

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON COLLEGE OF NEW JERSEY

February 15, 1980

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

MEMBER ABSENT: John Kummerle

ALSO PRESENT: Arnold Fletcher, Vice-President for Academic Affairs; Frederick Gruel, Vice-President for Administration & Finance; Raymond Male, Director, Work, Education & Leisure Initiative; Thomas McCarthy, Director of Admissions & Registrar; Mary Skelton, Director of Public Relations; Jean Titterington, Director of Counseling & Information Services

The meeting was officially called to order by Mrs. Spiegel at 10:00 a.m.

MINUTES APPROVED: The minutes of the meeting of December 14, 1979 were presented for approval. Mr. Taylor pointed out that page three should be corrected to read...Senators Bradley and Williams... There being no other additions or corrections, Mr. Hanford moved that the minutes be approved as corrected. Seconded by Mr. Shanley, the motion was approved unanimously. (8-0-0)

GRADUATES APPROVED: Mrs. Spiegel recognized President Matusak and Mr. McCarthy who presented the names of 32 candidates for the Bachelor of Arts degree, 5 candidates for the Bachelor of Science degree, 7 candidates for the Bachelor of Science in Business Administration degree, 27 candidates for the Associate in Arts degree and 3 candidates for the Associate in Science degree. In addition, one individual previously approved for the Bachelor of Arts degree subsequently completed a specialization which was presented for approval. One individual who was also previously approved for the Bachelor of Arts degree but who simultaneously received a degree from another institution and who has now completed 30 additional semester hours thus qualifying for a second baccalaureate degree was also presented for approval.

There was a brief period of discussion concerning the graduates and the policy of second degrees. After the discussion, Mr. Hanford moved that the Board of Trustees approve the candidates as indicated on the lists provided by the Registrar; seconded by Mrs. Danielson. There being no further discussion, the motion was approved unanimously. (8-0-0)

REPORT ON THE
ACTIVITIES OF THE
WORK, EDUCATION &
LEISURE INITIATIVE:

Mrs. Spiegel then introduced Mr. Raymond Male to the new trustees. Mr. Male who was previously the Vice President for External Affairs for Thomas A. Edison College of New Jersey is now the Director of the Work, Education and Leisure Initiative for the State of New Jersey. Thomas A. Edison College has been serving as the financial agent for the Work, Education and Leisure Initiative at the request of the New Jersey Department of Labor & Industry, one of the sponsors.

Mr. Male gave a brief background of the establishment of the Work, Education and Leisure Initiative, which was the first of its kind in the country. He and his staff have been working with local and state groups around the country. One of the main activities has been the development of linkages between the private and public sectors, involving individuals and agencies concerned with employment, education, the arts, etc.

Mr. Male described some of the activities which the Work, Education and Leisure Initiative has supported including the Bent Nail Laboratories, the Recycling Railroads, the Newark Symphony Hall and the Capital Campus. The idea of the Capital Campus will be extended to Newark where a large number of state employees is located.

Mr. Male indicated that the current employment crisis in the automotive industry could be used to retrain employees through the education funds available. The types of funding available were discussed including those federal funds provided for by the International Trade Adjustment Act.

There was a short period of discussion with Mr. Male after his presentation after which he left the meeting due to a prior commitment. Mrs. Danielson raised the question of the level of funding for the Work, Education and Leisure Initiative. Mr. Gruel indicated that the federal funding expired in October, 1979 and that the College has been paying the salaries since then. The State has advanced the funds for the salaries to the College so that they have not been taken from the College's budget. A new grant is going to be approved that will extend funding into April and a new funding source will be made available in April.

Mr. Ferguson stated that the College should not fund the activities of the Work, Education and Leisure Initiative. Mr. Seessel indicated that the College should be supportive of the activities of the Work, Education and Leisure Initiative since its goals and those of the College are comparable. President Matusak noted that Mr. Male has been invaluable in providing contacts and new resources.

REPORT OF THE
PRESIDENT:

Mrs. Spiegel then asked President Matusak to give her report on the State of the College.

Affirmative Action Plan: The Affirmative Action Plan of Thomas A. Edison College was developed using the Department of Higher Education's plan as a model. The internal reporting forms will be developed by the College. The Board of Trustees will have to approve the plan, in principle, subject to changes that may be mandated by the Department of Civil Service.

