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## **MEMORANDUM**

**March 5, 2004**

**To:** Members, Board of Trustees

**FROM:** George A. Pruitt 

**SUBJ:** President's Report to the Board

### **Graduate Programs**

#### ***Partnerships***

Earlier in the year, the College promised the New Jersey Chamber of Commerce and the National Board for Professional Teaching Standards (NBPTS) that the Graduate School would manage an online network to serve New Jersey teachers. In December, the first registrations were accepted for a 3-semester-hour, six-month-long graduate course. The course, "Reflection and Professional Practice," introduces participants to the theories that will guide them through an examination of their own teaching and prepare them for the NBPTS certification exam. In this program, New Jersey teachers are paired with other teachers who have successfully passed the examination. Thomas Edison State College is the only New Jersey college or university to offer such a program.

In response to a request from Home Depot, the Graduate School submitted a proposal to provide the Master of Science in Management (MSM) as the basic degree and to tailor special areas of study as needed. Home Depot personnel also expressed interest in offering the new Master of Science in Human Resources Management (MSHRM) degree to its staff.

To serve the needs of the Human Resources community, an agreement was struck with the Society for Human Resource Managers (SHRM) to offer the certification course that prepares students to take the certification examinations for the Professional Human Resources (PHR) and Senior Professional Human Resources (SPHR) designations. The course will be offered for 3 graduate credits.

The decision was made to seriously consider developing a Master of Arts degree in Education Leadership. A review of the requirements from the New Jersey Department of Education and the Teacher Education Accreditation Commission (TEAC) revealed that

TEAC focuses on learning outcomes, and their approach to development and learning suggests a good fit with the way graduate programs have been developed at the College.

Development of the Master's degree is being considered at the request of New Jersey Principals and Supervisors Association (NJPSA). If the degree is developed, it will also involve a partnership with Pearson Skylight, a for-profit publishing and instructional materials company.

## **Curriculum**

The proposal for a new Master of Science in Human Resources Management was approved by the Academic Council and the Board of Trustees. The program proposal was then forwarded to the New Jersey Academic Issues Committee. The Council of Presidents will consider the proposal at its meeting on February 6, 2004.

Two courses in the MSM's Online Learning and Technology track were completed. The first, OLT-510: Theory and Culture of Online Learning, is being offered with 18 students enrolled. Dr. Marlene Kayne, Professor of Biology, The College of New Jersey, holds a Ph.D. in Biology from Michigan State University and has agreed to mentor for the Online Learning and Technology courses.

## ***Certificate in Distance Education Program***

In the previous quarter, one term was completed and another started for the Certificate in Distance Education Program (CDEP) participants. Twenty-seven participants are currently enrolled in the four seminars. A total of 81 mentors have completed the series of seminars so far. There were 37 new applicants for this quarter, a substantial decrease from the 57 who applied in the same quarter last year. No new students enrolled during this semester, and overall enrollment remained constant.

## **Undergraduate Programs**

### ***Academic Programs Restructuring***

Since the restructuring of the Office of Academic Programs, the College has employed the assistance of Korn/Ferry International to recruit for the dean positions for three of the newly created schools. The recruiting plan is progressing on schedule.

### ***Grant***

The Thomas Edison State College, the New Jersey State Library System, and Rutgers, the State University of New Jersey's Library and Information Science (LIS) formed a partnership to develop a model, adaptable across the nation, to recruit and educate a multi-ethnic workforce for New Jersey's urban libraries. The grant partnership was awarded \$497,388. Thomas Edison State College will receive \$80,000 of this grant to enable ten

multi-ethnic pre-professional library staff who already have 60 or more undergraduate credits to earn bachelor's degrees. The dean worked with the grant manager to conduct information sessions to recruit for students throughout the state of New Jersey.

### ***Prior Learning Assessment (PLA)***

The new Prior Learning Assessment online program continued to expand. There were 117 registrations for PLA courses for the October term; 100 for November; and 178 for December. Mentors are continually being added to accommodate the PLA course registrations. Currently there are over 90 mentors participating in the PLA program.

Analysis of the course registrations from July through December 2003 has led to the inclusion of 14 new courses to the list of Standard PLA courses. This will enlarge the number of courses for which students will be able to register using iTESC online registration.

