

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON STATE COLLEGE

April 3, 1981

MEMBERS PRESENT: Eleanor Spiegel, Chairman; Alan Ferguson, Vice-Chairman; Patricia Danielson; George Hanford; Allison Jackson; John Kuemmerle; Rita Novitt; Robert Taylor; Lorraine Matusak, President

MEMBER ABSENT: Thomas Seessel

ALSO PRESENT: Arnold Fletcher, Vice-President for Academic Affairs; John Bernard, Vice-President for Administration & Finance; Laura Adams, Director of Academic Programs; Harold Miller, Associate Director, State College Office, Department of Higher Education; Thomas McCarthy, Director of Admissions & Registrar; Mary Skelton, Director of Public Relations; Dennis Smith, Director of Institutional Research

The meeting was officially called to order at 9:45 a.m. Mrs. Spiegel noted that the date, time and location for the meeting had been published in accordance with New Jersey law. Mrs. Spiegel formally welcomed Mr. John Bernard, the College's new Vice-President for Administration & Finance. She also noted that in the materials given to the Trustees was the formal resignation of Mary Skelton from her position of Director of Public Relations.

MINUTES APPROVED: The minutes of the meeting of February 6, 1981 were presented for approval. Mr. Taylor moved that the minutes be approved as written. Seconded by Mr. Kuemmerle. There being no additions or corrections, the minutes were approved unanimously. (6-0-0) [Mrs Danielson and Mrs. Jackson were not present for the vote.]

GRADUATES APPROVED: Mrs. Spiegel then asked Mr. McCarthy to present the names of the candidates for degrees. There were 18 candidates for the Bachelor of Arts, 5 candidates for the Bachelor of Science, 8 candidates for the Bachelor of Science in Business Administration, 29 candidates for the Associate in Arts, 4 candidates for the Associate in Science, and 1 candidate for the Associate in Applied Science.

There was a brief period of discussion concerning the graduates. 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 Mr. Kuemmerle, the motion was approved unanimously. (8-0-0)

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REPORT OF THE  
PRESIDENT:

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

Addresses for Trustees: President Matusak indicated that a new mailing list for the Trustees had been prepared and was distributed before the meeting. Included in the listing is the length of terms for each of the Trustees. President Matusak asked each of the Trustees to verify the addresses listed on the forms and to return the list with any corrections so that a permanent list can be prepared.

Status of Search Committees: The Search Committee for the position of Vice-President for Community Affairs has been conducting telephone interviews. The field has been narrowed to six candidates who will be asked to come to the College for a personal interview. President Matusak indicated that she hoped the members of the Personnel Committee could meet with the three finalists.

The Search Committee for the position of Executive Assistant to the President has completed its work. The four finalists returned to the College for an intensive one-day session where they were able to meet with most of the staff. Two very strong candidates emerged from this intensive session. President Matusak indicated that she had hoped to be able to announce her selection but she stated that she wanted to obtain more information about one of the finalists. President Matusak thanked Mrs. Jackson for her assistance with the search.

AGB Workshop: The workshop for Trustees has been scheduled for April 9 - 10 at the Chauncey Center at Educational Testing Service. Completed questionnaires had been received from all but one of the Trustees. The Association of Governing Boards has assigned Mary Lou Peterson as the mentor for the workshop.

An agenda for the workshop was distributed to the Trustees prior to the meeting. Mrs. Peterson recommended the following topics for discussion at the Workshop:

- 1) Improve Board performance and decision-making;
- 2) Increase Board members' perception of their roles as Trustees;
- 3) Discuss principles of good boardmanship;
- 4) Board members' recognition of their strengths and weaknesses;
- 5) Establishment of a climate for growth and improvement;
- 6) Respect for each other and the rationale for open discussions.

Ms. Novitt issued an invitation to each of the Trustees to come to her home on Friday evening after the workshop for an informal critique of the workshop.

