

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON COLLEGE OF NEW JERSEY

October 12, 1979

MEMBERS PRESENT: Eleanor Spiegel, Chairman; Patricia Danielson; George Hanford; Allison Jackson; John Kuemmerle; Thomas Seessel; Robert Taylor; Lorraine Matusak, President

MEMBERS ABSENT: Alan Ferguson, Vice Chairman; Kevin Shanley

ALSO PRESENT: Arnold Fletcher, Vice-President for Academic Affairs; Frederick Gruel, Vice-President for Administration & Finance; Harrington Hazel, Assistant Director, State College Office, Dept. of Higher Education; Thomas McCarthy, Director of Admissions & Registrar; Mary Skelton, Director of Public Relations; Jean Titterington, Director of Counseling and Information Services

The meeting was called to order at 9:50 a.m. by Mrs. Spiegel, Acting Chairman of the Board of Trustees. Mrs. Spiegel introduced Frederick Gruel, the College's newly appointed Vice President for Administration and Finance and Harrington Hazel, an Assistant Director of the Department of Higher Education's Office of State Colleges, who will be the Department's liaison with Thomas A. Edison College for the 1979-80 Academic Year. Mrs. Spiegel announced the plans for the luncheon honoring the retiring trustees that was planned for 1:00 p.m. at the Trenton Motor Inn. After the luncheon, there would be a meeting of a sub-committee of the Board of Trustees that will be charged with establishing goals for the evaluation of the President. In addition to Mrs. Spiegel, members of the Committee will be Mr. Ferguson, Mrs. Jackson and Mr. Kuemmerle.

MINUTES APPROVED: The minutes of the meeting of August 17, 1979 were presented for approval. Mr. Hanford moved that the minutes be approved as written. Seconded by Mr. Taylor, the motion was approved unanimously. (6-0-0) (Mrs. Jackson had not yet joined the meeting.)

REPORT FROM THE NOMINATING COMMITTEE: Mrs. Spiegel asked Mr. Taylor for a report from the Nominating Committee in the absence of the Chairman, Mr. Ferguson. Mrs. Jackson served as the third member of the Committee. The Committee's report, in addition to presenting nominees for Chairman and Vice Chairman, recognized the problem of elections taking place in the fall but terms of office of trustees expiring in June. This year, the Chairman of the Board of Trustees' appointment ended in June and a

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replacement was named immediately, leaving the Board without a Chairman. The potential for the same thing happening in the future does exist. The Committee recommended that the Trustees review the bylaws of the Board of Trustees and consider changes in the schedule of meetings.

ELEANOR SPIEGEL
ELECTED CHAIRMAN,
ALAN FERGUSON
VICE-CHAIRMAN:

Mr. Taylor moved that the Nominating Committee's recommendations that Eleanor Spiegel be elected Chairman and Alan Ferguson Vice-Chairman of the Board of Trustees with Lorraine Matusak serving as Secretary of the Board be approved. Seconded by Mr. Hanford.

There being no additional nominations, the election of Mrs. Spiegel as Chairman and Mr. Ferguson as Vice-Chairman was unanimous. (7-0-0)

STUDY OF CHANGES IN
BYLAWS RECOMMENDED:

Mr. Hanford moved that President Matusak be requested to review the recommended changes in the Bylaws with the Department of Higher Education and the Attorney

General of the State of New Jersey and report back to the Board of Trustees at the December meeting. Seconded by Mr. Taylor, the motion was approved unanimously. (7-0-0)

ASSIGNMENTS FOR
STANDING COMMITTEES:

Mrs. Spiegel announced that she would be appointing Trustees to the two standing committees already established by the Board of Trustees (Finance and

Personnel) as well as to a new standing committee on Planning. The appointments for the 1979-80 academic year are:

Finance: R. Taylor, Chairman; K. Shanley; A. Ferguson

Personnel: J. Kuemmerle, Chairman; A. Ferguson; A. Jackson

Planning: G. Hanford, Chairman; P. Danielson; T. Seessel

GRADUATES
APPROVED:

Mrs. Spiegel then recognized President Matusak and Mr. McCarthy who presented for approval the names of 32 candidates for the Bachelor of Arts degree,

10 candidates for the Bachelor of Science degree, 4 candidates for the Bachelor of Science in Business Administration degree, 55 candidates for the Associate in Arts degree, and 4 candidates for the Associate in Science degree.

