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MEMORANDUM

December 5, 2003

To: Members, Board of Trustees

FROM: George A. Pruitt 

SUBJ: President's Report to the Board

Academic Affairs Reorganization

The Office of Academic Programs has been reorganized. The reorganization, which was effective Fall 2003, involves the creation of six new schools: the School of Arts and Sciences; the School of Business and Management; the School of Applied Science and Technology; the School of Nursing; the School of Social and Behavioral Sciences; and the Graduate School.

Rather than continue with management positions at the Associate Dean level, each school will be lead by a Dean. The Deans are directly responsible for the following areas in their respective schools:

- curriculum development, both at the graduate and undergraduate levels;
- mentor recruitment, orientation, and supervision;
- outreach, relationship building, and networking; and
- learning outcomes assessment and general education.

The creation of these six schools within the College is intended to ensure that the College's Academic Programs are vital and visible, both internally and externally.

Graduate Programs

Partner Contacts and Contracts

During the past quarter, several activities extended relationships with partners, and new partnerships were also explored. A new contact was made with Charter Learning to discuss a hybrid program offering the Master of Science in Management (MSM) with ACE-evaluated courses offered onsite and other MSM courses to be taken online through Thomas Edison State College. Work also continued with the Public Sector Auditors, and staff attended the national meeting of State Treasurers, Auditors, and Controllers to promote the Public Sector Auditing program. Conversations about graduate certificates were also held with leaders from the Sharda and Sophia Institute, a proprietary educational venture wishing to offer education in India, as well as in other countries.

Academic Governance

The Graduate Policy and Curriculum Committee met early in the quarter. They reviewed and approved the admissions policy and a policy that defines "time to complete the capstone" requirements for the MAPS degree.

New Degree/Curriculum Development

At the September meeting of the Academic Council, the proposal for a new Master of Science in Human Resources Management was reviewed and approved for recommendation to the Board of Trustees. The Council also approved and recommended a professional focus in Human Resources Management for both the MSM and MAPS degrees.

Mentors and Consultants

Dr. Dwight Thomas has agreed to serve as curriculum coordinator for the Master of Science in Management degree program. Dr. Thomas, a professor emeritus from Athabasca University in Canada, served as the founding director of the Athabasca's MBA program. Progress was also made in developing the mentoring network to serve the teachers recruited by the New Jersey Chamber of Commerce for the National Teacher Certification Examination (NTCE).

In the past quarter, one term was completed and another started for the Certificate in Distance Education Program (CDEP) participants. Thirty-four participants are currently enrolled in the four seminars. A total of 73 mentors have completed the series of seminars.

Quarterly Enrollment Numbers

In the graduate degree programs (MSM and MAPS), 54 students applied, five of whom are eArmyU students. This compares to 61 applications for the first quarter of FY2003. Fifty new students enrolled, six of whom are eArmyU students. Six students graduated. This compares to 60 new enrollments and nine graduates last year. Two-hundred and twenty-three students generated 361 course equivalencies in the first quarter. This compares to 354 course equivalencies in the first quarter of FY2003.

Military Education

Activities and Outreach

College staff traveled to Orlando, Florida, to exhibit and participate in the Department of Defense's Voluntary Education Symposium. This conference, which is held once every three years, brings together military-education and institutional leadership. College staff also made 53 site visits to military bases, including bases in Hawaii, Texas, Washington, and California. In addition, the College staff now make weekly visits to Norfolk Naval Station and Portsmouth Naval Hospital. These efforts have contributed to a steady increase in military applications and enrollments.

The College continues to work with local military bases to provide services. The College's joint proposal with Rutgers, The State University of New Jersey, to provide on-base courses at McGuire Air Force Base was accepted, and the first courses will be offered at the end of January. The College also continues to work closely with education personnel at Fort Monmouth, Coast Guard Training Center at Cape May, Earle Naval Weapons Station, Willow Grove Naval Air Station, and Fort Dix.

