

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON COLLEGE OF NEW JERSEY

April 6, 1979

The Board of Trustees of Thomas A. Edison College of New Jersey held its fourth official meeting of the 1978-79 academic year on April 6, 1979 at the College's main offices, the Forrestal Center, Princeton, New Jersey.

MEMBERS PRESENT: Richard Pearson, Chairman; Eleanor Spiegel, Vice Chairman; Alan Ferguson; George Hanford; Anita Heard; Allison Jackson; John Kuemmerle; Robert Taylor; Arnold Fletcher, Acting President

MEMBER ABSENT: Blanche Ried

ALSO PRESENT: Laura Adams, Director of Academic Programs; James Humphrey, Director of Administrative Services; Howard Miller, Department of Higher Education; Thomas McCarthy, Director of Admissions and Registrar; Mary Skelton, Director of Public Relations and Publications; Dennis Smith, Director of Institutional Research; Jean Titterington, Director of Counseling & Information Services

The meeting was formally called to order at 10:00 a.m. Mr. Pearson stated that all members of the Board of Trustees are required by New Jersey State Law to take a loyalty oath. The oath was administered to each of the Trustees by Mr. McCarthy who is a Notary Public of the State of New Jersey.

MINUTES APPROVED: The minutes of the meeting of February 23, 1979 were presented for approval. Several items listed in the minutes were discussed including the work of the several task forces, the level of state support for the College, the need for the College to seek other areas of funding. Dr. Fletcher indicated that he will forward the final copy of the report of the Task Force on Non-Traditional Education to the Trustees.

Mrs. Spiegel moved that the minutes of the meeting of February 23, 1979 be approved and that the items voted upon at that meeting be individually confirmed. Seconded by Mr. Taylor, the motion was approved unanimously. (8-0-0)

RATIFICATION OF
ACTIONS TAKEN ON
FEBRUARY 23, 1979:

Minutes of December Meeting Approved: Mr. Kuemmerle moved that approval of the minutes of the December 1, 1979 meeting be ratified. Seconded by Mr. Ferguson, the motion was approved unanimously. (8-0-0)

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Authority to Fill Certain Vacancies Approved: Mr. Kuemmerle moved that the authorization given to the Acting President to fill four vacancies within the Office of the Registrar and any others he deemed necessary to be filled be ratified. Seconded by Mr. Ferguson, the motion was approved unanimously. (8-0-0)

Relocation of the South Jersey Counseling Office to the Camden County Public Library Approved: Mr. Kuemmerle moved that the Board of Trustees ratify the approval to move the South Jersey Counseling Office to the Camden County Public Library. Seconded by Mr. Ferguson, the motion was approved unanimously. (8-0-0)

Graduates Approved: Mr. Kuemmerle moved that the Board of Trustees ratify the approval of the degree candidates presented by the Registrar for the degrees of Bachelor of Arts, Bachelor of Science, Bachelor of Science in Business Administration, Associate in Arts, Associate in Science and Associate in Applied Science. Seconded by Mr. Ferguson, the motion was approved unanimously. (8-0-0)

Contracts Approved: Mr. Kuemmerle moved that the Board of Trustees ratify the approval of two-year contracts offered to 2 professional staff members and one-year contracts offered to 26 professional staff members. Seconded by Mr. Ferguson, the motion was approved unanimously. (8-0-0)

Appointment of the Assistant Director of Information Services Approved: Mr. Kuemmerle moved that the Board of Trustees ratify the appointment of Ms. F. Louise Perkins as Assistant Director of Information Services and head of the Statewide Information Network for Education (SINE) effective January 12, 1979. Seconded by Mr. Ferguson, the motion was approved unanimously. (8-0-0)

REPORT ON THE
STUDY OF THE
COMMUNITY
COLLEGE
SYSTEM:

Mr. Pearson then asked Mr. Taylor to give a report on the work of the Commission which studied the Community College System in New Jersey. Mr. Taylor stated that the Commission would be submitting recommendations in three broad areas, Governance, Mission, and Finance. The Commission was concerned that the integrity of Boards of Trustees be maintained, that is, independence from political and academic pressures. The Commission also had concerns about the funding of the Community Colleges, stressing the need to retain the tripartite funding of state, county and student. This was coupled with a concern about FTE funding.

The Commission expressed a need for interfacing the Community Colleges with the State Colleges and Rutgers University especially in the area of programs and mission. The Community Colleges can play an important role in the growth of Thomas A. Edison College.

