



THOMAS EDISON STATE COLLEGE


101 W. STATE ST.
TRENTON, N.J. 08608-1176
<http://www.tesc.edu>

Office of the President
(609) 984-1105
FAX: (609) 989-9321

MEMORANDUM

March 13, 1998

TO: Members, Board of Trustees

FROM: George A. Pruitt 

SUBJ: President's Report to the Board of Trustees

Marketing Strategy

Over the past three months, we have been involved in an intensive planning process to strengthen the College's marketing strategy. Two closely related goals were established for this marketing effort: first, to increase enrollment to at least 12,500 within five years; and second, to enhance the reputation and image of the College among key constituencies.

These twin goals were a direct outgrowth of the College's current Five-Year Institutional Plan. These enrollment targets are a central part of the Plan's overall strategy to assure adequate support for the programmatic objectives of the College in a period of fiscal uncertainty.

Through these intensive deliberations and planning process, we have developed an integrated marketing, communications, and management plan. By creating a systematic, outcomes-focused, quantifiable strategy, we have sought to ensure that all aspects of the marketing strategy can be tracked, measured and evaluated.

Academic Programs

During the last quarter, the Vice Provost and Associate Deans have been involved in an extensive effort to shape a marketing agenda in support of enrollment growth goals. An action plan has been developed which is serving as a blueprint for efforts currently underway. These actions are in support of the four population targets identified in the marketing plan--community colleges, military, corporations and business and underrepresented populations.

University of Medicine and Dentistry of New Jersey (UMDNJ) Joint Degree Initiative. The proposal for a joint Bachelor of Science in Health Services is in the final stages of approval. It is expected that the first admissions to the program will occur in the summer of 1998. Operations planning has been ongoing with a number of on-site meetings with representatives of both institutions. A primary recruitment target for this initiative is community college graduates from southern New Jersey.

Advancement of Second Degree Initiative with Association of Advanced Rabbinical and Talmudic Schools (AARTS). A program articulation has been established for the Advanced Rabbinical and Talmudic Schools graduates through the AARTS. This initiative is supported through the executive office of AARTS. Candidates seeking a second degree with the College are being advanced for admission through a recommendation from AARTS.

Outcomes Assessment Initiative/Instrument. The Outcomes Assessment Task Force Steering Committee completed a proposal for the instrument to be administered for all undergraduate degree programs. The information package and instrument are being reviewed and finalized. March 1998 graduates are being considered as the beta group.

Bachelor of Science in Business Administration Degree

The College participated in meetings with the Chairman and CEO of The Institute of Logistical Management resulting in a new partnership platforming business degrees in logistics, transportation management, and operations management. A promotional brochure on this development is currently being created.

The College has partnered with Synergistics, Inc., (previously called ADVANCE Consulting Network, [ACN] Inc.). This organization already has cohorts of students pursuing Synergistics' certificate in organizational management who will then be referred to Thomas Edison to finish their BSBA degrees in Organizational Management. Nathan Greeno, Synergistics' president has stated that 30 of his students will be enrolled at Thomas Edison before the end of 1998. A brochure to help Synergistics, Inc., market their program to corporate clients has been developed and will be available shortly.

The College staffed a booth at Mercer County's Small Business Expo. Promotional materials highlighting Thomas Edison's new degree in Small Business Management/Entrepreneurship were showcased.

The College's partnership with The American Institute of Banking--New Jersey (AIBNJ) continues to be strong. Most recently, the latest class of diploma and certificate graduates of AIBNJ have received letters and degree completion templates showing how AIBNJ credits fit into various ASM and BSBA degrees.

Curricular Developments. The College has participated as a member of the state-wide Small Business Management Curriculum Committee in order to guarantee that whatever constitutes the generic AAS in Small Business Management will fully articulate with Thomas Edison's BSBA degree. The committee's final proposed curriculum does indeed assure full articulation. Since the majority of community colleges in New Jersey will offer this generic

program, the potential for many students is a realistic consequence. Although a number were invited, no other 4-year college was represented on this committee, so the potential market share may be close to total.

The College has participated in the efforts of a curriculum committee at Raritan Valley Community College to develop and implement an AAS degree in Insurance. Based on the College's input, assurance has been obtained that the degree, when approved, will articulate totally with Thomas Edison's BSBA in Insurance.

