

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON STATE COLLEGE

July 25, 1980

MEMBERS PRESENT:

Eleanor Spiegel, Chairman; Alan Ferguson, Vice-Chairman; Patricia Danielson; George Hanford; Allison Jackson; Thomas Seessel; Lorraine Matusak, President

MEMBERS ABSENT:

John Kuemmerle; Robert Taylor

ALSO PRESENT:

Arnold Fletcher, Vice-President for Academic Affairs; Frederick Gruel, Vice-President for Administration and Finance; Laura Adams, Director of Academic Programs; Michael Fernandez, Liaison for Council of State Colleges; Harrington Hazel, State College Office, Department of Higher Education; Thomas McCarthy, Director of Admissions & Registrar; Dennis Smith, Director of Institutional Research; Jean Titterington, Director of Counseling and Information Services

The meeting was called to order by Mrs. Spiegel at 9:30 a.m. Mrs. Spiegel announced that Kevin Shanley had submitted his resignation from the Board of Trustees, but the Governor's Office has not acted upon the resignation.

MINUTES APPROVED:

The minutes of the meeting of May 30, 1980 were presented for approval. Mrs. Danielson moved that the minutes be approved as written. Seconded by Mr. Ferguson. There being no additions or corrections, the minutes were approved unanimously. (5-0-0) (Mr. Hanford was absent for the vote.)

GRADUATES APPROVED: Mrs. Spiegel then asked Mr. McCarthy to present the names of the 39 candidates for the Bachelor of Arts degree, the 15 candidates for the Bachelor of Science degree, the 11 candidates for the Bachelor of Science in Business Administration degree, the 36 candidates for the Associate in Arts degree, and the 3 candidates for the Associate in Science degree who had met their degree requirements since the last meeting of the Board of Trustees.

There was a brief period of discussion concerning the graduates. Mrs. Jackson asked if it would be possible to have additional information on how the Associate in Applied Science degrees from the community colleges can articulate with the Bachelor of Science degree. After the discussion, Mrs. Danielson moved that the Board of Trustees approve the candidates as indicated on the lists provided by the Registrar; seconded by Mr. Ferguson, the motion was approved unanimously. (5-0-0) (Mr. Hanford was absent for the vote.)

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PERSONNEL ACTIONS  
APPROVED:

Mrs. Spiegel asked President Matusak to review the personnel actions since the last meeting of the Board of Trustees. There were three new employees hired and one employee resigned to return to Zimbabwe, Africa.

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

REPORT OF THE  
PRESIDENT:

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

Resignation of Kevin Shanley: Mr. Shanley's resignation was submitted as a result of the new Ethics Law restricting State employees or members of public boards, or their employers, from having any type of financial or employment relationships with any of the casinos for two years subsequent to the termination of employment with the State or membership on a public board. Mr. Shanley's was one of approximately 60 resignations from members of public boards received by the Governor's office before the law went into effect. The Governor has refused to accept these resignations pending revisions to the law by the legislature.

Mr. Ferguson stated that there are approximately 40 people at Prudential and many others at Bell Labs who would be affected by the law and who would technically be in violation of the law. Legal counsel to Prudential has recommended that each person who might be affected by the law continue to serve until the constitutionality of the law is determined or until the Legislature acts on revisions to the law.

Budget for FY 80: The goal of achieving a ratio of 70-30, State Aid-Student Fees, was almost attained during the current fiscal year. Estimates made in December indicated that there might be a shortfall in the College's budget. The Department of Higher Education was notified and the College took steps to restrict its expenditures wherever possible. As a result, the FY 80 budget came in under the estimated figures.

Fee income in the 100 Account was below projection. The original projection was inflated and had been inherited from past years.

Inquiries about the College have been up in recent months. There were 1800 in June. There is a need to follow-up on inquiries. A new staff person will be hired in the next several months whose responsibility will be the generation of additional enrollments from the inquiries.

In the 400 Account, the original budget was \$230,000. Earlier in the year, the budget was revised based on new income projections. The year ended with a surplus of \$4,594 which is to be carried forward to FY 81.

