

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON COLLEGE OF NEW JERSEY

December 14, 1979

MEMBERS PRESENT: Eleanor Spiegel, Chairman; Alan Ferguson, Vice-Chairman; Patricia Danielson; George Hanford; Allison Jackson; John Kuemmerle; Thomas Seessel; Kevin Shanley; Lorraine Matusak, President

MEMBER ABSENT: Robert Taylor

ALSO PRESENT: Arnold Fletcher, Vice-President for Academic Affairs; Frederick Gruel, Vice-President for Administration & Finance; Harrington Hazel, Assistant Director, State College Office, Department of Higher Education; Thomas McCarthy, Director of Admissions & Registrar; Mary Skelton, Director of Public Relations; Jean Titterington, Director of Counseling and Information Services

The meeting was called to order by Mrs. Spiegel at 10:40 a.m. Mrs. Spiegel noted that the agenda was a lengthy one and that there was an executive session of the Board of Trustees scheduled for 1:00 p.m. She indicated that the meeting with Ray Male and the discussion on bylaws are to be postponed to the February meeting. She was also in receipt of a letter from Chancellor Hollander concerning the completion of the two conference rooms on the first floor. She also indicated that she received a letter from Richard Pearson thanking the Trustees for their special honor to him and indicating that the Mercer County Freeholders have adopted a resolution similar to that approved by the Governor's Office. Mrs. Spiegel indicated that she would like to invite Mr. Pearson to a special meeting in April.

MINUTES APPROVED: The minutes of the meeting of October 12, 1979 were presented for approval. Mrs. Spiegel noted that Alan Ferguson should be listed as the Chairman of the Personnel Committee (page 2). Mr. Seessel moved that the minutes be corrected on page 4, paragraph 1 to read: "He also moved that the sense of the meeting be recorded as being supportive of President Matusak in her dealings with the Department of Higher Education, the Department of the Treasury and the Legislature." The trustees concurred in the rewording. Mr. Seessel also moved that the minutes be corrected on page 8, inserting as a second sentence in paragraph 1: "Mr. Seessel expressed a concern that the College establish a presence in the urban centers of the State such as Jersey City, Paterson, Newark and Camden."

There being no additional corrections, Mr. Ferguson moved that the minutes, as corrected, be approved. Seconded by Mr. Kuemmerle, the motion was approved unanimously. (8-0-0)

MINUTES OF THE
MEETING OF
JUNE 8, 1979
CORRECTED:

Mrs. Spiegel noted that in preparation for the meeting, it was discovered that a section had been inadvertently left out of the minutes for the meeting of June 8, 1979 when they were typed. The following section should have appeared at the top of page 6:

DISCUSSION ON GOALS
AND PLANS:

Mr. Pearson then recommended that the Trustees focus their attention on those items in the staff report which call for action. Specifically, discussion for the meeting should be concentrated on items 2, 10, 20, 21, 22, 24, 25a and 28a.

After reviewing the staff comments on progress and recommendations, it was agreed that no additions needed to be made to items 2 and 10. There was considerable discussion on the question of enrollment projections and the problems which are created by setting definite numbers. A more general statement on enrollments for future years should be made.

Due to the late hour and the lack of a quorum, Mr. Pearson recommended that discussion on the remaining items be completed at the next meeting.

CORRECTION OF THE
MINUTES OF
JUNE 8, 1979
APPROVED:

Mr. Shanley moved that the addition of the above section to the minutes of June 8, 1979 to correct the minutes be approved. Seconded by Mr. Hanford, the motion was approved unanimously. (8-0-0)

GRADUATES APPROVED:

Mrs. Spiegel recognized President Matusak and Mr. McCarthy who presented the names of 29 candidates for the Bachelor of Arts degree, 7 candidates for the Bachelor of Science degree, 2 candidates for the Bachelor of Science in Business Administration degree, 54 candidates for the Associate in Arts degree and 3 candidates for the Associate in Science degree.

After a period of discussion about the candidates, Mr. Seessel moved that the Board of Trustees approve the candidates as indicated on the lists provided by the Registrar; seconded by Mr. Ferguson. There being no additional discussion, the motion was passed unanimously. (8-0-0)

REPORT OF THE
PRESIDENT:

Mrs. Spiegel then recognized President Matusak for her report on the state of the College.

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Travel Regulations: The College has prepared a new set of regulations for reimbursement of travel expenses. These regulations were developed by the Vice-President for Administration and Finance, following the guidelines set up by the State. A copy of the new regulations was included in the materials sent to the Trustees prior to the meeting.