### ***Outreach***

The College contributed to the sponsorship of the Council for Adult and Experiential Education national conference held in San Diego in November. The College's Prior Learning Assessment Specialist attended the national conference.

### ***National Institute on the Assessment of Experiential Learning***

Planning began for the College's National Institute on Experiential Learning, which will be held June 5-7, 2004, in Princeton. A call for papers was disseminated nationally in December to solicit presentations for the Institute.

### ***Mentor Affairs***

A mentor information session was held to discuss issues involved in assessing student work. Thirty-seven mentors and a number of College staff members attended. A panel of three mentors and the Director of Course Development and Design led the group in an enlightening and lively discussion on the challenges of assessing student work in distance education courses. A summary of the discussion was sent to all undergraduate mentors.

The self-paced tutorial "Best Practices in Mentoring at Thomas Edison State College" was developed and is set to go online in February. The Office of Course Design and Development provided input and review in order to be certain the tutorial's context was consistent with the online courses we offer our students.

As a result of the college's mentor recruitment effort, 60 resumes were reviewed. Ten undergraduate and 14 PLA mentors were approved. The College has also improved the database that contains information on mentors and mentoring activities. A system is now in place that allows each department using mentors to generate accurate reports on

active mentors. In addition, an accurate report now lists all mentors in the College and provides at-a-glance contact information for mentors.

Finally, the Office of Undergraduate Studies worked closely with Registrar's Office and MIS to facilitate the advent of Web-based grading for mentors. The system is now in place and will reduce paperwork and speed the posting of grades.

## ***School of Nursing***

***National League for Nursing Accrediting Commission***—The National League for Nursing Accrediting Commission (NLNAC) completed its site visit to the College on October 28-30, 2003. The School of Nursing has received the NLNAC's Program Evaluator Report recommending continuing accreditation for eight years. The NLNAC's Evaluation Review Panel will meet on January 30, 2004, to review the report. In March, following the Commission meeting, a letter will be sent to Dr. Pruitt and Dr. O'Brien regarding the Commission's final decision.

***Enrollment and Mentors***—Student enrollment continued to grow, with enrollment currently at 269 enrolled students. Twelve students graduated from the BSN degree program. There were 65 student enrollments in the five online nursing courses offered in the October 2003 term. The School of Nursing also continued to recruit mentors. At present there are 29 mentors. Seventeen of the 29 have successfully completed the College's Certificate in Distance Education Program.

***Partner Contacts***—Ongoing recruitment efforts continued with Robert Wood Johnson University Hospital, Trenton Psychiatric Hospital, and the Meridian Healthcare Systems. Thirteen statewide recruitment and college events were attended by nursing staff. Recruitment materials were sent to a number of New Jersey and New York hospitals, and nurse educators at these hospitals have all been contacted by telephone.

## ***School of Social and Behavioral Sciences***

***Early Childhood***—The dean of the School of Social and Behavioral Sciences was involved in the Statewide Child Development Associate Committee of the New Jersey Early Childhood Professional Development Center. The Committee has produced a report that will be circulated statewide on the value of the Associate's degree in Child Development and the need for continued support of this credential.

*Administration of Justice (AOJ)*—The Office of Academic Programs and the Office of Graduate Programs are working together to develop a College-wide strategic plan for the discipline of Administration of Justice. A committee was developed to examine four main areas of AOJ; a graduate program curriculum, a four-year online program, and the current structure of the degree and the practicum.

A meeting was held with Social Science faculty at Bergen Community College to discuss the development of a four-year online degree program for associate's degree graduates in Criminal Justice and Corrections.

The dean testified at a Police Benevolent Association hearing in Freehold on behalf of the Sheriff's Department of Monmouth County in an arbitration hearing to determine financial reimbursement to members of that department for various credit-earning options available at Thomas Edison State College.

### **Military Education**

The Office of Military Education conducted 53 site visits to military bases across the United States during the past quarter. The Office has completed 106 site visits so far this year. The Office also started weekly visitations to Norfolk Naval Station, Norfolk, Virginia, and Portsmouth Naval Hospital, Portsmouth, Virginia.

An updated Memorandum of Understanding was signed with the Navy for the Navy College Distance Learning Partnership. The College was also awarded membership in the consortium of the Navy College Program Afloat College Education (NCPACE) RFP. (Note: this award was contested by another bidder, but the Navy expects this challenge to be dismissed).

