

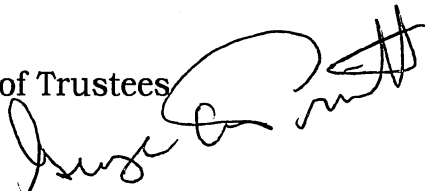


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MEMORANDUM

March 9, 2001

TO: Members, Board of Trustees

FROM: George A. Pruitt 

SUBJ: President's Report to the Board

The National Institute on the Assessment of Experiential Learning

The National Institute on the Assessment of Experiential Learning, sponsored by Thomas Edison State College in cooperation with the Council for Adult and Experiential Learning (CAEL), is shaping up nicely for June 9-12, 2001. The Institute is to be held at the Merrill Lynch Conference and Training Center in Plainsboro. New sessions this year include Online Training and Development of Faculty Assessors; Practical Strategies for Positioning Prior Learning Assessment at Your Institution; Research on How Adults Learn Best: Implications for Design of Portfolio Development Courses; Selecting Appropriate Methods and Tools for Prior Learning Assessment; Research on the Prior Learning Assessment: What's Done and What's Needed; Portfolio Assessment as a Vehicle for Assessing Learning Outcomes; Advising the Adult Student on Prior Learning Assessment Options; and Quality Control in Distance Education.

New Program Development

Development to Meet eArmyU Demands

When the U.S. Army called for proposals to provide distance learning degrees to soldiers, Thomas Edison State College programs and services were in demand. The Army proposal was designed so that a major consulting company would be the primary contractor and colleges and universities would be academic providers. As part of the proposal development process, Thomas Edison State College partnered with most

of the major competitors for the Army contract, including PriceWaterhouseCoopers (PwC), Arthur Andersen, and NCS-Pearson. When PwC was awarded the contract, Thomas Edison was in a prime position to offer its programs to soldiers. To date, 12 soldiers have expressed an interest in the graduate programs, and two have applied. Interest in the undergraduate programs has also been significant.

Alliance Programs

Three new alliance programs have been developed to expand the MSM (Master of Science in Management) curriculum. Through partnerships with ACE sponsors, students can earn the MSM degree with specialized professional areas of study in project management, insurance, or management of substance abuse programs. The College has received its first applications from each of the three alliance programs. These alliances were developed, in part, to increase MSM enrollments, and their success on this measure will be monitored closely.

Graduate Degree Programs

Graduate Enrollments

With 20 new enrollees in the MSM leadership track, enrollment numbers held even with those from the fall semester, a pattern repeated from earlier years. Twenty-two students had been admitted to the MSM, and 20 enrolled. Each of them took a six-semester-hour course for a total of 180 semester hours.

In contrast, early enrollment patterns suggest that the behavior of MAPS (Master of Arts in Professional Studies) students differs substantially from that of MSM students. As of January 2000, 21 students had been admitted to MAPS. Nine enrolled for winter semester courses. Six of those enrolled for one course, and three enrolled for two courses, generating a total 48 semester hours of credit. MAPS students also seem to need financial aid to a greater extent than MSM students do. To date, very few MAPS students have been supported by employer tuition aid.

Undergraduate Degree Programs

Applied Science and Technology Degrees

Five-Year Degree Review—The five-year degree review of the Bachelor of Science in Applied Science and Technology and Associate in Science in Applied Science and Technology is completed, with changes taking effect July 2001. The initial discussions recommended the restructuring of the Core and Specialization into one integrated Area of Study, allowing more flexibility in adapting the degree requirements to the particular subject area. The review report was submitted to and approved by the Academic

60

Council on February 16. The external consultant is Dr. Frederick Emshousen of Purdue University.

Institutional Advancement/Military Contacts—The applied science and technology degree programs have always attracted military personnel, both active-duty and veterans. This year has seen a large increase in cooperative efforts with the military. We are looking to increase outreach to this population, and they are looking to increase degree completion among active-duty military personnel—a win-win situation. We are currently working with the Navy, Army, Army National Guard, and Coast Guard on various Memoranda of Understanding (MoU) for the offering of degree-completion opportunities.