There is strong interest in the Navy College Program, Distance Learning Partnership Program, and the Navy has also selected the College as a plank participant in a new program for Navy Enlisted Classifications. In this program College staff will work with sailors who hold the Explosive Ordinance Specialist title and who wish to earn an Associate in Applied Science degree at the College.

The eArmyU subcontract agreement with IBM Global Consulting and the Army continues to produce strong enrollment numbers. The College is the second largest provider of baccalaureate degrees in the program. During this quarter, College staff completed the eArmyU/Military Instal-

lation Voluntary Education Review (MIVER) questionnaire, as part of the overall review of IBM's management of the eArmyU project.

The College has extended its memoranda of understanding to provide undergraduate degrees to both the Army National Guard Educational Support Center and the Coast Guard Institute. Updated Memoranda of Understanding were also signed with the Army National Guard Educational Support Center in Little Rock, Arkansas, and with the Coast Guard Institute in Oklahoma City, Oklahoma.

Enrollment Growth

The first quarter of FY2004 saw increases over last year's first quarter in numbers of applications and enrollments in the College's non-eArmyU military programs, as well as in the eArmyU program. The statistics are as follows:

Total Non-eArmyU Military Students:

Applicants FY '03 – 436

Applicants FY '04 – 534

Increase 98

New Enrollments FY '03 – 214

New Enrollments FY '04 – 276

Increase 62

Continuing Enrollments FY '03 – 180

Continuing Enrollments FY '04 – 275

Increase 95

Undergraduate Programs

Prior Learning Assessment (PLA)

After a year of planning, the new online Prior Learning Assessment Program was successfully launched on July 1, 2003. During the time between its launch and the end of the first quarter, enrollments grew steadily. There were 19 registrations for PLA courses for the July term; 65 for August; and 185 for September.

PLA Mentors—A comprehensive PLA information session for mentors was conducted, with 65 mentors and College staff in attendance. To help strengthen the resource/support structure for PLA mentors, a mentor packet was compiled. Pertinent information on the development of

learner objectives, grading rubrics, quality narratives, and documentation was added to the Consultant Colloquium in Blackboard. Mentors are continually being added to accommodate the PLA course registrations. Currently, there are over seventy mentors participating in the PLA program.

PLA Marketing and Publications—A PLA brochure was designed to help increase students' awareness and understanding of the advantages of the new online course format for PLA. The brochures will be distributed to all newly enrolled students. To make PLA courses substantially more visible, PLA information has also been added to those sections of the College's Web site that deal with course offerings and iTESC registrations.

PLA Database—A major project to refresh the PLA course description database has also begun. The goal is to eliminate outdated, duplicative, or inadequate descriptions. PLA staff worked with the MIS office to streamline the operational processes for the activation and registration of PLA courses and the creation of PLA course shells within Blackboard.

Mentor Affairs

The Academic Year got off to a fine start with mentors in place for all courses and course sections. Though the College still offers every course each of twelve semesters, a deliberate decision has been made to offer fewer sections (with more students in each section) of each course in an attempt to simplify the process of scheduling mentors and to simplify the paperwork generated for mentors from the Office of the Registrar, DIAL and Office of Test Administration. Most important—especially in online courses—the change to fewer sections with more students facilitates more satisfying formal and informal discussions among students.

Mentor Tutorial

Eight new mentors were assigned to undergraduate courses, and 32 were approved for mentoring during the first quarter. Work has been ongoing for the self-paced, online tutorial, "Best Practices in Mentoring at Thomas Edison State College." This will be available to new mentors beginning with the November semester.

Mentor/Student Contacts

As of September, the Assistant Dean of Undergraduate Studies began keeping an account of the number of student- and mentor-contacts made to and from the College regarding mentor affairs. Of nearly 700 contacts during September, complaints were lodged against seven mentors. Five mentors were contacted and problems satisfactorily resolved. Two other mentors have been removed from our rolls, as investigation into the prob-

lems raised by students showed that these mentors were not meeting the standards set by the College.

