

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON STATE COLLEGE

Trenton Motor Inn, Trenton, NJ
September 25, 1980

MEMBERS PRESENT: Eleanor Spiegel, Chairman; Alan Ferguson, Vice-Chairman; Patricia Danielson; George Hanford; Allison Jackson (afternoon only); John Kuemmerle; Thomas Seessel (morning only); Lorraine R. Matusak, President

MEMBER ABSENT: Robert Taylor

ALSO PRESENT: Arnold Fletcher, Vice-President for Academic Affairs; Frederick Gruel, Vice-President for Administration and Finance; Laura Adams, Director of Academic Programs; Howard Miller, Office of State Colleges, Department of Higher Education; Paul Jacobs, Director of Test Development and Assessment; Thomas McCarthy, Director of Admissions and Registrar; Mary Skelton, Director of Public Relations; Jean Titterington, Director of Counseling and Information Services

The meeting was officially opened at 9:20 a.m. in the Trenton Motor Inn. Mrs. Spiegel stated that Mrs. Jackson was at another meeting and would be joining the other Trustees at noon.

MINUTES APPROVED: The minutes of the meeting of July 25, 1980 were presented for approval. Mrs. Danielson moved that the minutes be approved as written. Seconded by Mr. Kuemmerle. There being no additions or corrections, the minutes were approved unanimously. (6-0-0)

GRADUATES APPROVED: Mrs. Spiegel then asked Mr. McCarthy to present the names of the candidates for degrees. There were 44 candidates for the Bachelor of Arts degree, 22 candidates for the Bachelor of Science degree, 15 candidates for the Bachelor of Science in Business Administration degree, 38 candidates for the Associate in Arts degree, 7 candidates for the Associate in Science degree, and 3 candidates for the Associate in Applied Science degree presented for approval. Two candidates for the Bachelor of Arts degree were presented with only 119.6 semester hours and one candidate for the Bachelor of Arts degree was presented contingent upon the successful completion of the Pre-Graduation Conference.

There was a brief period of discussion concerning the graduates. After the discussion, Mr. Seessel moved that the Board of Trustees approve the candidates as indicated on the lists provided by the Registrar; seconded by Mr. Kuemmerle, the motion was approved unanimously. (6-0-0)

REPORT OF THE
PRESIDENT:

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

Annual Reports: President Matusak stated that the reports prepared by the Vice Presidents and Office Directors were each prepared independently. Next year, the report will be an integrated one combining all of the data into one report, using graphics as much as possible. The finished report could then be used for a number of different occasions. The first report would also contain the President's self-evaluation.

President Matusak also indicated that she is forwarding copies of the quarterly reports to the Chancellor's Office. Several of the Trustees raised questions about the information in some of the reports, primarily those which dealt with Individual Assessment and Special Programs. Vice-President Fletcher pointed out that the decision to terminate the group program with the Department of Civil Service was a result of a number of factors: the difficulties the Department of Civil Service was having in administering the program, the need to have formal courses which the College could not provide and the establishment of the Capital Campus, of which Thomas A. Edison State College is a member.

There were several questions about the progress of the Program on Noncollegiate Sponsored Instruction (PONSI). There haven't been any companies that have progressed to the contract stage but at least six companies have requested the application forms which would start the evaluation process. There has been a large follow-up to the preliminary meetings held in Newark and Trenton.

Vice-President Fletcher reviewed the differences between the College's Group Assessment Program and PONSI. President Matusak indicated that she would have Eugene Meskill give a report on PONSI at the next meeting of the Board of Trustees.

Grants: There are two grant proposals in production. The first of these is a joint proposal with CAEL and five black colleges. President Matusak stated that Laura Adams, Paul Jacobs, and Dennis Smith have been assisting her in providing information to Morris Keeton of CAEL that will be of use in the preparation of a major proposal. President Matusak indicated that she, Morris Keeton and Stephen Wright will be going to New York to present the proposal to several foundations while Laura Adams and others will be going to Washington, D.C.