The Navy has been seeking a relationship with colleges agreeing to offer degrees based on specific Navy ratings and has selected the College as one of sixteen schools for inclusion in the MoU governing this activity. The College has been awarded 30 degree programs in 24 of the Navy's 70+ ratings, covering 80,000 sailors. These ratings articulate with the AAS, AA, ASAST, BA, and BSAST. We have prepared "roadmaps" for our Web site showing exactly what credits the sailors have and how they can complete their degree programs. We are beginning to see enrollments in this area.

The e-Army University contract was awarded to Price Waterhouse Cooper, and Thomas Edison State College is an affiliated college in the agreement to offer degree-completion opportunities. Since this population is expected to be newly enlisted soldiers with few college credits, most of the degree programs will not be in the Applied Science and Technology areas. The one ASAST that is included is in Computer Science Technology.

Associate in Applied Science Degree—Implementation of the recently approved Associate in Applied Science degree has begun. The programs within this degree are Administrative Studies, Applied Computer Studies, Applied Electronics Studies, Applied Health Studies, Mechanics and Maintenance, and Occupational Studies. The actual area of study or career track within each program reflects the student's particular military rating or set of coursework. Career Tracks have been established in 44 fields, including such fields as Automotive Mechanics, Food Service, Medical Specialist, Dental Specialist, Aviation Fuel and Cargo, Aircraft Maintenance, Network Administration, Utilities Maintenance, and Aviation Operations. The first students have now enrolled in the program.

Corporate-Higher Education Programs

In recent months the College has conducted on-site course reviews at the Faith Builders Educational Programs, located in Western Pennsylvania. Currently preparations are being made for ACE site reviews at the Chubb Institute, the American Educational Institute, and Panasonic Services Company. In December a successful Program Review was completed for 36 courses sponsored by the New Jersey Department of Personnel.

The College continues to manage delivery of academic services to OPPD (Omaha Public Power District). RAPT (Recovery Assistance Program Training) currently has courses evaluated for credit at both the undergraduate and the graduate level. As a consequence, RAPT has entered into a cooperative partnership with the College to enable students to track their academic work directly into a Thomas Edison State College undergraduate or graduate degree program. Also, AEI (American Educational Institute) has developed a partnership with the College so that their students may use their graduate-level recommendations in the College's MSM program. Fifteen months after their ACE on-site review, management at Host Marriott Services has identified the first cohort of their employees to use ACE credit recommendations and pursue a degree program at the College. A special program is being managed by the College to ensure the success of this endeavor.

This past month saw the final paper-based edition of the bimonthly publication, *Newsbrief*. Begun in December 1984, it was the longest running, regular publication in the history of the College. In the future we will be looking to initiate an electronic format for *Newsbrief*. Finally, the first steps have been taken in the review of the Licenses and Certificates recognized by the College for the award of academic credit. We will begin by focusing initial efforts on licenses and certificates that relate to the AST (Applied Science and Technology) degree program, because these credentials play such a vital role in the specializations of many of these students.

Distance and Independent Adult Learning (DIAL)

The following activity has been undertaken in the DIAL unit:

- 30 course revisions were completed
- 20 course revisions are in progress
- 1 new course was completed: BUE-101-GS/EM - Personal Finance for 2000 & Beyond, Business & Management
- 12 new courses are in development
- 5 new course exams were completed
- 26 new course exams' second versions were completed

- 9 new course exams are in development
- 81 course exam revisions were completed
- 12 answer keys were revised/formatted
- 1 new TECEP examination (Psychology of Women) is under development
- "End-of-course survey" for the graduate studies program was developed and published to the server

e-Pack Accomplishments

During the reporting period, the last of the nineteen chapter quizzes were assembled and put into Perception (the software for delivering assessments over the Web). The first draft of the paper-and-pencil final examination was completed and reviewed in January of 2001. The Web-assessments, Web site information, logons and passwords, feedback statements, and other components were all tested by staff volunteers and staff during December. This was done to ready the first e-Pack for launching on January 1st, 2001.

Certificate in Distance Education Program (CDEP) Seminars

There are four seminars ready for training faculty to deliver on-line for distance education. The multimedia course materials are being beta-tested and the course will be ready before it is needed by the first cohort of participants.

Faculty Updates

The fall faculty meeting was attended by more than 50 mentors. The meeting focused on the College's commitment to improved customer service and the faculty's role in our mission. All mentors, whether they attended the meeting or not, received a printed copy of the proceedings.