Mr. Hanford moved that the Board of Trustees approve the candidates as indicated on the lists provided by the Registrar; seconded by Mr. Kuemmerle. After a brief period of discussion concerning the candidates, the motion was approved unanimously. (7-0-0)

REPORT OF THE
PRESIDENT:

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

Budget for FY 81: The budget document submitted to the Department of Higher Education was mailed to the Trustees with the agenda.

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The staff met with the Department's budget committee and with the Board of Higher Education's budget committee. The Department had made cuts in the College's budget request; some of the cuts were restored by the Board of Higher Education's budget committee. In general, the College fared well in requests for staff but did not fare well in non-salary areas. In order to accomplish the goals that have been identified, President Matusak indicated that she will have to obtain more outside funding for the College. Preliminary steps have already been taken.

Vice President Gruel stated that the Board of Higher Education will act on the FY 81 Budget at its meeting on October 17, 1979. The approved budget will then be submitted to the Department of the Treasury to be included in the Governor's Budget Message to the legislature in January, 1980. Further reductions in the College's budget recommendations could be made at this stage or by the Joint Appropriations Committee.

Mr. Seessel requested additional information on the percentage increase being requested. Mrs. Spiegel answered that the large increase was being sought to equalize the level of state support to bring it in line with the level of support given to the other state colleges. In response to a question about shifting funds, Mr. Gruel stated that it is not too late to shift some of the funds from salary to non-salary areas but that this must be done in concert with the Department of Higher Education. He also pointed out that the major obstacle to be faced is the legislative review by the Joint Appropriations Committee. It is imperative that new positions not be cut. Mr. Hazel pointed out that the Chairman of the Board of Higher Education has stated that he still does not know the role Thomas A. Edison College plays in the state master plan and what services it performs. This sentiment is shared by others on the Board of Higher Education and by members of the legislature. It was recommended that the Board of Higher Education be invited to the College for lunch at its December meeting. At that time, an orientation to the College could be given. President Matusak also pointed out that the Chancellor is planning a dedication of the Kelsey Building and a reception in honor of her appointment to be held at a later date. This would allow members of the legislature to visit the College and be given an orientation.

President Matusak also observed that if the Department of Higher Education feels that the time is ripe for the establishment of new positions, then the College should not go against its recommendations. She pointed out that there is a need, however, for the members of the Board of Trustees to use personal contacts with the Board of Higher Education and the various legislators to insure approval of the current level of funding.

BUDGET REPORT
ACCEPTED:

Mr. Hanford moved that the Board of Trustees accept the status report on the budget for FY 81. He also moved that the sense of the meeting be recorded as being unqualified support to President Matusak in her dealings with the Department of Higher Education, the Department of the Treasury and the Legislature. Each of the Trustees concurred with Mr. Hanford.

Work, Education and Leisure Initiative: President Matusak reported that she met with Ray Male, the Director of the Work, Education and Leisure Initiative subsequent to the August meeting of the Board of Trustees. She pointed out that she would like to extend the College's current working agreement with the Work, Education and Leisure Initiative for a one-year period and that Mr. Male was agreeable to increasing the proportion of the grant allocated to the College to cover overhead expenses the College incurs in administering the grant. Mrs. Spiegel stated that she would like to have a formal written report from Mr. Male by the December Board of Trustees meeting and would like to have him come to the December meeting to review the report with the Trustees.

EXTENSION OF
AGREEMENT WITH
WORK, EDUCATION
& LEISURE
INITIATIVE
APPROVED:

Mr. Seessel moved that the Board of Trustees approve the extension of the agreement with the Work, Education & Leisure Initiative by one year. Seconded by Mrs. Danielson, the motion was approved unanimously. (7-0-0)

Status of the Kelsey Building Renovations: The renovations to the Kelsey Building are essentially completed. The various contractors are wrapping up the remaining projects. The last major item in the renovation is the completion of the two conference rooms on the first floor. The Chancellor of Higher Education has indicated that he will assist in the purchase of drapes and carpets for at least the small conference room.