The project will deal with the educationally differentiated student and is concerned with finding the tools needed to evaluate the aptitude for college-level learning that has not been adequately accomplished by ACT or SAT examinations. The Lilly Foundation has given

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CAEL \$25,000.00 to develop a proposal; the final proposal will be requesting \$2,000,000.00 with Thomas A. Edison State College's share being about \$800,000.

The second grant is for the development of learning resource packages for TECEP examinations. Initially there would be packages prepared for the 10 TECEP examinations being evaluated by the American Council on Education. One aspect of this will be the use of computers and the possible establishment of learning centers where individuals can come to find help.

Vice-President Fletcher indicated that this is an extension of an idea which he has been working on for some time. Thomas A. Edison State College is a natural vehicle for assisting the home-based student. He is working with Marywood College on a related project involving portfolio assessment. Marywood College is presently working with the Center for Degree Studies of International Correspondence Schools in Scranton, Pa., which administers their learning packages.

In response to a question concerning whether or not these packages would be instructional programs, both President Matusak and Vice-President Fletcher stated they would not.

President Matusak indicated that the College is at the interview stage for hiring the Director of the Statewide Testing and Assessment Center. A team is reviewing the resumes.

Budgets and Enrollments: A report on revenue income and enrollment levels as of September 12, 1980 were previously distributed to the Trustees. The College has collected 17 percent of the budgeted revenue for FY 81. Revenue collections are above the FY 80 levels. The reports prepared for the Trustees will be prepared each quarter. As data are collected throughout the year, the College will be able to establish benchmarks against which to judge the percentage of income received and how this compares with the anticipated income at the same period of time.

The College's next major expenditure will be the leasing of the word processing equipment. The College's budget review with the Board of Higher Education's Budget Committee will take place on September 29th at 3:30 p.m. President Matusak asked if any of the Trustees would be able to attend the hearing. Mrs. Danielson and Mr. Kuemmerle indicated that they might be able to attend. In response to a question about Trustee participation, Dr. Miller indicated that usually the Chairperson of the Board of Trustees attends the budget hearing; others may also attend. Mrs. Spiegel indicated that she would try to attend the meeting.

The College has requested 12 new positions; the Department of Higher Education has recommended that 8 of these be approved. The

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Department's budget recommendations did not cut-out the requests for data processing but did cut other non-salary items such as advertising. Mr. Kuemmerle stated that if the budget is reduced, then the level of services must be likewise reduced.

Vice-President Gruel indicated that the College has made great strides in educating the personnel at the Department about the College's needs and the services it provides. This has been reflected in the budget recommendations made by the Department. The College requested an increase of 20 percent over FY 81; the Department's recommendation was 16 percent. The College's recommended increase was greater than that for any other state college. In response to a question from Mrs. Spiegel, Dr. Miller reviewed the procedures the Department uses to make the final recommendations to the Governor, indicating that each year the Department of the Treasury estimates how much the Department of Higher Education can expect to receive for the next budget and that the Chancellor and his staff must then review the requests from the various colleges and agencies under the Department to see what percentage of the requests can be honored while remaining within the Department of the Treasury's estimates.

Vice-President Gruel indicated that the other colleges are funded under a formula basis. He and Assistant Chancellor Marlowe and his staff have been working on several formulas which might work for the College. A formula would not be used for FY 81 or FY 82.

Public Relations Plan: Mary Skelton prepared a public relations plan, a copy of which was mailed to the Trustees. The College has submitted the necessary paperwork to the Department of the Treasury for a bid-waiver for the tabloid newspaper section describing the College. It was initially scheduled to run in August but the approval still has not been given. The College has investigated alternate methods of billing and payment but each would cause more problems for the College in the long run. There would be no way that the College could guarantee that each of the bills would be paid in a timely fashion. There was a discussion on the State's regulations on bidding which were answered by Vice-President Gruel.