Seven new mentors were engaged during the second quarter.

Nancy Brunner, BA, Behavior/Communication, New York
University
MBA Studies, New York University.
Present Affiliation - Fairleigh Dickinson
Subject: Management

Nora Thornber, BA, Math and Physics, University of California;
PhD, Physics, California Institute of Technology;
Present Affiliation - Raritan Valley Community
College
Subjects: Math and Physics

Jeanette Purdy, BS in Business Education, Temple University;
MS in Business Education, Rider University;
MA in School Administration & Supervision, Rider University;
Ed.D, Higher Education, Nova University.
Present Affiliation - Mercer County Community College
Subject: Mass Communication

Joseph Volker, BA, Classical Studies & Education, Seton Hall University;
M.A. Religion & Society, Darlington College;
M. Div., Biblical, Moral & Theological Studies, Kean University;
M.A. Education & Behavior Sciences, Shalom Hartman Institute of Jerusalem; Christian/Jewish Studies, Yad Vashem, Israel, Holocaust Studies
Ph.D., Philosophy, Drew University
Present Affiliation: St. Joseph's College
Subject: English Composition

John Poston, BS, Mathematics, Lynchburg College;
MS, Nuclear Engineering, Georgia Institute of Technology;
PhD, Nuclear Engineering, Georgia Institute of Technology.
Present Affiliation : Texas A&M University
Subjects: Radiation Biophysics, Radiation Interactions

Rena Palloff, BA, Sociology, University of Wisconsin-Madison;
MSW, Social Work, University of Wisconsin-Milwaukee
MA, Organizational Development, The Fielding Institute
PhD, Human and Organizational Systems, The Fielding Institute
Present Affiliations - Crossroads Consulting Group; The Fielding Institute; John F. Kennedy University, California State University-Hayward, Extension Division; Samuel Merritt College
Subjects - Social Psychology and Business Policy

Keith Pratt, BS, Business/Computer Systems Technology, Wayland Baptist University;
MS, Human Resources Management and Development, Chapman University;

22

MA, Organizational Development, Fielding Institute;
Honorary Doctorate of Science in Economics, Moscow State University;
Ph.D., Human and Organizational Systems, Fielding Institute.
Present Affiliation: Datatel, Inc., Project Management, Technology; Crossroads Consulting Group; Samuel Merritt College; Cal State Hayward
Subjects: Management and Business

Course Enrollments

For Fall 2, 2000, Course Equivalency Enrollments were virtually even with those for Fall 2, 1999 (1,415, as compared to 1,420 in 1999). However, the enrollments before the drop/add period for Winter 1, 2001 show a significant increase over those for Winter 1, 2000, at 2,117. If trends for the drop/add period remain consistent with the past, we can expect an increase of between 10% and 15% in Course Equivalency Enrollments.

Staff Items

The College is pleased to announce that Dr. Susan McMullen O'Brien has joined the staff as Acting Associate Dean and Director for Nursing. Dr. O'Brien comes to the College from LaSalle University. She completed a doctorate in health education from Temple University, she earned a Bachelor of Science in Nursing degree and a Master of Science in Nursing degree from University of Pennsylvania, and a RN diploma from the Roger Williams School of Nursing in Rhode Island.

Dr. O'Brien will provide leadership for the College's Bachelor of Science in Nursing degree program. The degree program is moving from an examination only approach for the nursing component of the program to a number of distance education options. The program is flexible and self-paced with a number of degree completion options for registered nurses. Dr. O'Brien will be responsible for the implementation of a new curriculum, which includes a number of distance education courses. She will also oversee outreach efforts in the recruitment of RN's into the program.

Staff Searches

Registrar—The initial search resulted in a limited number of applicants and, as a result of this, the College will be readvertising this position in the Chronicle of Higher Education. College staff will meet with potential candidates answering the readvertisement at the upcoming annual Datatel Conference and the American Association of College Registrars and Admissions Officers (AACRAO) conference.

Vice Provost and Academic Dean—At this time, 47 applications have been received for this position. A selection committee has begun to conduct telephone interviews with a number of qualified individuals to narrow the field for the final in-person interviews. It is anticipated that this position will be filled in the spring.