Dedication of the Kelsey Building: The dedication of the Kelsey Building was postponed by the Chancellor and will be held sometime in the Spring. The Department of Higher Education has contributed \$17,610.00 toward the furnishings needed for the two conference rooms on the first floor. This will cover the cost of carpeting and drapes for both rooms and furniture for the smaller room.

There was several questions about a larger sign for the building identifying it as Thomas A. Edison College. Dr. Fletcher indicated that any signs for the building need to be approved by the N.J. Historical Commission. Mrs. Spiegel stated that she would write to the Historic Commission on behalf of the Board of Trustees about a different sign for the building.

New Grants: The status of the College's appeal for reconsideration of a Title III Grant (aid to strengthening developing institutions) is uncertain. The individual who was handling the appeal has been fired. Michael Goldstein, a lawyer for CAEL, has contacted the Washington Office of Congressman Frank Thompson for his support of the College's appeal. The current upheaval in Washington involving the creation of the new Department of Education may work in the College's favor.

Both Senators Bradley and Harrison as well as Congressman Thompson have given support to the College's application. Mr. Shanely stated that if more political contacts are needed, the Trustees can assist. A number of the Trustees have political contacts in Washington which can be used for support.

President Matusak indicated that the records of Title III grants from previous years have been subpoenaed. This might also work in the College's favor.

Fund Raising Drive: President Matusak referred to the materials distributed prior to the meeting announcing the first annual Fund Drive. Many foundations have indicated that financial support from alumni and friends is a major factor in determining whether or not to consider an application for a grant. As of December 7, \$600.00 had been received from 35 individuals.

FY 80-81 Budget: A summary of the Department and Board of Higher Education's final budget request to the State for Thomas A.

Edison College was included in the mailing prior to the meeting. The state college presidents will be meeting with Chancellor Hollander to discuss strategies for the next stage in budget approvals. There can be further cuts made by the executive branch and the legislature before the final budget is approved.

The operation of Telecollege depends entirely on its funding by the State. The College cannot assume the cost of Telecollege out of its own funds. The same is true of the Statewide Information Network for Education (SINE). The level of service depends upon the level of support from the State.

Education Computer Network: President Matusak reported that she has been appointed to the Board for the Education Computer Network (ECN) for the State. ECN provides all of the computer services for the College.

CHARGES GIVEN TO
BOARD COMMITTEES:

After President Matusak completed her report on the State of the College, Mrs. Spiegel distributed a preliminary draft of the responsibilities of the three standing committees of the Board. There was a short period of discussion on the responsibilities of the committees. Mrs. Spiegel asked each committee to review its charge and to report back to the Trustees at its next meeting.

THOMAS A. EDISON
STATE COLLEGE
ADOPTED AS NEW
NAME FOR THE
COLLEGE:

Mrs. Spiegel asked President Matusak to review with the Trustees the recommendation to change the name of the College. Adoption of the new name would clearly identify the College as a state institution and would clear up some ambiguities surrounding its place in the higher education community in New Jersey.

There was a short period of discussion on the question of a new name and several different names were suggested, including Edison State College, Thomas Edison State College and Thomas A. Edison State College.

Mr. Hanford moved that the Board of Trustees approve a change in the official name of the College to Thomas A. Edison State College. Seconded by Mr. Shanley. There was discussion on the use of the initial A. in the name but a motion to drop the A. from the name failed. There being no further discussion, the motion was approved. (7-1-0) (Mr. Ferguson voted against the motion.)

President Matusak indicated that she would forward the resolution to change the name of the College to the Department of Higher Education so that it can be placed on the agenda for the Board of Higher Education.

PERSONNEL PLAN
REVIEWED:

Mrs. Spiegel asked Mr. Ferguson if he would review the role of the Personnel Committee and the Board of Trustees in the evaluation of college employees.

Mr. Ferguson distributed revisions to the Personnel Plan as recommended by the Personnel Committee. These revisions were necessary as a result in the changes in the dates of the meetings of the Board of Trustees.

With regard to the evaluation of the President, the evaluation would take place at a meeting of the Trustees in April. The President will present a statement of accomplishments which would include a comparison with objectives for the past year. With regard to the evaluation of the Senior Administrative Staff, the President will prepare a written evaluation of each officer and make a recommendation for a contract. The evaluation would include a statement of accomplishments and a comparison of these with objectives. The evaluations and recommendations will be forwarded to the Personnel Committee prior to the February Board meeting. A meeting with the Personnel Committee may be requested at least two weeks prior to the February Board meeting to discuss the officer's evaluation and recommendation.

FEBRUARY BOARD
MEETING DATE
CHANGED:

Since the February Board meeting was scheduled for February 29th and the letters of reappointment or non-reappointment must be received by March 1st, the Board of Trustees changed the date of the Board of Trustees meeting from February 29th to February 15th.