The Office of Military Education completed 81 unofficial evaluations at the request of various military base education office personnel, bringing the total for the year to 156. The office also processed 422 Service Members' Opportunity College (SOC) agreements.

### **Corporate-Higher Education Programs**

#### ***Evaluations/Contacts***

Seven ACE evaluations were conducted this quarter, for a total of 93 courses and 280 credit hours. In other evaluation activity, the Office of Corporate and Higher Education developed a new "joint" evaluation for ACE evaluations. This joint evaluation provides individual organizations a way to have a small number of courses in the same academic subject area evaluated, without incurring the expense of a full evaluation. The evaluation cost is shared among the participating organizations. The first joint ACE evaluation was conducted in October in the area of English/business communication, with five or-

ganizations participating. Twenty-two organizations were contacted regarding ACE evaluations, partnership development, Corporate Programs, and College services.

### ***College Partnerships Generated through ACE***

The College has signed a partnership agreement with South Jersey Career Center that will allow their students to apply credit earned through ACE credit recommendations toward an Associate in Arts degree or a Bachelor of Arts in Liberal Studies degree. The College and the National Center for Montessori Education, also signed a similar partnership agreement that will allow students to apply ACE credit recommendations toward an Associate in Science in Public and Social Services degree or a Bachelor of Science in Human Services degree in Child Development Services.

### ***ACE Sponsor Retention Plan***

As a result of an Advisory Council meeting, the Director of Corporate-Higher Education Programs organized an ad hoc group of the Advisory Council that will function as our ACE Sponsor Retention Task Force. The group formulated questions to help reflect on various retention issues and developed a survey that will be distributed to ACE sponsors in the winter of 2004.

### ***Distance and Independent Adult Learning (DIAL)***

During the past quarter, the following tasks were completed: Three new courses were created; 11 courses were revised; 4 course conversions were completed; 42 new course exams were created; five course exams were revised; 31 course exams and answer keys were edited; one new TECEP exam was created; two TECEP exams were revised; and one new e-Pack was completed

## **Learner Services**

### ***Evaluation***

During the past quarter, there were 1,199 first-time evaluations completed and 2,039 updates completed. Over this period the wait time for first-time files has remained at 5-7 business days, while the wait time for updates has significantly decreased to 10-15 business days. Evaluators continue to be cross-trained in every degree program to ensure that we meet performance standards across all areas.

### ***Academic Advisement***

A new Assistant Director for Academic Advisement began working at the College on October 6, 2004, and continues to be trained to manage the academic advisement center. The transition of the former portfolio advisors to full-time academic advising is completed, and these individuals are now fully immersed in the advising of BA students. A computerized advisor appointment schedule and staff activity system was developed and implemented. A BSAST training program was initiated, and selected learner ser-

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vices' advising and evaluation staff were trained. A project to eliminate math course duplication in Datatel was completed, and stock notes have been added to the advisement folder so that staff can offer standard answers to typical student questions.

The decreased number of student contacts for the first quarter of FY2004 seems to be part of a larger trend. The number of contacts throughout the advisement center (phones, e-mail, U.S. mail, and student appointments) continued to lag behind FY2003. However, although we are taking fewer calls than in previous quarters, we are answering more of them (95.37% answered during this quarter, compared to 92.54% answered during the second quarter of 2003). In addition, the increased efficiency of other units, especially the evaluation area, has led to a decreased need for students to contact the advisement center to inquire about the status of their evaluation or update.

### ***Financial Aid/Veterans' Affairs***

While the trend of double-digit increases of the past several years is not continuing, there has been a modest 2-percent increase in the number of financial aid awards made (1,444, compared to 1,383 at the same time last year), and a 5-percent increase in the number of students who used financial aid to pay for enrollment (731, as opposed to 693). As anticipated, there has been an increase in the number of financial aid students who opted for the comprehensive tuition plan this year, since we have both changed the policy on when financial aid students can choose this option and clarified how financial aid students may choose this option.

The search process for an Assistant Director of Financial Aid position is underway. A total of 30 resumes were received, and interviewing should start early in the third quarter of the fiscal year.

A task force has been formed to start implementation of the Automated Clearing House. In the meantime, an interim report has been devised that will improve the processing of the SSCR enrollment report.