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The cumulative effect of the lack of full funding of salary increments over the past several years has been to reduce the number of frozen positions which can be filled from nine to seven.

Grants: The College has received a grant of \$42,000 from the Fund for the Improvement of Postsecondary Education to establish the Statewide Testing and Assessment Center. This is only half the amount requested by the College. Funding will be received after October 1, 1980. The Statewide Testing and Assessment Center will gain national visibility for the College. The proposal called for funding for two years with student fees supporting the Center after the second year. During this past year, the College learned to play the grants game. Various staff contacted the Program Officers at FIPSE and Mr. Seessel contacted a friend at FIPSE who was able to help in refining the proposal to meet the guidelines for funding.

Management Process Improvement: The College has received \$22,000 from the Department of the Treasury to establish a Word Processing Center. The center could be in operation by the end of September but this depends on the Bureau of Purchase and Property and IBM. There will be a central unit, a printer, and five terminals. The Word Processing Center will speed up report writing, form letters, etc. IBM will train our staff at their offices in Philadelphia.

Vocational Education: The College has received a grant of \$20,000 from the Department of Higher Education for the purpose of evaluating the examinations used by the Department of Civil Service, e.g., senior clerk stenographer, to see what credits, if any, could be granted.

CAEL: The College has received \$250.00 from CAEL out of a grant of \$25,000 received by CAEL from the Lilly Foundation to be used to develop a proposal that will be concerned with evaluating experiential knowledge of minority students and accessing them into higher education. The College has received this grant in conjunction with the Educational Testing Service (ETS) and the American College Test (ACT). CAEL intends on using the Lilly grant to develop a major proposal on accessing minority students into higher education and assisting black colleges in developing assessment techniques along CAEL guidelines. President Matusak indicated that Dennis Smith and Paul Jacobs have assisted her in compiling information which was incorporated into the final proposal. Thomas A. Edison State College and four predominantly black colleges will be working together on the project.

Title I: Funding for the Educational Hotline has come from three sources: State funds, EIC funds, and Title I. This is the third and last year for the Title I funds which will amount to \$45,000 in FY 81. The State must absorb the funding or the project will expire. Ultimately, only four positions in the Hotline might be picked up by the State. Over the years, there have been problems with

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the federal funding. The Hotline has proved beneficial to the State as the other institutions make more and more use of it. The College will have to seek funding from additional sources other than the State if the Hotline is to exist at its current level of service. Statistics have been kept to show how successful the Hotline has been over the past two years.

Mrs. Jackson suggested that the College have the Hotline evaluated by the National Diffusion Network which could help in obtaining financial support for continuing the service. Dr. Joseph Picogna at the Department of Education is the statewide coordinator for the National Diffusion Network.

Ms. Titterington indicated that the Hotline now provides job-related information in cooperation with the Department of Labor & Industry in addition to information on postsecondary education.

B.S.N. Degree: The College has requested \$15,000 from the Department of Higher Education's Research & Development Funds to assist in the development of an external B.S.N. degree. The Department of Higher Education has indicated that there are no funds available due to an overexpenditure of financial aid funds in FY 80. If the College is to continue its planning for the B.S.N. degree, it will have to seek external funding.

Board of Higher Education Actions: At its July meeting, the Board of Higher Education approved the adoption of the College's new name, Thomas A. Edison State College, and the new fee schedule for 1980-81.

Honorary Degree: The College will be awarding its first honorary degree at the Eighth Commencement on September 28, 1980. Governor Brendan Byrne has been selected as the first person to receive an honorary degree and to give the Commencement Address. A formal resolution awarding the degree is needed.

HONORARY DOCTOR OF  
HUMANE LETTERS DEGREE  
APPROVED FOR  
GOVERNOR BRENDAN T.  
BYRNE:

Mr. Ferguson moved that the Board of Trustees approve the awarding of the degree Doctor of Humane Letters, honoris causa, to Brendan T. Byrne, Governor of the State of New Jersey, to be presented at the Eighth Commencement of the College on September 28, 1980. Seconded by Mr. Hanford, the motion was approved unanimously. (6-0-0)

Commencement: President Matusak reminded the Trustees that the annual Commencement will be held at the War Memorial Building on Sunday, September 28, 1980, at 3:00 p.m. Those Trustees who will have need of caps and gowns should return the form provided by the Registrar indicating sizes and highest degree attained.