Enrollment Report: A report for the first nine months of the academic year was prepared for the meeting. President Matusak

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reported that a large group of students was enrolled as a result of counseling activities at International Harvester. A major reason why this group enrolled was the availability of the College's Portfolio Assessment Program.

President Matusak indicated that she is investigating the possibility of a professionally prepared slide-tape presentation which would explain the College and its academic programs and services.

President Matusak indicated that some of the individuals who have completed courses that have been evaluated by the Program on Noncollegiate Sponsored Instruction (PONSI) have taken the recommendations for credit to other colleges in the State only to find out that some of them would not accept the credits.

Appointment of John Bernard: President Matusak indicated that John Bernard assumed his responsibilities as Vice-President for Administration & Finance on March 2 and since then has been working on the budgets for FY 81 and FY 82. He met with the Finance Committee and gave a report on the current budget. He will be giving a report later in the meeting.

Program Improvement Funds: When the Program Improvement Funds for FY 81 were allocated by the Department of Higher Education, Thomas A. Edison State College was not granted any even though a request for \$15,000 to support the development of a Bachelor of Science in Nursing degree had been made to the Department. The College is unable to underwrite the cost of developing this degree.

President Matusak indicated that this was discussed by the Executive Committee of the Council of State Colleges. It was agreed by the Council of State Colleges that a percentage of the Program Improvement Funds received by the other eight State Colleges would be allocated to Thomas A. Edison State College to support the development of the Bachelor of Science in Nursing degree. These funds are now being received by the College and work on developing this degree can begin.

Legislative Effort: President Matusak reported that the effort to educate the Joint Appropriations Committee has been intensive. Many letters have been written to the members of the Committee and meetings have been held with them. Whether funds will be restored is unknown at this time. However, the members of the Committee now know what Thomas A. Edison State College is. The other state colleges are having severe financial problems as a result of the high rate of inflation, increased costs for fuel and the recommendation for a one percent increase in budget.

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President Matusak stated that Mrs. Danielson has requested the opportunity to testify before the Joint Appropriations Committee as a private citizen who has been assisted by the College. President Matusak reported on a conversation she had with Senator Foran who related his telephone conversation with Mrs. Danielson.

Vice-President Fletcher stated that the Academic Council has passed a resolution reflecting the support of the Council members of Thomas A. Edison State College.

Work, Education and Leisure Initiative: President Matusak reported the current status of the Work, Education and Leisure Initiative. The report of the Attorney General has affirmed that there are no links between the College and the Work, Education & Leisure Initiative. The most recent incident involving the Work, Education & Leisure Initiative has been the refusal of the State Treasury to pay a consultant without approval of the President of Thomas A. Edison State College. Assistant Chancellor Marlowe has stated that such approval cannot be granted since there is no relationship with the Work, Education & Leisure Initiative. Since the consultant in question is a graduate of the College and a strong supporter of it, the situation is a delicate one. President Matusak indicated that she would keep the Trustees apprised of any new developments.

REPORT OF THE  
FINANCE COMMITTEE:

After President Matusak completed her report, Mrs. Spiegel asked Mr. Taylor to give a report for the Finance Committee. Mr. Taylor stated that the Committee met with Vice-President Bernard and reviewed the status of the FY 81 budget as of February 28 and the status of the FY 82 budget currently being developed by the State. Mr. Taylor asked Vice-President Bernard to review the two budgets with the Trustees.

Status of FY 82 Budget Proposal: Vice-President Bernard reviewed the FY 82 Budget as recommended by the Department of Higher Education and that recommended by the Governor. The Governor's recommendations show a shortfall of \$191,000 in what the College needs to continue its present service, including the Statewide Information Network on Education, or Hotline, and the development of the Bachelor of Science in Nursing degree. New positions that were eliminated include the Assistant Director of Academic Programs for the nursing degree and a computer programmer.

