

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON COLLEGE OF NEW JERSEY

May 30, 1980

MEMBERS PRESENT:

Eleanor Spiegel, Chairman; Alan Ferguson, Vice-Chairman; Patricia Danielson; George Hanford; Allison Jackson; John Kuemmerle; Kevin Shanley; Robert Taylor; Lorraine R. Matusak, President

MEMBER ABSENT:

Thomas Seessel

ALSO PRESENT:

Laura Adams, Director of Academic Programs; Arnold Fletcher, Vice-President for Academic Affairs; Frederick Gruel, Vice-President for Administration & Finance; Harrington Hazel, State College Office, Department of Higher Education; Thomas P. McCarthy, Director of Admissions & Registrar; Mary Skelton, Director of Public Relations; Jean Titterington, Director of Counseling & Information Services. Paul Jacobs, Director of Test Development & Assessment; Angela Fontan, Academic Counselor, and Thomas Streckewald, Program Advisor, joined the meeting later to discuss items on the agenda.

The meeting was officially called to order by Mrs. Spiegel at 9:40 a.m. Mrs. Spiegel reported that the Finance Committee had met at 9:00 a.m. A report from the Finance Committee was to be added to the Agenda. Mrs. Spiegel also noted that there would be a meeting of the Thomas A. Edison Foundation for Non-traditional Learning following the meeting of the Board of Trustees.

MINUTES APPROVED:

The minutes of the meeting of April 11, 1980 were presented for approval. Mrs. Jackson moved that the minutes be approved as written. Seconded by Mr. Shanley. There being no additions or corrections, the minutes were approved unanimously. (7-0-0) (Mr. Ferguson was absent for the vote.)

ASSOCIATE IN ARTS
DEGREE AWARDED IN
JUNE, 1979 RESCINDED:

Mrs. Spiegel then asked Mr. McCarthy to review the background to the resolution to rescind the Associate in Arts degree awarded to John M. Miller on June 8, 1979. This degree was awarded based partially on credits that appeared on a transcript issued by the Community College of the Air Force. In January, 1980, Mr. Miller notified the Registrar's Office that he had been informed by the Community College of the Air Force that there had been a computer malfunction in recording the results of one of his service schools and that there would be a revision of the credits granted for the school. He was informed that this revision might result in fewer credits appearing

on the transcript issued by the Community College of the Air Force. Mr. Miller indicated to the Registrar that he would be scheduling new DANTES examinations in case additional credits might be needed. In April, 1980, a new transcript was received from the Community College which showed that fewer credits had been awarded than appeared on the earlier transcript. A letter from the Registrar of the Community College of the Air Force was also received indicating that this error was the College's not the student's. Subsequently, new DANTES scores were received which qualified Mr. Miller for sufficient additional credits to earn the degree.

Mr. Shanley moved that the Board of Trustees formally rescind the degree awarded to Mr. Miller on June 8, 1979 and further moved that the President and the Chairman of the Board of Trustees write Mr. Miller expressing appreciation for his honesty and integrity. Seconded by Mr. Kuemmerle, the motion was approved unanimously. (7-0-0) (Mr. Ferguson was not present for the vote.)

GRADUATES
APPROVED:

Mrs. Spiegel then asked Mr. McCarthy to present the names of 50 candidates for the Bachelor of Arts degree, 16 candidates for the Bachelor of Science degree, 14 candidates for the Bachelor of Science in Business Administration degree, 73 candidates for the Associate in Arts degree, 3 candidates for the Associate in Science degree and 2 candidates for the Associate in Applied Science degree. Included among the 73 candidates for the Associate in Arts degree were John Miller whose Associate in Arts degree had been rescinded earlier in the meeting and one student whose original degree was rescinded in June, 1979. In addition, the Board of Trustees approved the posthumous awarding of the Bachelor of Arts degree with the waiver of the Pre-Graduation Conference requirement for a student who died before the conference could be scheduled.

There was a brief period of discussion concerning the graduates. After the discussion, Mr. Ferguson moved that the Board of Trustees approve the candidates as indicated on the lists provided by the Registrar; seconded by Mr. Taylor, the motion was approved unanimously. (8-0-0)

REPORT OF THE
PRESIDENT:

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

Grants: Two of the proposals submitted to the Fund for the Improvement of Postsecondary Education (FIPSE) are still viable. The proposal for the establishment of a statewide Testing & Assessment Center has generated considerable interest at FIPSE.