Liberal Arts Degree

Moreshes Institute For Women/Marketing Initiative. The Associate Dean of Liberal Arts Degrees and a Senior Portfolio Advisor conducted a marketing/information session on November 19, 1997 for 18 students at the Moreshes Institute for Women in Lakewood, New Jersey. The Institute has established a partnership with Thomas Edison State College to assist in providing a fully accredited degree completion source for the students. The students are currently taking courses through an arrangement with Ocean County College and would transfer these completed credits when they enroll at Thomas Edison. They also have an interest in completing courses through Portfolio, DIAL and TECEP. Each student will select a degree program that assists her in having an educational background marketable for the workforce.

An appropriate articulation agreement will be developed with Moreshes Institute for Women that will address issues pertinent to this constituent group. This initiative has the potential to yield 50 students AY 1998-1999, however, some of the students may enroll with the College during AY 1997-1998.

Human Services Degree

Two major sets of activities have been accomplished in the Human Services degree area during these three months; the Human Services Five-Year Degree Review was completed and the credit for New Jersey Police Training award has been instituted as College policy and publicized to the law enforcement community.

Five-Year Degree Review. The degree review was accomplished through considerable work by the Steering Committee and the Associate Dean. It results in four recommendations which entail degree changes and a set of recommendations to improve the practicum process.

The New Jersey Police Training. The New Jersey Police Training credit award project resulted in a determination of 16 credits for police training completed from January 1986 to present. Letters have been sent to all Police Chiefs in the State announcing the award and a press release has been prepared. We are receiving numerous calls for application information and expect a good response.

Master of Science in Management Degree

Cohort I students met for the final residency in January, 1998. At that time, they presented their Applied Projects. Several students in this cohort are attempting to earn credits by

doing Portfolio Assessment. These will be the first graduate level portfolios reviewed by the College. Both the students and faculty are looking forward to this experience.

Cohort II and III are making steady progress in their studies. Cohort IV began their program with an orientation weekend which met concurrently with the residency weekend of Cohort I. This allowed both groups to interact. Our veteran students were able to serve as role models for the incoming cohort. Efforts continue to recruit students for future cohorts.

The National Institute on the Assessment of Experiential Learning

The National Institute on the Assessment of Experiential Learning is celebrating its tenth anniversary this June, and the College has planned some special events to commemorate this milestone. The agenda of this year's National Institute has been enriched even more than in previous years by the addition of a second advanced track of sessions. With three concurrent sessions in most of the time periods, the National Institute has something relevant to offer everyone who attends.

For the first time, the National Institute will feature a "name" speaker at the opening evening's dinner. The College was very fortunate to have secured the prominent Dr. John Bear (of the *Bear's Guides* fame). The College is encouraged by Dr. Bear's interest in Thomas Edison's operations and the National Institute's offerings.

DIAL Course Registration

DIAL course equivalent enrollments (CEEs) for the Winter 1998 continued on an upward trend, with 2301 CEEs, showing 18% growth over Winter 1997. With the addition of the new November semester, which brought in 158 CEEs, the year total to date is 4638. This brings DIAL enrollments to 83% of the FY 1997 total of 5550, with March, Summer and July enrollments still to come. Year-to-date enrollments are running 20% higher than last year.

New Faculty Mentors. Seven new faculty mentors have been assigned to courses for a total of 125 active mentors. The new additions are: Dr. Robert Brousseau, Ph.D. Business Administration, New York University, *Courses: Pre-calculus for Business, Pre-calculus for Technology, and Principles of Statistics*; Dr. Ernie Turner, Ed.D. Education, Fordham University, *Course: Adult Years and Dealing with Diversity*; Dr. Gianna Novelli, Ph.D. Nutrition, American College of Nutrition, *Course: Nutrition*; Mr. Glen Kaplinsky, J.D. Law, Seton Hall University, *Courses: Dilemmas of War & Peace, and Business Law*; Mr. John Pescatore, M.A. Biological Sciences, Fairleigh Dickinson University, *Course: Nutrition*; Dr. Selma Brandow, Ph.D. Sociology, Temple University, *Course: History of Woman and the Family*; and, Mr. Yechiel Leavy, A.B.D. Anthropology, University of Pennsylvania, *Courses: Human Geography, and World Geography*.