In response to a question concerning a formula for funding, President Matusak stated that the draft of a formula prepared by the Department of Higher Education shows that the College is underfunded by approximately \$150,000. However, while formulas are in place for the other state colleges, they are virtually ignored by the Department of the Treasury.

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The Governor's budget shows that the College will serve 4,000 students in FY 82. This is a realistic figure for the College.

President Matusak indicated that she has been in communication with the Department of Higher Education about instituting a General Services Fee. Such a fee is already in existence at the other state colleges. The General Services Fee remains with the colleges and can be used to provide additional services.

There was a discussion about the need for the College to meet its projected income level. Mr. Kuemmerle stated that Chancellor Hollander had expressed a desire that the College be self-sufficient. President Matusak indicated that this would in effect make the College a private institution. Mrs. Danielson stated that the fact the College is a state college is one of its major assets.

Status of FY 81 Budget: Vice-President Bernard stated that as of February 28, with 67 percent of the year ended, the College had collected 49 percent of its projected 100 Account income. He further stated that the College is maintaining strict control of its expenditures to keep within the approved budget. Revenue projections need to be reviewed in light of the historic trends.

Mr. Kuemmerle stated that the College needs to examine its expenditures and to draw them into line with its revenue. Mr. Taylor stated that there is an absence of a one-to-one correlation between the students served by the College and its budget. The costs of the various programs differ greatly and make a one-to-one correlation almost impossible. Mr. Kuemmerle stated that the cost of providing a degree program in nursing will be much higher than one in business and as a result there is a need to know just what the cost of providing services to individual students are.

Mr. Ferguson expressed a concern that the level of revenue collected is 49 percent of projected with expenditures at 60 percent of projected.

Mrs. Spiegel stated that Chancellor Hollander wants the College to become more entrepreneurial with its programs. The College needs to know where it will be five years from now. Mr. Hanford stated that one underlying point to be considered is the fact that funds in the federal sector are drying up. The College will need to go to private enterprise to replace the federal funds. President Matusak stated that this has already become a major priority of the College.

Mr. Kuemmerle stated that the College needs to look at the question of allocation of resources and the possibility of cutting back programs that are too expensive.

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Mr. Hanford recommended that the College look into the possibility of obtaining the assistance of qualified professionals under a released-time concept with industry. Mrs. Jackson stated that the stampede of colleges and universities to private enterprise has already begun. She indicated that she will be attending a meeting on April 10 to discuss corporate strategies for handling the overwhelming number of new requests.

President Matusak stated that the College has made a dedicated effort to seek additional funding from the private sector. There has been a reallocation of staff to allow Dr. Laura Adams to assume a major role in obtaining grants.

Vice-President Bernard indicated that expenditures in the 100 Account are running about 5 percent below the budget. The final figure for FY 81 will be below the budget. In the 450 Account, income is 46 percent of that projected but expenses are running 18 percent over income generated.

REPORT ON  
DEVELOPMENT  
ACTIVITIES:

Mrs. Spiegel thanked Vice-President Bernard for his report on the budget and then asked Dr. Laura Adams to give a report on development activities.

Dr. Adams referred to a prepared list of activities in the development area in the last several months which was mailed to the Trustees prior to the meeting. She indicated that more and more the state colleges are State assisted rather than State supported. A greater proportion of each college's budget is coming from non-State funds.

In dealing with private industry, the response being heard more frequently is that the public institutions should go to government sources and industry will assist the private sector.

Dr. Adams indicated that the Title III application is still active. Congressman Chris Smith has received word that the resolution of the eligibility question may be made within a week. Should the College not receive Title III, there will be no way federal support for core services can be obtained. At the other colleges, most of the federal funds received are for financial aid.

Progress is being made within the State. The College has received Program Improvement Funds and Management Improvement Funds from the State but funds to continue programs established under these grants has not been made available. This is what has happened with the Management Improvement Grant which established the Word Processing Center.