### ***Students with Disabilities***

The second quarter of fiscal year 2004 saw a 61-percent increase in requests for ADA services, compared with the number of requests for the same period in FY2003. So far in FY2004, there were 202 requests for services: 106 student contacts, 37 ADA packets sent out, and 59 accommodations processed. For the second quarter of fiscal year, there were 124 requests: 68 student contacts, 22 packets sent out, and 34 accommodation notices processed. In addition, there were 9 new ADA-eligible students, compared with four new ADA-eligible students for the second quarter of FY2003.

The specifications for a secure coding system in Datatel for ADA students was completed, submitted to MIS, and implemented.

## **Registrar**

### ***Applications and Records Management***

During this quarter 1,376 undergraduate applications were processed. In addition, the staff processed 2,095 student transcript requests and 242 requests for written degree and enrollment verifications. The College received over 4,712 transcripts from outside institutions. The Office reviewed and processed 44 refund requests: 19 full refund requests, 18 partial refund requests, and seven denied requests.

### ***Registration***

Student response to Touchnet Web registration (iTESC) continues to be favorable. Approximately 69 percent of students used iTESC this quarter. Office of the Registrar staff also spent time troubleshooting and testing the Web-grading system so it would be ready for release in January.

### ***eArmyU***

The impact of the eArmyU program continues to be significant on the Office of the Registrar. During this quarter, the staff entered 536 eArmyU undergraduate applications. The staff also processed and confirmed 643 registrations for the terms offered to eArmyU students.

### ***Commencement***

The College held its thirty-first annual Commencement ceremony on October 18, 2003. A total of 255 graduates attended this event. Pre- and post-Commencement planning meetings were held throughout the months of October and November, and the event was very successful. This year's honorary degree recipient was U.S. Senator Jon Corzine.

### ***Graduates***

During the past quarter, there were 455 degrees awarded. Fourteen percent of the degrees awarded were associate's degrees, 83 percent were baccalaureate degrees, and 3 percent were master's degrees. Fifty-nine-and-a-half percent of the graduates were enrolled at Thomas Edison State College for two years or less before being awarded a degree.

## **College Relations**

### ***Image Enhancement and Name Recognition***

This quarter, the College introduced the first phase of its new advertising campaign with the roll-out of print, billboard, and radio ads. The integrated campaign will feature six mass market print ads and two radio spots, which will be introduced gradually during



the next several months. The ad campaign is also supported by billboards, Internet advertising, and Web-based landing pages.

The New Jersey Chapter of the International Association of Business Communicators (IABC) has awarded the College the Award of Merit in the Publications category for the *Undergraduate Prospectus* 2003-2004. The award was presented in January at the annual Iris Awards ceremony.

### **Media Relations**

Media releases distributed this quarter include the following:

- Recipients of Thomas Edison State College degrees.
- Partnership with South Jersey Career Center.
- Spirit of Edison Award presentations at The Grande Ball—Trenton 2003.
- Leadership Trenton Graduation/Recognition Dinner.
- Rummel Foundation grant to Abbott Preschool Initiatives.
- Community Calendar announcement of Bilingual Preschool Teachers Recruitment Fair.
- John Thurber's appointment to the Board of Directors of the Mercer County Improvement Authority and his election as co-chairman.
- \$10,000 grant from Janssen Pharmaceutica, Inc., in support of Leadership Trenton.
- \$5,000 grant from The Bunbury Company in support of Leadership Trenton.
- John Thurber's appointment as president of the Trenton Downtown Association.
- First eArmyU graduate of the Master of Science in Management program.
- The 2004 New Jersey Association of State Colleges and Universities (NJASCU) *Sourcebook*.

### **Public Relations**

College staff submitted advertising copy and/or contacted the following media: *The Times* (Trenton); *The Trentonian* (Trenton); *Star Ledger* (Newark); *New Jersey Business* (New Brunswick); *Mercer Business Magazine*; *The New York Times*; *News 12 New Jersey*; *Warren County Life Magazine*; *WWOR-TV* (Secaucus, New Jersey); *Nursing Spectrum Magazine*; *Vitality Magazine*; *Chronos Magazine*; *SuperCollege.com*; *San Francisco Chronicle*; and *WMBC-TV* (Newton, New Jersey).

