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MEMORANDUM

June 4, 2004

TO: Members, Board of Trustees

FROM: George A. Pruitt 

SUBJECT: President's Report to the Board

Academic Affairs Reorganization

With the reorganization of the Academic Affairs division such that the College will now have schools led by Deans, a search to identify qualified candidates to head the Schools of Business and Management, Applied Science and Technology, and Arts and Sciences was begun. The reorganization also caused a shift in reporting lines, with the offices of Military Education and the Graduate School joining Corporate-Higher Education Programs as direct reports to the Vice Provost for Academic Outreach and Partnerships. Further, the sitting Deans of the Schools of Nursing and Social and Behavioral Sciences began reporting to the Provost, as will the new Deans, once they are hired.

The Registrar's Office finalized its realignment within Learner Services, and the Prior Learning Assessment (PLA) office is completing its transition into the Distance and Independent Adult Learning (DIAL) unit. All of these changes have been (or are being) accomplished with no disruption of service to students.

Academic Council

The Academic Council held its third and final meeting of the year on Thursday, May 6, 2004. Major actions taken by the Council were the following: The final version of the Academic Council reorganization proposal was approved; Mentor William Mulkeen was elected President of the Council for next year; a modification allowing for expanded choices of literature courses was approved for the Bachelor of Arts Concentration in English; and a policy was approved that pro-

vides students with several alternatives for completing courses when examinations are determined to be missing.

Distance and Independent Adult Learning (DIAL)

Prior Learning Assessment (PLA)

The Prior Learning Assessment Program passed the 1,000-registration mark for the first time ever during this quarter. There were 126 registrations for PLA courses for the January term; 122 for February; and 147 for March. Currently there are approximately 102 mentors participating in the PLA program.

Analysis of the course registrations from July 2003 through March 2004 has resulted in the designation of 68 Standard PLA courses for the 2004-2005 academic year, in comparison to 44 this current year. The largest increases to the list of standard PLA courses are in the administration of justice, computer science, accounting, and music curricular areas. This significantly enlarges the pool of courses available for online registration via iTESC.

Course/Exam Development and Administration

During the past quarter, two new courses were developed, 29 courses were revised, and 14 course conversions were completed. Forty new course exams were developed, eight course exams were revised, and 25 course exams and answer keys were edited. A New TECEP exam and three new e-Packs were developed. The administration of exams involved the posting of 5,005 exams, the processing of 556 TECEP examination registrations, and the processing of 7,060 DIAL course examination registrations.

School of Nursing

Enrollments

Student enrollment continued to grow, with enrollment currently totaling 297 students. All students were reminded of the requirement that they earn three semester hours of credit per year to remain active. Students who have not earned three semester hours of credit since July 2003 are sent a letter informing them that if they do not earn these credits, they will be placed on inactive status. Six students were cleared and graduated during this quarter.

Recruitment Activities

Ongoing recruitment efforts continue with Robert Wood Johnson University Hospital, Trenton Psychiatric Hospital, and the Meridian Healthcare System. Nursing staff attended five statewide recruitment events, as well as our own Col-

lege Day events. Recruitment materials were sent to a number of New Jersey and New York hospitals, and nurse educators at these hospitals have been contacted. An initial informational meeting was also held with the nurse educator at Virtua Hospital.

Curriculum

The revisions to the *Nursing Informatics* online course were finished, and the new course is now online. A new health-related curriculum is being developed for general, non-nursing, College students. Two new courses: *Stress and Tension* and *Women's Health*, have been developed and were approved by the Bachelor of Science in Nursing Committee and the Academic Council. These courses are scheduled to be online by July 2004. These courses will be offered on a 12-month schedule. This is a pilot project and, if it is successful, additional courses will be added for the general College public in the 2004-2005 year.

A seventh online nursing course, *Health Assessment*, has been developed, and it has been approved by the Bachelor of Science in Nursing Committee. If the Academic Council approves, the course will be placed online for the July 2004 term.