School of Nursing

Enrollment

Student enrollment continues to increase. Currently, there are 244 enrolled students in the BSN degree program. Twelve students graduated during the first quarter. There were 62 students registered in the four online nursing courses offered in the July term, and 65 students registered for the five online nursing courses offered in the October term, for a total of 127 course enrollments.

Nursing Mentors

Four additional mentors have joined the nursing degree program, for a total of 30 mentors. Fourteen of the 30 have completed the Certificate in Distance Education Program.

Partner Contacts

Ongoing recruitment efforts continue with Robert Wood Johnson University Hospital, Trenton Psychiatric Hospital, and the Meridian Healthcare Systems. Six statewide recruitment events have been attended by Nursing staff, as well. Recruitment materials have been sent to a number of New York hospitals, and nurse-educators at these hospitals have all been contacted by telephone.

National League for Nursing Accrediting Commission

The Bachelor of Science in Nursing Self-Study Report was submitted to the NLNAC, and the accreditation visit was held October 28-30, 2003. The Self-Study has been posted on the College's Intranet. The site visit team enthusiastically recommended that the College's BSN program be re-accredited. However, that recommendation still must be acted upon by the NLNAC.

Corporate-Higher Education Programs

During the first quarter of the new fiscal year, the Corporate-Higher Education office prepared for many upcoming evaluations, responded to new ACE inquiries, and worked with ACE sponsors to develop new academic partnerships for the College. The office conducted one ACE evaluation for the RAPT Foundation, Inc., for 25 courses during the quarter. College

staff also made 24 contacts with various organizations regarding ACE evaluations, partnership development, corporate programs, and College services.

The Corporate-Higher Education office also worked with South Jersey Career Center and the National Center for Montessori Education to bring them to the final stage of formalizing partnerships with the College. The ACE credit recommendations are valuable, not just for individual students, but for organizations and their students/employees/clients who may be encouraged, through partnership with Thomas Edison State College, to complete college degrees. This important work goes beyond mere public relations to create relationships with ACE sponsor organizations to provide mutually beneficial partnerships.

In cooperation with the ACE Registry of Credit Recommendations in Washington, DC, the office of Corporate-Higher Education ran workshops in July for New Jersey ACE-sponsor organizations. The sessions addressed electronic submissions of data to the ACE Registry, automatic billing, and the newly implemented access to student records on the Web. Partners from HoHoKus School of Business and Medical Sciences, Armenian National Education Committee, John J. Heldrich Center for Workforce Development, HMS HOST, and South Jersey Career Center participated in this workshop.

In August, the office conducted a workshop entitled *How to Get ACE College Credit Recommendations for Your Courses*. This workshop was developed to serve organizations expressing an interest in having an ACE evaluation for their courses, as well as for new staff at current sponsor organizations. The workshop explained the ACE application process, and eased organizations' apprehension in preparing to have ACE evaluate their coursework.

Distance and Independent Adult Learning (DIAL)

During the past quarter, the following tasks were completed: 16 courses were revised; 13 course conversions were completed; one redesigned course was completed; 23 new course exams were created; 28 course exams were revised; one new TECEP exam was created; two TECEP exams were revised; and one new e-Pack was completed.

Learner Services

Evaluation

During the first quarter of FY2004, progress was made in shortening production times for first-time evaluations and evaluation updates. Response times for first-times and updates have also decreased to two weeks and three weeks, respectively, and are now consistently meeting the performance standards. This can be attributed to the training of the evaluators. Four evaluators are completing their training in the BSAST degree, two have completed training in the BA and BSBA degrees, and two are training in the BA. For the second quarter, we plan to continue staff training and decrease our wait time for updates to two weeks and for first-time evaluation to one week.

For the first time, the average number of credits students are bringing to the College upon enrollment can be reported. These numbers are as follows:

Degree Program	Average Number of Credits on First-Time Evaluation
Liberal Arts	43
Business	47
Technology	73
Human Services	58
Nursing	60
Credit Banking	56

Academic Advisement

The first quarter began a period of transition for the advisement center. The former Assistant Director for Academic Advisement moved to the Executive Assistant to the Provost position, and an Acting Assistant Director was appointed. And with the transition of portfolio assessment to prior learning assessment, the staff who primarily handled portfolio issues are now advising Bachelor of Arts students.