President Matusak indicated that she will be hosting meetings with the alumni of the College at various locations throughout the State.

Commencement: President Matusak asked Mr. McCarthy to give an update on the Commencement ceremonies. A copy of the Order of Ceremony booklet was distributed to the Trustees. Mr. McCarthy stated that the caps, gowns, and hoods for those Trustees who plan to attend the Commencement had been received and could be picked up after the meeting at the Kelsey Building or on Sunday afternoon at the War Memorial Building. Those planning to attend were asked to be at the War Memorial Building no later than 2:30 p.m. on Sunday.

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Audit Report: President Matusak reviewed the audit report submitted by the State Auditors and indicated that the College would comply with the recommendations to the best of its ability. The major problem seems to be in the handling of incoming mail. The volume precludes someone opening all letters to see if a check is enclosed.

TRUSTEES ACCEPT
AUDIT REPORT:

Mr. Hanford moved that the Trustees formally accept the audit report. Seconded by Mrs. Danielson. There being no discussion, the motion was approved unanimously. (6-0-0)

Resignation of Frederick Gruel: President Matusak announced that Frederick Gruel has submitted his resignation from the position of Vice-President for Administration and Finance, effective November 3, 1980, to become the Vice-President for the Central Jersey Automobile Association. President Matusak stated that she has accepted his resignation with great reluctance. Mrs. Spiegel stated that the Board of Trustees, likewise, regretted the fact that Mr. Gruel was leaving the College.

Mrs. Spiegel thanked President Matusak for her report and for the newsletter which was mailed to the Trustees.

DISCUSSION ON
REVISED PERSONNEL
PLAN:

Mrs. Spiegel then asked Mr. Ferguson to review the Personnel Plan as revised by the Personnel Committee. Mr. Ferguson distributed copies of the plan. The revisions have been prepared by the Committee in consultation with the President and the Vice-President for Administration and Finance. Under the revised plan, the dates for evaluation were changed to agree with those mandated by the state law governing multi-year contracts.

There was a concern expressed by Mrs. Spiegel that the Senior Staff of the College had not had an opportunity to review the plan prior to the meeting of the Trustees and that there might need to be revisions to the plan. Mr. Ferguson indicated that since the dates for some of the evaluations occur before the next meeting of the Board of Trustees he would recommend that the plan be adopted with the understanding that changes in the plan could be made at the December meeting.

Mr. Ferguson pointed out that the President has the option of soliciting additional information from subordinates when making an evaluation of a member of the Senior Staff. Senior Staff may comment directly to the Board of Trustees on evaluations completed by the President. Other professional staff would comment to the Personnel Committee if they disagree with an evaluation.

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REVISED PERSONNEL
PLAN APPROVED:

Mr. Ferguson moved that the revised personnel plan be approved, with the stipulation that amendments can be submitted at a later date. Seconded by Mrs. Danielson, the motion was approved unanimously. (6-0-0)

REVIEW OF THE
PRESIDENT'S STATE-
MENT OF GOALS
FOR 1980-81:

President Matusak distributed copies of her Goals and Objectives for 1980-81 to the Trustees. She stated that these had been reviewed with the Personnel Committee. Mr. Ferguson requested that the Goals be stated with more quantification. President Matusak replied that the College's budget contained the quantification which was being sought, but that her personal goals and objectives went beyond the quantification question. Mr. Kuemmerle stated that the level of the final approved budget will restrict the quantity of service that can be provided. Mr. Hanford stated that he sympathized with the President's reluctance to include numbers in the statement of goals and objectives and recommended that the following be added to the statement:

- F. To meet the expectations set forth in the enrollment projections and budgets approved by the Trustees for the current year as tempered by the dollar limits imposed by the Governor's approved budget.

Mr. Kuemmerle stated that this statement expressed his concern. The College needs to find measures within the staff to indicate the level of services that can or cannot be provided based on the budgetary restrictions put in place by the State.