AFFIRMATIVE ACTION
PLAN APPROVED IN
PRINCIPLE:

Mr. Shanley moved that the Board of Trustees approve, in principle, the Affirmative Action Plan as developed by the Affirmative Action Committee. Seconded by Mr. Seessel. There was discussion concerning the timeliness of reports. Mr. Seessel moved that the functions of the Affirmative Action Committee be amended to read that the Committee would review the semi-annual and final yearly reports of the Equal Employment Officer to the President and the Board, not just the final yearly reports. Seconded by Mrs. Danielson, the amendment was approved unanimously. (8-0-0)

There being no additional discussion, the motion to approve, in principle, the Affirmative Action Plan, as amended, was approved unanimously. (8-0-0)

FIPSE Proposals: Several grant proposals have been submitted to the Fund for the Improvement of Postsecondary Education (FIPSE). There has been strong support of the proposal for the establishment of regional assessment centers from the colleges throughout the State. If funding is not received from FIPSE, support will be sought from other areas. Both Glassboro State College and Salem County Community College are anxious to begin even if external funding is not available. Notification of preliminary acceptances are sent out by FIPSE in early March.

President Matusak indicated that Somerset County College, Middlesex County College, Glassboro State College, Trenton State College, the College of St. Elizabeth, Caldwell College and the University College of Rutgers University were the institutions which will be participating in the pilot project. A similar project called CLEO has been established in the Philadelphia area through the support of the Kellogg Foundation.

President Matusak also described the proposal submitted to FIPSE for reducing math anxiety in students.

Fund Raising: The initial response of students, alumni and friends of the College to the fund raising appeal has been good. To date, over 200 individuals have contributed \$4,353 to the Non-traditional Fund. Several of the gifts will be matched by employers which will net an additional \$400.00.

Status of Name Change: The change in name of the College has not yet been submitted to the Board of Higher Education. Mr. Gruel indicated that this is scheduled to be on the March agenda of the Board.

Non-Matriculated Student Fee: The administration is proposing a special non-matriculated student fee for those special groups or individuals who wish limited service from the College. Individuals who subsequently wish to apply for a degree or who request additional services would be required to submit the balance of the enrollment fee. There was a brief discussion on the application of such a fee including its cost-effectiveness, how many additional people would be served and the different populations from which they would come.

PROPOSED BACHELOR
OF SCIENCE IN
NURSING DEGREE:

After President Matusak completed her report on the State of the College, Mrs. Spiegel asked Vice-President Fletcher to describe the proposed Bachelor of Science in Nursing degree. A copy of the proposed degree was mailed with the agenda. Vice-President Fletcher stated that the Board of Higher Education has asked for proposals for two new instructional upper-division Bachelor of Science in Nursing degree programs from the state colleges. These programs would be for the individual who already possesses the R.N. The proposal being submitted by Thomas A. Edison College is for an external degree in nursing, similar to that offered by the Regents External Degree Program.

The staff of the Department of Higher Education endorses the College's proposal. If accepted, it could be one of the two new programs called for or a third program as an alternative. At the present time, there are 450 nurses in New Jersey enrolled in the Regents External Nursing degree programs. Dr. Fletcher stated that a cooperative arrangement with the Regents External Degree Program might be possible. However, the College would essentially develop its own degree program.

Mr. Hanford indicated that he would not be in favor of a degree program in nursing which relied solely on testing. Dr. Fletcher stated that there would be a clinical expertise evaluation built into the degree requirements.

PROPOSAL FOR A
BACHELOR OF
SCIENCE IN
NURSING DEGREE
ENDORSED:

Mr. Hanford moved that the administration of the College be charged with developing a proposal for an external Bachelor of Science in Nursing degree to be submitted to the Department of Higher Education. Seconded by Mr. Seessel. There being no further discussion, the motion was approved unanimously. (8-0-0)

After the vote, President Matusak stated that she would contact the Department of Higher Education and work with the staff there in presenting a proposal. Mrs. Danielson suggested that the College should obtain the support of the health care facilities in the State.

