

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON STATE COLLEGE

August 6, 1982

MEMBERS PRESENT: Eleanor Spiegel, Chairperson; Alan Ferguson, Vice-Chairman; Robert Taylor; Patricia Danielson; Christian Yegen; George Hanford; Rita Novitt; Thomas Seessel; John Walters, DHE Representative; Arnold Fletcher, Acting President.

MEMBERS ABSENT: None

ALSO PRESENT: Richard Hansen, Vice President for Community Affairs; Dennis Smith, Director of Institutional Research and Systems Planning; Thomas Streckewald, Executive Director of Development and College Relations; Jack Phillips, Registrar; John Bernard, Vice President for Administration and Finance; Arthur Rosenfeld, President of the Local AFT Edison State College Union.

The meeting was officially called to order at 10:00 a.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 June 11, 1982 Board of Trustees meeting were presented for approval. Patricia Danielson moved the acceptance of the minutes, seconded by Rita Novitt. Motion carried (8-0).

Mrs. Spiegel welcomed Arthur Rosenfeld. Richard Hansen introduced Arthur as the President of the Local AFT bargaining unit, and indicated that as of July 1, 1982 the union was officially in effect at the College, and groundwork laid for a cooperative relationship between administration and the union.

REPORT OF THE
ACTING PRESIDENT: Mrs. Spiegel then asked Acting President Fletcher to give his report on the state of the College.

Dr. Fletcher asked Tom Streckewald to present the background information leading up to the Assembly Resolution honoring Dr. Lorraine R. Matusak. Tom indicated that Assemblywoman Mildred Barry Garvin expressed an interest in honoring Dr. Matusak before the State legislature. The resolution was prepared and presented to the legislature on June 30, 1982, and that day was declared Lorraine R. Matusak day. Copies of the resolution were shared with the Board.

Dr. Fletcher then presented Ms. Spiegel with a framed nomination certificate given by the Association of Governing Boards honoring Ms. Spiegel as a nominee.

Enrollment Update: Dr. Fletcher asked Richard Hansen to present the enrollment report. Rich Hansen commended Nancy Norville for the tremendous effort she has given to the enrollment increase evidenced over the past year.

George Hanford moved and Patricia Danielson seconded a motion to record in the minutes a commendation to Nancy Norville for the exceptional work she has done. Motion carried unanimously (8-0).

Tom Seessel requested clarification on the percent of increase in enrollments as it relates to the budget figures from Schedule 1 of the Finance Committee report. John Bernard responded that of the 2,042 total for new students registered under the FY'82 fee schedule, 607 had paid the \$40.00 application fee and had been billed for the \$100.00 tuition equivalency fee. Until the second fee is paid, these students are not fully matriculated. As of July 1, 1982 the new fee schedule became effective, and all degree students will pay the total fee in one payment. Future reporting of enrollment figures will not require a separation.

John Walters asked for more information on the reason why enrollments have increased. Richard Hansen and Arnold Fletcher explained that the increase is a result of the College's stronger commitment to recruitment and admissions via Nancy Norville, more visibility of the College and its quality product, and staff commitment to these ends.

New Developments in Data Processing: Dennis Smith outlined a model for the more efficient delivery of services to distant learners using computer technology. He first pointed out some of the management implications of recent advances in the state of the art, including the instant availability of information for informed decision making, the ability to use the computer for streamlining current operations, and the ability of the computer to solve the problem of distance. Within the framework of these advances, he outlined recent user-friendly, interactive projects developed at Edison State College including an inquiry package to monitor the portfolio assessment process, and data bases for the Bursar's Office and Personnel Office. He next presented an overview of the full-scale model of electronic delivery of services including on-line registration, transcripts, and scheduling of counseling, together with computer assisted learning packages, on-line program planning, and on-line advisement. He cautioned that the development of the total model would necessitate major outside funding, but added that parts of the model are currently being developed, and priorities can be assigned to specific projects to be implemented as funding is available.

