

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON STATE COLLEGE

December 5, 1980

MEMBERS PRESENT: Eleanor Spiegel, Chairman; Alan Ferguson, Vice Chairman; Patricia Danielson; Allison Jackson; John Kuemmerle; Thomas Seessel; Robert Taylor; Lorraine R. Matusak, President

MEMBER ABSENT: George Hanford

ALSO PRESENT: Arnold Fletcher, Vice-President for Academic Affairs; Laura Adams, Director of Academic Programs; Thomas McCarthy, Director of Admissions & Registrar; Howard Miller, Associate Director, State College Office, Department of Higher Education; Mary Skelton, Director of Public Relations; Jean A. Titterington, Director of Counseling and Information Services

The meeting was officially opened at 1:25 p.m. Mrs. Spiegel noted that the date, time and location for the meeting had been published in accordance with New Jersey law.

MINUTES APPROVED: The minutes of the meeting of September 25, 1980 were presented for approval. Mr. Ferguson moved that the minutes be approved as written. Seconded by Mrs. Danielson. There being no additions or corrections, the minutes were approved unanimously. (6-0-0) (Mr. Taylor was not present for the vote.)

GRADUATES APPROVED: Mrs. Spiegel then asked Mr. McCarthy to present the names of the candidates for degrees. There were 30 candidates for the Bachelor of Arts degree, 4 candidates for the Bachelor of Science degree, 5 candidates for the Bachelor of Science in Business Administration degree, 34 candidates for the Associate in Arts degree, 7 candidates for the Associate in Science degree, and 1 candidate for the Associate in Applied Science degree.

There was a brief period of discussion concerning the graduates. After the discussion, Mr. Ferguson moved that the Board of Trustees approve the candidates as indicated on the lists provided by the Registrar; seconded by Mr. Kuemmerle, the motion was approved unanimously. (6-0-0) (Mr. Taylor was not present for the vote.)

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

MINUTES

December 5, 1980

Page 2

Enrollment Report: The enrollment report as of November 30, 1980 showed that new enrollments were 6% below the comparable period of 1979. New enrollments have not yet reflected the impact of the tabloid which was published in the Newark Star Ledger on November 9 or the addition of the admissions specialist. Continuing students, those who paid an annual registration or comprehensive fee continue to show an increase over the previous year. Total active students, combining first year students and those continuing are ahead of the same period of the previous year. A copy of the enrollment report was distributed to the Trustees.

Budget Report - FY 81: The Office of Administration and Finance prepared a budget report covering the income and expenses for FY 81 through November 15, 1980. President Matusak indicated that the category listed as contingency in the 400 Account is the carry forward from FY 80.

Several questions were raised concerning the FY 81 budget. Mr. Kuemmerle asked how the level of revenue compared to previous years. President Matusak indicated that comparable figures were not available. Mr. Seessel asked what would happen if the revenue fell short of the projected amount. President Matusak indicated that it might be necessary to contract the staff. To the question about what would happen if revenue exceeded projections, Dr. Miller indicated that the excess above the projections might be able to be used by the College. However, the State would not raise its allocation above that approved by the Governor.

Alumni Association: President Matusak stated that Laura Adams and Mary Skelton have taken an active role with the College's Alumni Association. The Association has given \$1,000.00 to the College, half for the Thomas A. Edison Foundation and half for scholarship aid.

The College staff and the Alumni Association organized a phonathon which was held from December 1 to 4. Over \$11,000 in pledges, including some matched by employers, was pledged during the phonathon. The College has approached the Charles Edison Foundation about the possibility of matching what was raised by the alumni. It is conceivable that the College may realize almost \$25,000 from the initial effort.

Resignation of Kevin Shanley from the Board of Trustees: President Matusak stated that the Governor has not signed the revised Ethics bill which had forced Kevin Shanley to submit his resignation last summer. At that time, Mr. Shanley had indicated that he would like to remain on the Board of Trustees if the law were changed.

Mr. Shanley has assumed additional responsibilities with his employer which now makes it impossible for him to continue as a Trustee and he would have had to resign even if there were no Ethics bill.

MR. SHANLEY'S
RESIGNATION
ACCEPTED:

Mr. Kuemmerle moved that the Board of Trustees accept Mr. Shanley's resignation, with sincere regret, as of November 17, 1980. Seconded by Mr. Taylor, the motion was approved unanimously. (7-0-0)

New Position for Allison Jackson: President Matusak informed the other Trustees that Allison Jackson has accepted a position as Vice President at RCA.