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With regard to corporate contribution efforts, the task of obtaining contributions is greater. The College needs to be realistic about where it can go. It is helpful if there are individuals within the corporation who are knowledgeable about the College and its services. Most corporate funding is done without a corporate funding office. The College's effort in providing service to employees of International Harvester may ultimately result in a corporate contribution.

The College has received a grant of \$4,000 from the Charlotte Newcomb Foundation to provide financial aid to women returning to higher education.

The response of the alumni has been very encouraging. As the number of alumni contributing to the annual fund drive increases, the greater potential there is for corporate contributions.

The Trustees of the Thomas A. Edison Foundation will have to take an active role in the solicitation of funds. Dr. Adams thanked those trustees who have assisted in identifying individuals who can assist the College. Ms. Novitt has recently recommended a contact person at a foundation in New York City and the Prudential Company has provided the assistance of a systems analyst who is helping with the implementation of the new data processing effort.

The College has recently completed a series of workshops on grant writing. Mr. Charles Hulet of the Department of Higher Education conducted the workshops.

REPORT OF THE  
CHAIRPERSON:

Mrs. Spiegel reported that the Council of State Colleges will be holding its May meeting at Thomas A. Edison State College. The Council will convene early so that they can meet with the staff of the College. After the meeting, there will be a dinner at President Matusak's home.

The Council is going to establish a Media Technology Committee. Thomas A. Edison State College will be represented on this Committee.

PERSONNEL ACTIONS  
APPROVED:

President Matusak reported on the new appointments, separations and promotions since the last meeting of the Board of Trustees. There were six new staff appointments including that of John Bernard as Vice-President for Administration & Finance; one separation and two reclassifications. In addition, a request for an adjustment in salary has been made for three individuals and one new title has been approved by Civil Service. President Matusak pointed out that the Hotline positions are funded through September 30, 1981.

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Mrs. Danielson moved that the Board of Trustees approve the personnel actions. Seconded by Mr. Ferguson, the motion was approved unanimously. (8-0-0)

DISCUSSION ON  
RESOLUTION CONCERN-  
ING THE NEW JERSEY  
EDUCATION COMPUTER  
NETWORK (NJEEN):

President Matusak reviewed the circumstances which have led up to the resolution which will support the decision of Glassboro State College to purchase the building currently housing NJEEN. The resolution is the result of much work by the Council of State Colleges, the Board of NJEEN, the various institutions which are served by NJEEN and the Department of Higher Education.

Glassboro State College has agreed to purchase the building but all of the principal users of NJEEN would agree to make up any deficit for the fiscal year. Mr. Kuemmerle asked if the State would allow NJEEN to go bankrupt. He questioned the rationale behind two separate computer systems, Rutgers University and NJEEN.

Dr. Dennis Smith outlined the history of Thomas A. Edison State College's involvement with NJEEN and the current status of data processing at the College.

Mr. Hanford moved that the Board adopt the resolution concerning NJEEN. Seconded by Ms. Novitt.

Mrs. Jackson stated that her experience with NJEEN while she worked at the Department of Education was good. She observed that it was a better option than other systems available at the Department.

DISCUSSION ON  
AMENDING THE  
RESOLUTION:

Mr. Hanford moved that the resolution supporting Glassboro State College's purchase of the building be amended to insure that Glassboro would lease the building to NJEEN. Seconded by Ms. Novitt.

There was discussion on the need to specify that Glassboro State College would lease the building to NJEEN. Mr. Hanford stated that without this safeguard there would be no guarantee that Glassboro would make the building available to NJEEN.

Mr. Hanford called the question on the amendment. The amendment was approved unanimously. (8-0-0) Mr. Hanford expressed concern that the Board of Trustees was being asked to approve such an agreement without financial documentation, especially in light of the cutback in the College's budget.

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RESOLUTION EXPRESSING  
CONCERN OVER THE NJECN  
PROPOSAL INTRODUCED:

Mr. Hanford introduced the following resolution which he wished considered along with the resolution drawn up by the Council of State Colleges, as amended.