The College's request for funds to obtain a word processing center has been favorably received by the Department of the Treasury.

Dr. Smith has been working with the Department of the Treasury and is refining the proposal.

The College may receive funding to assist in the evaluation of Civil Service Certificates for college credit. Funding will be made possible through Vocational Education.

President Matusak stated that she has been asked to serve on a CAEL Committee to expand the opportunities for the evaluation of experiential learning for minorities. The Committee consists of President Matusak, Morris Keeton of CAEL and the Presidents of four predominantly black colleges. The Committee's goal is to develop a portfolio assessment program that is media centered and that will help motivate students to take basic skills courses once they have been able to earn credit for their experiential learning. CAEL has received \$25,000 in seed money and the Kellogg Foundation has expressed an interest in contributing additional funds. Mrs. Danielson stated that she is now working for the Department of Community Affairs and is interested in finding educational opportunities for minorities. She indicated that the Department of Community Affairs might be able to find funding.

President Matusak indicated that Dr. Laura Adams will be working with the Thomas A. Edison Foundation for Nontraditional Learning on her own time to assist the Foundation in finding sufficient new sources of revenue to enable it to hire an executive director. One action that should be taken is the expansion of the Directors of the Foundation to increase its visibility. State funds cannot be used to support the Foundation, including the salary of an executive director. The Board of Trustees of the Foundation will have to be reorganized. This will be discussed at the meeting of the Foundation later in the day.

Status of the Kelsey Building: President Matusak reviewed the present status of the renovations to the Kelsey Building being planned by the Division of Purchase and Property. She indicated that Mrs. Danielson had expended considerable time and energy in assisting the staff of the College in the negotiations with the Treasurer and his staff. Mrs. Spiegel expressed her thanks to Mrs. Danielson on behalf of the Board of Trustees. She recommended that the Trustees write to Mr. Earl Josephson, Special Assistant in Charge, the Division of Purchase and Property, Department of the Treasury, The State House, Trenton, N.J. 08625 and express their concern over the capricious action taken by the Director of Building and Construction in planning the renovations without any prior notification to the College. Mrs. Spiegel suggested that this might be the time to contact Senator Merlino about the status of the renovations.

American Association of State Colleges and Universities Fact Finding Trip to Poland: President Matusak reviewed her trip to Poland

which was sponsored by AASCU. She indicated that there might be a possibility for an exchange of faculty and administration.

Consortium on Quality in Nontraditional Education: Thomas A. Edison College has submitted an application to become one of the member institutions of the Consortium on Quality in Nontraditional Education. Two staff members, Thomas McCarthy, Director of Admissions and Registrar, and Ruth McKeefery, Associate Director of Academic Programs, have been identified as the College's representatives to the Consortium if the application is approved.

Association of Governing Boards: President Matusak stated that Chancellor Hollander has suggested that each of the State College Boards of Trustees join the Association of Governing Boards. Two of the Colleges, Ramapo and Montclair, have already joined. It was the sense of the meeting that Thomas A. Edison College should also join the Association.

ACE/COAEP: The American Council on Education has established a new commission that could serve as a catalyst in finding funding for adult education through lobbying in Washington. A proposal to establish this new commission was submitted to the Office on Educational Credits and Credentials at its last meeting and was approved. Membership on the new commission should not be limited to educators and should include representation from other segments of society.

B.S. Degree in Nursing: The Department of Higher Education has approved the College's concept of an external baccalaureate nursing degree for New Jersey. Dr. Adams noted that the source of funding for the development of this degree was a concern. There are indications that funding could be obtained from the Department of Higher Education's Research and Development Fund.

PONSI Program Meetings: Two meetings have been scheduled to inform the business community about the New Jersey Program on Non-collegiate Sponsored Instruction (PONSI) which the College will administer for the Department of Higher Education. To date, a total of 55 people have registered for the meetings.

REPORT ON A CON-
FERENCE ON LINKING
EDUCATION & WORK
HELD IN BRAZIL:

After President Matusak completed her report on the State of the College, Mr. Hanford was asked to share with the trustees the results of a conference he attended in Brazil on Linking Education and Work. Mr. Hanford stated that a main problem which exists in Brazil is the failure of society to deal with the uneducated. The motivation to learn is rare; there is a great inability to read with illiteracy a major problem. There is a great need to do more to attract people into education, but the vast majority of adults feel intimidated by the educational system.