Terms of Trustees to Expire June 30, 1981: President Matusak noted that the terms of Alan Ferguson and John Kuemmerle are to expire on June 30, 1981. Both Mr. Ferguson and Mr. Kuemmerle will be notified of this by the Chancellor's office and will be asked if they wish to continue serving on the Board.

Status of A660: This bill which is still under consideration would provide student representation on the Boards of Trustees of the State Colleges. The Department of Higher Education has indicated that student participation on Boards of Trustees, if approved, should also apply to Rutgers University and the county colleges and not just the state colleges. President Matusak indicated that most of the state college presidents and several Trustees have indicated that they are not in favor of the bill.

Several amendments have been proposed which would change the selection process. As written, the bill calls for an election by the students for the positions on the Boards of Trustees. The amendments would change this process and substitute appointment for election. Mrs. Danielson suggested that representation should be restricted to alumni and not active students.

President Matusak indicated that she objects to the bill because of the ramifications of having designated groups represented on Boards of Trustees.

Mrs. Spiegel stated that the Council of State Colleges is against the bill. She also indicated that some of the state colleges have student representatives in a non-voting, advisory capacity to the Board of Trustees.

Mrs. Jackson described the problems the State Board of Education encountered when it decided to have different specified groups represented on the Board, e.g., bilingual representatives.

Reorganization of the College: President Matusak referred to the memorandum to the College staff in which she outlined the first step in

the reorganization of the College, the merger of the Office of the Registrar and Admissions into the Academic Affairs Division.

Appointment of Admissions Recruiter/Specialist: President Matusak introduced M. Martha O'Connell to the Trustees. Ms. O'Connell has been appointed as the College's Admissions Recruiter/Specialist. Prior to her appointment, she was a Transcript Evaluator in the Registrar's Office.

Ms. O'Connell distributed an outline of the plans that are being made for the rest of the academic year.

Appointment of the Director of the Testing & Assessment Center: President Matusak introduced Susan Simosko who has joined the College as the Director of the Testing & Assessment Center. Ms. Simosko briefly described what the Center will be doing and how it will work with the other colleges that make up the consortium.

What the Testing & Assessment Center succeeds in doing in New Jersey can be replicated in other states. A Governing Council for the Center is being set up and an initial meeting is being planned for January. One of the community colleges, Somerset County College, has already developed a set of guidelines to be used within the college.

Status of the Search Committees: The Search Committee for the Vice-President for Administration & Finance has reviewed approximately 120 applications for the position and has reduced the potential candidates to ten. The staff are now in the process of obtaining additional references. Interviews are being scheduled for late December or early January.

The Search Committee for the Executive Assistant to the President is in the process of reviewing the more than 230 resumes submitted. Many of the applicants hold the Ph.D. This position has not yet been approved by the Department of Civil Service. The Acting Vice-President for Administration & Finance is working on speeding up the approval process for this position.

President Matusak stated that she would like the Personnel Committee of the Board of Trustees to interview the finalists for each of these positions.

REPORT OF THE
PERSONNEL
COMMITTEE:

After President Matusak had completed her report, Mrs. Spiegel asked Mr. Ferguson if he would give a report for the Personnel Committee. Mr. Ferguson stated that the Committee met prior to the Board of Trustees' meeting and reviewed the recommendations for contracts as presented by the President.

CONTRACTS
APPROVED:

Mr. Ferguson moved that the Board of Trustees approve the awarding of contracts to the 16 individuals recommended by the President. Twelve of the contracts

are for one year and four are for two years. Seconded by Mrs. Jackson, the motion was approved unanimously. (7-0-0) (A list of those who are being offered contracts is appended to the minutes.)

Personnel Plan: Mr. Ferguson then stated that as recommended at the September meeting of the Board of Trustees, the Personnel Plan was reviewed by the College's Executive Committee. No substantial changes were recommended but there have been recommendations for changes in terminology. The Personnel Committee reviewed the changes which were recommended by the staff.

There was discussion within the Personnel Committee about several of the changes that were recommended. The Committee would like to review these changes at greater length. As a result, no formal action is being requested beyond the approval given at the September meeting.

It was pointed out that the calendar, since it will change each year, should appear as an appendix, not as part of the text.

Mrs. Spiegel asked that the final document be distributed to all of the staff of the College. In addition, the changes that are being recommended should be circulated to the entire Board prior to the next meeting. The Senior Staff should also be given the recommended changes for review.