The College also authored, designed, and sponsored advertising in journals for the following public service groups: WIMG Community Advancement Fund, Inc. (The Black Gospel Awareness Songbook); The American Cancer Society; Cerebral Palsy of New Jersey; The Rotary Club of Princeton; The Metropolitan Trenton African American Chamber of Commerce; Shiloh Baptist Church; The Old Barracks Museum; Mercer County Chamber of Commerce; Capital Health System; and the Princeton YWCA.

Updates and information were also prepared for the following: The *usnews.com* Web site; Fitzgerald's *New Jersey Legislative Manual*; Peterson's *Guide to Distance Learning Pro-*

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grams 2005, Peterson's Guides and Web site ([www.petersons.com](http://www.petersons.com)); GetEducated.com's *Best Distance Learning Graduate Schools, Business and Management 2004*; Peterson's *Guide to Graduate and Professional Programs 2005*, Peterson's Guides and Web site ([www.petersons.com](http://www.petersons.com)); National Program on Noncollegiate Sponsored Instruction's *College Credit Recommendations* directory and PONSI Web site ([www.nationalponsi.org](http://www.nationalponsi.org)); The Info Line of Middlesex County ([www.info-line.org](http://www.info-line.org)) Web site; the nj.com ([www.nj.com](http://www.nj.com)) Web site; and the 2004 New Jersey Association of State Colleges and Universities (NJASCU) *Sourcebook*.

### **Publications**

College Publications issued during this quarter include the following: Winter 2004 *Invention*; Winter 2004 *Signals*; *National Institute* brochure; *Military Degree Completion Program* (MDCP) brochure; *Portfolio Assessment* brochure; *D-Day* brochure; tri-fold brochure for the Camden County College program; and the *Financial Aid Handbook*.

### **E-mail Outreach**

The College's e-mail outreach campaign has entered its second phase to address reporting needs and database maintenance. Among the features of the second phase are monthly reports on the conversion of prospective students to applicants and applicants who convert to enrolled status.

### **Web Site**

Initial work began on the creation of a Web page specific to the Navy College PACE program. Staff also created landing pages for marketing on the Google and Overture Web sites. This project included design for undergraduate-, graduate-, and nursing-specific keyword search pages. Prospective students are guided to the College's Web site, where they can request information. Since instituting the landing pages during this quarter, the number of visitors to the College's ad on the Overture Web site has increased. During the quarter, the Information Center has contacted 680 prospective students.

### **Outreach to Target Markets**

**Community College Markets**—College staff attended 27 transfer fairs and information sessions during this quarter and visited each of the 19 community colleges within New Jersey. College staff also met with transfer counselors at each institution to provide them with current College materials, including a review of the College's tuition and fees structure, contact phone numbers, and information on the Web site content.

**Corporate Markets**—As a result of the interest generated from the College's presentation at the International Association of Administrative Professionals (IAAP) in October, the IAAP hosted Thomas Edison State College at its quarterly meeting. College staff spoke to eight graduate inquirers and 42 undergraduates, twice the number of attendees from the previous quarter.

Enrollment in the Bachelor of Science in Applied Science and Technology nuclear engineering technology degree has increased significantly. To continue that trend, College staff spoke to more than 50 prospective students at Public Service Electric and Gas (PSE&G) in Salem, New Jersey. College staff also spoke to the members of Philadelphia Pilots' Association. Pilots who complete a mechanic certificate/airframe and power plant rating may receive up to 67 credits at Thomas Edison State College. Finally, in January, College staff made a presentation at Corporate College Services (CCS) in Edison, New Jersey, where they spoke to 34 CCS students whose intentions are to enroll through the College's reciprocal agreement with CCS

### ***Information Center***

Under the direction of the Office of Admissions, the College's Information Center serves prospective and enrolled students as a resource for information. The Center received 16,365 calls during this quarter. The Information Center has also begun implementing a new Avaya Interactive Call Management system in order to upgrade telephone, e-mail, and live chat services for prospective students, applicants, and enrolled students.

College staff from the offices of Admissions, Academic Advising, Academic Affairs, and Financial Aid worked together to organize several College Days this quarter. College Days provide prospective students with quality, decision-making information and motivate them to enroll in the College.