George Hanford asked that the minutes show Board support of the directions the College is going in data processing, and cautioned the Board to stay well informed of the financial implications of the futuristic electronic university concept.

Closing of the Education Hotline: Dr. Fletcher reported on the closing of the Education Hotline. He shared the correspondence with Chancellor Hollander resulting in this action.

Richard Hansen mentioned the unsuccessful efforts made to obtain outside funding. He further indicated that the College did inform the Department as we were advised to do; however, the Chancellor has decided to incorporate the Hotline into the Department operations.

John Walters indicated that communications with the Chancellor were not sufficient prior to the closing of the Hotline.

Several members expressed concern over the impact this may have on relations with the Chancellor and recommended that every effort be made to bridge any gaps in communications.

Institutional Planning and Reaccreditation: Dr. Fletcher gave a brief update on institutional planning which will result from the recent reaccreditation. The Institutional Planning Committee has been restructured, and a progress report will be presented at the October 5 meeting.

Mrs. Spiegel stated that she would give the Nominating Committee appointments out of sequence on the agenda so that they could make their report before the meeting closed. The Committee appointments were as follows:

George Hanford, Chair
Patricia Danielson
Robert Taylor

ACADEMIC AFFAIRS:

Registrar's Report: Mrs. Spiegel then asked Jack Phillips to present the names of the candidates for degree. There were 31 candidates for the Associate in Arts, 9 candidates for the Associate in Science, 2 candidates for the Associate in Applied Science, 43 candidates for the Bachelor of Arts, 14 candidates for the Bachelor of Science, and 12 candidates for the Bachelor of Science in Business Administration. Mr. Phillips stated that he certified that all candidates have met all requirements for degrees. Patricia Danielson moved and Alan Ferguson seconded that the Board approve the candidates as indicated on the list provided by the Registrar. The motion was approved unanimously (8-0).

Mr. Phillips presented further information and statistics on the candidates to complement the reports as follows:

- 1) One candidate receiving both the Associate in Arts and Bachelor of Arts degrees was a former prisoner.
- 2) Mr. Allen is active military personnel.
- 3) Mr. Samsel is age 52.

4) Ms. Surowitz is teaching Hebrew and serves in the Israeli Army.

He also stated that although the statistics may appear to indicate a decrease in candidates, the list now presented to the Board includes only those who have not only met all degree requirements but who have paid the graduation fee. This is a change from previous years.

Mr. Phillips then reported that the Tenth Commencement is scheduled for October 17, 1982 at 2:30 in the War Memorial Building. Board members were reminded to give cap and gown information to Tom Eklund by August 27.

Tom Streckewald, Chairman of the Tenth Anniversary Committee, reported that following the Commencement exercises the College will hold a banquet at the Capitol Plaza Hotel instead of the traditional reception. Pat Tindall will prepare a one woman art show for the occasion. Other Tenth Anniversary information will be forthcoming.

Foreign Student Program: Dr. Fletcher presented the policy statement on acceptance of foreign students as Edison State College students. He further mentioned two agreements approved under these new policies: Centre for Business Studies and the Institute for Chartered Financial Controllers and Administrators. CBS is located in London; the Institute is headquartered in Newark and serves 65,000 members in 24 countries.

Several Board members requested follow-up information on steps taken to insure security and quality control for test administration overseas.

Academic Council Proposals: Dr. Fletcher presented two proposals regarding the Academic Council. The first proposal recommended staff representation on the Council. The second proposal recommended specific names to fill vacancies or to reappoint eligible members.

After considerable discussion regarding the appropriateness of the number of staff members to be added to the Council, Mrs. Spiegel called for a motion to table the first proposal until October 5, after the Academic Council has discussed the recommendation.

George Hanford moved and Rita Novitt seconded a motion to table the proposal to add staff to the Council, but to approve the following:

Reappointment: Joseph Gowaskie
Charles Nanry
Harry Hoitsma
Nancy S. Breland
Ida Hammond

Non-reappointment: Robert Small

New Appointment: Frank A. Capuzzi

Termination: Bonita Primas

The motion passed unanimously (8-0).