In the first quarter, 1324 advisement appointments were conducted. We received 3420 e-mails and an additional 620 pieces of mail through fax and US mail. There were 5185 calls to the enrolled student phone center line. In addition, advisors completed 377 first time and update evaluations in an effort to provide seamless service to our students. In spite of all of this contact, the average response time for advisement continues to

improve and is now at 2.54 days. The overall wait time for an appointment has also decreased, and is now down to two days.

Financial Aid/Veterans' Affairs

Although financial aid activity is at virtually the same level as it was at this time last year, we will probably see an increase in the number of financial-aid students using the comprehensive tuition plan. This is the result of a policy change that allows financial-aid students to take advantage of the comprehensive tuition plan up to a December enrollment date. It is also the result of better communication to students that comprehensive tuition is the most cost-effective option for financial-aid recipients.

Students with Disabilities

For the first quarter of fiscal year 2004, the Office of Students with Disabilities had 76 student contacts, mailed out 14 initial information packages, and processed 23 student-accommodations requests. In addition, two students were notified that they are eligible to receive accommodations under the Americans with Disabilities Act. By comparison with last year at the same time, there were 77 student contacts, 22 initial packages were mailed, 29 student-accommodation requests were processed, and there were five new ADA-eligible students.

Registrar

Applications and Records Management

During this quarter 1,904 undergraduate applications were processed. In addition, the staff processed 2,252 student transcript requests, 311 requests for written degree and enrollment verifications, and 36 refunds. The College received over 6,472 transcripts from outside institutions.

Registration

Student response to Touchnet Web registration (iTESC) continues to be favorable. Students use this real-time Web system to verify and correct demographic information, check course availability, register and pay for courses, view course schedules and final course grades, and check Financial Aid status. The up-to-the-minute information is linked to the College's computer software, Datatel Colleague, and is available to students 24 hours a day. Approximately, 63 percent of students used Web registration technology during this quarter. The Registrar's staff spent time troubleshooting and testing the Web grading system to prepare it for release to mentors. Express Registration, a new process to register students by credit card payment, was also tested.

Graduates

During the first quarter of FY 2004, there were 396 degrees awarded. Ten percent of the degrees awarded were associate's degrees, 88.5 percent were baccalaureate degrees, and 1.5 percent were master's degrees. Seventy percent of the graduates were enrolled at Thomas Edison State College for two years or fewer before graduating.

Commencement Activities

The College prepared for the 31st Annual Commencement Ceremony, held on October 18, 2003. An invitation to attend was mailed to graduates the first week of July. Commencement planning activities were held throughout the months of August and September. A total of 257 graduates, along with family and friends, attended the Commencement ceremony.

College Relations

Image Enhancement and Name Recognition

The Office of Marketing and College Relations continues the work of fostering name recognition and image enhancement for the College. To take the College's advertising campaign to the next level, the College has secured a new advertising agency, Becker/Jani of Middletown, New Jersey. The College will be introducing a totally new integrated advertising campaign over the next few months.

Public Relations

College staff authored journal advertisements, submitted advertising copy, and made direct contact with the following media. *The Times* (Trenton); *The Trentonian* (Trenton); News 12 - TV (Edison); *Star Ledger* (Newark); WZBN-TV (Trenton); *NJ Biz* (New Brunswick); *New Jersey Business* (New Brunswick); *Mercer Business Magazine*; *US News and World Report*; *New York Times*; *U.S.1* (Princeton); NBC-10 (Philadelphia); WPVI-TV (Philadelphia); WCAU-TV (Philadelphia); KYW-TV (Philadelphia); WMBC-TV (Newton, New Jersey); *Associated Press* (Trenton Bureau); *Philadelphia Inquirer*; *Courier-Post* (Cherry Hill); *Business Week Direct* (Michigan); HGTV-Restore America (Boston); ABC Radio (New York); WOR Radio (New York); *NJN News* (Trenton); *Philadelphia Magazine*; *Wall Street Journal*; *Insight Magazine*; *Next Step Transfer Guide*; *Philadelphia Magazine*; *NJ Monthly*; *Star Ledger*; and *Discover Mercer County Magazine*.

