

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON COLLEGE OF NEW JERSEY

April 11, 1980

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

MEMBERS ABSENT: John Kummerle; Thomas Seessel

ALSO PRESENT: Arnold Fletcher, Vice-President for Academic Affairs; Frederick Gruel, Vice-President for Administration and Finance; Harrington Hazel, Assistant Director, State College Office, Department of Higher Education; Thomas McCarthy, Director of Admissions & Registrar; Eugene Meskill, Director of Special Programs; Mary Skelton, Director of Public Relations; Jean Titterington, Director of Counseling & Information Services. Laura Adams, Director of Academic Programs; Richard Pearson, Former Chairman of the Board of Trustees; and Dennis Smith, Director of Institutional Research joined the meeting in progress.

The meeting was officially called to order by Mrs. Spiegel at 9:10 a.m.

MINUTES APPROVED: The minutes of the meeting of February 15, 1980 were presented for approval. Mr. Ferguson noted that his comment concerning the funding of the Work, Education & Leisure Initiative was incorrectly reported. The correct comment should be: "Mr. Ferguson stated that the funding for the Work, Education and Leisure Initiative should not be taken out of the College's operating funds but that the State should act to find the necessary funds to maintain this project." (page 2)

There being no additional corrections or additions, Mr. Shanley moved that the minutes be approved as corrected. Seconded by Mr. Taylor, the motion was approved unanimously.

REPORT OF THE PRESIDENT: Mrs. Spiegel then asked President Matusak to give her report on the state of the College.

Status of Title III Application: The College first submitted an application for a grant under the Title III - Aid to Developing Institutions two years ago. The original proposal was rejected. The College is appealing the rejection and has received the support of both United States Senators and Congressman Thompson. Once again, the College's application has been rejected on the basis of the small number of Basic Education Opportunity Grants given by the College. Senator Bradley is particularly upset by the type of rejection notification sent

to the College and to his office; the notification made no reference to the fact that the College was actually appealing an earlier decision. Senator Bradley and his staff will be assisting the College in appealing the rejection.

Applications to the Fund for the Improvement of Postsecondary Education (FIPSE). The College has submitted two proposals to FIPSE which have made it through the first round of reviews. Out of 1800 proposals submitted only 350 were selected to be asked for a more detailed proposal. Only 80 or 85 proposals will ultimately be selected for funding. The two proposals that were submitted are for the establishment of a Statewide Testing and Assessment Center and for the Identification of Students who will profit from Math Anxiety Reduction Classes. There still exists a possibility that the Federal Government will not approve funding for FIPSE for FFY 81.

Status of the Change in the College's Name. There seems to be some hesitation at the Department of Higher Education to the change in name approved by the Trustees in December. Mr. Hazel has researched the historical context of the selection of the original name. The proposal to change the name will be resubmitted to the Department of Higher Education's Policy Cabinet and, if approved, the proposal will be submitted to the Board of Higher Education.

Status of the First Floor of the Kelsey Building. The College is still negotiating space requests with the Division of Building and Construction. The Division sent a contractor to measure the space used by the College on the second floor. The individual being moved from the Division of Building and Construction does not want to move. The College would make available to the Office of Capital Planning and Budget a portion of the fifth floor. The amount of space is still to be determined. There will be a need, however, to provide office partitions for those people who will lose offices in the process.

There was a discussion about the use of the Kelsey Building for purposes other than education. Mr. McCarthy observed that at the time the building was declared a national historic monument the question of the use of the building was raised. According to the will of Henry C. Kelsey, the building was erected to be used as an educational institution in Trenton. Mrs. Danielson stated that she will work with the staff of the College in tracking down the specifics of the Kelsey Will.

Mr. Hanford moved that the Board of Trustees go on record as being alarmed at the activities of the Division of Building and Construction. Seconded by Mr. Taylor, the motion was approved unanimously. (7-0-0)

Reaccreditation by the Middle States Association of Colleges and Schools. Dr. Robert Kirkwood, the Executive Director of the Middle States

Association of Colleges and Schools visited the College on March 25, 1980 to discuss the College's plans for preparing its self-study in preparation for a reaccreditation visit by the Middle States Association. A Self-Study Steering Committee chaired by Dr. Ruth McKeefery, the Associate Director of Academic Programs, has been appointed. President Matusak stated that she would like to have two trustees available to serve on the Committee on a rotating basis. The first meeting of the Committee is scheduled for April 29, 1980.