National League for Nursing Accrediting Commission

The National League for Nursing Accrediting Commission (NLNAC) completed its site visit on October 28-30, 2003. The final NLNAC Commissioners' Report received in March, recommended continuing accreditation for eight years, with no recommendations for improvement.

School of Social and Behavioral Sciences

A committee was developed to examine and assess four main areas in the Administration of Justice curriculum: a graduate program curriculum; a four-year online program; the current structure of the degree; and the practicum. The committee's report, which contains significant recommendations, is being circulated through the institution for discussion and implementation. Areas recommended for development or change were (1) the development of a master's program in public safety administration; (2) development of an online undergraduate degree in criminal justice; and (3) a change in the format of the Human Services practicum.

Academic Programs

Mentor Affairs

Four new mentors were added to the College's roster during the third quarter. These are Indera Murphy, Adjunct, University of Phoenix; Geraldine Litz, Distance Learning Coordinator, Troy State University; Gary Falcone, Education Program Development Specialist, Human Resource Development Institute; and Mira Lani Bernard, Adjunct, Los Angeles City College. All are experienced in online education for adults, and initial evaluation of their work has been extremely positive.

Academic Publications

The *Undergraduate Registration Bulletin* and the *College Catalog* were both updated and submitted for publication. Updated mentor background information was gathered from every College department for inclusion in the *Catalog*. The information was also posted in the electronic database for the first time in a format that will allow for easy revision in the future.

Academic Partnerships and Outreach

Graduate School

In the previous quarter, one term was completed and another started for Certificate in Distance Education Program (CDEP) participants. Twenty-seven participants are currently enrolled in the four seminars. A total of 81 mentors have completed the series of seminars.

Statistics on enrollment (excluding eArmyU numbers) in College graduate degree programs indicated that applicant numbers for the MSM are generally higher than those for the third quarter of FY2003; applicant numbers for the MAPS program are essentially flat, when compared with those for the third quarter of FY2003. New enrollment numbers in both the MSM and MAPS programs are marginally down, when compared to those for the third quarter of FY2003; but course equivalency and credit-hour numbers are up for both degree programs. To date, 27 students have completed graduate degrees during FY2004.

Two courses in the Online Learning and Technology track of the Master of Science in Management and Master of Arts in Professional Studies degrees were developed. The first, *Theory and Culture of Online Learning*, is being offered with 18 students enrolled.

Office of Military Education

A total of 368 site visits to military bases across the United States were conducted during this quarter. Bangor Submarine Base and Everett Naval Station in Washington State were added as regular visits this quarter. This brings the number of Memoranda of Understanding between the College and the Navy to 12. The College is also one of eight institutions participating in the Marine Career Degree-Builder program. Finally, the College opened a joint office with Rutgers, The State University of New Jersey, at McGuire Air Force Base as part of an on-base educational program.

Statistics on "traditional" (i.e., non eArmyU and non Navy College) undergraduate military enrollments indicate that numbers of applicants and new enrollments are up by nine and 61 percent, respectively, when compared to the third quarter of FY2003. The number of continuing enrollments, on the other hand, is down by eight percent, when compared to the third quarter of FY2003.

Among our Navy College students, application numbers were slightly up (from 246 to 266), and new enrollments and continuing enrollments were radically up (from 92 to 296, and from 17 to 65, respectively), when compared to the third quarter of FY2003. Applicant and continuing enrollment numbers were only marginally higher for our MDCP students; but new enrollment numbers nearly doubled (from 48 to 95), when compared to FY2003.

The impact of the eArmyU program continues to be significant. During this quarter, 57 eArmyU undergraduate applications were entered. A total of 789 registrations for the terms offered to these students were processed and confirmed.

Corporate-Higher Education Programs

The College is in the process of scheduling and coordinating activities connected with an American Council on Education (ACE) evaluation review set for next quarter. The following organizations will be included in the review: Bergen County Law & Public Safety Institute; Eastern Regional Public Safety Institute; Institute of Logistical Management; PC Age Career Institute; Armenian National Education Committee; RETS Institute; American Educational Institute; and Kepner-Tregoe, Inc.