Updates and information were also prepared for the following: EI (Education International) Group 2004 *Guide to Distance Learning Programs in the USA*; Business Insurance Directory of Risk Management and Insurance online directory (www.business.com) and 2003/2004 *Market SourceBook*; MacDonald's Communications, Inc., Web sites (www.gradprofiles.com, www.distancelearningprofiles.com, www.collegeprofiles.com); Peterson's *Guide to Four-Year Colleges 2005*, and Web site (www.petersons.com); and GetEducated.com Web site and online (free downloadable) e-book *Best Distance Learning Undergraduate Schools, Business & Management 2004* (www.geteducated.com).

Publications

College publications issued during this quarter include the following: *Commencement Program*; Post-Commencement mailing; *Gala Ad Journal*; *Curves* (A die-cut brochure was created for the Curves International Annual Conference); *Invention – Winter 2004* (The Winter 2004 issue of *Invention* featured the Gala and the College's 30th Annual Commencement Ceremony, as well as other newsworthy features); *Signals – Winter 2004*; *Prior Learning Assessment (PLA) brochure* (A completely reformatted brochure describing the newly revised Prior Learning Assessment (PLA) program was created during this quarter); and *National Institute Brochure*.

E-mail Outreach

During this quarter, work was completed on a script that compiles data from Datatel (Applicants), Web visitors (Cost Calculator), and general inquiries to the Information Center (formerly, the Contact Center). The College's hosted solution vendor, E-Mail Labs, transfers or uploads this data on a monthly basis and sends a series of triggered messages encouraging further contact with the College to inquirers and applicants on the first Wednesday of each month. A second script for this project addressed reporting needs and database maintenance needs. Among the features of the second script are a monthly report on conversion of prospects to applicants and a monthly report on applicants who convert to enrolled status.

Web Site

Chief among our Web site projects this quarter was the significant re-vamping of the Graduate School section. In other developments, analysis of the responses from applicants contacted through the e-mail outreach campaign identified the need to have an auto-response message sent to those who enroll via the online enrollment form, and this was prepared. Another project added instructions and fields to an online Course Extension form for eArmyU students.

Marketing Outreach

Work was completed on three collateral pieces to support the Curves Convention in Las Vegas. Work was also completed on student applications forms for the McGuire (see Military Education, above) and Camden (see Outreach to Target Markets, below) programs. A Camden "User Manual" was also completed.

Two new partnership agreements were signed this quarter. College staff photographed the partnership signings for the National Center for Montessori Education and the South Jersey Career Center.

Building on the success of the Military Outreach video presentation, College staff sought bids/proposals for two new video presentations. One will target the corporate market, and the other will target the community college market. These presentations will be produced in the same modular format as the Military Outreach video and will be distributed not only to corporate education decision makers and community college transfer counselors, but also to prospective students. Both presentations will be available in VHS and CD-ROM formats.

The College has also proposed the production of a video presentation for new employees, prospective employees, and any executive recruiters at search firms working on behalf of the College. The purpose of the presentation will give an overview of the College and its history and mission; explain policies, procedures, and benefits that pertain to all employees; and position the College as an attractive workplace.

The College received approval for trademark registration from the U.S. Patent and Trademark Office for the mark "Thomas Edison State College." The College has outstanding applications for "e-Pack," "e-TECEP," and "iTESC" currently filed with the U.S. Patent Trademark Office.

Outreach to Target Markets

Community College and Community Markets—College staff attended 45 transfer fairs and information sessions this quarter and visited each of the 19 New Jersey community colleges. The College also created a new academic partnership program with Camden County College whereby the College will offer a hybrid model combining distance learning and classroom-based instruction for residents of Camden County who hold an associate's degree. Information sessions were held at Camden County College in Blackwood, New Jersey. Marketing materials have been created specifically to target this audience, and a "user's-manual" has been created to assist students with course registration and programmatic issues.