Course Development/Design Initiatives. During the past quarter, the DIAL office has been very active in the revision of existing courses and course materials, and in the development of new products. These include:

- Formulating a plan of action, selecting a faculty consultant, establishing a timeline, and starting work on the creation of a prototype course (*Photography*) to be delivered entirely via the Worldwide Web, in accord with the protocol for development of Web-based courses.
- Preparing the course *Introduction to Technical Writing* for presentation at the February 1998 meeting of the Academic Council.
- Completing work on the restructuring *Business Policy*, currently a Contract Learning course, into Guided Study course.
- Completing the bulk of development activities for three newly developed courses. They are: *MSM Finance and Accounting for Managers*, final version (target completion date is May 15, 1998); *Pre-calculus for Business* (target completion date is May 15, 1998); and, *Pre-calculus for Technology* (target completion date is May 15, 1998).
- Completing "wrap around" for *Literature of the Americas*, a newly acquired course.
- Completing full revisions of the following courses: *American History II*; and, *American Cinema*. Developing of course "wraparounds" for the following courses approved at the October Academic Council meeting: *World of Art*, and *Introduction to Mass Communications*.
- Completing work on 13 newly developed sets of course examinations (midterm and final), and completing work on 3 revisions of sets of course examinations:

Test Administration

As of the end of February, DIAL course examinations administered were running at an approximately 9% increase over the same period of time last fiscal year. Cumulatively, a total of 5,982 DIAL course examination administrations have been completed to date. For the same time period, there were 1,586 TECEP and DANTES combined test administrations which are running about the same as last year. It is interesting to note that for every month since the start of the fiscal year there has been an increase in exam activity.

Test Development and Independent Study

During the past quarter the revision of *Public Administration* was completed and the new version introduced in December. The title was revised to drop the "I", since we no longer have a "II", and the course code changed from PUA101 to PUA301, on recommendations from relevant advisement staff and faculty consultants. Because the new test is substantially different, students who register will be sent the new test description and allowed to reschedule to another test date without paying the usual rescheduling fee. The revision of *Principles of Finance*, a BSBA core requirement, is well underway and will be completed during the current quarter. An item analysis has been run on *Alcohol Abuse: Fundamental Facts*, and revision activity is currently in progress.

Introduction to Data Processing is the next TECEP slated for revision. As well as reviewing and updating test content, the title may change to bring it in line with current terminology.

Community Outreach

Underrepresented Populations. African American enrollments for FY 1998 to March 2, 1998 totaled 10.5% and Latino enrollments 3.21%. As noted in the College's Five-Year Plan, the percentage of African American and Latino enrollments should be 12% and 4%, respectively. For FY 1998 to March 2, 1998, African American applicants totaled 11.8% and 4.26% for Latino applicants. The applicant follow-up system, implemented as part of the College's Marking Plan, should have a direct impact on the conversion of underrepresented applicants to enrolled students.

Senior College. A new letter was recently designed as an insert for the Senior College brochure. The letter will expedite ordering of the undergraduate and/or graduate Prospectus and will assist the College in tracking how people heard about the program.

Corporate College Programs

ACE Credit Recommendation Service. ACE College Credit Recommendation Service evaluation business is brisk. Since November 1997, four organizations have sponsored evaluations of 32 courses yielding recommendations for 63 credits. Two of the evaluations were sponsored by continuing clients. They were Lucent Technologies Inc., Piscataway, New Jersey and DPT Training School in Philadelphia, Pennsylvania. Two are new clients: The Somerset School of Massage, Somerset, New Jersey, and CECOM, the Communications-Electronics Command at Fort Monmouth, New Jersey.

Communications & College Relations (C&CR)

C&CR explored new, creative communication venues during the winter quarter, working with colleagues on an on-line survey of potential learners and a direct mail test of precision marketing targets. Following its new strategic plan, C&CR met with admissions and Hibbert staff on improving contact with inquiries and began the development of telephone training to help College staff better serve the learners at the heart of our program.

News Coverage Outreach Extended. News contacts during the period included packages to *CNN*, *San Jose Mercury News*, *Los Angeles Times* and *The Chronicle* as well as continued work on penetrating major publications such as *Money* magazine. Coverage during the quarter including articles in New Jersey media about grants to the Watson Institute, as well as appointments, awards and upcoming activities. News release topics ranged from the prestigious, national Ray Ehrensberger Award for service to the military to a light-hearted article on the College's mention in a recent Science Fiction Book Club selection.

New Frontiers in Advertising. For the first time, the College is represented in poster displays at New Jersey Transit stations. With sites selected based on demographic data, posters welcoming inquirers are displayed at five train stations through mid-May (Princeton Junction, Edison, New Brunswick, Metuchen and Metro Park). Other ads appeared in *The New York*

Times, Philadelphia Inquirer, Army Times, Mercer Business, The Times (Trenton), Trentonian, and two different commercials each on *WABC* (New York) and *WKXW* (New Jersey), including an Olympics-theme commercial during the Winter Games.