The consensus of the conference was to find ways in which people can demonstrate what they already know as a first step in becoming a literate society. Mrs. Jackson reaffirmed the point about motivation, stating that the same problem exists in this country with minorities.

REORGANIZATION OF
THE BOARD OF
TRUSTEES:

Mrs. Spiegel stated that the appointments of two of the Trustees expire at the end of June. The Board of Higher Education should be addressing the question of reappointment of Trustees at the June meeting.

The Board could use the July meeting as its annual reorganization meeting; Mrs. Spiegel appointed a nominating committee to select candidates for Chairman and Vice-Chairman for the 1980-81 Academic Year. The Committee is to consist of Alan Ferguson, Chairman, and Allison Jackson and George Hanford. The Committee will report back to the Trustees at the July meeting.

Mrs. Spiegel reviewed the calendar of meetings for the 1980-81 academic year as proposed. The meeting scheduled for February was rescheduled for February 6th; a meeting was added on April 3 and the May meeting was rescheduled for June 5th. A new copy of the calendar is attached to the minutes.

PERSONNEL ACTIONS
APPROVED:

Mrs. Spiegel asked President Matusak to review the personnel actions since the last meeting of the Board of Trustees. There was one new employee hired, two employees were promoted and five employees have resigned.

Mr. Hanford moved that the personnel actions taken by the College be approved. Seconded by Mrs. Danielson, the motion was approved unanimously. (8-0-0)

President Matusak reported that she would be attending the American Council on Education's meeting for new college and university presidents in late June. The final session will be devoted to evaluation of administrative personnel.

Mrs. Spiegel indicated that the revisions to the personnel plan will be discussed at the September meeting of the Board of Trustees.

REPORT ON THE
ACADEMIC
COUNCIL:

Mrs. Spiegel asked Vice-President Fletcher to review the recommendations for changes within the operation of the Academic Council. Vice-President Fletcher reviewed the current working procedures of the Academic Council with its various standing committees. He reported that in the past couple of years the standing committees have become discussion groups rather than action groups creating new policies. Most of the activity in policy creation is occurring within ad-hoc committees.

The proposal that has come out of the Academic Council would abolish the standing committees and place the responsibility of monitoring degree programs on the Academic Council itself. When needed, ad-hoc committees would be established which would be charged with a set task and which would be dissolved once the task has been performed.

The College's professional staff would assume additional responsibility in monitoring degree programs and approving graduates. A position paper will be prepared by the staff outlining those functions to be assumed by the staff and those delegated to the Academic Council.

Mr. Hanford moved that the Board of Trustees approve the re-organization of the Academic Council as outlined by Vice-President Fletcher. Seconded by Mr. Shanley, the motion was approved unanimously. (8-0-0)

BOARD OF TRUSTEES
EXPRESSES THANKS TO
ACADEMIC COUNCIL
MEMBERS WHO WILL
SERVE WITHOUT
HONORARIUM:

Vice-President Fletcher informed the Board of Trustees that the Academic Council has recommended that members of the Council serve without an honorarium effective with the 1980-81 Academic Year. The College would provide a buffet lunch for members of the Council and would continue to cover travel expenses.

Mr. Kuemmerle moved that the Board of Trustees recognize the willingness of the members of the Academic Council to forego the honorarium and that the President and the Chairman of the Board jointly express their thanks in letters to the Academic Council. Seconded by Mr. Taylor, the motion was approved unanimously. (8-0-0)

PORTFOLIO DEVELOP-
MENT AND ASSESSMENT
PROCEDURES ENDORSED:

Vice-President Fletcher then opened the topic of the change in Individual Assessment to a Portfolio Development and Assessment concept. Dr. Laura Adams and Dr. Paul Jacobs were present to describe the changes. Dr. Adams reviewed the current procedures used by the College and indicated that only 10 percent of the College's students take advantage of the Individual Assessment process. She described how the new Portfolio Development procedures would work and what types of documentation would be required.

Dr. Jacobs reviewed the quality controls which would be exercised by the College to insure that there would be no abuses to the program. Dr. Jacobs pointed out that the College has had a few instances where the portfolio approach has been used. One such case was in Real Estate.

President Matusak indicated that the Kellogg Foundation has given CAEL a grant to assist adults in developing portfolios and indicating where the credits earned through assessment can be used.

Mr. Ferguson moved that the Board of Trustees endorse the new Portfolio Development and Assessment Procedures. Seconded by Mr. Taylor, the motion was approved unanimously. (8-0-0)

Mr. Ferguson noted that information on the new procedures should be disseminated to the educational community at large.

