

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON STATE COLLEGE

February 6, 1981

MEMBERS PRESENT: Eleanor Spiegel, Chairman; Alan Ferguson, Vice Chairman; Patricia Danielson; George Hanford; Rita Novitt; Lorraine R. Matusak, President

MEMBERS ABSENT: Allison Jackson; John Kuemmerle; Thomas Seessel; Robert Taylor

ALSO PRESENT: Arnold Fletcher, Vice-President for Academic Affairs; Laura Adams, Director of Academic Programs; James Humphrey, Director of Administrative Services, Paul Jacobs, Director of Test Development & Assessment; Thomas McCarthy, Director of Admissions & Registrar James Ratigan, Acting Director of Counseling and Information Services; Mary Skelton, Director of Public Relations; Dennis Smith, Director of Institutional Research

The meeting was officially opened at 9:50 a.m. in the Small Conference Room of the Kelsey Building. Mrs. Spiegel announced that the Personnel Committee had held a meeting prior to the meeting of the entire Board and would have a report.

MINUTES APPROVED: The minutes of the meeting of December 5, 1980 were presented for approval. Mr. Hanford moved that the minutes be approved as written. Seconded by Mr. Ferguson. There being no additions or corrections, the minutes were approved unanimously.

INTRODUCTION OF RITA NOVITT: Mrs. Spiegel then introduced Rita Novitt who has been appointed to the Board of Trustees to fill the unexpired term of Kevin Shanley.

The loyalty oath was administered to Ms. Novitt after the meeting by Mr. McCarthy.

REPORT OF THE PRESIDENT: Mrs. Spiegel then asked President Matusak to give her report on the state of the College.

Search Committees: There have been two search committees operating within recent months, one for the position of Vice-President for Administration & Finance and one for the position

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of Executive Assistant to the President. The search committee for the Vice-President's position has completed its work and recommended three candidates for the position. These three candidates returned for a second interview with the President; Patricia Danielson sat in on these interviews. The staff of the Office of Administration and Finance also met each of the three finalists. From these, one candidate has been chosen, John Bernard, who is currently Vice-President at Burlington County College. Mr. Bernard has a long and impressive background in the areas of administration and finance.

The search committee for the Executive Assistant's position has reviewed 260 applications and narrowed the field to 50. A second review has narrowed the field to 30. Interviews will be held in March.

Workshop for Trustees: The workshop for Trustees to be conducted by the Association of Governing Boards (AGB) will be held on April 9 - 10 at the Chauncey Center in Princeton. The workshop will begin at 5:00 p.m. on April 9. Specific ideas concerning the needs of the Trustees must be identified before the AGB will assign a mentor. President Matusak indicated that she listed some possible ideas for discussion in her memorandum to the Trustees dated January 29, 1981.

There followed a period of discussion on the topics indicated. Mr. Ferguson stated that two areas of need are the Trustees' role with regard to the institution's need (items 4 - 5 in memorandum) the Trustees' personal roles as members of a public board (items 1 - 2 in memorandum). Both Mr. Ferguson and Ms. Novitt stressed the need for accountability. Mrs. Spiegel and Mr. Ferguson raised the issue of autonomy of the Board and Mr. Ferguson questioned whether the Board has reacted actively or passively to intrusions by the executive branch and the Department of Higher Education. Mrs. Danielson stated that the Trustees had acted prudently, doing as much as could be done at the time.

President Matusak indicated that a questionnaire would be prepared and mailed to the Trustees in February. The questionnaire prepared by Mark Chamberlain would be circulated to the executive committee.

Enrollment Report: A new system of follow-up to inquiries has been implemented. The type of materials sent to students has also been changed. Several articles that have recently been published have resulted in new enrollments including 15 that resulted from an article in Medical Laboratory Observer.

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Tabloid Responses: The response to the tabloid inserted in the Newark Star Ledger has been good. The College has the plates used to print the tabloid and can use it for multiple mailing and public relations purposes. Chancellor Hollander has written complimenting on the tabloid's appearance in the Star Ledger.