ADMINISTRATION
AND FINANCE:

John Bernard presented the Finance Committee Report for the year ended June 30, 1982. He indicated that in previous years enrollment projections were over-estimated; however, during Dr. Matusak's administration, these projections have been more realistic, gradually increasing the percent achieved from 54% to 84% over a three year period.

Rita Novitt requested more backup information to explain the budget items as reported. For example, in reporting TECEP exams, the figures should include credits times the fee as well as numbers of exams taken. In addition, specific questions were raised regarding the Pre-Graduation Conference report. John Bernard was asked to prepare more information on the figures as reported and present them at the October 5 meeting. The Finance Committee will work with him to determine the kinds of information which would help to explain budget items.

Alan Ferguson moved and Robert Taylor seconded a motion to accept the FY82 end-of-year report and approve the FY83 working budget statements and budget requests for FY84. The motion passed unanimously (8-0).

PRESIDENTIAL SEARCH
COMMITTEE REPORT:

Alan Ferguson presented a report from the Presidential Search Committee, indicating that the Committee will complete the second round of reviews at the afternoon meeting of August 6 in preparation for interviews to begin September 19-21, 1982. He stated that at the present time there are 35 possible candidates. The final selection will be made from a reduced list of from 6-10 candidates.

General discussion resulted in a request that the Committee present the 2 or 3 final candidates to the Board on October 5, at which time the finalists will be interviewed by the Board in an afternoon Executive session.

CHAIRPERSON'S
REPORT:

Mrs. Spiegel reported that although state college presidents' salaries had been capped by Governor Kean, the Chancellor has agreed to recommend that the cap be raised to \$63,000. This will go to the Governor for approval.

She also presented as information two bills introduced before the State Assembly:

#893 - introduced February 22, 1982 by Assemblymen Baer and Flynn, referring to "An Act providing for youth representation on the boards of trustees of state colleges and amending N.J.S. 18A:64-3."

#1531 - introduced June 3, 1982 by Assemblymen Flynn, Mc Enroe, Marsella, Mazur, Charles, Zimmer, Gill, Kavanaugh, Hendrickson, and Van Wagner, referring to "An Act concerning State-owned residential housing and amending R.S. 11:8-4."

Bill #1531 has no present impact on Edison State College; however, Bill #893, if passed, would impact on the Edison State College Board of Trustees. There is considerable opposition to this bill, and members were encouraged to make known their positions on it.

The meeting was recessed at 1:00 for lunch and reconvened at 1:45.

REPORT OF THE
NOMINATING COMMITTEE: George Hanford reported that in view of the pending hiring of a new college president, the Nominating Committee recommended that Eleanor Spiegel and Alan Ferguon, Chair and Vice Chair respectively, remain in office for another year.

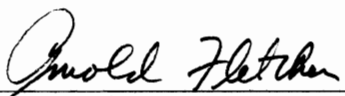
George Hanford moved and Tom Seessel seconded approval of the Committee's recommendation. The motion passed unanimously (8-0).

Mrs. Spiegel reminded the Board that the October 5 meeting would be an all day meeting with the Board agenda in the morning and interviews with presidential candidates in the afternoon.

George Hanford moved and Bob Taylor seconded a motion to adjourn. The motion passed unanimously (8-0).

Footnote: At the present time there are only eight members of the Board of Trustees. Allison Jackson's term expired June 30, 1982. A new appointment has not yet been announced. This accounts for the members present, members absent total of eight voting members.

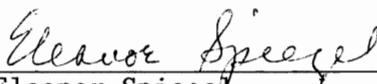
Submitted by,



Arnold Fletcher
Secretary to the Board

October 5, 1982
Date

Approved by,



Eleanor Spiegel
Chairman of the Board

October 5, 1982
Date