Program on Noncollegiate Sponsored Instruction (PONSI). Thomas A. Edison College has signed a contract with the American Council on Education to provide the evaluations for PONSI in New Jersey, acting as the agent of the Department of Higher Education. President Matusak stated that Eugene Meskill has been assigned to coordinate the PONSI evaluations for the College. She asked Mr. Meskill to review the program.

Mr. Meskill stated that the College will publicize the PONSI evaluation process to the business community. Having once identified interested parties, the College will arrange for the evaluation of the individual training or educational programs by a team of experts and make recommendations for academic credit to the American Council on Education which will publish them in The National Guide. Mr. Meskill stated that he will be arranging two one-day conferences on PONSI to be held in June. There will be meetings in Trenton and possibly Newark. Those invited to the meetings will be Directors of Training or Personnel. The American Council on Education has already begun doing evaluations in New Jersey at the AT&T locations in the northern part of the State.

The suggested cost to the company requesting an evaluation will be \$850.00 for a one-day evaluation and \$1,500.00 for a two-day evaluation. The evaluation team would consist of three members: one veteran evaluator, one novice evaluator and one representative from industry. Dr. Fletcher noted that the College does not anticipate a great volume or large amounts of income. Mr. Meskill indicated that he felt there would be at least eight programs in progress or completed by January 1, 1981.

President Matusak pointed out that there will be reevaluations every five years or whenever the programs change course content.

Flexible Hours. The concept of flexible hours was raised by the College staff. The expended hours would be a benefit to those adults who do not have access to the College during the regular work day. In addition, since many of the staff are long distance commuters, there would be a saving in the amount of energy expended on travel. The new hours would be implemented May 5th and would extend into September.

REPORT OF THE  
PERSONNEL  
COMMITTEE;  
EXECUTIVE SESSION  
CONVENED:

After President Matusak finished her report, Mrs. Spiegel asked Mr. Ferguson to give his report from the Personnel Committee. Mr. Ferguson asked that the Trustees recess the meeting to go into Executive Session for the purpose of discussing personnel matters. Seconded by Mr. Taylor, the motion was approved unanimously. (7-0-0)

The meeting recessed at 9:55 a.m. for the executive session and reconvened at 10:35 a.m.

PRESIDENT MATUSAK  
RECOMMENDED FOR  
TWO-YEAR CONTRACT;  
OTHER CONTRACTS  
APPROVED:

After the meeting reconvened, Mr. Ferguson reported that the Personnel Committee had recommended that a two-year contract be offered to President Matusak. The Committee had also reviewed the status of those individuals currently having a two-year contract and recommended that another two-year contract be offered to these individuals, effective

July 1, 1981.

PRESIDENT MATUSAK  
GRANTED TWO-  
YEAR CONTRACT:

Mr. Ferguson moved that the Board of Trustees formally offer a two-year contract to Lorraine R. Matusak as President of the College to run from July 1, 1980 to June 30, 1982. Seconded by Mr. Taylor, the motion was

approved unanimously. (7-0-0)

ADDITIONAL MULTI-  
YEAR CONTRACTS  
APPROVED:

Mr. Ferguson then moved that the Board of Trustees approve the extension of two-year contracts to the three individuals currently in the first year of a two-year contract. These are Arnold Fletcher, Vice-President for Academic Affairs, Robert Herbster, Associate Registrar and James Ratigan, Associate Director for Counseling and Information Services. Seconded by Mr. Shanley, the motion was approved unanimously. (7-0-0)

REVISION OF  
PERSONNEL PLAN:

Mr. Ferguson stated that the Personnel Committee is currently working on revisions to the Personnel Plan for the College. The revisions should be finished prior to

the meeting scheduled for May 30, 1980.

REPORT OF THE  
FINANCE COMMITTEE:

Mrs. Spiegel then asked Mr. Taylor to give a report for the Finance Committee. The Committee met on March 28th and reviewed the status of the College's budget. The College is still negotiating with the Department of Higher Education about the telephone bill for FY 79. Based on the College's actions taken this year to prevent overruns in expenditures, the College may be relieved of its obligation to repay this bill. Mr. Gruel, the Vice-President for Administration and Finance, stated that the financial situation for FY 80 does not look as bleak as it had. The College has taken steps to prevent the over-expenditure of funds in the non-salary areas and has seen to it that there will not be the large carryover of expenditures that occurred

last year. The new fiscal year will begin with a clean slate with no outstanding financial obligations. The Finance Committee will be working with the College staff on programmatic budgeting for FY 81.