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Goals and Plans: The College has ended its third year of a three-year planning cycle. A review of the original goals and plans and the progress in attaining the goals is being completed by the College's planning committee. It will be presented to the Trustees' Planning Committee in early September with the final document presented to the Board of Trustees at the September meeting.

SEPTEMBER MEETING DATE CHANGED: At this time, Mr. Seessel indicated that he would not be able to attend the meeting scheduled for September 26th. A poll of the Trustees indicated that a majority would be able to attend a meeting on Thursday, September 25, 1980. As a result, the September meeting was rescheduled for September 25, 1980.

OPERATING BUDGET FOR FY 81 PRESENTED: Mrs. Spiegel thanked President Matusak for her report and noted that the success with the grants was most encouraging. She then asked President Matusak and Vice-President Gruel to present the operating budget for FY 81.

The FY 81 budget reflects an increase in the number of new students to be enrolled. This increase should be reached as a result of the College's proposed addition of a recruiter, its involvement with PONSI, and the establishment of the Testing and Assessment Center. The Comprehensive Fee is a new fee, replacing both the Annual Registration Fee and the Upper Division Classification Fee. Individual Assessment applications have been increased due to the addition of an application fee for the B.S. Practicum, the change to Portfolio Assessment and the new Testing and Assessment Center. TECEP registrations have also been projected as being higher due to the Testing and Assessment Center. Vice-President Gruel reviewed those fees which are 100 Account fees and which are returned to the State and those which are 400 Account fees and support the 400 Account activities.

Mrs. Jackson raised the question of financial aid. There is no provision in the budget for financial aid. Mrs. Jackson indicated that in speaking with members of the Urban League who have expressed interest in the College, the costs have been referred to as major stumbling blocks. Dr. Adams indicated that she has been working with a foundation which might provide a grant for student assistance.

Most federal student aid programs are intricately tied into instructional programs and on this basis the College does not qualify. Part-time students can qualify for BEOG monies but they must be used for instructional programs. Mrs. Jackson stated that there is a need to find ways to provide financial aid support for minorities in education.

Ms. Titterington pointed out that the College has awarded some BEOG grants to be used for formal courses and is looking into the Guaranteed Student Loan Program. The major problem with most minority

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students is that they are at the survival level and don't have the necessary funds to cover the cost of enrolling in the College in order to qualify for grants for coursework.

Mrs. Danielson suggested that the College look into a sliding cost concept for some of the application fees that would tie the fee to the student's ability to pay.

It was requested that the fee income be reported on a quarterly basis.

Vice-President Gruel pointed out that the salary item for FY 81 is the same as for FY 80. The increase in expenditures is predominantly in the 400 Account. The College's total 100 Account budget is \$1,322,690, a decrease of almost \$4,000 from FY 80. The major problem the College faces is meeting the salary increases. The State will fund only 60-70 percent of the salary increases with the difference being made up through delays in filling vacancies.

FY 81 OPERATING BUDGET APPROVED: After President Matusak and Vice-President Gruel finished their presentation, Mr. Ferguson moved that the Board of Trustees approve the operating budget for FY 81 as presented. Seconded by Mrs. Danielson, the motion was approved unanimously. (6-0-0)

FY 82 BUDGET PROPOSAL PRESENTED: Vice-President Gruel then presented the proposed budget for FY 82. Enrollments are projected to increase approximately 16 percent. The expenditures reflect projected increased costs in printing and postage which have been going up at a steady rate. The data processing figure includes the \$22,000 needed to absorb the cost of word processing.

The students being served by the College are increasing but the budget level of the State has actually decreased in FY 81. Thomas A. Edison State College is not under a formula funding concept. Vice-President Gruel indicated that he is working with the budget office at the Department of Higher Education on developing a formula to be used in providing funding for the College.