The concept of full-faith-in-credit should be strengthened with the State Colleges and expanded to Rutgers University.

Dr. Miller indicated that he would forward copies of the final report to the Trustees.

EXECUTIVE
SESSION
SCHEDULED:

Mr. Pearson announced that the Trustees would meet in executive session during the lunch break for the purpose of reviewing personnel matters.

GRADUATES
APPROVED:

Mr. Pearson then recognized Acting President Fletcher and Mr. McCarthy who presented for approval the names of 27 candidates for the Bachelor of Arts degree, 2 candidates for the Bachelor of Science degree, 3 candidates for the Bachelor of Science in Business Administration degree, 26 candidates for the Associate in Arts degree and 1 candidate for the Associate in Science degree. In addition, the approval of one candidate for the Bachelor of Arts degree from the 1977-78 academic year was confirmed.

Mr. Hanford moved that the Board of Trustees approve the candidates as indicated on the lists presented by the Registrar; seconded by Mrs. Heard. There was a brief period of discussion during which it was indicated that the number of graduates for the 1978-79 academic year is running ahead of the 1977-78 academic year and indications are that the College will grant more degrees in 1978-79 than in any year in its history. After the discussion, the motion was approved unanimously. (8-0-0)

PERSONNEL
ACTIONS
APPROVED:

Acting President Fletcher presented to the Trustees a series of personnel actions which the College had taken since July 1, 1978. These included the appointment of 11 individuals to the clerical staff, the promotion of 3 individuals within the clerical staff and the termination of appointments of 3 individuals within the clerical staff. Mr. Ferguson moved that the personnel actions taken by the College be approved. Seconded by Mrs. Spiegel, the motion was approved unanimously. (8-0-0)

TRANSCRIPT
EVALUATOR
APPOINTED:

Acting President Fletcher presented to the Trustees the recommendation that Paul B. Goodwin be appointed to the position of Transcript Evaluator (A20) at the second salary step, effective March 26, 1979. Dr. Fletcher indicated that this appointment was not to one of the positions which were recently unfrozen but was to fill a vacancy caused by the resignation of one of the evaluators in February. Mr. Ferguson moved that Paul B. Goodwin be appointed to the position of Transcript Evaluator effective March 26, 1979. Seconded by Mrs. Spiegel, the motion was approved unanimously. (8-0-0)

After these two actions, there was a period of discussion concerning the role of the Board of Trustees in the appointment of personnel. It was decided that personnel actions would be brought to the Board of Trustees at each meeting.

POSITION OF
DIRECTOR OF
BUSINESS
SERVICES, I
ESTABLISHED:

Acting President Fletcher reported on the reorganization of the Administration of the College and the problems which arose within the Departments of Higher Education, Civil Service and the Treasury. The reorganization has now been approved and will be implemented July 1, 1979. The question of retroactivity has not been resolved.

The position of Director of Administration and Finance (Director of Business Services, I) was included in the list of positions to be implemented in the Supplemental Budget if it were approved. Because of the shift in the state budget procedures as they affect the College, this position was never listed in the FY 80 budget. As a result, the only way in which the College can obtain the approval of this position is to abolish one of the current positions and establish the new position in its place. This has been done and the proposal is now in the hands of Assistant Chancellor Marlowe who will forward it to the Department of Civil Service with the endorsement of the Department of Higher Education.

REPORT OF THE
ACTING
PRESIDENT:

Mr. Pearson then asked Acting President Fletcher to give his report on the State of the College.

Status of FY 79 Budget: The College has been told that the College's request for the salary adjustment funds should be processed. The College will not be subject to the 2 percent cut in budgets implemented by the Treasury. There is a commitment on the part of the Departments of Higher Education and the Treasury to cover the anticipated deficit of \$53,000.00. The final deficit for FY 78 was \$28,000.00. To hold down the deficit as much as possible, there should be a freeze placed on all non-necessary travel, new equipment, testing expenses and consultants.

FY 80 Budget: At the time the College proposed its FY 80 budget, it recommended 21 new positions. The Board of Higher Education approved this request in the budget it presented to the Governor. The Governor's budget reduced this to 7 new positions. The Joint Appropriations Committee in turn reduced the number of new positions to 3, each of which was specified. Each of the cuts made by the Department of the Treasury and the Joint Appropriations Committee were made without consultation with the College to see which positions were most crucial. The College is bound by the actions of the Department of Treasury and the Joint Appropriations Committee and can only establish those positions which were approved.