Security: The level of security for the building remains under discussion. At the present time, there has been no action taken on providing a night watchman for the building or screens for first floor and basement windows. Mr. Cubberley of the Department of the Treasury earlier had stated that the State would cover the costs of providing security for the building. President Matusak stated that she has been in contact with Dr. Quinn, Director of the State College Office, and will again contact Mr. Cubberley about the need to protect the State's investment in the building and the property within it. She also stated that she has written to the Historical Commission to see if money is available to finish the outside of the building. There is also a possibility of more active involvement of the Alumni Association in raising money for the College's needs.

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Commencement: Information on the Commencement was given by Mr. McCarthy. Mrs. Spiegel and Mr. Taylor indicated that they would be at the Commencement. Mr. Kuemmerle stated that he would try to attend. The Commencement is scheduled to begin at 2:30 p.m. on Sunday, October 28, 1979 with Senator Bill Bradley as the Commencement Speaker.

Committee Assignments: President Matusak reported on the creation of four committees within the College: the Executive Committee consisting of the Vice-President for Academic Affairs, the Vice-President for Administration and Finance, the Director of Admissions and Registrar and the Director of Counseling and Information Services; the Administrative Advisory Council consisting of the members of the Executive Committee and the Director of Academic Programs, the Director of Test Development and Assessment, the Director of Public Relations, the Director of Institutional Research and the Director of Administrative Services; an Administrative Handbook Committee and an Affirmative Action Committee.

Personnel Actions: President Matusak reported that since the August meeting of the Board of Trustees, there have been two appointments to the professional staff, including the appointment of Frederick L. Gruel as Vice-President for Administration and Finance, and two appointments to the clerical staff as well as two resignations from the professional staff.

PERSONNEL ACTIONS
APPROVED:

Mr. Hanford moved that the personnel actions taken by the College be approved. Seconded by Mr. Seessel, the motion was approved unanimously. (7-0-0)

Funding Projects: President Matusak reported on initiatives taken in the area of external funding.

1) Title III -- The College will resubmit a Title III (Higher Education Act) request. The 1980 request was rejected because of the failure of the College to meet eligibility requirements based on the low number of students receiving financial aid. However, the College scored the maximum number of points possible on cost-effectiveness. The appeal will stress this positive aspect. The appeal was recommended by the Director of the Title III office in the Office of Education. The College has asked for the support of Senators Bradley and Williams and Representative Thompson. President Matusak stated that she will send a copy of the original proposal to the new Trustees.

2) Data Processing -- President Matusak and Dr. Smith met with the Director of Computer Services, Board of Education, in Asbury Park to discuss the possibilities of using the Board of Education for the College's data processing needs. Mr. Kuemmerle suggested that businesses be approached for additional funding.

3) Project on Non-collegiate Sponsored Instruction (PONSI) -- The American Council on Education is planning on installing computer terminals in various businesses that have had their training programs evaluated by PONSI so that employees can determine what possibilities exist for obtaining credit.

4) Council for the Advancement of Experiential Learning (CAEL) -- A grant has been received by CAEL from the Kellogg Foundation to provide computer assistance in advisement. The grant will cover the development of software packages to be used by five pilot institutions. Terminals will be provided by Kellogg. Mr. Kuemmerle pointed out that both Control Data Corporation and IBM have extensive training programs which can be of assistance.

5) Fund for the Improvement of Postsecondary Education (FIPSE) -- President Matusak stated that she has met with representatives of FIPSE concerning a joint proposal being submitted involving the College's participation. There was interest expressed by the FIPSE representatives.

6) Telecollege -- Four foundations have expressed an interest in assisting the homebound student and which may assist in funding Telecollege. A letter requesting funding assistance will be sent to the Shuman Foundation.

7) National Endowment for the Arts -- President Matusak indicated that she has contacted the National Endowment for the Arts about the possibility of providing artwork for the Kelsey Building. Mrs. Danielson recommended that President Matusak contact the State Museum about the possibility of providing artwork from New Jersey artists.

Study of the Need for An External Degree in Nursing in New Jersey -- Chancellor Hollander has indicated that he would like the College to investigate the feasibility of offering an external degree in nursing in light of the requirement of a baccalaureate degree in nursing as the entry level by 1985. The Johnson Foundation is not interested in supporting the development of this type of degree but other foundations may be interested.