Title III: The College has submitted a third application to Title III - Aid to Developing Institutions. The funds being requested would be used to support student services and increase the use of data processing in the College's evaluation process. In the past, the College failed to qualify based on the extremely low number of students receiving financial aid through a Pell Grant (formerly BEOG). New Jersey's Representatives and Senators in Washington have supported the College's application and are monitoring its progress through the review process. Michael Goldstein from CAEL has assisted the College's staff in preparing the application and the justification for awarding a grant. New wording has been added to the Federal guidelines which help the College's position. No word has been received on the application.

Statewide Testing & Assessment Center: Susan Simosko has spent a considerable amount of time developing institutional cost figures for the indirect cost of the Center. The office which reviewed the results has indicated that this is the most complete report ever received from a New Jersey institution. The indirect cost for the Center amounts to 57 percent; however, indirect costs go directly to the State and not the College. Some of the funds received for indirect costs might ultimately be returned to the College but not in the amount received by the State.

Merit Increases: The merit increases approved by the Board of Trustees at the December meeting have been approved by the Department of Higher Education and implemented. Subsequent to the approval by the Board of Trustees, the Department of Higher Education notified the College that the original plan to fund the merit increases from a central fund had been changed and that the merit increases were to be taken out of the salary adjustment funds. Since the salary adjustment fund for FY 81 amounted to only 58 percent of that needed, the actual figure with the merit increases included amounts to 41 percent of the amount needed.

No action by the Board of Trustees is being requested at this time.

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New Jersey Education Computer Network (ECN): The Education Computer Network has completed its move from Rutgers University to its new location. There will need to be a bond issue to obtain the funds required to purchase the new facility. One institution must sponsor the bond issue. At the time the Network was established, the member institutions agreed to cover any deficits that ECN incurred. In the past, deficits have been small but the deficit for FY 81 may be \$300,000.00. A resolution reaffirming the institutions' commitment to cover the deficit must be approved but the wording of the resolution has not yet been agreed upon.

At the time ECN was established, the Department of Higher Education mandated that all of the state colleges use ECN or do all of their computer work in-house. If the Network's deficit is not covered by the member institutions, it may go bankrupt and would be taken over by the State.

Mr. Humphrey gave a brief history of the establishment of ECN for the benefit of those trustees not familiar with it. Mrs. Spiegel indicated that this is another example of the state colleges' lack of autonomy.

Committee Meetings: President Matusak raised the question of scheduling board committee meetings on the day of the Trustees' meeting or by use of conference calls. Mrs. Spiegel indicated that since there is some overlap of membership on committees that scheduling meetings should be left up to the discretion of each chairman for the time being.

GRADUATES APPROVED: After President Matusak completed her report, Mrs. Spiegel asked Mr. McCarthy to present the candidates for degrees. In all, there were 77 candidates for degrees, 27 for the Associate in Arts, 4 for the Associate in Science, 36 for the Bachelor of Arts, 6 for the Bachelor of Science and 4 for the Bachelor of Science in Business Administration.

Mr. Ferguson moved that the candidates whose names appeared on the lists provided by the Registrar be approved. Seconded by Mr. Hanford. After a brief period of discussion concerning the graduates, the motion was approved unanimously. (5-0-0)

REPORT OF THE
FINANCE COMMITTEE:

President Matusak and Mr. Ferguson reported on the meeting of the Budget Committee held by conference call. The income and expenditure figures for FY 81 were reviewed. The Administration was

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urged to be extremely careful with expenditures especially in the 450 account. A review of the income figures for the first six months of the past two years compared to the current year's figures had been prepared at the request of the committee members.

Mr. Ferguson noted that the new Vice-President for Administration and Finance would be presenting the next report to the Committee and the Trustees at the April meeting.

Mrs. Danielson moved that the Trustees accept the report of the Budget Committee. Seconded by Mr. Hanford, the motion was approved unanimously. (5-0-0)

REPORT OF THE
PLANNING
COMMITTEE:

Mrs. Spiegel asked Vice-President Fletcher to give a report for the Institutional Planning Committee. Vice-President Fletcher reviewed the process of preparing the new five-year plan. The plan is being submitted to the Trustees with a recommendation to accept it in principle with the understanding that modifications may have to be made as a result of the State's new master plan for higher education and the Title III grant if it is approved.