Proactive Marketing Publications

The publications program continued to generate a high volume of top-quality products geared to the unfolding institutional priorities and student services needs.

New Student Newsletter. This has been an exciting quarter for academic publications at the College. For the first time, a College-wide student newsletter was created. Still called *Signals*, like the newsletter previously produced by the DIAL Office, its audience is broader than before. This new *Signals* is being sent to all enrolled students, students who are not enrolled but utilizing TECEP exams or portfolio assessment, applicants, faculty consultants and College staff. Its purpose is to inform and update, but also to bring readers to a higher level of understanding about the College and its commitments. It will be mailed out three times a year.

Along with the new student newsletters (SIGNALS), the "general" College brochure and the New Jersey Transit posters noted above, other projects included *student services* materials such as the Financial Aid Booklet, new insert letter for the Prospectus reflecting the new Admissions director and the unified course Registration Bulletin. *Marketing* products included point-of-purchase posters for use at conferences, numerous advertisements for local and regional outlets, partnership collateral (Synergistics, Inc.), and Web site and logo redesign prototypes for use by the Marketing Goal Team. Friend- and fund-raising materials included solicitation letter packages for alumni and students, souvenir collateral to aid the Alumni Association with sales and numerous ad journal placements.

Development and Alumni Affairs

Foundation Fund Balance and Revenues. The Foundation's total investment book value as of December 31, 1997, was \$849,350; an increase of \$173,205 or 26% over the last year. The market value of the Foundation's investment was \$961,133; an increase of \$244,973 or 34% over the last year. The 1997 Foundation audit is in process and on schedule.

Foundation gifts from all constituent income streams total \$299,760 as of December 31, 1997; an increase of \$54,585 or 12% over the last year.

The Foundation held its year end meeting on December 12, 1997. A resolution was passed naming the 1997 Corporate Officers and Board Officers. One new board member was added, Margaret Hoisington, and John Fischer was re-elected, both for three-year terms.

"Campaign 2001". As of December 31, 1997, the gifts and pledges towards "Campaign 2001" total \$920,574, up from \$821,611 at the close of the third quarter. Foundation Director and Thomas Edison alumni John McCann has agreed to serve as campaign chair and to provide leadership for the campaign efforts. Current year-end corporate cultivation and solicitation activity to companies for major gift support includes: AT&T Foundation, Bristol-Myers Squibb,

Sovereign Bank, Summit Bank. Summit bank has pledged \$15,000 over three years and other requests are pending final review.

Planned Giving. The fourth and final planned giving mailing for 1997 was mailed out in November and was titled *Tools and Strategies for Distributing Your Estate*. The first 1998 mailing went out the last week in February. *Heritage Circle* members who have given gifts of bequests and insurance policies remains constant at seven. The total number of endowment funds increased from 14 to 15 during 1997 and year end contributions to all endowments total \$45,453, excluding interest.

Thomas C. Streckewald Golf Classic. The Foundation will hold its fourth annual golf classic on Monday, June 29, 1998, at the Trenton Country Club. Co-chairs of the event are Dr. James E. Carnes and Eric R. Lear and the honorary chair is Catherine J. Streckewald. A meeting will be held in March to determine sponsorship prices and the day's agenda.

Seventh Annual Gala. The seventh annual gala will be held at the Hyatt Regency Princeton on September 26, 1998.

Walk of Honor. As of March 3, 1998, 146 bricks have been sold for the *Walk of Honor* for a total of \$18,125. Matching gifts generated by this project total \$1,550 for a gross revenue of \$19,675. Purchasers of the bricks will be mailed a certificate along with an invitation to the ground breaking ceremony that will be held in the fall. The deadline to purchase a brick is April 1, 1998.

Alumni Affairs. The 1997 Alumni Annual Fund received \$87,102 in gifts and pledges exceeding their goal of \$85,000. The total collected as of December 31, 1997, was \$74,118, an increase of \$1,821 or 2.5% increase over last year.

The 1998 Alumni Annual Fund has a goal of \$100,000. Co-chairs of the Annual Fund Phonathon are 1997 graduate Thomas Talbot and Board of Director Treasurer Barbara Lynch-Johnson. The direct mail campaign is scheduled to drop the first week of March and the phonathon is scheduled to begin on April 25.