College Relations

Advertising

The College has selected Block Advertising and Marketing of Verona, N.J., as its new advertising agency. The College and the agency have developed a new advertising campaign that includes a series of print advertisements, radio spots, a television sponsorship spot for NJN, and Internet advertising. A media schedule has been developed through the remainder of FY 2001 for placement in various media outlets and Web sites. The ads in the series rotate within each publication, offering the maximum reach and frequency. The ads market both the College and specific degree programs while continuing to build "brand recognition."

Public Relations

The College issued several major news releases during the quarter to a variety of media outlets. The first release dealt with the College's partnership with the University of South Africa. The release was sent to all major news outlets (print, radio, and television) in New Jersey and surrounding metropolitan areas. It was also distributed to national publications, Web-based media, education publications, and journals. The second release dealt with the Navy College Rating Partnership Program. This release was sent to all major news outlets (print, radio, television, Web) in New Jersey and surrounding metropolitan areas, as well as local and national military publications. A third news release announcing the appointment of the new State Librarian was written and distributed. It received media coverage by NJN, Fox 5 News, NJ 101.5 radio, the Star Ledger, Courier Post, Burlington County Times, Trenton Times, and USA Today.

Several minor news releases were also distributed. A news release announcing the College's new online e-Commerce certificate program was distributed to all local, state and regional media, as well as business and trade publications. A news release announcing the College's Golf Classic was distributed to the calendar sections of local and regional newspapers. News releases announcing recent College graduates, announcing that the College received a grant of \$50,000 from the Geraldine R. Dodge Foundation in renewed support for the Watson Institute, and describing a jointly sponsored forum between the Watson

Institute and Isles, Inc. to discuss developmental issues vital to the Trenton region were all distributed to appropriate media outlets.

Collector Editions magazine, a national magazine dealing with collectibles, published a story about the Prudence Townsend Kelsey Memorial Room in the Kelsey Building for its February (Valentine) issue. It detailed the love story of Henry Cooper Kelsey and his wife Prudence, as well as the history of the room and its contents.

A reporter for *NJ Monthly* magazine interviewed College staff for a story on distance learning for the March 2001 issue. The focus of the interview was the College's two on-line master's programs. *Business News New Jersey* featured the College in a story on the efforts of New Jersey colleges and universities to offer classes over the Internet. The story was published in January 2001. And *Mercer Business* magazine featured the College's e-Commerce certificate program in a story published in the February issue on high-tech education. Finally, as a value-added feature following ad placements in the *Philadelphia Inquirer/Daily News* and the *Star Ledger* during the month of January, the College was invited to submit a 400-word news release on a timely topic pertaining to higher education to be considered for publication. The e-Commerce news release was sent to both publications and was subsequently published.

Web Site

The College Web site continues to be updated and improved on a regular basis. Some of the improvements made during the quarter include the following:

- Posting of a Course Offerings section, providing users the ability to search through the College's course offerings.
- Posting of the College's *Registration Bulletin*.
- Posting of specific pages dedicated to the Navy College Ratings Partnership Program.
- Posting of the 2000-2001 and 2001-2002 Financial Aid Packets.
- Posting of a link to the Free Application for Federal Student Aid (FAFSA).

The Graduate Programs section of the site is being revised to complement the information published in the College's Graduate Prospectus. The application for admission to the graduate programs has also been posted to the Web and can be submitted electronically. Several other new College forms not previously available online have been posted to the site

such as the Request for Graduation Form, Test Description Book order form, and Portfolio Course Description Book order form.

Minor edits to the Web site continue to be made on an as-needed basis.

Applicant and Student Communications Program

The College has revised its external communications mail program in an effort to provide the most comprehensive and timely information to applicants to assist them in their decision making processes and to improve enrollment yields. The letter sent to new applicants was revamped and approved for distribution beginning in January 2001. It outlines the steps an applicant must take in order to enroll in the College, and it is accompanied by a tuition bill. MDCP (Military Degree Completion Program) applicants will now also receive a specialized version of the new applicant letter. Finally, a new applicant follow-up letter has been developed to be sent to applicants four months from the receipt of the initial applicant letter encouraging them to enroll and notifying them that their admission to the College is only valid for (approximately) two more months. To round out this group of letters to applicants, a special one-time distribution letter was developed and sent to those who have applied but not enrolled in the College over the past nine months.