Mrs. Danielson asked about the status of the graphic approach to the planning document. Dr. Fletcher stated that Edith Severo, one of the Program Advisors, is currently working on a graphic model.

Dr. Fletcher asked Dr. Dennis Smith to review the planning process. Dr. Smith indicated that reports on progress attained are needed to insure the accountability of the planning process. Indicators would show where the College is with regard to the various activities to be undertaken.

The question of how the level of budget would affect the growth of the College was raised. President Matusak indicated that the lack of full funding of the salary adjustment program may ultimately lead to the need to terminate staff. In response to a question concerning linkages with the Community Colleges in the State, President Matusak stated that she has been appointed to the Consortium of County Colleges.

Mr. Hanford moved that the Trustees approve the new five-year plan, in principle, as indicated by Vice-President Fletcher. Seconded by Mrs. Danielson, the motion was approved unanimously. (5-0-0)

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RESOLUTION FOR
VOCATIONAL EDUCATION
GRANT APPROVED:

President Matusak indicated that the Board of Trustees must officially approve the contract with the Department of Higher Education for the Vocational Education Grant.

Mrs. Danielson moved that the Board of Trustees approve the contract. Seconded by Mr. Ferguson, the motion was approved unanimously. (5-0-0)

REVIEW OF THE
GOVERNOR'S BUDGET
RECOMMENDATIONS FOR
FY 1982:

President Matusak indicated that the staff of the College has mobilized to contact the members of the Joint Appropriations Committee concerning the need to increase the appropriations for higher education. Dr. Laura

Adams will be coordinating the project. It is important to stress specifics with the legislature; for example, the cuts to services other than personal: telephone, data processing, word processing. The Educational Hotline and the nursing degree program cannot be maintained or implemented without additional salary lines but no new salary lines have been approved. It is important to emphasize the College's work with the handicapped and the interaction with various groups, not limited to educational, that the Hotline has provided.

REPORT FROM THE
EXECUTIVE COMMITTEE OF
THE COUNCIL OF STATE
COLLEGES:

Mrs. Spiegel reported that the other colleges are also mobilizing. Any new aid would probably go to Rutgers University and the Tuition Aid program but little to the other institutions.

Mrs. Spiegel also reported that the question of evaluating experiential learning may be an issue in the collective bargaining with the faculty union. Vice-President Fletcher stated that Ramapo College is the only state college currently doing assessments. The Testing & Assessment Center would be used by the other colleges in the system.

DISCUSSION ON
ACCOUNTABILITY AND
AUTONOMY:

Mrs. Spiegel reported on the meeting held to discuss the Glynn Report on the accountability and autonomy of the state colleges. Dr. David Dickson, President of Montclair State College,

spoke for the state colleges. Chancellor Hollander stated at the end of the meeting that the amount of autonomy each institution has is based on the source of the funding of the institution. The diversity of funding sources for Rutgers University allows for great autonomy.

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President Matusak pointed out that one of the most difficult problems each institution faces is the requirement of a pre-audit for fiscal expenditures instead of relying upon the post-audit.

Mrs. Spiegel indicated that a report to the Council of State Colleges should be made by March 1, 1981. One major question to be addressed is the need for a study commission not unlike the one which reviewed the community colleges. She indicated that Bob Taylor had expressed caution concerning the role and scope of each institution but that the Board of Trustees should address the question of autonomy head on, emphasizing the accountability and integrity of each institution.

RESOLUTION ON
ACCOUNTABILITY &
AUTONOMY APPROVED:

There was considerable discussion on what needed to be included in a formal resolution concerning autonomy. It was decided to emphasize the lack of autonomy of the College as exemplified by the partial funding of the salary adjustment program and the infringement of the State on the Trustees' fiduciary responsibility.