John S. Watson Institute for Public Policy

The John S. Watson Institute for Public Policy was successful this past quarter in securing renewal funding from the Fund for New Jersey, Geraldine R. Dodge Foundation, the Schumann Fund for New Jersey and Public Service Electric & Gas. These grants totaling \$115,000, will support the Institute's work with its partners in the areas of education, leadership development, urban environmental issues including brownfield remediation and open space planning and economic development.

Organizationally, the Institute is expanding its scope of work to meet its goal of helping New Jersey leaders develop and implement better policy initiatives. We have been working to develop an organizational plan of work that includes development of timelines, staffing, and resource needs for all Institute projects, both ongoing and projected. This effort includes the

associated effort to find and hire new staff. The Institute continues to explore other funding sources to support its work.

The Institute also began working on a new initiative which focuses on preserving the rich and important history of New Jersey leaders. We are currently organizing and planning an oral history program that will look at the work of policy makers who helped create public policy in New Jersey. This program will focus initially on the contributions made by the late John S. Watson. The Institute was successful in recruiting the first Public Advocate for the State, Stanley C. Van Ness to direct this project. Mr. Van Ness, serving as an Executive Fellow, will also help support and advance the public policy agenda of the College through the Institute.

New Jersey Urban Mayors Association Partnership

Members of the New Jersey Urban Mayors Association (NJUMA) met in November during the Annual League of Municipalities Conference in Atlantic City to discuss several critical issues facing New Jersey's urban municipalities. These issues included property tax reform in the wake of Governor Whitman's announcement of her plans to create a special property tax reform commission, education reform in light of recent hearings regarding educational improvements, and solid waste management in response to the impending "Stranded Investment" crisis many urban municipalities are facing as a result of recent Supreme Court decisions regarding the state's mandated flow control measures.

Property Tax Commission. New Jersey Urban Mayors Association President, Mayor Douglas Palmer of Trenton in December, held a conference call meeting with members of the NJUMA to discuss the creation of a Property Tax Reform committee within the Association. During the recent New Jersey Urban Mayors meeting in Atlantic City, several mayors present agreed to establish said committee and to discuss with the Governor their interest in serving on her newly created Property Tax Commission. The Mayors agreed to develop priority issues concerning property tax issues.

Rutgers Urban Environmental Station. Ms. Johnson continues planning for this effort, with some elements already underway. The short term goal is to bring Rutgers, and particularly Cook College resources to bear on the problems of urban New Jersey. To that end, we are currently working on several projects. The first is an effort to help the Trenton Department of Public Works look at opportunities to create more environmentally sound programs. A meeting was held with several Rutgers faculty to discuss the possibility of a food composting operation. The second is an effort to assist Isles, Inc. with research related to several business initiatives. A long term goal is to create two staff lines for September 1999 and 2000, but may be activated sooner if outside funding can be identified. These staff positions have been committed to the Department of Nutrition and the individuals will focus on child nutrition and urban food policy. A longer term goal is to create three positions in Trenton to focus on the areas of natural resources, business development and job training, and family development issues.

Newark Environmental Coalition and the Greater Newark Conservancy. The Institute's Center for the Urban Environment (CUE) continues work with the Newark Environmental Coalition, planning for a public discussion about waterfront development, and helping develop a proposal for funding an open space master plan.

Also in Newark, CUE is assisting the Greater Newark Conservancy with its efforts to establish an Environmental and Ecological Center in Newark's Central Ward. CUE's Director, Liz Johnson developed a menu of conceptual programs that would fit into the Center's goals of environmental education and job training.

1997 Cities of Action Conference. The Institute was a co-sponsor of the 1997 Cities of Action Conference held at the New Jersey Network (NJN) studios in December. This was a successful conference focusing on holistic community development. Ms. Johnson was instrumental in helping the major sponsor, the Department of Community Affairs, develop the program for this event.

Charter Schools. Work on charter schools during this quarter has focused more on the aspects of achieving general public school reform than on just the charter schools individually. Executive Fellow, Judy Hain, met with Carol Wilson, Director of the Principals Center, to explore in greater depth her ideas on how we might build consensus among the various constituents and stakeholders about reform in the Trenton Public Schools. The focus of the discussion was Mayor Palmer's concept of a Commission on Charter Schools.

The Institute has been working to develop a research proposal in collaboration with Education Resources Group, a Princeton-based non-profit corporation. The topic is charter schools and their effectiveness in the Trenton community. The focus of this project is to capture, through data collection and documentation, those elements which contribute to positive educational outcomes for students so that these may be more widely shared and implemented.