In conjunction with this change, the Personnel Committee tentatively set February 15, 1980 as the date for its meeting to review evaluations and recommendations.

SPECIAL MEETING
SCHEDULED:

In order to complete the evaluation of the President, a special meeting of the Board of Trustees was scheduled for April 25, 1980. The purpose of the April meeting would be the evaluation of the President.

There was a discussion about the need to hold monthly meetings or to follow the current schedule of bimonthly. No formal resolution was presented.

PERSONNEL ACTIONS
APPROVED:

Mrs. Spiegel asked President Matusak to review the personnel actions taken since the last meeting of the Board of Trustees. Seven (7) new appointments were made to the clerical staff and three (3) new appointments to the professional staff. The professional staff appointments were part of the Statewide Information Network on Education. In addition, two clerical employees resigned from the College to take other positions.

A request was received from Meredith Gould for a half-time leave of absence without pay to complete her doctoral dissertation. The administration recommends that the half-time leave without pay be approved.

Mr. Hanford moved that the personnel actions taken by the College be approved. Seconded by Mr. Seessel, the motion was approved unanimously. (8-0-0)

REVIEW OF THE
GOALS AND PLANS:

Mrs. Spiegel reminded the Trustees that the two documents being considered were the Goals and Plans for the 1978-79 academic year approved in June, 1978 with the staff response on the progress made in meeting the 1978-79 goals which was prepared in May, 1979. The recommendations in the response are for the 1979-80 academic year.

The action items as indicated at the June, 1979, meeting were items 2, 10, 20, 21, 22, 24, 25a and 28a. Items 2 and 10 were reviewed in June with no changes made in the recommendations. Item 20 was reviewed with a recommendation not to be specific in setting enrollment goals.

Due to the current status of the FY 80 budget, paid advertising is not feasible. The statement about regular advertising in print and broadcast media was deleted. The College should continue to rely on public service advertisements.

Mrs. Jackson pointed out that there might be funds available through the Department of Labor & Industry for publicizing the College as an option using the New Jersey State Occupational Employment Agencies. Other suggestions about publicity were also made including an article in the Wall Street Journal.

Activities of the staff, the trustees, and the students would be good topics for publicity.

Mr. Seessel indicated that items 23, 24, and 25 were very important to the College's mission. The College should strengthen its programs for women, minorities, the work place and the prisons. Mrs. Danielson recommended that the College make a concerted effort to increase its work in the prisons. It was pointed out that the Department of Higher Education has decided to stress a special campus for prisoners at the Clinton Reformatory. Almost all of the higher education funds for education of prisoners are earmarked for the Garden State Campus at Clinton.

Both the Campus in the Capital and the ACE project for reviewing training programs are seen as major ways in which the College can meet its goals to serve women and minorities.

There has been a misconception on the part of some that the College is an elitist institution. However, the report prepared by the Director of Institutional Research on the racial composition of the College indicates that a large percentage of its students are minorities.

After each of the action items had been reviewed, Mrs. Danielson moved that the Trustees accept the staff report on progress on the goals and plans during the 1978-79 academic year and accept the staff recommendations for 1979-80 except as noted. Seconded by Mr. Shanley, the motion was approved unanimously. (8-0-0)

STATEWIDE
INFORMATION
NETWORK ON
EDUCATION:

Mrs. Spiegel asked the Director of Counseling and Information Services, Jean Titterington, to give her report on the Statewide Information Network on Education (SINE) which had been postponed from the October meeting of the Board of Trustees. Ms.

Titterington distributed several documents which described the number and type of calls handled by the hotline and the referrals made to educational institutions in the State. The Title I and Federal EIC funds have been continued for FY 80 but the Department of Higher Education's Research & Development funds have not, although the State has contributed funds for the support of the hotline.

The SINE hotline may be combined with the Financial Aid hotline but there is nothing definite about this. Both the College and the Title I staff are conducting evaluations of SINE.

More educational groups than colleges are involved in SINE. Career, vocational, employment groups are now making use of the hotline services. Title I has refunded the project for FFY 80. The use of the hotline is seasonal, with major spurts at the beginning of new school terms. The staff is using the slower periods to compile data on educational opportunities that previously had not been compiled.

There being no new business after the report on the Statewide Information Network on Education, Mr. Kuemmerle moved that the meeting be adjourned. Seconded by Mr. Shanley, the meeting was adjourned at 1:00 p.m.

Submitted by,


LARRAINE R. MATUSAK
Secretary to the Board

February 15, 1980
Date

Approved by,


ELEANOR SPIEGEL
Chairman of the Board

February 15, 1980
Date