Policy Approved: President Matusak presented a Fee Refund Policy which has been approved by the Senior Staff of the College. Mr. Seessel moved that the Board of Trustees approve the Fee Refund Policy. Seconded by Mr. Shanley. There was a period of discussion which focused on financial aid possibilities. After the discussion, the motion was approved unanimously. (A copy of the policy is attached to the minutes) (6-0-0)

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RESCINDING OF
CREDITS FOR
CERTAIN CLEP
SCORES APPROVED:

Mrs. Spiegel then asked President Matusak and Mr. McCarthy to review the current situation with regard to the rescinding of credits for CLEP examinations taken by some of the students affiliated with the Trinity Evangelical Study Center of New York. Mr. McCarthy reported that he has written to each of the students and has received written or oral communication from a few of the students but not many.

Subsequent to the June meeting of the Board of Trustees, three additional students were identified as having been granted credit for CLEP examinations whose scores are now invalidated by the Educational Testing Service. A total of five general examinations and twelve subject examinations are involved.

Mr. Ferguson moved that the credits previously awarded by the College for scores on CLEP examinations now invalidated by the Educational Testing Service be rescinded. Seconded by Mrs. Jackson, the motion was approved unanimously. (6-0-0)

RESCINDING OF
DEGREE AWARDED
BASED ON
RESCINDED CREDITS
APPROVED:

Mr. Ferguson moved that the degree awarded to one of the students which was based on credits which have been rescinded be rescinded. Seconded by Mrs. Jackson, the motion was approved unanimously. (6-0-0)

After this action, the Board of Trustees adjourned for lunch. The afternoon session began at 1:30 p.m. Mr. Hanford was present for the afternoon session.

FY 80 BUDGET
APPROVED:

Mrs. Spiegel asked President Matusak to review the budget for FY 80. There was considerable discussion on the uncertainties included in the budget: with the income match expectation, how will the freeze of positions affect the consumer, how can the College provide the services it must with insufficient staffing?

Mr. Hanford moved that the Board of Trustees accept the FY 80 budget as presented with the understanding that a more detailed and refined budget will be presented in October and that the new Vice President for Administration and Finance be charged to present figures that will be more realistic. Seconded by Mr. Ferguson, the motion was approved unanimously. (7-0-0)

FY 81 BUDGET
APPROVED IN
PRINCIPLE:

Mrs. Spiegel then asked President Matusak to review the proposed budget being submitted for FY 81. President Matusak pointed out that the increases are in staff being requested as well as in non-salary areas such as publicity and data processing. There was a discussion concerning

Statewide Information Network on Education and its implications for the College. After a period of discussion, Mr. Hanford moved that the Board of Trustees approve in principle the proposed budget for FY 81 with a request that a more detailed budget by program be made available in October. Seconded by Ms. Fingerhood, the motion was approved unanimously. (7-0-0)

REORGANIZATION OF
THE BOARD:

Mrs. Spiegel announced that the reorganization meeting of the Board will be on October 12, 1979. A new Chairman and Vice Chairman need to be elected and assignments made to the Personnel and Finance Committees. Mrs. Spiegel asked Mr. Ferguson to serve as Chairman of the Nominating Committee along with Mrs. Jackson and Mr. Taylor as members. Mr. Hanford moved that the Nominating Committee be charged to report back to the Board at the October 12 meeting. Seconded by Ms. Fingerhood, the motion was approved unanimously. (7-0-0)

Mrs. Spiegel announced that President Matusak was preparing an orientation meeting for new Trustees for late September. Any Trustee who wishes to attend should feel free to do so.

DEDICATION OF
KELSEY BUILDING
AND PRESIDENTIAL
INAUGURATION:

There was a brief discussion on the date of the dedication of the Kelsey Building and whether to combine the dedication with an inauguration. It was decided that each should be scheduled as a separate event. The dedication should be tied into one of the anniversaries of an Edison invention.

SALARY ADJUSTMENT
FOR VICE-PRESIDENT
FLETCHER:

Mr. Hanford asked the status of the salary adjustment for Vice-President Fletcher for his service as Acting President. President Matusak reported that the Salary Adjustment Committee of the State must approve it. Chancellor Hollander has sent a written endorsement of the adjustment. There is, however, a backlog of cases before this Committee.

WORK, EDUCATION
AND LEISURE
INITIATIVE:

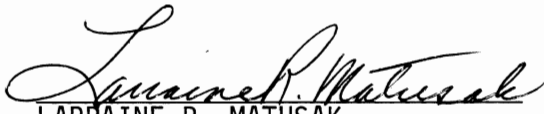
Mr. Ferguson asked the status of the Work, Education and Leisure Initiative. President Matusak stated that she had not received a report from Richard Pearson but that she and Mr. Pearson would be meeting with Ray Male. Mrs. Jackson reported that while she has been serving on the Work, Education and Leisure Advisory Board, it has met only twice.

MR. HANFORD
APPOINTED
ACTING PRESIDENT
OF THE COLLEGE
ENTRANCE EXAMINA-
TION BOARD:

Mrs. Spiegel announced that the reason for Mr. Hanford's absence from the morning session was his appointment as Acting President of the College Entrance Examination Board which was being announced at that time. The other Trustees joined her in congratulating him on his appointment.

There being no new business, Mr. Hanford moved that the meeting be adjourned. Seconded by Mrs. Jackson, the meeting was adjourned at 3:40 p.m. The next meeting is scheduled for Friday, October 12, 1979 at the College's new offices in Trenton.

Submitted by,


LARRAINE R. MATUSAK
Secretary to the Board

October 12, 1979
Date

Approved by,


ELEANOR SPIEGEL
Chairman of the Board

October 12, 1979
Date