Whereas, the Board of Trustees of Thomas A. Edison State College was asked to approve the foregoing resolution to insure that the New Jersey Education Computer Network can maintain its current level of service; and

Whereas, the Board of Trustees of Thomas A. Edison State College has no option but to take the foregoing actions; and

Whereas, the Board of Trustees of Thomas A. Edison State College is obliged to enter into this agreement without financial documentation; and

Whereas, the College's budget is being cut back; now be it

Resolved, that the Trustees of Thomas A. Edison State College indicate to the Department and the Board of Higher Education that its members are uncomfortable with having to commit the limited resources of the College to support NJECN without full knowledge of its cost; and be it further

Resolved, that the Board of Trustees of Thomas A. Edison State College expresses its concern that separate and perhaps unnecessarily duplicative computer facilities may be established within the public higher education community at an unknown cost to the State; and be it further

Resolved, that the Department of Higher Education draw attention to the Board of NJECN the possible need to expand the operations of NJECN so as to achieve volume efficiencies while maintaining NJECN's primary commitment to the service of the state colleges.

Seconded by Mrs. Danielson. There was considerable discussion of the exact wording of the resolution which resulted in the form of the resolution which appears above.

ORIGINAL RESOLUTION  
SUPPORTING THE ACTION  
OF GLASSBORO STATE  
COLLEGE APPROVED:

Mr. Hanford moved the adoption of the original resolution, as amended. Seconded by Ms. Novitt. There being no additional discussion, the resolution was approved. (7-0-0) [Mr. Kuemmerle dissented.]

RESOLUTION OF  
CONCERN ADOPTED:

Mr. Hanford then moved that the companion resolution expressing the concerns of the Trustees be approved. Seconded by Mrs.

Danielson, the resolution was approved unanimously. (8-0-0)

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PERSONNEL PLAN  
APPROVED:

Mr. Ferguson noted that an official approval of the Personnel Plan had not been made. Mr. Ferguson moved that the Personnel Plan be approved. Seconded by Mrs. Danielson, the motion was approved unanimously. (7-0-0) [Mrs. Jackson was not present for the vote.]

REPORT ON ACADEMIC  
AFFAIRS DEVELOPMENT:

Mrs. Spiegel then asked Vice-President Fletcher to review the new developments in the Academic Affairs area.

Proposal to Establish Advisory Committees for Business and Professional Degrees: Vice-President Fletcher reviewed the rationale for establishing advisory committees in Business and Management, Human Services, Applied Sciences and Technology, and Allied Health. This proposal is endorsed by the Academic Council.

PROPOSAL TO ESTABLISH  
ADVISORY COMMITTEES  
FOR BUSINESS &  
PROFESSIONAL DEGREES  
ENDORSED:

Mr. Ferguson moved that the Board of Trustees endorse the proposal to establish advisory committees for business and professional degrees. Seconded by Mr. Taylor, the motion was approved unanimously. (8-0-0)

Vice-President Fletcher recommended that a discussion of new State College Admissions and Baccalaureate Degree Standards be postponed until the next meeting. Vice-President Fletcher stated that he would like to incorporate this into a discussion on the review of the Bachelor of Arts degree. A plan for future directions would be prepared by April 30.

At this point, Mrs. Spiegel recommended that the Trustees adjourn the meeting for a brief period for lunch and resume discussion over lunch. The meeting adjourned at 1:05 p.m. and resumed, over lunch, at 1:20 p.m. in the President's Office.

Bachelor of Science in Nursing Degree: Vice-President Fletcher introduced Dr. Ruth McKeefery who described the current status of the Bachelor of Science in Nursing degree. A program document will be reviewed by the Academic Council in May and will be sent to the Department of Higher Education to be reviewed by the Health Professions Education Advisory Committee. The current timetable would have the degree program submitted to the Board of Higher Education in the Fall, 1981, with implementation of the degree in July, 1982.