College staff made a presentation at an information session at the Camden County Library System on "How to Become a Librarian." Thirty-five people attended a presentation about degree-earning options.

Corporate Markets—College staff made presentations at a variety of corporate gatherings. One such presentation was at the Curves Convention in Las Vegas to approximately 5,000 Curves franchise owners. The presentation focused on the relationship between Curves and Thomas Edison State College. The College was also represented at the annual Society for Human Resource Managers (SHRM) conference in Princeton, New Jersey, and staff spoke with prospective students about degree-earning options.

The New Jersey Chapter of the American Correctional Association (NJACA) featured Thomas Edison State College as a provider of flexible methods of earning credit in the Bachelor of Science in Human Services degree in administration of justice. The College staff made a presentation to 54 corrections officers.

In support of the 2003 partnership signing between Thomas Edison State College and the Fire Department of New York (FDNY), the College was the primary participant in a November education fair in Fort Totten, New York.

The College was represented at numerous education fairs during the past quarter. One such fair was at The Hartford Group Insurance Company in Rockaway, New Jersey. College staff spoke with 15 prospective students about both undergraduate and graduate programs. College staff also participated in Wachovia's first education fair in Toms River, New Jersey, and they met with Wachovia executives to provide constructive feedback from this education fair to help shape future events. Finally, the College was represented at an education fair sponsored by Corporate College Services at PSE&G in Edison, New Jersey. Approximately 50 students received information on degree-earning options.

The New Jersey Department of Personnel (NJDP) consulted Thomas Edison State College for the creation of a personal development program for its staff. The NJDP is instituting internal training courses as well as using Thomas Edison State College's accessible higher education in NJDP's individualized development program. And the International Association of Administrative Professionals (IAAP) hosted Thomas Edison State College at its October quarterly meeting at which College staff spoke to undergraduate and master's inquirers.

Information Center

Information Center (formerly "Contact Center") staff continues to make telephone calls to applicants and enrolled students. Calls are made to welcome applicants to the College and to guide them through the enrollment process. Calls to continuing students involve motivating enrolled students to continue their enrollment.

Two College Days were held this quarter, and approximately 36 people attended each one. College staff provided the prospective students with information on the College and advice on how to apply and enroll.

Staff in the Information Center have also been involved in the implementation of the new Avaya Interactive Call Management system. This 12- to 16-week implementation process involves upgrading the service, which is integrated with the College's computer network and can provide reporting for telephone contacts, e-mail messages, and live chat for prospective students, applicants, and enrolled students. During this quarter, the Information Center received 21,257 calls. This computes to an average of 6,980 calls per month during the quarter. The Prospect Line received 2,968 calls, compared to 2,615 during the last reported quarter; the Admissions Line received 1,844 calls, compared to 2,006 in the last reported quarter; the Applicant Line received 1,193 calls, compared to 1,185 in the last reported quarter; and the Information Line received 975 calls, compared to 995 in the last reported quarter.

Materials distribution activity via e-mail, the College's Web site, telephone calls, voice mail, and United States mail was active and consistent.

Development Activities

Foundation Revenue

The Foundation's preliminary combined fund balance as of September 30, 2003, totaled \$1,903,412, compared to \$1,694,478 for the same quarter last year. The Foundation's operating fund totaled \$329,111, compared to \$411,484 for the same quarter last year. The Endowment fund balance totaled \$ 683,203, and the Quasi-endowment fund balance was \$684,143.

Annual Gala

The 12th Annual Gala, *The Grande Ball-Trenton 2003*, was held on November 15, 2003, at the Soldiers' and Sailors' War Memorial in Trenton. This year's honorees were Al Maghazeh, CEO of Capital Health System, who received the Spirit of Edison Community Leader Award; Maria Imbalzano, Esquire, partner at Stark & Stark, who received the Spirit of Edison

Family Award; and Barbara Armand, Founder and President of the Armand Corporation, who received the Spirit of Edison Outstanding Alumnus Award.