Mr. Ferguson presented the following resolution:

Whereas the State of New Jersey has given the fiduciary responsibility for the state colleges to independent boards of trustees; and

Whereas the State of New Jersey has not provided sufficient funding to meet the adjustments in salary mandated by the contracts approved by the State; and

Whereas the State of New Jersey has required that all bid waivers and contracts be centrally processed, thereby denying the autonomy of the state colleges called for by the state legislature in 1969; and

Whereas the State of New Jersey has arbitrarily taken over space in the College's main offices for use by the Capitol Planning Commission and the Casino Control Commission; now be it

Resolved that the Board of Trustees go on record as strongly supporting the full implementation of the legislation establishing state college boards of trustees; and be it further

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Resolved that the Board of Trustees go on record as strongly supporting the principles of autonomy and accountability for the state colleges which are part of the January, 1981 report of the Chancellor's Commission on Accountability as well as the recommendations regarding policies and procedures prepared by Presidents Chamberlain and Mitchell for consideration by the Council of State Colleges.

Seconded by Mr. Hanford, the motion was approved unanimously.
(5-0-0)

REPORT OF THE
PERSONNEL
COMMITTEE:

Mr. Ferguson requested that the Board of Trustees adjourn and meet in executive session to discuss personnel matters. Seconded by Mr. Hanford. The motion was approved unanimously.
(5-0-0)

The meeting adjourned at 12:45 p.m. and resumed at 1:10 p.m.

RENEWAL OF
CONTRACTS APPROVED:

Mr. Ferguson reported that the Personnel Committee met prior to the Board of Trustees meeting and reviewed the recommendations for one and two year contracts as presented by President Matusak. In addition, the Committee recommended the granting of a two-year contract to President Matusak.

Mrs. Danielson moved that those individuals recommended for one and two year contracts be awarded contract renewals. In addition, President Matusak's contract should be renewed for a two-year period ending in June, 1984. Seconded by Ms. Novitt, the motion was approved unanimously. (5-0-0)

RESIGNATION OF
JEAN TITTERINGTON
ACCEPTED:

Mr. Ferguson moved that the Board of Trustees accept the resignation of Jean Titterington as Director of Counseling and Information Services, effective June 30, 1981. Mr. Ferguson further requested that a letter of appreciation from the Board of Trustees be sent to Ms. Titterington recognizing her valuable service to the College since its inception. Seconded by Mrs. Danielson, the motion was approved unanimously. (5-0-0)

NEW APPOINTMENTS
PROMOTIONS AND
RESIGNATIONS ACCEPTED:

Mr. Ferguson moved that the Board of Trustees accept the report on Personnel Actions since the last meeting of the Board of Trustees. There was one new appointment to the clerical staff, the promotion of one of the Information Specialists to Transcript Evaluator and three resignations, one clerical and

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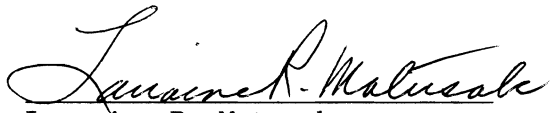
two professional, Lawrence Stamat in the Office of Administration and Finance, and James Carter, a Program Advisor. Mr. Carter's resignation is effective June 30, 1981. He will be returning to graduate school during the summer. Seconded by Mrs. Danielson, the motion was approved unanimously. (5-0-0)

APPOINTMENT OF JOHN
BERNARD AS VICE-
PRESIDENT FOR ADMIN-
ISTRATION & FINANCE
APPROVED:

Mr. Ferguson moved that the Board of Trustees approve the appointment of John Bernard as Vice-President for Administration and Finance. This appointment is to be effective March 2, 1981. Seconded by Mr. Hanford, the motion was approved unanimously. (5-0-0)

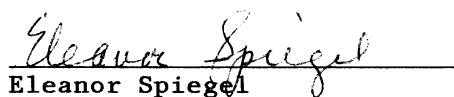
There being no new business, the meeting was adjourned at 1:25 p.m. The next meeting of the Board of Trustees is scheduled for April 3, 1981.

Submitted by,


Lorraine R. Matusak
Secretary to the Board

April 3, 1981
Date

Approved by,


Eleanor Spiegel
Chairman of the Board

April 3, 1981
Date