American Council on Education: As a result of a meeting with representatives of the American Council on Education, the College may become the subcontractor in preparing evaluations for the Program on Noncollegiate Sponsored Instruction (PONSI). The College would identify business or governmental programs and complete the review, making recommendations for the awarding of credit.

Mr. Kuemmerle suggested that the College set up an advisory group of business leaders who could assist in identifying such training programs. The group could also assist in development activities.

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Mrs. Jackson recommended that the College develop links with the Urban League. The Urban League is interested in developing assessment techniques for assessing vocational training for college credits. The League could serve as a referral service for the College.

Mrs. Danielson asked if it would be possible for the Trustees to have a retreat to discuss the question of trusteeship. There had been some discussion about a retreat for the trustees of all the state colleges. The Manual for Trustees that was put together by the Department of Higher Education was suggested as a starting point. A copy of the current manual will be prepared for each of the new trustees.

APPOINTMENTS TO
THE ACADEMIC
COUNCIL APPROVED:

After President Matusak finished her report, Mrs. Spiegel asked Vice-President Fletcher to present his recommendations for appointments to the Academic Council. Two individuals whose terms had expired, Robert L. Goldberg and Agnes H. Vaughn, were recommended for a second three-year term. Due to vacancies through the resignation of three individuals and the two-term limitation for two individuals plus the lack of attendance at meetings of an additional two members, seven new appointments were recommended. The following individuals were recommended for appointments to full three-year terms on the Academic Council: Dr. Nancy Breland, Trenton State College; Dr. Joseph M. Gowaskie, Rider College; Ms. Ida Hammond, Alumna of Thomas A. Edison College, Dept. of Education; Dr. Harry Hoitesma, Montclair State College; Dr. Charles Nanry, Rutgers University-Newark; Dr. Katherine Restaino, St. Peter's College; Dr. Robert Small, Fairleigh Dickinson University.

Mr. Hanford moved that the Board of Trustees approve the reappointment of Robert Goldberg and Agnes Vaughn and new appointments to the seven individuals identified by the College for full three-year terms on the Academic Council. Seconded by Mr. Taylor, the motion was approved unanimously. (7-0-0)

REPORT ON
COUNSELING &
INFORMATION
SERVICES:

Mrs. Spiegel then asked Ms. Jean Titterington to give her report on the Counseling and Information Services. A written report had been prepared for the August meeting of the Trustees. The move to Trenton has resulted in a lowering of the demand for appointments at the Central Office. More appointments are being requested for outreach centers. The need for a full-time office in the East/Central part of the State is needed now more than ever. The Counseling staff has reduced the number of visits to out-of-state military institutions. The involvement with CETA Prime Sponsors has strengthened and it is estimated that the number of CETA enrollments will exceed the projected figures.

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There are several questions about the level of counseling services provided to prisoners and to people in urban centers. Ms. Titterington indicated that one of the counselors continues to visit the various prisons to assist the inmates already enrolled. Appointments are also scheduled on a regular basis in each of the urban centers of the State.

Mr. Hanford recommended that the administrators and the Trustees review the locations of the offices and counseling sites throughout the State to see if any economies could be made by regrouping outreach centers. The Trustees concurred without taking a formal vote.

Mr. Hanford moved that, due to the luncheon meeting, the discussion of the Statewide Information Network on Education and the Goals and Plans be postponed until the December meeting. Seconded by Mr. Taylor, the motion was approved unanimously. (7-0-0)

There being no new business, Mr. Kuemmerle moved that the meeting be adjourned so that the Trustees could go to the Trenton Motor Inn for the luncheon in honor of Richard Pearson, Anita Heard, and Blanche Ried. Seconded by Mr. Taylor. The meeting was adjourned at 12:45 p.m.

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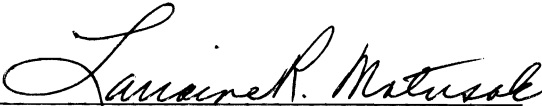
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Submitted by,


LARRAINE R. MATUSAK
Secretary of the Board

December 14, 1979
Date

Approved by,


ELEANOR SPIEGEL
Chairman of the Board

December 14, 1979
Date