## **Development Activities**

### ***Foundation Revenue and Endowment Fund Balance***

The Foundation realized \$395,552 in revenues, exceeding a fund-raising goal of \$332,600. The Foundation's preliminary combined fund balance as of December 31, 2003, totaled \$2,027,859, compared to \$1,769,628 for the same quarter last year. The Endowment fund balance totaled \$701,848, and the Quasi-endowment fund balance was \$709,943. Current investments total \$2,047,353 at book value, compared to \$1,759,312 in FY 2002 at book value.

### ***Annual Gala***

The Foundation's Annual Gala, *The Grande Ball-Trenton 2003*, was held on November 15, 2003, at the War Memorial in Trenton. There were 260 attendees, and the event raised over \$99,000 through ticket sales, the ad journal, silent auction, and in-kind contributions.

### ***Golf Classic***

The Foundation's Golf Committee members have reserved the date of Monday, June 7, 2004, at Sea Oaks Country Club in Egg Harbor Township, New Jersey, for the 10th Annual Thomas C. Streckewald Golf Classic.

### ***Corporate and Foundation Giving***

The Thomas Edison State College Foundation received several grants from corporations and foundations for project support and general support of the College. The Martinson Family Foundation renewed its grant of \$41,000 to support the development of a second on-line technology course. The Foundation also received a grant of \$60,000 to be awarded over three years from the Wachovia Foundation to benefit community college students who want to complete a baccalaureate degree at Thomas Edison State College. Capital Health System contributed \$10,000 to establish an endowed fund in support of the School of Nursing. The College received an additional \$3,000 grant from Wachovia Foundation for the nursing endowment. The Watson Institute also received a grant from the Wachovia Foundation in support of Leadership Trenton. The Institute also received continued support from the Schumann Fund for New Jersey for the Abbott Pre-School Teacher Support Program and from the Princeton Area Community Foundation for Leadership Trenton.

### ***Alumni Association Board of Directors***

The Alumni Association held its first meeting of the new year in January and installed a new slate of officers, including a new Director of Programs. The Board's new president is Tom Kosdemba, BSBA '97, and the Executive Vice President is Edwin Irizarry, BSAST '99. Vice President John Thurber attended this meeting to report on the activities of the College over the past year and to discuss the status of several new initiatives. The Board discussed a vision that is more inclusive and collaborative, and has preliminary plans for expanded programming that will advance the name of the College beyond the Trenton area.

### ***Alumni Affairs***

Linda Strating was recently hired as the Director of Alumni Affairs. Her experience in higher education and corporate settings as an admissions director, advisor of adults, graduate school consultant, and association strategist will enable her to develop affinity programs and enhance the role of the College's alumni in advocacy, financial support, and outreach to prospective students.

The alumni monthly electronic newsletter, @TESC, has gotten positive feedback from alumni, including offers of advocacy, mentoring, speaking, and corporate liaison. Plans are underway to post job openings from HR professionals, small and large companies, and alumni with outplacement services networks that will add to the Career Services component of the College's Web site.

### ***Alumni Giving***

As of December 31, 2003, the Alumni Fund had raised nearly \$75,000 in gifts and pledges from the mail appeal and Phonathon. Ten-percent of those who were reached made a pledge and over 80 percent of those pledges were fulfilled.

## **John S. Watson Institute for Public Policy**

### ***New Jersey Urban Mayors Association***

Planning is underway for the 6<sup>th</sup> Annual Conference of New Jersey Urban Mayors, Superintendents, and School Board Presidents scheduled for May 26, 2004, at Thomas Edison State College. This event has become an important vehicle for the development of collaborative strategies among mayors and local education leaders in urban communities across the state.

### ***Trenton Activities***

The Institute received a LEAD grant in the amount of \$22,000 from the City of Trenton Board of Education for services provided by Institute staff to the Trenton School District and the LEAD Consultancy Group. This leadership development initiative has been an important priority for the Trenton School District.

The Institute and the Trenton Public Schools have undertaken a joint initiative entitled "Mitigating the Academic Needs of African American Males in Trenton Public Schools, Grades K - 12" to examine issues related to the lag in student achievement among African American males. The goal of the project is to design and implement community- and school-based programs that strengthen the academic achievement and social development of African American male students.

Together with the Center for Evidence-Based Education and the Trenton Public Schools, the Institute has entered into a three-year initiative to undertake strategic inquiry within the Trenton Public School District to develop a generation of leaders and organizational cultures to secure the success of all of the schools in the District. Other goals are to transform the standards and quality of teaching and learning, to raise the achievement of all students, and to improve the effectiveness of school system workers.