National Faculty Policy Review Group. The Institute, through Ms. Hain, is participating in the National Faculty Policy Review Group. A two-day meeting in Washington required substantial research and writing in the area of annual and merit evaluations of faculty which required the collection and analysis of a number of negotiated contracts from a variety of colleges and universities as well as a search of the literature in this area. The two days included a group discussion of various policy approaches to all evaluation issues relating to faculty employment such as annual, merit, promotion, program accreditation, part-time faculty, tenure, post-tenure, career development, etc.

Healthcare Information Networks and Technologies (HINT)

Mark Gordon, Project Director for HINT, has been assisting Senator Robert Littell and other members of the New Jersey Legislature on nine bills that did not receive legislative approval during the last session and have been prefiled for consideration in the 208th legislative session. Mr. Gordon has been coordinating meetings of both the HINT Advisory Group and a smaller HINT Advisory Workshop to review these bills and provide comments back to Senator Littell by March 1998.

Presentation at Health Sciences Library Association of New Jersey

On December 4, 1997, Mr. Gordon made a presentation before 60 attendees of the Health Sciences Library Association of New Jersey in Princeton. His presentation was titled "Health

Information Networks and Technologies (HINT) study: Overview and Initiatives and New Trends in Standards, Laws and Regulations Regarding Electronic Access to Patient Information.” His presentation covered the HINT study findings and recommendations. It also covered the nine proposed HINT bills in the state legislature and the new federal law on administrative simplification.

Post Reporting

Datatel Agreement. At its June 13, 1997 meeting, the Board of Trustees granted the College a bid waiver to secure a contract with a vendor, and begin software implementation for the Student/Financial Information System. I am pleased to report that the College has entered into an agreement with Datatel to supply the College with a state-of-the-art integrated Student/Financial and Fund Raising system. The complete cost of this system will total \$1,033,000, which is \$33,000 over the anticipated cost approved by the Board.

The College, with the assistance of Deloitte and Touche, initiated the process of studying and organizing the College’s information systems needs, which culminated in the design of a formal Request for Proposals. This document identified the functional system requirements for all College administrative and academic areas. Based on the response to the RFP, the College invited three vendors to make formal presentations to the College community.

After an extensive product demonstration, followed by reference checking and site visits, the College selected Datatel. On January 16, 1998, the College entered into a formal agreement with Datatel to acquire Colleague (student and financial), and Benefactor (fund raising).

This project will have a significant impact on all areas of the College. During the implementation process, the College will concentrate on identifying conversion requirements, process re-engineering, workflow studies, systems implementation design and strategies, user training and documentation, etc.

During the next few months, a comprehensive implementation plan will be developed with the assistance of College staff, Datatel team members, and Deloitte and Touche. In addition, the College has formed a steering committee to monitor project tasks and timelines, transmit regular status reports and assist in resolving any issues that may need to be addresses as the project unfolds.

The College looks forward to the challenges that this project will bring and is confident that the implementation of this software will bring considerable benefits both to the College staff and the constituents we serve.

Unix Hardware for Datatel System. At its December 12, 1997 meeting, the Board of Trustees granted the College a bid waiver to purchase required hardware to support the administrative functions of the College. On January 28, 1998, the College acquired a Hewlett Packard Unix server to support the installation of Datatel’s Colleague and Benefactor software. The cost for this server totaled \$98,615.

The HP 9000 model K450 consists of 28 gigabytes of disk space, 1.5 gigabytes of RAM, and will easily accommodate over 200 simultaneous system users. Datatel reviewed this configuration prior to ordering and offered their complete approval. The College is confident that this system will readily accommodate the system requirements necessary to operate Datatel's software.

Train Station Advertising. At the December 1997 Board of Trustees meeting, the College was granted a bid waiver to produce and post advertising billboards at N.J. Transit stations for three months at an estimated cost of \$31,000. As a result of the decision to use other advertising venues in addition to train station billboards, the final cost of this project was \$10,900. The billboards were posted in late February and will be on display through late May. The project was awarded to the sole vendor for N.J. Transit station posters, TDI.

Resignations

The following people have resigned from the College:

James Gee	-	John S. Watson Institute for Public Policy
Amy Washart	-	DIAL
Doyal Siddell	-	Corporate College Programs

The following people have resigned from the State Library:

Michael Wooton	-	Library Development Bureau
Vanessa Holt	-	Access Center
Sushma Singh	-	Access Center

GAP/lme