FEE WAIVER
APPROVED:

President Matusak presented a proposal for Fee Waivers for staff of the College. Mr. Shanley moved that the Fee Waiver Policy as developed by the Administration be adopted by the Board of Trustees. Seconded by Mr. Taylor, the motion was approved unanimously. (8-0-0)

DEDICATION OF
THE KELSEY
BUILDING &
OFFICIAL
RECEPTION:

President Matusak reviewed the plans for the rededication of the Kelsey Building which is scheduled for Thursday, February 28, 1980 at 4:00 p.m. In conjunction with the rededication, there will be an official reception in honor of the College's new President. The reception is being co-hosted by Chancellor Hollander and the members of the Board of Trustees of the College.

Invitations have been sent to the Presidents and Vice Presidents of the colleges and universities in the State, members of the legislature and the executive branch, the staff of the Department of Higher Education and other friends of the College. Senator Joseph Merlino, Mayor Arthur Holland and Chancellor Hollander will each give brief remarks. The principal address will be given by William Turnbull, President of the Educational Testing Service (ETS).

REPORT OF THE
PERSONNEL
COMMITTEE:

Mrs. Spiegel asked Mr. Ferguson to give a report of the Personnel Committee. Mr. Ferguson reported that the Committee met prior to the beginning of the Board of Trustees meeting to discuss the evaluations of the College staff and recommendations for contracts. Mr. Ferguson requested that the Board recess for an executive session to discuss the evaluations and recommendations.

EXECUTIVE SESSION
CONVENED:

Mr. Hanford moved that the Trustees recess the public meeting so that they could meet in Executive Session for the purpose of discussing personnel matters. Seconded by Mr. Taylor, the motion was approved unanimously. (8-0-0)

CONTRACTS
APPROVED:

The Trustees reconvened the public meeting after the Executive Session. Mr. Ferguson reported that the Personnel Committee endorsed the recommendations for contracts which were made by the President and moved that the individuals listed by the President be offered contracts for one year or two years where appropriate. Seconded by Mr. Shanley, the motion was approved unanimously. (8-0-0)

EVALUATION OF THE
PRESIDENT SCHEDULED:

Mr. Ferguson reported that since President Matusak would be out of the country in late April, the meeting of the Personnel Committee to review the performance of the President would be moved to Thursday, April 3, 1980, at 2:00 p.m. The Personnel Committee will meet with the Executive Committee as part of the evaluation.

REPORT OF THE
FINANCE
COMMITTEE:

Mrs. Spiegel then asked Mr. Taylor to give a report for the Finance Committee. Mr. Taylor stated that the Finance Committee reviewed the status of the College's FY 80 budget in January. At that time, the College projected a shortfall of \$200,000 in revenues. The Committee endorsed the idea of running a modest advertising campaign in the Spring to generate new enrollments. The Committee recommended that a meeting be held with Dr. Matthew Quinn of the State College Office to review with him the financial situation of the College.

The planning for the FY 81 budget is continuing. The Vice-President for Administration and Finance will prepare a critique of the budget in March. The budget as recommended by the Governor is \$500,000 less than that requested by the College. The question of the shortfall in revenue was raised. President Matusak stated that a shortfall in revenue was the rule among the State Colleges and that Thomas A. Edison College's experience was not unique. Assistant Chancellor Marlowe has indicated that the College would not be penalized for a shortfall this year, but continued over estimated revenue would ultimately work against the College's future budget requests.

The problems in shifting from a net to a gross appropriation were reviewed. FY 80 is the first year of the Gross Appropriation. All funds available to the College at the end of FY 70 were appropriated by the State and not returned to the College. However, a number of large expenditures, particularly the telephone bill, were not presented to the College until after the new fiscal year had begun. Hence, the College was faced with unexpected expenses for which funds were not available. The Department of the Treasury appropriated \$39,000 in funds; the telephone bill for FY 79 was \$55,000.

MOTION TO REQUEST
ADDITIONAL FUNDS
APPROVED:

Mr. Taylor moved that the Board of Trustees officially request that the monies appropriated by the State be restored to the College's budget. Seconded by Mr. Shanley, the motion was approved unanimously. (8-0-0)

REVIEW OF
FY 81 BUDGET
RECOMMENDATION:

The gross appropriation for the College for FY 81 is an increase of \$1,200. However, the Department of the Treasury has taken the position that the State's contribution to the College is actually \$43,000 higher than FY 81 since the College has submitted a budget with a decrease of \$42,000 in revenue.

With inflation at 13 percent and salaries scheduled to increase by 7 percent (or more for clerical staff) there will be a greater need to reduce expenditures.