The Trustees discussed the actions which were taken by both the Department of the Treasury and the Joint Appropriations Committee and how these actions interfere with the autonomy of the College.

MOTION TO
FORWARD RESOLUTION
TO COUNCIL OF
STATE COLLEGES
APPROVED:

Mr. Hanford moved that the following resolution be adopted by the Board of Trustees and be sent to the Council of State Colleges to be added to the agenda of its April meeting:

"The Board of Trustees and Administration of Thomas A. Edison College recognize the right of the Executive and Legislative branches of State government to determine funding levels for state supported institutions, agencies, and departments. However, the College views with concern the practice of State officials and legislative committees determining which specific personnel positions will or will not be funded without consultation with the department or agency originating the budget request. This practice runs contrary to the concept of performance budgeting and institutional accountability which asserts that each institution, given an approved budget, be permitted to determine the specific personnel resources necessary to operate efficiently. The College also believes this practice conflicts with the State's attempt to implement zero-based programmatic budgeting.

Therefore, be it resolved that the Council of State Colleges be urged to take action to study this issue and, if appropriate, reaffirm each institution's autonomy in the management of its fiscal affairs, subject to State audit."

Kelsey Building: The renovations of the Kelsey Building are 80% complete. The architect and general contractor have set May 25th as a probable completion date for the original project. There are still problems with the removal of the oil tanks and the completion of the sidewalks. Funds have been found to pay the cost of removing the tanks and completing the sidewalk. The City will take the State's verbal agreement and will prepare the parking lot to accommodate 60 cars. The move is anticipated as being between June 15 and July 15. The current teamsters strike may cause unexpected delays. The State will bear the expense of furnishing utilities, janitorial services and parking.

Affirmative Action Plan: The College has been using the Department of Higher Education's Affirmative Action Plan. Now that there are more than 60 employees, the College must develop its own plan. The Affirmative Action Plan should be part of the College's Institutional Goals and Plans. The duties of the Affirmative Action Officer must be spelled out and the College must designate someone to serve in that capacity. An Affirmative Action Plan will be developed with staff assistance and circulated to the Trustees for written response. The Affirmative Action Plan will also be reviewed with the Affirmative Action Officer of the Department of Higher Education.

Deltak: Dr. Fletcher asked Mr. Kuemmerle if he would describe the proposal being made by DELTAK, Inc. Mr. Kuemmerle stated that a proposal was being drafted which would provide for the use of learning materials developed by DELTAK, Inc., by students of Thomas A. Edison College. Various employers would be able to use DELTAK, Inc. produced materials in developing courses for their employees. There were some questions raised by the Trustees concerning the question of granting accreditation to an outside agency and whether the College should restrict itself to only one type of materials. The consensus was that the Trustees would want to have more information before any decision would be made.

The Board of Trustees adjourned for lunch at 12:40 p.m. The luncheon break was combined with an executive session as agreed to earlier. The open meeting resumed at 2:25 p.m. with all participants from the morning session in attendance except Howard Miller.

REPORT OF THE
SEARCH COMMITTEE
AND EXECUTIVE
SESSION:

Mr. Pearson asked Mrs. Spiegel to give the report of the Presidential Search Committee which was the subject of the executive session. Mrs. Spiegel reported that the Committee reviewed over 200 applications for the position of President and interviewed eight candidates. From that, four were selected for a final interview with the Board of Trustees. One candidate withdrew and the remaining three were interviewed at length by the Trustees. As a result of the interviews and the deliberations of the Trustees, it has been decided to offer the position to Lorraine R. Matusak, Dean of Alternative Degree Programs, University of Evansville.