Mrs. Jackson noted that there is a possibility that Vocational Education funds could be used for providing alternative education possibilities to minority students. The question of how to allocate these funds needs to be answered. Ms. Titterington stated that the current procedures used by the College with the CETA Prime Sponsors could be adopted. President Matusak stated that CAEL has received funding to undertake a project in assessing the experiential learning of minorities and that she will be serving as a resource person for the project.

Mr. Hazel informed the Trustees that at the present time the Department of Higher Education is being asked to identify an additional \$10 million to be cut from the budget for FY 81.

President Matusak informed the Trustees that Senator Feldman visited the College earlier in the month to learn more about the College's functions. He stated that the only way the budget impasse can be corrected is the approval of new taxes. Mrs. Spiegel again urged the Trustees to write to the legislators about the need to approve the budget request submitted by the Department of Higher Education.

Mr. Taylor reported on conversations he has had with Chancellor Hollander about the status of data processing and the use of the computer in New Jersey. The Chancellor has sought the expertise of Bell Labs in correcting the situation that has developed with the Education Computer Network (ECN).

Mr. Taylor also stated that the Finance Committee reviewed the purchasing guidelines developed by the College and has endorsed them. Mr. Taylor recommended that the Board of Trustees endorse the Purchasing Guidelines. Seconded by Mr. Shanley, the motion was approved unanimously. (7-0-0)

CURRENT STATUS OF  
DATA PROCESSING  
REVIEWED:

Mrs. Spiegel asked Mr. Gruel to review the current status of data processing. Mr. Gruel stated that one of the priorities the College has is to obtain the level of data processing assistance needed by each of the offices of the College. There are discussions currently underway with the Department of Higher Education and the Education Computer Network concerning ways in which assistance can be given.

A consultant is currently reviewing the needs of the Registrar to see what system can be implemented for \$10,000.00. This cost may be spread out over two years.

NEW FEE SCHEDULE  
APPROVED:

Mr. Gruel reviewed the new fee schedule which has been proposed by the College's Executive Committee. All of the fees have been reviewed and certain changes recommended.

The major revision would eliminate the Upper Division Classification Fee (\$50.00/\$60.00), which is a one-time fee, and the Annual Registration Fee (\$20.00/\$25.00) and replacing these with an annual comprehensive fee of \$30.00/\$35.00 for lower division students and \$60.00/\$70.00 for upper-division students. The Graduation Fees would be increased by \$5.00. The Bachelor of Science Practicum would be included within the umbrella of the Individual Assessment fees with both an application fee and a per credit hour fee. A new fee will be instituted for demonstration of currency of coursework that is more than ten years old. (A copy of the new fee schedule is appended to the minutes.)

Once the new fee schedule is approved by the Board of Trustees, it will be submitted to the Department of Higher Education for approval by the Board of Higher Education. Announcement of the fee changes cannot be made until they are approved by the Board of Higher Education. If the tuition at the other colleges is raised, there will be an increase in the per credit charge for assessments.

Mr. Hanford moved that the new fee schedule be approved. Seconded by Mr. Shanley. There was a brief discussion of the motion centering on the need for immediate approval of the changes. President Matusak stated that the fees need to be approved by the Board of Higher Education prior to July 1, 1980. If approval is delayed until the May Board of Trustees meeting, it will be too late for the June Board of Higher Education Meeting. After the discussion, the motion was approved. (6-1-0) (Mrs. Jackson voted against the motion.)

REPORT ON VISIT  
OF DR. ROBERT  
GARNETT AND  
ESTABLISHMENT OF  
THE IMPLEMENTATION  
COMMITTEE:

President Matusak reported on the visit of Dr. Robert Garnett to the College on February 21 and 22. During his visit, each of the offices met with representatives of other offices to review the procedures currently being followed for student services. An Implementation Committee has been established to follow through with the evaluation of procedures begun during the two day workshop with Dr. Garnett. Dr. Dennis Smith, the Director of Institutional Research, has been appointed the Chairman of the Implementation Committee. President Matusak asked Dr. Smith to review the work of the Implementation Committee.

Dr. Smith explained that the first stage of the Committee's work is to describe just what each office does, in detail. Subcommittees have been established in each office to review the procedures being followed and are charged with having the process of review completed by June 1, 1980. During the summer, the Committee will review the procedures as outlined by each office, to determine what changes in procedure can be recommended that will streamline the way in which each office functions.

This should be finished by September 1, 1980. Certain variables will affect the procedures used by each office: the possibility of no increase in staffing to meet additional needs; the addition of a computer programmer; the addition of computer hardware and software to speed up the process.