Mrs. Spiegel stated that the members of the Board of Trustees should contact the members of the Joint Appropriations Committee to

try to have the Governor's cuts in the budget for Higher Education restored. Contacts with the legislators should be personal or by letter.

President Matusak stated that she is preparing a fact sheet which will describe the College's activities in summary form which would be helpful to the Trustees and others interested in the College.

After Mr. Taylor's report was finished, the Trustees recessed for lunch and returned at 1:55 p.m. Mr. Seessel and Mr. Shanley were absent for the afternoon session.

REPORT OF THE
PLANNING
COMMITTEE:

Mrs. Spiegel asked Mr. Hanford to give a report for the Planning Committee. The Committee has discussed a number of activities that the College should work at, including developing links between government, industry and the College. The possibility of establishing satellite centers to assist individuals needing basic skills was also discussed. The Committee also discussed developing the Alumni Association into a more integral part of the College.

Mr. Ferguson moved that the Trustees encourage the Planning Committee to continue the work that has been begun. Seconded by Mr. Taylor, the motion was approved unanimously. (6-0-0)

THE MASTER PLAN
FOR HIGHER
EDUCATION AND
THE INSTITU-
TIONAL GOALS &
PLANS:

Chancellor Hollander will ask the Board of Higher Education to authorize changes in the higher education budget by the Department which will be required by actions of the Governor and the legislature in reducing the higher education budget requests.

Rutgers University is requesting major changes in the master plan as it pertains to the University, some of which will impact on Thomas A. Edison College. Sections of the master plan which need to be changed are the statements on the strengths of the College and its mission (p. 37-38); financial aid to part-time and nontraditional students; the function of counseling and the Statewide Information Network on Education (p. 233); the credentialing of experiential knowledge by other colleges should be deleted, this should be the province of Thomas A. Edison College (p. 231); no reference is made to the role can play in urban education (p. 226); is the minimum amount of credit which must be completed in residence (25%) to be applied to students of Thomas A. Edison College? (p. 132)

President Matusak requested that the Trustees forward any suggestions for changes in the master plan to her attention and she will forward them to the Chancellor as a package.

Mrs. Spiegel informed the Trustees that there will be a meeting at Drumthwacket on March 18, 1980 to discuss education in the 80's.

DEPARTMENT OF
THE TREASURY'S
PLANS FOR THE
KELSEY BUILDING:

President Matusak informed the Trustees that the Department of the Treasury has had architects' drawings prepared for major renovations on the first floor of the Kelsey Building. This would provide office and meeting room space for the Office of Capital Planning and Budget. The Acting Director of Purchasing, Earl Josephson, has stated that since the Department of the Treasury provided some of the funding for the renovations to the Kelsey Building, part of the building belongs to it. President Matusak stated that she is fighting any attempt to take over the first floor but that she would try to find space on the fifth floor if space must be found.

The Trustees voiced support of the President in her negotiations with the Department of the Treasury. A letter should be written to the Chancellor with a copy to Mr. Josephson, expressing surprise at the lack of protocol in not discussing the changes prior to the presentation of architects' plans. Mrs. Spiegel stated that she would write to the Chancellor on behalf of the Board of Trustees.

FUTURE MEETINGS
SCHEDULED:

The Finance Committee scheduled a meeting to be held March 28th; the Personnel Committee on April 3rd and the Board of Trustees on April 11th.

ASSOCIATION OF
GOVERNING BOARDS:

Mrs. Spiegel reviewed the question of the Board of Trustees joining the Association of Governing Boards. Materials describing the Association were distributed to the Trustees. Mr. Taylor moved that the Trustees join the Association with the membership fee to be paid for by the Thomas A. Edison Foundation for Nontraditional Education. Seconded by Mrs. Danielson, the motion was approved unanimously. (6-0-0)

TIMELINESS OF
MINUTES:

Several of the Trustees requested that copies of the minutes be sent prior to the agenda items for the next meeting. This should be implemented without great difficulty.

There being no additional new business, the meeting was adjourned at 3:45 p.m.

Submitted by,


LARRAINE R. MATUSAK
Secretary to the Board

April 11, 1980
Date

Approved by,


ELEANOR SPIEGEL
Chairman of the Board

April 11, 1980
Date