Five organizations are actively developing partnership agreements with Thomas Edison State College. Included in this group are Home Depot, Professional Academic Review Council, Faith Builders Educational Programs, Ultrasound Diagnostic Schools, and HMS HOST.

Governor McGreevy's Workforce Development Initiative, coordinated through the Department of Labor, has been meeting to focus on state government, unions,

and colleges/universities that are coming together to address the demands of the labor market in New Jersey. As part of this initiative, Thomas Edison State College will conduct ACE evaluations for several of the building construction unions' apprenticeship programs.

The 2004 annual audit of ACE-evaluated courses was conducted for the College's sponsor organizations. In accordance with American Council on Education policy, the annual audit is used to guarantee the quality assurance of ACE evaluations.

National Institute

College staff have been planning for the College's National Institute on Experiential Learning to be held June 5-7, 2004. To date, approximately 45 participants are registered for the Institute. The program curriculum has expanded in number and currency of topics. New presentations were added through a call for papers. Staff from institutions such as Capella University, University of Maryland University College, Metropolitan College (New York), Fire Department of New York, DePaul University, and Gibbs College will make presentations.

Learner Services

Office of the Registrar

Graduates—During the third quarter of FY2004, there were 412 degrees awarded. Thirteen percent of the degrees awarded were associate's degrees, 85 percent were baccalaureate degrees, and 2 percent were master's degrees. Sixty-one percent of the graduates were enrolled at Thomas Edison State College for two years or less before being awarded a degree.

Professional Librarians' Certification—The Governor of New Jersey has transferred the responsibility of professional librarians' certification from the Department of Education to Thomas Edison State College and the State Library. The Office of the Registrar will be responsible for processing certification applications and issuing licenses to professional librarians in the State of New Jersey.

Applications and Records Management—During this quarter 1,959 undergraduate applications were processed. In addition, 752 student transcript requests and 290 requests for written degree and enrollment verifications were processed. The College received over 6,476 transcripts from outside institutions.

Registration—Student response to iTESC Web registration continues to be favorable. Students use this real-time Web system to verify and correct their demographic information, check course availability, register and pay for courses, view

their course schedules and final course grades, and check their Financial Aid status. The up-to-the minute information offered through this system is available to students 24 hours a day. Approximately 65 percent of students used the Web registration technology this quarter. A Web-based "grade book" has been implemented and has been received positively by the consulting faculty mentors. All final grades for undergraduate courses, including Prior Learning Assessment courses, have been entered by the mentors through this electronic system. The system is being implemented in the Graduate School next quarter.

Evaluations

During the third quarter of FY2004, there were 1,249 first-time evaluations and 2,393 updates completed. Although the number of files waiting for evaluation has substantially increased, our evaluators consistently met their performance standards. Evaluators continue to be cross-trained in every degree program to ensure that performance standards are met across all areas.

Academic Advisement

During the third quarter, the Advisement Center began holding Wednesday-evening advisement appointments. The schedule is always filled, and the College plans to continue this and may consider adding an additional evening. Students currently can meet with a staff member with an average of less than one day's wait time for appointments.

Financial Aid/Veterans' Affairs

The growth trend in numbers of students on Financial Aid continued into the third quarter. There was a nine-percent increase in the number of students who used Financial Aid (1032 versus 954 in FY2003).

The new position of Assistant Director of Financial Aid position has been filled, and a study has been undertaken to research the SSCR information. Finalization of this study, which involves determining feasibility of participating in the Automated Clearing House, will be completed by the end of the fiscal year. Finally, the Financial Aid Consortium Agreement form has been added to the College Web-site.

Students with Disabilities

Requests for services from students with disabilities continued to increase. There was an 82-percent increase in requests (227) for the 3rd quarter of FY2004, when compared with the same period for FY2003 (125). The areas that saw the largest increase were student contacts (122 compared with 56) and accommodations processed (69 compared with 25).