REPORT OF THE
FINANCE
COMMITTEE:

Mrs. Spiegel then asked Mr. Taylor to give a report for the Finance Committee which met prior to the Board of Trustees meeting. Mr. Taylor reported that there have been changes in the way in which the budget is to be reviewed. The Department of Higher Education has scheduled preliminary budget hearings for late June to review preliminary budget requests for FY 82. The full budget request will have to be submitted to the Department of Higher Education in August. Formal hearings will take place in September with the final recommendations of the Department of Higher Education being sent to the Board of Higher Education in October.

The staff of the College is in the process of developing the budget for FY 82 in preparation for the July 25th meeting of the Board of Trustees. By June 16th, an overview narrative plus enrollment projections must be sent to the Department of Higher Education.

The Governor's budget for the College reflects only a \$1,200.00 increase for FY 81. The budget being prepared for FY 82 has taken this into account. A draft statement has been prepared by the College outlining the College's needs for FY 82.

Mr. Taylor moved that the Board of Trustees endorse the budget statement prepared by the President. Seconded by Mr. Shanley, the motion was approved unanimously. (8-0-0)

RECOMMENDATION FOR
BASIC SKILLS EXAM-
INATIONS TO BE
ADMINISTERED TO
THOMAS A. EDISON
COLLEGE STUDENTS AT
THE OTHER PUBLIC
INSTITUTIONS APPROVED:

Mrs. Spiegel then asked Dr. Jacobs if he would review the background to the resolution requesting that the students of Thomas A. Edison College be permitted to take the Basic Skills examinations at the other public colleges in the State. Dr. Jacobs briefly described the Basic Skills program and how it effects the students of the College.

Mr. Ferguson moved that the Board of Trustees of Thomas A. Edison College request that the Board of Higher Education recommend in the spirit of interinstitutional cooperation that the students of Thomas A. Edison College be permitted to take the New Jersey Basic Skills Placement Test at the other public institutions of higher education in the State. Seconded by Mr. Shanley, the motion was approved unanimously. (8-0-0)

STUDENT ARTS
FESTIVAL PLANNED:

Mrs. Spiegel then introduced Mr. Thomas Streckewald, one of the College's Program Advisors, who described the background leading to the Student Arts Festival.

A group of College staff discussed the possibility of inviting students who had completed assessments of experiential learning in the fine arts to show some of their works at the College. Letters have been sent to these students and the response has been very positive. The Festival is scheduled for September and will overlap with the September Stroll being planned in Trenton and the College's Eighth Commencement. The Festival is tentatively scheduled to run for three weeks.

PROJECT ON SERVICE
TO THE HISPANIC
COMMUNITY:

After Mr. Streckewald completed his report on the Student Arts Festival, Mrs. Spiegel introduced Ms. Angela Fontan, one of the College's Academic Counselors, who described the project on which she

has been working.

Ms. Fontan described the contacts she has made with the various hispanic organizations in the State, soliciting from them the needs of the hispanic community and how Thomas A. Edison College could assist the members of the community in meeting their needs.

Mrs. Jackson reviewed the other programs currently operating in the State and noted that the College needs to tie into these programs so as not to duplicate other research being done in this area.

Mrs. Spiegel noted that among the budgetary priorities should be the support services to assist the hispanic community.

Ms. Fontan reported that the new influx of hispanics are more fluent in English than the earlier groups were. They have learned from difficulties experienced by the earlier groups.

NEW BUSINESS:
DATA ON STUDENTS
REQUESTED:

After Ms. Fontan completed her report, Mrs. Spiegel asked if there was any item of new business. Mr. Ferguson requested that the Trustees be provided with updated information on the students served by the College and how the student body as a whole compares to the graduates. This information could be included in the President's newsletters.

AVAILABILITY OF
CETA FUNDS:

Mrs. Jackson pointed out that there are funds available for educational projects through the Governor's discretionary fund of CETA. She would like to set up a meeting between President Matusak and representatives of CETA. The consensus was that this should be explored further.

There being no additional new business, Mr. Hanford moved that the meeting be adjourned. Seconded by Mr. Kuemmerle, the meeting adjourned at 12:15 p.m.

Submitted by,


LARRAINE R. MATUSAK
Secretary to the Board

July 25, 1980
Date

Approved by,


ELEANOR SPIEGEL
Chairman of the Board

July 25, 1980
Date