The Institute formed a partnership with the Support Center in Trenton to recognize and address both the structural and financial challenges that nonprofit entities encounter. The Support Center is challenged to give assistance and direction to agencies that are overwhelmed, understaffed, and under-funded. The partnership will provide technical and policy assistance to the leaders of Trenton's nonprofit and faith-based organizations.

### ***Abbott Preschool Initiatives***

The Abbott Preschool Initiative continued to make great strides to assist individual Abbott teachers in obtaining required certifications, particularly those in the Newark area. In addition, Institute staff created linkages with colleges that offer early childhood degrees to assist in the referral process, and they have contacted 66 practitioners in the field of early childhood; including 42 Abbott teachers, six para-professionals, three administrators, and 16 career changers. Cumulatively, the initiative has served 135 practi-

tioners since its inception in August 2003. Institute staff provided 175 follow-up contacts this quarter.

To further assist the early childhood teachers in the Newark area, the Institute supported a Pre-registration Day for Caldwell College in December. In preparation for this event, a phone survey was conducted and flyers were distributed. Twenty-four teachers attended and were evaluated to determine their readiness to start courses. The New Jersey Professional Development Center's staff was also available at this event to answer any questions about the Abbott scholarship program. An important Institute goal, the start-up of on-site college courses at the Urban League of Essex County, was achieved in January 2004, when a "Basic Composition" course was offered to a group of teachers. A computer class will be offered in the Spring.

Also on behalf of the Abbott Initiative, Institute staff developed "a college profile" that highlights the services offered by higher education institutions in the field of early childhood education. A matrix showing of the services, time, and fees of each institution will facilitate the referral process of Abbott teachers to early childhood programs.

Finally, the Hispanic Directors Association of New Jersey has partnered with the Abbott Preschool Initiative to sponsor a series of teacher recruitment fairs specifically targeting bilingual teachers. Through these efforts, Institute staff have interacted with 230 potential early childhood teachers (165 in Jersey City, 20 in Cherry Hill, and 45 in Trenton) to explain the process of the alternate route teaching program and how Thomas Edison State College is involved in assisting teachers throughout New Jersey.

### ***Leadership Trenton***

Pamela Sims Jones was hired as a program manager at the Institute to manage the day-to-day Leadership Trenton activities and further develop opportunities for strengthening the network of the Leadership Trenton graduates.

In November, Leadership Trenton Fellows participated in a class project meeting and completed the Budgeting and Fiscal Analysis Seminar. Class graduation and the final seminar took place in December. The graduating class consisted of 29 Fellows, with 35 incoming fellows for the Class of 2004 participating in a pinning ceremony. The keynote address "The Challenges of Leadership" was presented by Brian Hughes, Mercer County Executive. Institute staff has been meeting to establish goals and develop a new curriculum for the 2004 class. The new curriculum will consist of 10 seminars and 4 to 5 enrichment seminars focusing on class project discussion and skill-building topics.

With grants received from the Princeton Area Community Foundation and Janssen Pharmaceutica, Inc., a total of \$100,000 has been raised from external sources in support of the College's Leadership Trenton program for the current year.

### **HINT**

Thomas Edison State College received approval on October 21, 2003, from the Department of Health and Senior Services (DHSS) to extend the contract for assistance in development, implementation, and enhancement of DHSS desktop electronic healthcare systems with Apex Systems, Inc., through early December 2003. Due to lack of further funding, DHSS has requested the contract be terminated on December 12, 2003, and Thomas Edison State College notified the vendor. However, the College received approval on December 17, 2003, from DHSS to extend the contract through February 10, 2004, for assistance in development, implementation, and enhancement of DHSS infrastructure electronic data base healthcare systems with CyberTech Systems, Inc.

### **Resignations**

The following staff members have resigned from the College:

Maryann Genosky	Office of the Registrar
Maria Perez-Colon	Graduate Programs
Martine Christophe	Corporate Programs

The following staff members have resigned from The New Jersey State Library:

Carolyn Derry	NJ State Library
William Kerr	NJ State Library
Susan Boyd Shelly	NJ State Library
Suzette Verrinder	NJ State Library