Mr. Seessel stated that the need to be specific in the statement of goals and plans does not necessarily mean quantification. When new appointments are indicated, the objectives of these new positions need to be stated. The appointment of a Director of the Statewide Testing and Assessment Center is a quantifying point.

Mr. Ferguson stated that the evaluation of the President's success will include the level of productivity.

GOALS AND
OBJECTIVES
APPROVED:

Mr. Ferguson moved that the Trustees approve the President's Goals and Objectives. Seconded by Mrs. Danielson, the motion was approved unanimously. (6-0-0)

PERSONNEL
ACTIONS
APPROVED:

President Matusak reviewed the personnel actions which have taken place since the last meeting of the Board of Trustees. There were two transcript evaluators, one clerk typist, and two receptionists hired to fill vacancies and one administrative assistant and two clerk typists left the employ of the College.

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Mrs. Danielson moved that the Trustees approve the personnel actions. Seconded by Mr. Kuemmerle, the motion was approved unanimously. (6-0-0)

President Matusak reviewed the status of the proposed new positions. The position of executive assistant is currently being processed by the Department of Civil Service. The Department of Higher Education has expressed its support of the position. A desk audit has been conducted by the Department of Civil Service, reviewing the scope of the duties the executive assistant would be performing. Approval may still be four or five weeks away.

President Matusak also stated that she has offered the position of Recruiter to the top applicant but has not received an answer.

EXECUTIVE
SESSION
REQUESTED:

Mr. Ferguson asked that the Trustees meet in executive session, to discuss personnel matters, before the lunch break.

ACADEMIC COUNCIL
APPOINTMENTS
APPROVED:

Mrs. Spiegel then asked Vice-President Fletcher to review the recommendations for appointment to the Academic Council. Four members of the Academic Council whose term of office had expired and were eligible for a second term were recommended for reappointment. Five individuals were recommended for a first term on the Council and there are still two vacancies due to recent resignations.

Mr. Seessel moved that those individuals recommended for re-appointment or a new appointment to the Academic Council be approved. Seconded by Mr. Kuemmerle. There was a brief period of discussion which included the breadth of the representation on the Academic Council and a concern that the College not lose the expertise that non-Council members of the various standing committees used to bring to it. Vice-President Fletcher stated that his office will be using these individuals in other ways such as ad-hoc committees, portfolio assessment committees, etc. A concern was also expressed that there was little representation from the business/labor segment where much education does take place.

There being no additional discussion, the motion was approved unanimously. (6-0-0)

REVIEW OF
FUNCTIONS OF
ACADEMIC COUNCIL:

Vice-President Fletcher reviewed with the Trustees the reassignment of Committee functions to the Academic Council or to specific College offices. He stated that this was presented to the Council on September 12, 1980 and was accepted by it.

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RESOLUTION ON THE
CONTINUATION OF THE
STATEWIDE INFORMA-
TION NETWORK FOR
EDUCATION APPROVED:

Mrs. Spiegel then asked President Matusak and Ms. Titterington to review the resolution needed for the contract requesting funding for the Statewide Information Network for Education. Ms. Titterington indicated that this contract is for the third and last year of Title I funding.

Mr. Ferguson moved the following resolution:

- WHEREAS Thomas A. Edison State 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 "Hotline" to disseminate this information to the citizens of the State interested in postsecondary education, and
- WHEREAS Additional funding is being supplied by the Department of Higher Education's Federal EIC funding and through the College's budget, and
- WHEREAS Continued funding for the Project is being sought from Federal Title I funds, therefore be it
- RESOLVED That the Board of Trustees of Thomas A. Edison State 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 Mrs. Danielson, the resolution was approved unanimously. (6-0-0)

RECESS OF
MEETING:

Mrs. Spiegel then recessed the meeting for ten minutes to enable the Trustees to meet as the Trustees of the Thomas A. Edison Foundation for Nontraditional Education.