Additional components of the applicant and student communications plan are currently being developed (including correspondence to accompany evaluations and enrollment packages). The distribution of all components of this program is made possible by features programmed in the College's new DATATEL system.

Publications

Major publications produced during this quarter include the following:

- *Navy College Rating Partnership Program (NCRPP)* brochure. This new publication was created specifically for those in the U.S. Navy to increase their interest in becoming enrolled students at Thomas Edison State College.
- *Invention*. The annual Honor Roll of Donors issue, to be mailed in March, represents the largest issue of *Invention* to date, and includes feature stories and the names of more than 1500 College donors.

Awards

On Thursday, January 25, the College received an Award of Merit for the "Marketing Kit Binder" at the IABC's IRIS Awards dinner at the Madison Hotel in Convent Station, New Jersey. The College has also just been

honored with a bronze award from the Admissions Marketing Report for our *Invention* newsletter.

Outreach to Target Markets

Military Markets—College staff traveled to Pensacola, FL to attend the Army National Guard Education Officer Annual Workshop, February 5 to 7, 2001. The College is one of four Level 1 partners at the associate degree level and one of three Level 1 partners at the baccalaureate degree level. All National Guard members using their education institutes will receive an evaluation showing how their military education and college credits fit into a Thomas Edison State College degree program.

The new Navy College Rating Partnership Program has been well received by sailors. On January 10th the College provided a series of information sessions at Norfolk Naval Station in Norfolk, VA. These were attended by more than 150 sailors. Due to this overwhelming response, College staff will travel to this location again in March to provide the same service. The College was also represented at education fairs for the Navy College Rating Partners in the Hampton Roads area of Virginia. All fairs were well attended. College staff also traveled to Long Beach, CA., to attend a workshop on this program. This workshop preceded the Council of College and Military Educators' annual conference. The College has developed its Web site to include a section for this program.

The College is associated with the bid winners for the Army's newest recruitment and retention program. The Army University Access Online program began January 16, 2001, and has been very successful. Within the first two weeks of the program's start, the College had received more than 150 enrollments.

College staff continued their monthly visits to McGuire Airforce Base in New Jersey. This location is the College's regional center and servicemembers attend from various bases in New Jersey, Pennsylvania, and Delaware. Approximately 130 servicemembers were provided with Thomas Edison State College materials this quarter. College staff also attended a conference in Pensacola, Florida, titled "Increasing Recruitment and Retention through Education." Approximately 100 education officers were informed about the Military Degree Completion Program (MDCP). Finally, College staff visited the Naval Nuclear Training Center and the Naval Weapons Station in Charleston, South Carolina. The Navy College Rating Partnership Program was introduced in cooperation with the Military Degree Completion Program. Information was provided to over 250 prospective students who were interested in receiving BSAST Degrees in Nuclear Engineering Technology.

Community Colleges—Thomas Edison State College staff attended numerous transfer fairs at community colleges throughout the state.

During the more than 20 transfer fairs and informational sessions held between the months of January and March, contact was made with over a thousand prospective students.

College staff made presentations to the academic advisors at each New Jersey Community College. These sessions provided an update of information about the College and its programs. College staff also presented information on our graduate programs at an education fair at Delaware Valley College in Pennsylvania. In outreach to a different audience, College staff presented information regarding alternative methods for gaining the required teacher certification for those affected by the Abbot school district ruling.

Thomas Edison State College has been granted funds by the Rummel Foundation to establish merit-based scholarships recognizing high-achieving New Jersey community college students. The College has created an internal committee to oversee the awarding of the scholarships, which will be available in September 2001.

Corporate Markets—The College's corporate relationship manager was successful in establishing an effective working relationship with the company's new East Coast representative for educational services. This has created a new base for an even stronger presence within the company. One result of this effort has been an increased role for the College at AT&T educational fairs for employees.

College staff made two presentations to 60 employees at Grainger, an industrial supply company located in Cranbury, New Jersey. Both managers and assembly line employees attended the presentations, and at least five have now enrolled. Grainger has asked the corporate relationship manager to return for two more presentations.