LARRAINE R.
MATUSAK APPOINTED
PRESIDENT:

Mrs. Spiegel moved that Lorraine R. Matusak be offered a one-year contract for the position of President of Thomas A. Edison College of New Jersey. Seconded by Mr. Ferguson. In the discussions that followed, it was the consensus of the Trustees that a committee be appointed to monitor the actions of the new president and to assist her in performing her duties. After the discussion, the motion was approved unanimously. (8-0-0)

DR. FLETCHER
GRANTED TWO-
YEAR CONTRACT:

Mr. Kuemmerle moved that the Board of Trustees express its gratitude to Dr. Fletcher for his exceptional service as Acting President during an extremely difficult year. And that he be granted a two-year contract as Vice-President for Academic Affairs with a double increment in salary (if possible). Seconded by Mr. Hanford and Mr. Taylor, the motion passed unanimously. (8-0-0)

KEVIN SHANLEY
APPOINTED TO
REPLACE ANITA
HEARD AS TRUSTEE:

Mr. Pearson informed the Trustees that Governor Byrne had approved the appointment of Kevin Shanley, Senior Vice President, Fidelity Union Trust Company, to serve as a Trustee of Thomas A. Edison College, replacing Anita Heard who was retiring from the

Board. Mr. Pearson expressed the gratitude of the Trustees to Mrs. Heard for her support of the College and its staff during her tenure and for continuing to serve until a replacement was named.

SPECIAL MEETING
OF STATE COLLEGE
TRUSTEES:

The Trustees reviewed the resolution on legislative intrusion into the fiscal autonomy of the College and reaffirmed that the resolution should be sent to the Council of State Colleges. Since Dr. Fletcher will be out of the country at the time of the next meeting, the Trustees delegated Mr. McCarthy, the Director of Admissions and Registrar, to represent the College. Mrs. Spiegel stated that she would be at the special meeting of the State College Trustees to be held after the Council of State Colleges' meeting. Mr. Taylor and Mr. Ferguson also indicated that they might be able to attend.

STATUS OF GRANTS
AND PROPOSALS:

Acting President Fletcher informed the Trustees that Chancellor Hollander has indicated that he is supporting the College's Title III proposal. Dr. Fletcher stated that the National Association of Histotechnologists is seeking funding from various foundations interested in health care educational programs for the development of the Bachelor of Science degree program and for new examinations in histotechnology.

CONTINUATION OF
STATEWIDE
INFORMATION NET-
WORK FOR EDUCA-
TION ENDORSED:

The Director of Counseling and Information Services, Jean Titterington, informed the Trustees that a formal endorsement for the continuation of the Statewide Information Network for Education must be given by the Board of Trustees before the Department of Higher Education will complete the funding for FY 80. Mr. Ferguson moved that:

"Thomas A. Edison College did enter into an agreement with the New Jersey Department of Higher Education during FY 79 to establish a Statewide Information Network for Education to collect educational information on postsecondary educational opportunities and support services in New Jersey, and to establish an Educational Information 'Hotline' to disseminate this information to the citizens of the State interested in postsecondary education, and

Additional funding is being supplied by the Department of Higher Education's Federal EIC funding and through the College's budget, and

Continued funding for the project is being sought from Federal Title III funds,

That the Board of Trustees of Thomas A. Edison College does endorse the continuance of the Statewide Information Network for Education under the administration of the College's Office of

Counseling Services and in cooperation with the New Jersey Department of Higher Education, subject to financial ability."

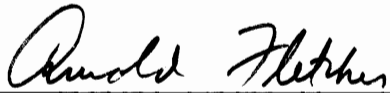
Seconded by Mr. Kuemmerle, the resolution was approved unanimously. (6-0-0) [Mrs. Heard and Mr. Taylor left the meeting before this vote was taken.]

BOARD OF TRUSTEES
EXPRESSES APPRE-
CIATION TO
PRESIDENTIAL
SEARCH
COMMITTEE:

Mr. Kuemmerle moved that the Chairman of the Board of Trustees write to each of the non-trustee members of the Presidential Search Committee expressing the sincere thanks of the Board of Trustees for a job well done. The three non-trustee members were Robert Goldberg of the Academic Council, Nancy Kopp, a student, and Jean Titterington, the Director of Counseling and Information Services. A special letter of gratitude should also go to Barbara Scheatzle, Secretary to the President, for her assistance to the Committee. Seconded by Mr. Ferguson, the motion was approved unanimously. (6-0-0)

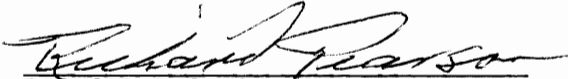
There being no new business, the meeting was adjourned at 3:15 p.m. The next meeting is scheduled for June 8, 1979.

Submitted by:


ARNOLD FLETCHER
Acting Secretary

June 8, 1979
DATE

Approved by:


RICHARD PEARSON
Chairman of the Board

June 8, 1979
DATE