College Relations

Image Enhancement and Name Recognition

The Office of Marketing and College Relations continued the work of fostering name recognition and image enhancement for the College by targeting its efforts to increase student enrollments and provide a clear, concise, and consistent message.

The College has expanded the advertising campaign introduced in December 2003 to include five print ads. Marketing plans for both the new Master of Science in Human Resources Management degree and the roll-out of out-of-state Nursing recruitment have been developed.

All components of the media mix – print, billboard, radio, and Web-based advertising – are designed to steer interested individuals to the College's Web site. The College has seen a significant upward trend in the number of prospective visitors to the site over the past six months, averaging more than 13,000 visitors per month, and running more than 25 percent ahead of last year.

The College has introduced a comprehensive publications design by fully integrating the look and tone of its four major annual publications: *The Undergraduate Prospectus*, *The Graduate Prospectus*, *The Registration Bulletin*, and *The College Catalog*. This approach further strengthens the College's branding and marketing strategy through visual consistency and integrated positioning.

During the last quarter, a market research study was undertaken to measure demand and emerging trends in graduate-degree offerings. Study methodology included the use of focus groups, competitive analysis, an online survey, and an industrial scan. Current undergraduate students, graduate inquirers who did not enroll in the College, graduate inquirers from a national database, and human resources professionals were surveyed. The research identified graduate education the College should consider offering based on consumer demand and the needs of the business community related to graduate education. This data will be used to develop strategy for the next five-year plan.

Media Releases

Media releases distributed this quarter include the following:

- Announcement of the new Master of Science in Human Resources Management degree.
- Announcement of the Health Information Networks & Technologies educational conference.
- Announcement of the Thomas C. Streckewald Tenth Annual Golf Classic.
- Announcement of recipients of Thomas Edison State College degrees.

- Announcement of the accreditation of the School of Nursing's Bachelor of Science in Nursing degree program.
- Announcement of the Wachovia Scholarship.

Public Relations

College staff submitted advertising copy and/or contacted the following media: *The Times* (Trenton); *The Trentonian* (Trenton); *Star Ledger* (Newark); *New Jersey Business* (New Brunswick); *Mercer Business Magazine*; *News 12 New Jersey*; WPVI-TV (Philadelphia); WZBN-TV (Trenton); WCAU-TV (Philadelphia); *American Heritage Magazine*; *Associated Press* (Trenton); *U.S. News & World Report Magazine*; *Chronicle of Higher Education*; *Continental Magazine*; *Casino Connection*; *Daily Orange*; *Succeed Magazine*; *NJ Job Search 2004*; *Managing in Today's Government*; *Employee Benefit News*; *Offshore Update*; and *The Spokesman Review* (Spokane).

College staff also authored, designed, and sponsored advertising in journals for the following public service groups: New Jersey Library Association; Community Christian Choir; The Institute for Nursing; YWCA of Trenton; St. Francis Medical Center Foundation; St. Francis Medical Center Auxiliary; and Capital Health System Foundation.

Updates and information were also prepared for the following: New Jersey Higher Education Student Assistance Authority publication (Nautilus Publishing Company); *Going to College in New Jersey*; U.S. 1 Newspaper U.S. 1 Business Directory; School Guide Publications *School Guide* and Web site (www.schoolguides.com); *Gradschools.com*, a leading independent research and advisory firm dedicated to the education sector; *Peterson's Guide to Graduate & Professional Programs 2005*; *Peterson's Nursing Programs 2005* and online *Nursing Overview*; Johnson & Johnson Health Care Systems, Inc., Web site (DiscoverNursing.com); *GradSchools.com* (www.gradschools.com), Educational Directories Unlimited, Inc.; *Peterson's Guide to Distance Learning Programs, In-Depth Description 2005*, Peterson's/Thomson Learning's Web site (www.petersons.com); *Peterson's Guide to Four-Year Colleges 2005*, Peterson's /Thomson Learning's Web site (www.petersons.com); *GraduateSchool.com's SmartVIEW Web site* (www.graduateschool.com); and *Veterans' Education Guide*, School Guide Publications. Gary Hankins, an alumnus of the College, was the focus of feature article in "NJ JobSearch 2004," a special supplement to *NJ Biz* magazine.

