

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON COLLEGE OF NEW JERSEY

September 24, 1976

The Board of Trustees of Thomas A. Edison College of New Jersey held its first meeting of the 1976-77 Academic Year on September 24, 1976 at the Forrestal Center Campus of the College in Princeton, New Jersey. The meeting began at 10:00 a.m.

MEMBERS PRESENT: Anita Heard; Robert Kavesh; Richard Pearson; Blanche Ried; Jonathan Thiesmeyer; James Douglas Brown, Jr., President

MEMBERS ABSENT: Alan Ferguson; Allison Jackson; Eleanor Spiegel

ALSO PRESENT: Daniel Moury, State College Office, Department of Higher Education; Arnold Fletcher, Vice-President for Academic Affairs; Thomas McCarthy, Registrar; Jean Titterington, Director of Academic Counseling

The meeting was formally opened by Mr. Thiesmeyer at 10:00 a.m. The minutes of the special meeting of August 20, 1976 were presented for approval. Dr. Kavesh moved that the minutes be approved; seconded by Mr. Pearson, the motion was approved unanimously. (5-0-0)

NEW OFFICERS ELECTED: Mr. Thiesmeyer recognized Dr. Ried for a report of the Nominating Committee for nominees for office of Chairman and Vice-Chairman for the 1976-77 Academic Year. The Committee nominated Richard Pearson for office as Chairman and Robert Kavesh for office as Vice-Chairman. There being no other nominees presented, Dr. Ried moved that the nominations be closed and Mr. Pearson and Dr. Kavesh approved unanimously as Chairman and Vice-Chairman. Seconded by Mrs. Heard, the motion carried unanimously. (5-0-0)

TRUSTEES GIVE VOTE OF THANKS TO FORMER CHAIRMAN: Mr. Pearson, as newly elected Chairman of the Board of Trustees, took over the meeting of the Trustees. On behalf of all of the Trustees, he offered his deep appreciation and thanks to Jonathan Thiesmeyer who had just completed three and one-half years as the first Chairman of the College's Board of Trustees.

DEGREE CANDIDATES APPROVED: Mr. Pearson then recognized President Brown and Mr. McCarthy who presented the names of 17 candidates for the Bachelor of Arts degree, 4 for the Bachelor of Science in Business Administration degree, and 31 for the Associate in Arts degree. After a brief period of discussion on the backgrounds of

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the candidates, Dr. Kavesh moved that the candidates be approved for their degrees. Seconded by Dr. Ried, the motion was passed unanimously. (5-0-0)

PRESIDENT'S REPORT: Mr. Pearson then recognized President Brown for his report on the state of the College.

Luncheon: President Brown informed the Trustees that Dr. Rebecca Butler, who has retired from the Board of Trustees, would be attending the luncheon for the Trustees shortly after noon. At the luncheon, a copy of the resolution adopted by the Board at this last meeting will be given to her.

Enrollments: President Brown indicated that the number of newly enrolled students was up considerably over the same time period as last year. Inquiries likewise were up over the same period. The College must look at the enrollment picture closely, since a large increase warrants sufficient staff to handle the student needs. Enrollments need to be balanced, when possible, between simple and complex educational mixes. A new brochure aimed for military personnel has recently been prepared. A statistical report on enrollments and projections prepared by the Registrar had been mailed to all Trustees.

Middle States Association: President Brown reported on the visits to the College by Dorothy Peterson before she stepped down as Executive Director of the Middle States Association and Robert Kirkwood, who is the new Executive Director. He referred to Mr. Kirkwood's letter subsequent to the visit in which he suggested a strategy for the College to follow. The College must answer several important questions: long-range planning—its process and product; service to the enrolled students, especially the baccalaureate student; development and implementation of the Bachelor of Science degree.

The College should also prepare a response to the concerns raised by the visitation team clarifying misimpressions, misunderstandings, etc. The Trustees expressed the feeling that the College's mission could be better described through the discussion on Planning and Priorities scheduled later in the meeting. The Trustees also expressed the feeling that the response should relate to facts and clear-up any misstating of facts.

Budget: The Trustees gave preliminary approval of the FY 78 budget at the August meeting. There was a budget hearing at the Department of Higher Education on September 15, 1976. The manner in which funds are to be allocated is still in a state of flux. The College's budget reflects a substantial increase in state funding for which funds might not be available. The statewide function of the College is extremely beneficial in the consideration of the budget requests.

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Permanent Location: When the College received approval of the Forrestal Center lease, there was an understanding that the College would attempt to find a permanent site for the College in Trenton. President Brown indicated two alternatives: a new building to be constructed along the Delaware River or the Kelsey Building on West State Street. Both State Treasury officials and City of Trenton officials would like the College to take over the Kelsey Building. The cost of renovating the building would be about \$750,000-\$900,000. There is no bond money available. Funds for renovation could be obtained from both State and City sources. The Kelsey Building with its educational history would be a good location offering room for growth. The sense of the meeting was that the President should continue discussions on obtaining the Kelsey Building as a permanent site.