NUI Corporation (formerly Elizabethtown Gas Company) requested the corporate relationship manager speak to employees at two of their three sites. A total of 33 employees attended the presentations. The corporate relationship manager also made a two-part presentation to Lord, Abbett & Co., an investment management company in Jersey City, New Jersey. Over 40 employees attended the presentations.

The corporate relationship manager assisted the director of Alumni Affairs and a small group of alumni in a presentation to police officers in the Cherry Hill area. As mandated by the police department, officers will be required to hold a bachelor's degree to maintain their current law enforcement status. Staff and alumni demonstrated to nearly 30 police officers how the College's flexible options could enable police officers to fit degree-completion activity into their swing-shift schedules.

Community Markets—Kimberly Eresia has joined the College as relationship manager for community markets and special projects. A mailing to all of the New Jersey libraries is currently being organized to re-introduce Thomas Edison State College to them and strengthen our partnership for the future. The College also established a contact at *One Stop Career Center*, formally known as *Workforce Development*. College material was mailed to the central office for this statewide program, from which it will be distributed to all career advisors.

Contact Center

The College's transition to an in-house, comprehensive Contact Center has been a smooth one, with steadily increasing phone activity, e-mail communication, and collateral requests each month.

January calls overall to the Contact Center showed a 52% increase over the previous month (5345 compared to 3509). There was a 59% (2588 compared to 1624) increase on the Prospect Line; a 57% (2003 compared to 1274) increase on the Admissions Line; and a 23% (754 compared to 611) increase on the Applicant Line. The materials distribution activity increased as well. There was a 51% (4586 compared to 3032) increase in January from the previous month. Forty-three visitors also came in to the admissions office during the month of January. The College will monitor this activity over the next few months to see if it continues to increase. The new position of Contact Center Supervisor was filled in February, and the College will soon hire two part-time Contact Center Representatives, who will begin working in the Center.

Development and Alumni Affairs

Investing In Performance Campaign

As of December 31, 2000, the "Investing in Performance" grand total of gifts and pledges had reached \$2,886,667. The Foundation has now exceeded its goal of raising \$2.5 million, and has done so more than 12 months ahead of schedule.

Among the gifts and pledges received was a pledge of \$30,000 from the Fred C. Rummel Foundation to establish the Fred C. Rummel Scholars Program at Thomas Edison State College. The purpose of the program, the first of its kind at the College, is to recognize the achievements of outstanding graduates of New Jersey's community colleges and to facilitate a seamless transition into a baccalaureate degree program at Thomas Edison State College. The College will award as many as five scholarships for each of two years to community college graduates who are members of the Phi Theta Kappa Honor Society, or who have achieved similar academic distinction, and who plan to enroll (or have

enrolled within the last three months) in a baccalaureate degree program at Thomas Edison State College.

Foundation Revenue

The Foundation's preliminary combined fund balance as of December 31, 2000, totaled \$1,630,345, compared to \$1,491,965 for the same quarter last year. The Endowment fund balance remained strong at \$623,376, and the Quasi-endowment fund balance was \$693,578.

Foundation Board of Directors

The Foundation Board's Executive Committee met on November 16, 2000. The Committee approved the FY2001 budget as submitted. The Nominating Committee approved the slate of candidates, and this group was subsequently re-elected during the December full Foundation Board meeting. Re-elected to three-year terms were John Fischer and Margaret Hoisington. The slate of officers was also approved, with John Neary continuing as Chairman.

Alumni Association

The Alumni Association Board of Directors held its annual holiday party on December 9th. Alumni brought gifts to be contributed to Womanspace. Thomas Edison Alumni Merit (TEAM) awards were given to Howard Butt, Joseph McNamara, and Edwin Irizarry in recognition of their outstanding work on behalf of the Alumni Association. The Board approved the 2001 slate of officers. The Alumni Fund raised \$91,946 in gifts and pledges and from the mail appeal and phonathon.

Personnel

The Office of Development and Alumni Affairs named Anna Krum, formerly the program assistant in the Office of Institutional Research, to serve as program officer effective January 2, 2001.