Merit Increases: Mr. Ferguson reported that the Personnel Committee reviewed the recommendations of the President for merit increases. There was considerable discussion about the limitation of merit increases to a fixed percentage of the College's staff. President Matusak pointed out that the College followed the guidelines established by the Department of Higher Education. The process used has the endorsement of the Council of State Colleges. The presidents wanted to be able to reward those very productive faculty and not merely grant increments. Mr. Kuemmerle stated that he objected to the arbitrariness of limiting merit increases to a fixed percentage of the staff. President Matusak pointed out that there may have to be a revision to the list since the number of individuals recommended exceeds the fixed percentage.

MERIT INCREASES
APPROVED:

Mr. Ferguson moved that the Board of Trustees approve the recommendations for merit increases submitted by the President. Seconded by Mr. Kuemmerle, the motion was approved unanimously. (7-0-0)

PERSONNEL ACTIONS
APPROVED:

President Matusak reviewed the personnel actions which have taken place since the last meeting of the Board of Trustees. There were five new employees hired, two promoted, and five resignations. Mrs. Jackson moved that the Board of Trustees approve the personnel actions. Seconded by Mr. Ferguson, the motion was approved unanimously. (7-0-0)

ACADEMIC COUNCIL
APPOINTMENT
APPROVED:

Mrs. Spiegel then asked Vice-President Fletcher to present the resolution appointing a student to the Academic Council. Dr. Fletcher presented the name of Janis D. Miller as the candidate for a three-year term as a student representative to the Academic Council. Ms. Miller currently is employed by the American Telephone and Telegraph Company and is working toward a Bachelor of Science in Business Administration degree.

Mr. Ferguson moved that the Board of Trustees approve the appointment of Janis D. Miller to a three-year term as a student representative on the Academic Council. Seconded by Mr. Taylor, the motion was approved unanimously.

PROGRAM ON
NONCOLLEGIATE
SPONSORED
INSTRUCTION
(PONSI) REVIEWED:

Mrs. Spiegel then introduced Mr. Eugene Meskill, the Director of Special Programs, who presented an update on the Program on Noncollegiate Sponsored Instruction (PONSI).

Mr. Meskill stated that there were two informational meetings held earlier in the year, one in Newark and one in Trenton. Representatives from 60 different companies attended one or both of the meetings. The purpose of the meetings was to familiarize the companies with the benefits of the program and to explain the evaluation process that takes place before recommendations are made. Some of the companies have expressed a strong interest in the program and have already begun the final steps in having an evaluation of their training programs.

Mr. Meskill outlined the process of evaluating courses and the publication of the credit recommendations in the National Guide. As part of this, each college and university is being asked to share its policy with regard to the PONSI recommendations; these will be compiled and prepared in booklet form. The results of this project should be available by June.

One company that is interested in working with the Program requested a review of the educational packages which it had obtained from a vendor in Chicago. The Chicago based company, Advanced Systems Incorporated, invited Mr. Meskill to Chicago to observe their operations. While there, Mr. Meskill met with representatives of Deltak. A major factor in looking at packaged programs is the high level of control on the content of the various courses since they make extensive use of videotapes. At this time, Deltak is not ready to make a commitment but if Advanced Systems Incorporated follows through with its plans, Deltak may do the same.

The first evaluation completed under the control of the College was held on September 29 in conjunction with the American Council on Education. Eight courses offered by the American Telephone and Telegraph Co. were evaluated. An additional three courses may be evaluated in the near future. The World Trade Institute, American Telephone and Telegraph Co. and six others are at the point of developing an application for

evaluating some of their programs. Over 30 different companies have indicated a positive interest in having their programs reviewed while 16 have declined.

Dr. Miller raised some procedural questions concerning the relationship with the American Council on Education and it was pointed out that the College is acting as the agent for the Council in New Jersey. The benefits to industry is the national marketability of the recommendations through the National Guide as opposed to the evaluations which might be done by a local college.

Additional questions raised dealt with the scope of the services which can be provided through the Program.

REVIEW OF THE
INSTITUTIONAL
PLANNING
PROCESS:

Mrs. Spiegel thanked Mr. Meskill for his thorough report. She then asked Vice-President Fletcher to review the status of the institutional planning process. Dr. Fletcher briefly reviewed the final document covering the goals and plans for 1977-80. The Institutional Planning Committee has drafted a new mission statement which was mailed to the Trustees prior to the meeting. Dr. Fletcher reviewed the addition of the statement concerning the creation of linkages with different delivery systems.

There was a discussion about the revised mission statement and several changes in wording were recommended.