PROPOSED BUDGET FOR FY 82 APPROVED IN PRINCIPLE: Mr. Ferguson moved that the Board of Trustees approve, in principle, the proposed budget for FY 82. This budget document is essentially a planning tool; the College needs to submit a detailed budget to the Department of Higher Education in early September. Seconded by Mr. Hanford.

Discussion centered on the need to set priorities within the budget. It was pointed out by Vice-President Gruel that scholarship funds cannot be built into the budget.

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There are several new positions being requested for FY 82 to assist in serving the additional students. Two of the positions in the Academic Affairs area would be for the B.S.N. degree and other allied health programs. It was noted that many of the students who could be helped by the B.S.N. are minorities, a number of whom are foreign born.

There being no additional discussion, the motion to approve the FY 82 budget, in principle, was approved unanimously. (6-0-0)

BOARD OF TRUSTEES  
REORGANIZED, ELEANOR  
SPIEGEL AND ALAN  
FERGUSON RE-  
ELECTED:

Mrs. Spiegel then asked Mr. Ferguson to give the report from the Nominating Committee. Mr. Ferguson reported that the Nominating Committee, consisting of Mr. Hanford and Mrs. Jackson as well as himself recommended that Eleanor Spiegel be re-elected as Chairman and Alan Ferguson as Vice-Chairman.

Mr. Hanford moved that Eleanor Spiegel be elected Chairman and Alan Ferguson as Vice-Chairman of the Board of Trustees for the 1980-81 Academic Year. Seconded by Mrs. Jackson.

There being no other nominees, Mrs. Spiegel and Mr. Ferguson were elected unanimously as Chairman and Vice-Chairman. (6-0-0)

AGENDA FOR  
SEPTEMBER  
MEETING:

Mrs. Spiegel stated that the agenda for the September meeting of the Board of Trustees would include the Report on Institutional Goals and Plans, Revisions to the Personnel Plan and the Objectives

of the President for the future.

NEW BUSINESS:  
ASSOCIATION OF  
GOVERNING  
BOARDS:

Mrs. Spiegel announced that there would be a meeting of the Association of Governing Boards in San Francisco in October. This would be a workshop for Trustees. One of the College's Trustees should attend and at a later date there could be a workshop for the other

Trustees based on the AGB workshop. The AGB would assist the College in putting on a workshop.

Mr. Fernandez stated that there will be a representative from the AGB at one of the future meetings of the Council of State Colleges. He also stated that the AGB assisted Jersey City State College with a three-day retreat for Trustees which was held at ETS in Princeton.

Mr. Hazel stated that the question of educating Trustees in their duties and responsibilities is on the agenda for the State College Office. Both Anita Leone and Dorothea Hommel are working on the project.

Mrs. Spiegel noted that October may be too early to plan for a workshop. It was recommended, however, that one of the Trustees go to the AGB meeting. Mr. Ferguson stated that Mrs. Spiegel should be the one to go. President Matusak stated that the Foundation might be able

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to cover part of the cost of the meeting. President Matusak also stated that she would contact the head of the AGB about the possibility of some funds being made available from the AGB and also the possibility of putting on a workshop.

EXECUTIVE SESSION  
REQUESTED:

Mr. Ferguson asked that the Trustees remain for a short executive session to discuss personnel matters immediately after the public meeting adjourned.

There being no additional new business, Mrs. Danielson moved that the meeting be adjourned. Seconded by Mr. Hanford, the meeting was adjourned at 12:10 p.m.

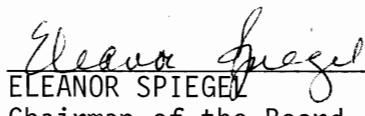
The next meeting is scheduled for Thursday, September 25, 1980.

Submitted by,

  
LORRAINE R. MATUSAK  
Secretary to the Board

Sept. 25, 1980  
Date

Approved by,

  
ELEANOR SPIEGEL  
Chairman of the Board

Sept. 25, 1980  
Date