John S. Watson Institute for Public Policy

Leadership Trenton

Working with support from the Partnership for New Jersey, Princeton Area Community Foundation, and the Fund for New Jersey, the Watson Institute has begun work for the development of a Leadership Trenton Program. A new staff member has been hired to direct the Program and to support other public policy efforts at the Watson Institute. Exploratory interviews are being conducted with local and regional business leaders, elected officials, and other community leaders to discuss structural and leadership aspects of the program. To date, eight

of approximately 28 interviews have been conducted with elected officials and other leaders in the business and civic communities of Trenton.

Trenton Activities

The Watson Institute worked with the Trenton Division of Parks on planning for a capital campaign to raise money for restoration of Cadwalader Park. Institute staff also worked with the Director of the Department of Recreation, Natural Resources, and Culture to develop an action agenda to improve recreation programming in Trenton. The Institute also continues to work on the Heritage Tourism Initiative for the capital region. Work is nearing completion on a transition plan that reconstitutes the existing Trenton Convention & Visitors Bureau into a new tourism marketing organization representing the entire capital region.

The Trenton School District continues to be advised on legislative and regulatory matters. The Institute has provided advice to the Superintendent concerning the facilities legislation and regulations, implementation of early childhood requirements and other Abbott regulations and their impact on the Trenton District. Staff prepared comments, at the request of the Board of Education, on several bills pending before the legislature and have been working with the District in developing comments to the Department of Education's proposed business services regulations.

New Jersey Urban Mayors Association Partnership

Institute Staff coordinated the November quarterly NJ Urban Mayors' meeting. The meeting was held during the annual New Jersey League of Municipalities convention in Atlantic City, New Jersey on November 15, 2000. The January quarterly meeting of the NJ Urban Mayors Association was held in East Orange. Institute staff also facilitated that meeting, which included a presentation by the Mayor of Woodbridge on census issues and a discussion of strategies concerning the potential Municipal Revitalization Act. A major additional topic was a presentation on the New Jersey State Plan. Institute staff drafted testimony for members of the NJUMA to deliver to the New Jersey State Planning Commission at the request of Trenton's Mayor Palmer, who sits on the Commission.

Planning continues for the next conference of Mayors, Superintendents and School Board Presidents, scheduled for March 28, 2001. To keep current on rapid changes in New Jersey education law and policy, staff attend a variety of conferences and participate in a variety of programs related to the "Abbott" legislation.

Newark

The Institute continued to work with the Ironbound Community Development Corporation on its Open Space and Recreation Plan. A consultant was hired and has begun to review existing planning efforts. The Ironbound Community Development Corporation received an additional \$40,000 to support this effort using a proposal developed by the Institute.

Non-Profit Assistance

The Institute continues to work with a number of non-profit corporations on issues related to strategic planning, smart growth issues, and long range planning. Recent activities have included the following:

- Association for New Jersey Environmental Commissions—Institute staff member served, as chair of the Long-Range Planning Committee.
- Regional Planning Partnership—The Institute is participating in the Strategic Planning committee to evaluate work plans for the next few years. Staff are also assisting with development of a project related to "Growth Targets." This project will help urban areas develop a plan for redevelopment.
- Isles, Inc.—The Institute continues to provide guidance for Isles Environmental Health Project. Recent activity has included completion of a survey to assess community knowledge of environmental and other health issues and a review and reorganization of its greening and environmental programs.
- Coalition for Affordable Housing and the Environment—Institute staff assisted with final interviews for an Executive Director. An Institute staff member also serves on the Board of NJ Agricultural Experiment Station (NJAES)—The Institute met Directors for this organization.
- NJ Agricultural Experiment Station (NJAES)—The Institute met with Acting Director of the NJAES, Dr. Adelsoji Adelaja, and Dr. Michael Hamm to discuss re-organization of the Agricultural Experiment Station, particularly as it relates to community development and urban issues.

Children's Futures Project

The Children's Futures project has focused on four major activities: (a) development of interventions to improve early childhood outcomes; (b) gaining additional community feedback about possible ideas and priorities; (c) determining the level of community support for the

proposal; (d) completing the final proposal for submission to the Robert Wood Johnson Foundation (RWJF).

Children's Futures has convened key community agencies in key areas related to children's health to explore ideas and establish measurable outcomes. Accomplishments include assisting in the development of a proposal from Trenton to HUD, which was subsequently awarded \$500,000, and development of a proposal from the City for a national demonstration program to work with other community stakeholders in the design of a strategic plan to improve access to substance abuse treatment. Preliminary budgets for each strategic objective were also developed.