Golf Classic

The 9th Annual Thomas C. Streckewald Golf Classic was held on June 16, 2003, at Olde York Country Club, in Columbus, New Jersey. Sun National Bank was the major sponsor of this year's event. One hundred golfers participated in the event, which raised over \$40,000 to benefit the Streckewald Endowment.

Foundation Board

At its September meeting, the Foundation Board approved a resolution to apply for a permit to offer charitable gift annuities. Charitable gift annuities provide an opportunity for donors to make a gift to the College and receive income for life. The Foundation Board also approved the repurposing and re-naming of its Nominating Committee. Now called the Membership Committee, the committee has responsibility for identifying, cultivating, recruiting and nurturing Foundation Board members.

Annual Fund

Total Annual Fund revenue as of September 30, 2003, was \$61,205.01. This total included gifts from alumni, staff, and friends of the College. The 2003 Alumni Fund has raised over \$44,000 in gifts and pledges to date.

Alumni Association

The Alumni Association held its annual board meeting on Commencement Day, October 18, 2003. The following awards were presented: Outstanding Service to the Alumni Association, Joseph McNamara; Outstanding Professional Achievement, Dr. Jaime Quinones; and Outstanding Service to the Community, Dr. Karen Brundage-Johnson. The Alumni Association Board presented its annual scholarship to Linda Dianda.

Following the meeting and prior to Commencement, Alumni Board members sold souvenirs in the Turning Point Room at the War Memorial. Upon the conclusion of the ceremonies, the Alumni Association held its annual Putting Him/Her Through (PHT) Banquet in the War Memorial ballroom. Twenty-three graduates attended the banquet, along with family, friends, and staff, for a total of 185 attendees.

The Alumni Association held its first annual reception to honor new graduates on the evening before Commencement. Seventy-five alumni

and their guests attended along with representatives the Alumni Association Board and staff from the Office of Development and Alumni Affairs.

John S. Watson Institute for Public Policy

New Jersey Urban Mayors Association

Planning is underway for the quarterly meeting scheduled for January 28, 2004. The invited speaker is Gwendolyn Long Harris, Commissioner, New Jersey Department of Human Services. The African American Heritage Parade Committee, Inc., has offered to sponsor a reception at this meeting. Institute staff also began the planning for the 6th Annual Conference of New Jersey Urban Mayors, Superintendents, and School Board Presidents, scheduled for the end of May 2004.

Trenton Activities

The Institute hosted a Nonprofit Leadership Summit with the Support Center in Trenton. The meeting attracted over 100 leaders of nonprofit organizations in Trenton. The keynote address was presented by the executive director of the Watson Institute. A panel of executive directors and representatives from five foundations was moderated by Barbara Rambo, Executive Director of the Council of New Jersey Grantmakers. The summit offered an opportunity for participants to learn about best practices and to share insights and wisdom with colleagues.

Abbott Preschool Certification Initiatives

A new director for the Abbott Preschool Initiatives was hired during the past quarter. Under her leadership, program staff conducted outreach to practitioners and the community while maintaining an awareness of critical Abbott policy issues. These activities are described below.

Outreach to Practitioners—The Institute program staff developed a variety of forms and systems to collect data that will show the impact of the Abbott Preschool Initiatives. In this quarter, the program contacted 69 practitioners in the field of early childhood education, including 30 Abbott teachers, 6 para-professionals, 28 administrators, and 5 career changers.

Policy Issues—The John Watson Institute for Public Policy co-sponsored a community forum with the National Black Child Development Institute and the National Council of La Raza. The forum was entitled, "*The New Jersey Cross-Cultural Forum: The Effect of Abbott V. Burke on Professional Development.*" The event was attended by 75 early childhood practitioners from the State of New Jersey. The panelists included the President of the

National Black Child Development Institute (NBCDI), the Senior Director of Program Support and Development from NBCDI, the Early Childhood Policy Director from the Hispanic Directors' Association of New Jersey, the Chair of the New Jersey Black Legislative Caucus, the Executive Director of the New Jersey Professional Development Center for Early Childhood Care and Education, and the Assistant to the Commissioner of Early Childhood Programs from the New Jersey Department of Education.