CHAIRMAN'S
REPORT:

After the recess, Mrs. Spiegel reported on several events that have occurred since the last meeting of the Board of Trustees.

Resignation of Kevin Shanley: Mrs. Spiegel reported that Mr. Shanley's resignation has not been accepted. She has spoken with Mr. Shanley to see if he would still be interested if the problem with the newly enacted legislation concerning the casinos was resolved. He indicated that he would like to continue as a Trustee but could not guarantee that he would be able to serve for more than six months due to the heavy workload he is experiencing.

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Mrs. Spiegel suggested that the Trustees take no action at this time but recommend to the Chancellor that no new Trustee be appointed before February and that she check with Mr. Shanley at that time to see if he is still available. The other Trustees concurred.

Council of State Colleges: Mrs. Spiegel reviewed the nature of the Council of State Colleges and announced that she has been elected to the Executive Committee of the Council and will probably be the President of the Council during the 1981-82 Academic Year. The Council's last meeting was devoted to the problems with the Tuition Aid Grant Program (TAG). The Legislature has sponsored a bill which would direct half of the State College tuition increase for 1980-81 to help the TAG Program balance its budget. There is great unrest on the other State College campuses over this and a student strike has been called.

Casino Commission: The Casino Control Commission has moved into the Kelsey Building and taken over one room in the basement, the two conference rooms on the first floor and two offices on the second floor. This has led to the cancellation of the Student Art Exhibit and the cancellation, postponement or relocation of other activities of the College.

Mrs. Danielson stated that she objects strongly to the actions taken by the Governor in ordering this to occur. The original hope was that the College's facilities would be available for multiple uses by the College and other groups, not usurped by one state agency for an indefinite amount of time.

It was agreed that Mrs. Spiegel would send a letter to the Governor with the assistance of Mrs. Danielson.

Association of Governing Boards: Mrs. Spiegel announced that Mrs. Jackson would be attending the meeting of the Association of Governing Boards to be held in San Francisco in October. After the San Francisco meeting, the Trustees will review the possibility of scheduling a workshop that will extend for at least a day, including one evening. A date in the fall may not be possible.

Due to the need for lunch to be served by the Inn, the meeting was adjourned at 12:30 p.m. for the executive session to be followed by lunch. The meeting was resumed at 2:00 p.m.

INSTITUTIONAL
PLANNING
REPORT:

Mrs. Spiegel asked Vice-President Fletcher to review the Institutional Planning Report. Vice-President Fletcher reviewed the conclusions which were arrived at by the Institutional Planning Committee after a thorough review of the Institutional Goals and Plans and the progress report prepared by the staff. Ms. Titterinton asked that Conclusion 12

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be revised to reflect that efforts were made to obtain additional external funding for counseling services but that funds were not received.

Vice-President Fletcher indicated that a new format was going to be prepared by a subcommittee of the Institutional Planning Committee. Mrs. Jackson asked if there would be financial implications in the establishment and completion of new goals. Vice-President Fletcher indicated that financial implications would not necessarily play a part in this.

Several Trustees raised the question of generating increased revenue for the College and how this could be funneled back to the institution for its use.

Vice-President Fletcher stated that the new five-year plan should tie into the State's master plan being developed by the Department of Higher Education.

REPORT OF THE
INSTITUTIONAL
PLANNING
COMMITTEE
ACCEPTED:

Mr. Ferguson moved that the Trustees accept the report. Seconded by Mr. Kuemmerle. There being no additional discussion, the motion was approved unanimously. (6-0-0)

There being no new business, Mr. Hanford moved that the meeting be adjourned. Seconded by Mrs. Danielson, the meeting was adjourned at 2:45 p.m. The next meeting is scheduled for Friday, December 5, 1980.

Submitted by,


LARRAINE R. MATUSAK
Secretary to the Board

December 5, 1980

DATE

Approved by,


ELEANOR SPIEGEL
Chairman of the Board

December 5, 1980

DATE