Additional community meetings of Trenton residents were held at North 25 Public Housing and at Friendship Baptist Church to gather information on neighborhood concerns and priorities related to children's health. These meetings confirmed that the major concerns to community residents are crime and safety. Residents expressed a need for more parenting education and ways to deal with substance abuse in the community. Children's Futures has also been meeting with state and community stakeholders, including the Mayor, County Executive, the County Workforce Investment Board, Governor's Office, NJ Department of Health, NJ Department of Human Services, School Superintendent, Police Director, Hospital CEO's, and Directors of a number of large non-profits in the community. The key gap in this effort remains the business community.

Finally, Institute staff drafted a final proposal for extended funding for Children's Futures for submission to the RWJF on February 20, 2001. The proposal requests 10 years of support with a budget of \$15-20 million over the first five years. Also recommended was the creation of a new non-profit entity in Trenton to oversee the effort, with an independent Board of Trustees, and a community advisory group. RWJF will review the proposal between March and May.

Medical Incident Data Set (MIDS)

The intent of the MIDS project is to reduce the cost of hospital discharge data submission by redesigning data submission protocols and improving the data collection at the state level. The Watson Institute continues to act as Data Intermediary Project Administrator on behalf of the Department of Health and Senior Services (DHSS). During this quarterly reporting period, QuadraMed Corporation continued to maintain the hospital pilot reporting system and the statewide rollout of that system. The Department of Health and Senior Services has sent out letters to all hospital Chief Executives Officers and Chief Financial Officers describing the system rollout and deadlines for converting from the old to the new system.

Healthcare Information Networks and Technologies (HINT)

On January 2, 2001, the Department of Banking and Insurance issued regulations in the New Jersey Register for the prompt payment of electronic healthcare claims in 30 days and paper-based claims in 40 days. These rules will encourage the electronic filing of claims and prompt payment of claims. The new rules also have implications for HINT activities and initiatives.

Watson Institute staff actively participated on the State HINT Advisory Board. Research and privacy articles were provided to DHSS for the HINT Advisory Board Privacy Subcommittee meeting in January. This Board has the responsibility to assist the State of New Jersey to implement the HINT Legislation. In addition, staff has assisted the DHSS staff in developing an agenda for the next HINT Advisory Board meeting, to be held on March 9, 2001.

Work continues to finalize a request for proposal (RFP) for a second statewide HINT survey on technology usage in New Jersey. Results would be compared to those from the first statewide HINT survey and be used by the state NJDHSS, the HINT Healthcare Advisory Board, and policy makers statewide and nationally. Discussions continue with healthcare industry representatives and legislative staff to refine and revise the first HINT survey questionnaires. A bid waiver in the amount of \$200,000 has been submitted for approval to the College's Board of Trustees for this project.

The Watson Institute has also agreed to act as project administrator to hire a vendor to develop a data integration plan for common data elements in the DHSS mission-critical data bases. By integrating systems, DHSS plans to provide its stakeholders a Web-based one-stop shopping approach to accessing DHSS services. It is DHSS's intent to provide a single portal entry through the Web for E-Public Health initiatives beginning with the division of communicable diseases. This initial phase of the contract is expected to take approximately 6 months.

Resignations

The following staff have resigned from the College:

Deborah Namm	-	Learner Services
Marie Ruggiero	-	Marketing & College Relations
Judith Lucas	-	Administrative Services
Edward Foris	-	MIS
Patricia Sparks	-	Academic Programs
Jayne Ulmer	-	Public Affairs
Gloria Dienes	-	Human Resources
Dolores Brown Hall	-	Nursing

The following staff have resigned from the State Library:

Anneliese Dower	-	State Gov. Info. Systems
John Boross	-	Transportation
Alan Jacobowitz	-	Division Management

Postreporting

As the last page of this report, there is a chart (entitled "Bid Waiver Tracking System") that documents the status of bid waivers, their approved amounts, and the actual cost of completed projects. Since the last Board meeting, the College has completed a number of projects (see the column headed "Comp.") for which bid waivers were requested and approved. Each of these was accomplished for a cost that is at or below the amount requested. Please consult the chart for details on each project.