FORMAL APPROVAL
OF FY 78 BUDGET:

President Brown presented the budget which was submitted to the Department of Higher Education. There are no major changes from that presented to the Trustees in August. Several tables were changed somewhat to better reflect the needs of the College. Dr. Kavesh moved that the FY 78 budget be approved. Seconded by Dr. Ried, the motion was approved unanimously. (5-0-0)

STATUS OF THE
BACHELOR OF
SCIENCE DEGREE
PROPOSAL:

Mr. Pearson recognized Dr. Fletcher for a report on the status of the Bachelor of Science degree proposal. Dr. Fletcher presented a report on the Bachelor of Science degree which is being submitted to the Department of Higher Education. The Trustees had received the Bachelor of Science Degree Proposal which has been prepared by the Office of Academic Affairs. Since the Trustees had approved the degree at the August meeting, no action was taken.

LETTER FROM
S. WILHELM TO
INDIVIDUAL
TRUSTEES:

Mr. Pearson noted that several of the Trustees had received a letter from one of the College's employees asking for an investigation into alleged mismanagement of the College by the President. The Trustees discussed the situation with President Brown and Dr. Fletcher who is the individual's superior. The Trustees did not propose any action on the letter at this time. President Brown indicated that he will be continuing his administrative investigation into the performance of Mr. Wilhelm's administrative duties.

COMMITTEES FOR
1976-77 ACADEMIC
YEAR APPOINTED:

Mr. Pearson then announced the make-up of the standing committees of the Board of Trustees. Mrs. Heard was appointed Chairman of the Personnel Committee. Mr. Thiesmeyer was appointed to Committee with Mr. Pearson serving as an interim member until another member is appointed. Dr. Kavesh was appointed Chairman of the Financial Committee with Dr. Ried and Mr. Ferguson serving as the other members of the Committee.

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The Trustees then recessed for lunch at 12:30 p.m. Before lunch, Dr. Rebecca Butler was presented with a framed copy of the resolution in honor of her service to the College. A gift was also presented to her on behalf of the Trustees and the staff of the College. The meeting resumed at 1:45 p.m.

DISCUSSION ON
PRIORITIES AND
PLANNING:

The Trustees spent the remainder of the meeting discussing the need for setting priorities and establishing plans on how to achieve these priorities. A summary of the discussion follows.

President Brown gave a short summary of what the College is and how it has achieved what it has in its short history. Mr. Pearson indicated that the Trustees should prepare a short document on goals of the College by early 1977. Dr. Ried indicated that the College should follow the Middle States guidelines and prepare a six-year plan for fiscal support, educational objectives, etc.

Mr. Thiesmeyer outlined a scheme for preparing the document. State the mission, define the goal, set the priorities and delineate the plans.

An annual cycle of setting goals, establishing plans, reviewing outcomes was suggested. This should occur at the end of each academic year for the next academic year.

It was suggested that for Long-Range Planning, the Trustees suggest options, the staff respond to the options, the Trustees set priorities and target dates and in June review the progress. For Short-Range Planning, the staff suggest the options, the Trustees set priorities and in June review the status. Short-range options would usually be those which can be accomplished in one year.

Mr. Pearson recommended that the Director of Institutional Research prepare a questionnaire for the Trustees and staff to respond to before the next meeting.

Several of the Trustees expressed reservations about requesting a review by Middle States for a March meeting of the Association. President Brown indicated that a decision on this need not be made before December.

OTHER BUSINESS:

Mr. Moury presented each of the Trustees with a manual for State College Trustees covering the State College Law, policies and decisions of the Attorney General. He indicated that there will be a meeting of an ad-hoc Committee of State College Trustees on November 9.

Dr. Kavesh asked if the College was still planning momentos for former Trustees. President Brown indicated that he is still researching the matter.

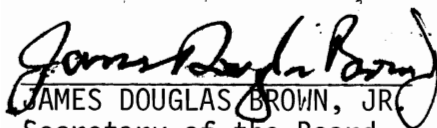
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There being no additional new business, Dr. Ried moved that the meeting be adjourned. Seconded by Mrs. Heard. The meeting was adjourned at 3:45 p.m.

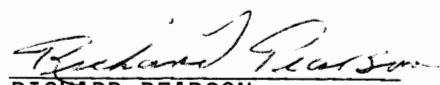
Submitted by:


JAMES DOUGLAS BROWN, JR.
Secretary of the Board

December 3, 1976

DATE

Approved by:


RICHARD PEARSON
Chairman of the Board

December 3, 1976

DATE