Dr. Smith reported that the Committee has already made one set of recommendations for improving service, most of which have been approved by the President and are being implemented. A second set of recommendations have been developed and are being submitted to the President for approval.

PROPOSAL FOR A  
BACHELOR OF  
SCIENCE IN  
NURSING DEGREE:

President Matusak asked Dr. Laura Adams, the Director of Academic Programs, to review the proposal for an external Bachelor of Science in Nursing degree which has been submitted to the Department of Higher Education. Dr. Adams stated that Chancellor Hollander has asked the Colleges of the State to submit proposals for upper-division nursing degrees for Registered Nurses (RNs) who are graduates of hospital-based diploma programs or community college associate degree programs in nursing. Two new Bachelor of Science in Nursing degree programs will be approved.

Nursing educators in New Jersey have approached Thomas A. Edison College about submitting a proposal for an external Bachelor of Science in Nursing degree. The College has referred over 200 individuals to the Regents External Degree Program for a nursing degree in the last two years. There are over 500 New Jersey residents enrolled in one of the Regents External Degree Program's nursing degrees.

The counseling and advisement services of the College are prime reasons why the New Jersey nursing educators have asked the College to develop a program for New Jersey. Many of the hospitals may establish refresher courses to assist the nurses in preparing for the examinations. External funding will have to be found to support the new positions required to implement the degree program.

Eight colleges have submitted proposals to the Department of Higher Education. There are indications that two of these will be selected to develop instructional programs and that Thomas A. Edison College will be encouraged to develop an external nursing degree as an alternative. In discussions held with the officials of the Regents External Degree Program, the possibility of the subcontracting of the clinical performance examination was discussed. Students enrolled in a New Jersey external nursing degree would have access to the other Regents External Degree examinations in Nursing through the American College Test Proficiency Examination Program (ACT/PEP).

MEETING OF THE  
ASSOCIATION OF  
GOVERNING BOARDS  
AT DRUMTHWACKET:

Mrs. Spiegel reported on a meeting held at Drumthwacket for Trustees and Presidents of the State Colleges. The purpose of the meeting was to review the directions in which higher education is going and the problems that the colleges and universities will be facing in the 1980s.

RICHARD PEARSON'S  
SABBATICAL PROJECT:

Mrs. Spiegel then asked Mr. Richard Pearson, former Chairman of the Board of Trustees, to describe the project he is working on during his sabbatical from the John Jay College of Criminal Justice of the City University of New York.

Mr. Pearson reported that he has been researching the social uses of the American university. He has come to the conclusion that the American universities will be faced with a breakdown in the delivery of services requested by the American people in the next 20-30 years. He stated that he has been reviewing social and economic writings on education and the reports issued by the Carnegie Commission headed by Clark Kerr. The universities are facing many financial problems in the years ahead, but these should be able to be handled by the staffs of the institutions.

The function of the dissemination of knowledge is problematical. The primary focus on dissemination of knowledge has been through traditional classroom instruction. The universities in the modern era are geared toward research not instruction. The two and four year colleges have assumed more of the responsibility for instruction. Faculty in each type of institution are organized in the same way, through departments. The overall cost of educating each student varies from institution to institution depending on the amount of research being done. One disadvantage of inadequate funding, however, is the low quality of instruction which may result because qualified faculty are not attracted due to the salary levels.

Colleges and universities are going to have to address the needs of these 25-40 million people who are underprepared. They will have to provide for the retraining of people for the new needs of the last part of the century. Thomas A. Edison College is in a position to be a leader in higher education for the years ahead. It is the prototype of the new college; an emphasis on learning with the credentialing aspect taking a more secondary position. The College can lead the way with the use of technology and computers, with guided learning and self-paced instruction.

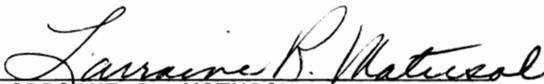
After Mr. Pearson concluded his remarks, Mrs. Spiegel asked him to join the Trustees for lunch so that they could discuss with him other aspects of his research in a more informal setting.

There being no new business, Mr. Taylor moved that the meeting be adjourned. Seconded by Mrs. Danielson, the motion was passed unanimously. (5-0-0)

(Mr. Shanely and Mr. Hanford had left the meeting by the time of the vote.) The meeting adjourned at 12:45 p.m.

The next meeting is scheduled for Friday, May 30, 1980.

Submitted by,

  
LARRAINE R. MATUSAK  
Secretary to the Board

May 30, 1980  
Date

Approved by,

  
ELEANOR SPIEGEL  
Chairman of the Board

May 30, 1980  
Date