REVISED MISSION
STATEMENT
APPROVED:

Mr. Kuemmerle moved that the Board of Trustees adopt the revised statement as the Mission Statement of the College, replacing that approved by the Board of Higher Education on December 15, 1972. Seconded by Mr. Seessel, the motion was approved unanimously. (7-0-0)

Dr. Fletcher then reviewed the work of the Institutional Planning Committee. A subcommittee has been working on a format to be used in the planning of goals and objectives. Dr. Dennis Smith, the Director of Institutional Research, reviewed the draft document prepared by the subcommittee. The need for more specificity within the outcomes expected for each plan was recognized. Each office of the College will be asked to develop additional outcomes or to refine those already listed.

The goals listed are a synthesis of the goals recommended by the various offices of the College. It was agreed that the Institutional Planning Committee would report back to the Board of Trustees at its February meeting. Prior to the next meeting of the Board, the Institutional Planning Committee will meet with or receive comments from the Planning Committee of the Board of Trustees.

Mr. Kummerle asked that additional services should be added with expected dates of implementation. This would assist the College in its budgetary planning cycles. Mrs. Jackson stated that fiscal accountability is as important as program accountability.

Mrs. Spiegel stated that the Institutional Goals and Plans for the next five years should be the major agenda item for the February meeting of the Board of Trustees and that the Institutional Planning Committee should meet with the Board of Trustees Planning Committee.

FUND RAISING
ACTIVITIES:

President Matusak stated that she would like Dr. Laura Adams to report on the College's fundraising activities since much of the meeting's topics have dealt with the financial constraints of the College. Dr. Adams reported that the College's first phonathon to its alumni had ended December 4 and over \$11,000.00 had been pledged by the alumni. Part of the phonathon process involved obtaining updated information on the alumni, specifically who they are and what they have done since earning their degrees.

The College is also looking toward corporate contributions. Different companies have assisted the College with individual projects. Additional aid for the statewide Testing and Assessment Center is being sought from the Prudential Company.

A new marketing team has been established and a plan is being developed.

In the area of grants, the College is reviving the Title III grant. A consultant came to the College to discuss its needs with the possibility that the College might meet the qualifications set down by the Federal Government. Dr. Adams indicated that she and President Matusak would be going to Atlantic City to meet with representatives of the Bally Corporation and Resorts International to see if they can provide assistance to the College.

NEW BUSINESS:

Mrs. Spiegel thanked Dr. Adams for her report and stated that there were several items which she wanted to review with the Trustees.

Evaluation of Public College Presidents: Mrs. Spiegel stated that the Department of Higher Education is working on a draft of a document concerning the evaluation of the presidents of public colleges. This would systematize the evaluation process.

Affirmative Action: Mrs. Spiegel stated that she has received two memoranda from the Board of Higher Education concerning Affirmative Action. One of these dealt with the lack of success which the colleges have demonstrated in the hiring of faculty. The second requested a report from each college president on the status of affirmative action. This report will be due November 1, 1981.

Council of State Colleges: Mrs. Spiegel stated that the Council of State Colleges has expressed a strong concern about the autonomy of the state colleges and their accountability. Dr. William Maxwell, President of Jersey City State College and Dr. Mark Chamberlain, President of Glassboro State College, have both written strong letters expressing their concern. Dr. Chamberlain in his letter stated that he is eagerly awaiting the report of the Glynn Commission on institutional accountability. Mrs. Spiegel stated that Thomas A. Edison State College has experienced firsthand problems with autonomy.

Joint Meeting of Council of State Colleges and Council of County Colleges: The two councils have had a joint meeting to discuss common problems and concerns. Many issues remain to be resolved and future joint meetings are being proposed.

Association of Governing Boards: Mrs. Spiegel thanked Mrs. Jackson for the report which she wrote after the meeting of the Association of Governing Boards. A copy of this report was sent to the Department of Higher Education which has expressed its thanks for the report. The Association of Governing Boards needs to have 60 days notice prior to setting up a workshop for Trustees. It was emphasized that the meeting should be an overnight meeting. A commitment of a majority of the Board must be made before the Association will agree to put on the workshop. The Department of Higher Education has stated that it might be able to help defray the cost of the workshop.

Three dates were suggested: April 9-10, April 23-24, April 30 - May 1. A preference for April 9 - 10 was expressed.

There being no additional new business, the meeting was adjourned at 4:35 p.m.

Submitted by,


LARRAINE R. MATUSAK
Secretary to the Board

February 6, 1981
DATE

Approved by,


ELEANOR SPIEGEL
Chairman of the Board

February 6, 1981
DATE