During the quarter, efforts to attract broadcast media attention to a State Library press conference announcing the awarding of federal grants to the Institute for Museum and Library Services program were successful. Segments ran on News 12, WZBN-TV, WPVI-TV, WCAU-TV and NJN.

Publications

College publications issued during this quarter include the following: Spring 2004 *Invention* (Honor Roll issue); Summer 2004 *Invention*; Spring 2004 *Signals*; *Undergraduate Registration Bulletin* 2004-2005; *College Catalog* 2004-2005; *Undergraduate Prospectus* 2004-2005; *Graduate Prospectus* 2004-2005; Military Degree Completion Program brochure; Human Resources Management degree brochure; National Institute pieces; Golf Outing pieces; Gala pieces; Tuition and Fees brochure and schedule; and TECEP® Test Registration form.

E-mail Outreach

The College continued to use e-mail messages for outreach to prospective students who have requested information electronically. To date, more than 223,000 messages have been sent. This initiative has proven to be a cost-effective means to provide information and build an ongoing relationship with potential students.

Web Site

Work is underway to make the online undergraduate application more student-friendly. Working with the Office of Learner Services and the Office of Admissions, marketing staff have refined screen content. Help screens have also been made available to students during the online application process.

Outreach to Target Markets

Community College Markets—College staff attended 18 community-college education fairs in the following counties: Bergen, Essex, Hudson, Mercer, Ocean, and Raritan in New Jersey; and Bucks, Delaware Valley, and Lehigh Valley in Pennsylvania.

Corporate Markets—The College began a new partnership with the New Jersey Lottery Commission. In April, College staff presented information on the College's flexible methods of earning credit to 55 lottery employees. In addition, College staff met with the Lottery's human resources director to devise the organization's reimbursement policy, which maps to other state departments' reimbursement plans and the College's payment structure.

This quarter marked the resurgence of the partnership between Thomas Edison State College and the New York Port Authority. Thomas Edison State College has a direct link on the Port Authority's Web site. In addition to participating in the New York/New Jersey Port Authority's first education fair, College staff initiated discussions for individual presentations on the New York/New Jersey Port Authority Web site.

College staff made a presentation to Montessori school directors at a national conference in San Diego, California. Montessori teacher training has been rec-

commended for college credit by the American Council on Education (ACE). These credit recommendations map directly to Thomas Edison State College's Bachelor of Science in human services and Bachelor of Arts degrees. Four individuals have since enrolled in the College.

Thomas Edison State College staff participated in the Trenton Thunder College Fair. College staff spoke with Thunder management and Thunder fans about higher education opportunities. They also participated in the Celebrate Diversity event at the Kimmel Center in Philadelphia, Pennsylvania, distributing materials to hundreds of participants. Sponsored by ABC Channel 6, WPVI, this event was advertised on Channel 6, in the local newspapers, and in all Pennsylvania employment offices and the state job board.

Information Center

A new group of inquirers has come to the Information Center through the Google and Overture search engine marketing campaigns. Prospective students are guided to the College Web site and come to a special landing page, where they can request a telephone call or mailed information on the College. Through this initiative, 896 prospective students have been contacted during the quarter. The contacts provide further information to prospective students and have resulted in higher conversion rates from prospects to applicants and applicants to enrolled students.

During the last quarter, College staff from the offices of Admissions, Marketing, Learner Services, and Management Information Systems were involved in the implementation of the new Avaya Interactive Call Management system. The new system provides added features for better customer service and for tracking student contacts. The system's structure also provides students with access to the Information Center through the College's Live Chat Web site feature.