Institute staff sponsored a forum on Teacher Certification at the New Jersey Association for the Education of Young Children's Annual Conference. The discussion was guided by the findings of a study conducted by Rutgers University on 625 *Abbott* teachers in district and community provider programs. The study identified gaps in the teachers' professional development and supports needed for novice teachers.

Newark's Abbott Teachers' Support Plan—Institute staff conducted inquiries with Newark, New Jersey, providers to find out how the program could better support teachers in meeting the Abbott certification mandate. In doing so, staff simultaneously began a dialogue with staff from local colleges about designing a support plan to include on-site coursework, tutoring, and study groups.

Community Outreach—Institute staff participated in the following working groups: The Articulation Committee at the NJ Professional Development Center, The P-3 deadline Extension Working Groups, and the Advisory Board of the Professional Development Center.

Program staff made a presentation at the New Jersey Association of the Education of Young Children's Annual Conference entitled "Earning College Credits through Non-traditional Options." The presentation highlighted the nine credits which Thomas Edison State College awards for the CDC credentials.

Leadership Trenton

Leadership Trenton Fellows completed a two-part Economic and Community Development Seminar. The fellows were asked to form a rough plan of what the Hanover Street neighborhood could become once Thomas Edison State College constructs an administration building there. The fellows presented their analyses and recommendations to a committee of experienced development consultants who advise the Community Development Corporation. The fellows also made site visits in the Trenton area, focusing on commercial development and engaged in presenta-

tions entitled "Building Sustainable Initiatives" and "Arts and Economic Development."

Institute staff continued their recruitment efforts for the Leadership Trenton Class of 2004. Over 50 applications were received, packaged, and sent to 14 selection committee members for evaluation. The selection committee met and chose approximately 35 fellows for the new class.

Proposals for support of Leadership Trenton have been submitted to Janssen Pharmaceutica, Inc., and The Princeton Area Community Foundation. The Institute received a grant award in the amount of \$50,000 from The Fund for New Jersey, a \$5,000 grant award from The Bunbury Company, and a commitment from Wachovia for \$5,000.

HINT

The adopted state budget for FY2004 provides for funding in the amount of \$250,000 for Thomas Edison State College from the amount appropriated for the Implementation of Statewide Health and Information Network.

The Department of Health and Senior Services (DHSS) requested the College's assistance to serve as project administrator and hire a consultant to assist the DHSS in the gap analysis, risk assessment, awareness, and education for compliance activities related to the Health Insurance Portability and Accountability Act (HIPAA) of 1996. A contract in the amount of \$119,048 has been sent to Advance Programming Group, Inc., to undertake these consulting responsibilities. Thomas Edison State College will receive a five-percent administrative overhead fee for project administration.

The DHSS also requested assistance from the College to develop, plan, and conduct a HIPAA conference for local health departments on how to implement the requirements of the federal HIPAA law on privacy and security of protected health information. As part the College's educational effort on HIPAA implementation, a major part of the conference costs will be underwritten by the College.

At the request of the Department of Banking and Insurance, Institute staff participated in a press conference held at the New Jersey State House. Commissioner Holly C. Bakke of the Department of Banking and Insurance was joined by representatives from Thomas Edison State College, the New Jersey Association of Health Plans, the New Jersey Hospital Association, Horizon Blue Cross Blue Shield and the Medical Society of New

Jersey in highlighting the cost efficiencies of electronic processing and standardization of healthcare claims and information.

Resignations

The following staff members have resigned from the College:

Teresa Burke	Office of the Registrar
Andrea Chumer	Contact Center
Marie Cini	Academic Affairs
Rosemarie Deblasio	Office of Test Administration
Bonnie Kasa	Office of the Registrar
Mona Vasudev	Human Resources
Lisa VanCamp	New Jersey State Library
Deborah Toomey	New Jersey State Library