The degree program is modeled after the Regents External Degree Program's Bachelor of Science in Nursing degree. Currently, there are more than 250 nurses enrolled for a degree with Thomas A. Edison State College. There are over 500 New Jersey residents enrolled in the Regents External Degrees in Nursing.

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The degree would be competency-based. At the present time, 48 semester hours would be in General Education, 48 semester hours in Professional Nursing and 24 semester hours in Free Electives. The Professional Component would use the ACT/PEP examinations. Beginning with the Fall, 1981, the College will be an ACT/PEP test center. The College has two consultants working with the staff on developing the degree: Dr. Carrie Lenberg, Coordinator of the Regents External Degree Program in Nursing, and Dr. Philip DeLorey, Professor and Director of Nontraditional Curricula at Hunter College-Bellevue School of Nursing. The staff is exploring options for students other than examinations. The performance examination sites established by the Regents External Degree Program will be used. At a later date, one will be established in New Jersey.

One need the College has is the establishment of a position as Assistant Director of Academic Programs. Ms. Novitt indicated that one of the foundations might be willing to fund this position.

Dr. McKeefery pointed out that there are over 2,000 nurses in New Jersey without the Bachelor of Science in Nursing degree. This degree may become a requirement to practice as an RN in the State within the next ten years. Dr. McKeefery stated that enrollment in the proposed BSN degree would be restricted to New Jersey residents or individuals working in New Jersey.

Institutional Self-Study: Dr. McKeefery then reported on the status of the Institutional Self-Study. Dr. Robert Kirkwood of the Middle States Association visited the College in March, 1980, to review with the staff the process of reaccreditation. The Self-Study Steering Committee has been working since March, 1980, and is comprised of College staff, students, members of the Academic Council and Board of Trustees. The emphasis of the Self-Study is on Institutional Quality.

Questions raised are: Is the program a quality program? How has the institution defined its task? What are the competencies of the assessors used by the College and the College's own professional staff? Are resources adequate? Does the College have substantial support from its governing board and staff? Is the College effective in providing programs?

Program on Noncollegiate Sponsored Instruction (PONSI): Vice-President Fletcher then asked Mr. Eugene Meskill to give a status report on PONSI. Mr. Meskill stated that there have been four evaluations completed to date, one for AT&T, one for the Insurance Company of North America (INA) and two for Research-Cottrell.

In addition, several other groups have expressed a desire to participate in PONSI, including the New Jersey Department of Civil

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Service, the American Institute of Banking, Mountainside Hospital, New Jersey Bell and Chubb Institute.

Mr. Meskill stated that the American Council on Education is pleased with the way in which the New Jersey program is going and has asked him to coordinate four evaluations outside New Jersey for the American Council on Education.

Mr. Meskill stated that he is preparing a brochure for use in demonstrating to a company considering having its programs evaluated how these courses can be used by the students. Some companies have expressed an interest in subsidizing the cost of such a brochure.

Mr. Meskill reported that he is planning a follow-up survey to see what institutions in the State accept the credits recommended by the American Council on Education.

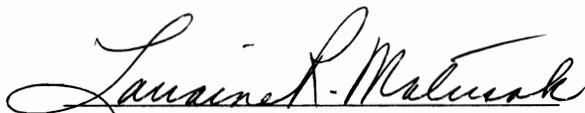
In response to a question raised, Mr. Meskill stated that in addition to an annual review, each of the programs evaluated are re-evaluated at least every five years. If a company changes a course, it must submit the changes to the American Council on Education for review.

Mrs. Spiegel thanked Dr. McKeefery and Mr. Meskill for their extensive reports.

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

The meeting adjourned at 1:55 p.m. The next meeting is scheduled for June 5, 1981.

Submitted by,



LARRAINE R. MATUSAK  
Secretary to the Board

June 5, 1981

Date

Approved by,



ELEANOR SPIEGEL  
Chairman of the Board

June 5, 1981

Date