During the quarter, the Information Center received 8,448 requests for materials via e-mail, the College's Web site, Google Web site, Overture Web site, telephone calls, voice mail, and United States mail. During the previously reported quarter there were 8,185 requests. There were 1,437 new applicants this quarter, not including those to the Navy College Program (NCP) and eArmyU. This compares to 972 reported last quarter. New enrollment counts were 843, not including NCP and eArmyU, compared to 645 as reported last quarter.

Development Activities

Foundation Revenue and Endowment Fund Balance

The Foundation's combined fund balance as of March 31, 2004, totaled \$2,088,914, compared to \$1,746,111 for the same quarter last year. The Foundation's operating fund balance totaled \$483,609, including the Alumni Fund of \$35,999. The Endowment fund balance totaled \$821,156, and the Quasi-endowment fund balance was \$685,341. The Charitable Gift Annuity reserve fund stands at \$98,808. Current investments total \$2,013,345 at book value, compared to \$1,774,741 in FY2003 at book value.

Annual Gala

The 13th Annual Gala, The Grande Ball-Trenton 2004, will be held in November 2004. This year's honorees are Brian Hughes, the new Mercer County Executive, who will receive the Spirit of Edison Outstanding Alumnus Award, and Reginald E. Davis, president of the Atlantic Region for Wachovia Bank (which includes New Jersey, New York, and Connecticut), who will receive the Community Leader Award.

Golf Classic

The 10th Annual Thomas C. Streckewald Golf Classic will be held Monday, June 7, 2004, at Sea Oaks Golf Club in Egg Harbor Township, New Jersey. Sun National Bank is the major sponsor of this year's event.

Major Prospects and Planned Giving

In late April, Mr. and Mrs. Gary Heavin made a major endowment gift to the College in the amount of \$2 million to support the development of new programs and courses.

In March 2004, the Foundation received a Special Permit to Issue Charitable Gift Annuities in the State of New Jersey. A reserve fund has been established as part of the Foundation's fund balance to administer the program. Marketing materials were mailed to target groups to promote the new program.

Alumni Fund

The 2004 Annual Alumni Fund Appeal has begun. Over 14,000 letters were mailed to alumni in April. This year's goal is to raise \$125,000 and to increase alumni participation by 10 percent.

Alumni Affairs

Under the leadership of Barry Pilla, BS '02, the Alumni Association's Vice President for Programs, an evening celebrating the 25th anniversary of the Alumni Association has been scheduled for Friday, August 13th at the Trenton Waterfront Park, home of the Trenton Thunder. A reception and special seating will be pro-

vided for past presidents of the Alumni Association and their guests. An informal gathering of alumni from the Washington, DC, area and several meetings with association and corporate leaders took place in May.

The monthly electronic newsletter to alumni continues to be an effective communication tool. In response to the newsletter, numerous alumni have submitted personal biographies, insights, and offers to assist in the areas of service, advocacy, and support for the College.

John S. Watson Institute for Public Policy

New Jersey Urban Mayors Association (NJUMA)

Institute staff planned the 6th Annual Conference of New Jersey Urban Mayors, Superintendents, and School Board Presidents, to take place at Thomas Edison State College. This year's theme is "The Intersections of Abbot v Burke and No Child Left Behind on Education Practice and Policy in New Jersey." Speakers include Dr. William Librera, Commissioner of the New Jersey Department of Education, and Lori Rich, Assistant Secretary for the U.S. Department of Education.

The Institute also has collaborated with the NJUMA for the design and implementation of the Cross-City Capacity-Building Initiative. This initiative will provide policy assistance, technical support, and capacity-building services to municipal governments and faith-based/community-based organizations in ten of the most densely populated and underserved communities in the State of New Jersey. The initiative is also designed to infuse resources (e.g., intellectual capital, social capital, and political capital) directly into each of the identified cities.

Trenton Activities

The Institute continued to work with the Superintendent and the Trenton Public Schools on the Project LEAD grant and the "Mitigating the Needs of African American Males in the Trenton Public Schools Initiative." Future work with the District will include technical assistance with the District's strategic plan and assistance in designing an aspiring leaders' academy.

The Center for the Urban Environment

The Institute has partnered with the New Jersey Environmental Justice Alliance and the New Jersey Department of Environmental Protection to create "The New Jersey Urban Air Quality Education and Awareness Initiative." This twelve-month initiative will be funded by the Ford Foundation (based in New York) and will focus on increasing the awareness of the effects of diesel particulate matter and other environmental issues in New Jersey's most densely populated areas.

Abbott Preschool Initiatives

Outreach to Practitioners—In this quarter, program staff have made contacts with 34 practitioners in the field of early childhood (including 19 Abbott teachers, 3 para-professionals, 1 administrator, and 9 career-changers). Cumulatively, the initiative has served 169 practitioners from August 2003 through April 2004. The program staff have provided 24 follow-up contacts this quarter.

Policy Issues—The Abbott Preschool Initiatives' staff and representatives from the National Black Child Development Institute met with Senator Rice. The agenda items included a legislative mandate to study the displacement of Abbott teachers; the recruitment of Latino and African-American teachers; and the system changes needed to support teachers' professional development. During the past quarter, the National Black Child Development Institute also asked Institute staff to contribute to a policy brief that will be distributed to other states working on universal preschool. The brief was completed and will be distributed in the fall 2004.

The Abbott Preschool Initiative is now represented in the following policy groups: the New Jersey Professional Development Center Advisory Board (awards Abbott scholarships, works on articulation issues with two- and four-year colleges, and establishes professional standards for practitioners in the field of early care and education); the Department of Education's Abbott English Language Learner Working Group (develops guidelines for supporting home language and English language acquisition); and the Abbott Watch e-mail group (follows and summarizes Abbott issues for public comment). A survey to gather data on Abbott teachers who may have been displaced (demoted, terminated or resigned) due to the Abbott mandate was also developed this quarter.

Leadership Trenton

The 28 fellows of the 2004 Leadership Trenton class began their seminar year this quarter. Highlights of the monthly seminars include an exercise to assist fellows in finding commonalities and shared experiences; an Outdoor Challenge; a seminar entitled *Orientation to Trenton: Past and Present*, combined with a segment entitled: *The Role of the Media*, focusing on Trenton's history, demographics, current developments, and assets; and an interactive seminar combined with site trips to give the fellows a perspective on how Trenton and Mercer County handle the task of providing human and social services to those in need.

The first Leadership Trenton Family Mixer, sponsored by the Class of 2002, was held this quarter at the Trenton Fire Department. More than 60 fellows from the Leadership Trenton network and their families attended, as well as staff and several board members.

Fundraising—The Leadership Trenton program received a \$5,000 contribution from Merrill Lynch this quarter, bringing the program's total to \$105,000 raised for the 2004 program year. In addition, a total of \$16,000 in participation fees was collected from the current fellows.

Leadership Trenton Board of Advisors—The first retreat for the Leadership Trenton Board of Advisors was held this quarter. The retreat focused on assessing accomplishments, successes, and challenges of Leadership Trenton. Members also defined and examined Board roles and responsibilities.

HINT

Thomas Edison State College and the New Jersey Department of Health and Senior Services sponsored a "HIPAA Training Conference for Local Health Agencies in New Jersey," in cooperation with the New Jersey Health Officers Association. The focus of this conference was on implementing requirements of the federal HIPAA law on privacy and security of protected health information. Approximately 175 representatives from 110 local health care departments attended.

In addition, Thomas Edison State College entered into a contract with a local law firm to provide a preemption analysis of selected federal and state privacy laws identified by state and local health officials, as required by the federal HIPAA law. This analysis was part of a second document which was provided to all conference attendees.

Resignations

The following staff have resigned from the College:

Maria Abbamont

Watson Institute

James Lehman

Development and Research