

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON STATE COLLEGE

June 11, 1982

MEMBERS PRESENT: Eleanor Spiegel, Chairperson; Alan Ferguson, Vice-Chairman; George Hanford; Robert Taylor; Patricia Danielson; Thomas Seessel; Rita Novitt; and Lorraine R. Matusak, President.

MEMBERS ABSENT: Allison Jackson; Christian Yegen

ALSO PRESENT: Arnold Fletcher, Vice President for Academic Affairs; Richard Hansen, Vice President for Community Affairs; John Bernard, Vice President for Administration and Finance; Thomas Streckewald, Executive Director of Development & College Relations; Dennis Smith, Director of Institutional Research & Systems Planning; Jack Phillips, Registrar; Sonja Eveslage, Coordinator of Special Programs; Barbara Waters, Director of Public Relations and Publications; Ruth McKeefery, Dean of Academic Programs; Gerri Collins, Executive Assistant to the President; James Ratigan, Coordinator of Counseling; Paul Jacobs, Director of Testing and Assessment; Edith Severo, Program Advisor; Susan Friedman, Program Advisor; Joseph Gowaskie, Member, Academic Council; Nancy Breland, Member, Academic Council

The meeting was officially called to order at 2:00 p.m. following an Executive Session at 1:30 p.m. Mrs. Spiegel noted that the date, time, and location for the meeting had been published in accordance with New Jersey law.

MINUTES APPROVED: The minutes of the April 23, 1982 Board of Trustees meeting were presented for approval. Patricia Danielson moved the acceptance of the minutes as amended by previous mailing. Seconded by Rita Novitt. Motion carried (7-0).

The correction was as follows: On page 5 of the Board of Trustees minutes for the April 23, 1982 meeting, there was an error under "New Title Requests." It should have read:

- 1) Ruth McKeefery - from Director of Business and Professional Programs to Dean, Thomas A. Edison State College
- 2) (no name) - from Director of Academic Programs to Director, College Development

REPORT OF THE
PRESIDENT:

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

Marketing Plan: Dr. Matusak introduced Barbara Waters who presented her FY'83 marketing plan. The plan was based on goals and objectives stated in the College five-year plan and on recommendations from the Middle States Accreditation Team report. It was reviewed by the Executive Committee and revised before being presented to the Board.

Tom Seessel suggested that it was not really a marketing plan but a public relations piece.

Pat Danielson offered to help make contact with a New Jersey Business and Industry publication which would help reach a broader market.

General discussion followed. The Board commended Barbara Waters for the plan since it is the first of its kind for the College.

Commencement Speaker: The President stated that Congresswoman Millicent Fenwick had been contacted to speak at the October commencement. She has not yet responded.

Enrollment Update: The enrollment update shows a 32.5% increase over FY'81. Yearly total of new enrollments through May 21, 1982 is 1,766.

The President added that total enrollments are 3,768; 3,600 are budgeted students. All reports on enrollments will now breakdown the figures so that they are more understandable.

Joint Appropriations Committee Budget Reductions: Richard Hansen has been making contacts with state legislatures and in particular with members of the Joint Appropriations Committee. The Chair commended Hansen for the work being done.

Reception: The President discussed the June 14 reception to honor Alan Karcher, Speaker of the Assembly. This is in recognition of the appointment of Assemblywoman Mildred Garvin, the first black woman to serve as Chairperson of the Higher Education Committee. Representatives of both political parties will be present.

Development Update: Dr. Matusak presented the latest development project, a proposal from S & S Research Associates of Tinton Falls, N.J. The proposal is to jointly develop a series of computer-based learning packages to be followed by TECEP exams in business topics. These Computer Assisted Learning (CAL) packages would be sold by S & S Research Associates to business and industry. Further details have to be worked out, but the project will tie in with the Texas Instruments, Inc. proposal and would make ESC much more visible with increased student enrollment in business and industry. We have received positive letters of reference from Prentice-Hall, Inc. and Brainbank, Inc. regarding S & S Associates.

New Fee Terms: The new fee schedule terms were reviewed as presented. The President explained that certain students pursuing degrees at other institutions could take exams or go through portfolio assessment via the Statewide Testing & Assessment Center. These students would not be appropriate for the limited service fee.

ACADEMIC AFFAIRS:

Registrar's Report: Mrs. Spiegel then asked Jack Phillips to present the names of the candidates for degree. There were 19 candidates for the Associate in Arts, 3 candidates for Associate in Science, 22 candidates for Bachelor of Arts, 13 candidates for the Bachelor of Science, and 7 candidates for the Bachelor of Science in Business Administration. Mr. Phillips stated that he certified that all candidates have met all requirements for degrees. Alan Ferguson moved and Patricia Danielson seconded that the Board approve the candidates as indicated on the list provided by the Registrar. The motion was approved unanimously (7-0).

Mr. Phillips further presented statistics on the candidates including noteworthy accomplishments.

Mrs. Spiegel expressed appreciation for the additional information. She also asked about the College procedures for handling foreign students, since one of the candidates completed his degree in India.

Arnold Fletcher reported that he will have a policy statement to present at the next Board meeting.

BA Degree and General Education Revisions: Arnold Fletcher presented background information on the Ad Hoc Committee to review the general education requirements and the BA degree. The Committee had been meeting for almost a year; the recommendations were accompanied by a memo from Fletcher indicating that two items had been controversial: the oral communications and math requirements. The Committee's report was reviewed and accepted by the Academic Council.

Ruth McKeefery introduced two members of the Academic Council, Joseph Gowaskie and Nancy Breland, who were prepared to answer questions regarding the Council's recommendations.

George Hanford moved and Patricia Danielson seconded to accept the new degree requirements without the oral communications and math requirements. With a motion on the floor, Mrs. Spiegel encouraged discussion before the vote.

Joseph Gowaskie and Nancy Breland reiterated the Academic Council's position and stated that implementation problems with the oral communications requirement could be overcome.

A discussion followed indicating lack of agreement in requiring oral communications. Mrs. Spiegel summarized that the Board seemed to oppose the oral communications requirement but not the math/computer science requirement.

George Hanford and Patricia Danielson withdrew the motion.

George Hanford moved and Rita Novitt seconded to accept the Academic Council's report with the following changes in the General Education requirements:

Written Expression	0-6
Humanities	12
Social Science	12
Natural Science/Math or Computer Science	12
Liberal Arts Electives	18-24
Total	60

Motion passed unanimously (7-0).

George Hanford moved and Patricia Danielson seconded a motion to commend the Ad Hoc Committee for its hard work in preparing the report. Motion passed unanimously (7-0).

Degree Title Change: Arnold Fletcher presented the proposal to change the Bachelor of Science title from a concentration in Technical Services to Applied Science in Technology.

Patricia Danielson moved and George Hanford seconded a motion to accept the title change. Motion passed unanimously (7-0).

ADMINISTRATION & FINANCE:

New Fee Schedule: The new fee schedule had been approved by mail ballot. George Hanford moved and Robert Taylor seconded a motion to confirm the mail ballot. Motion passed unanimously (7-0).

Personnel Actions: John Bernard presented the Personnel Actions Report which had been mailed previously. An additional item approved in an Executive session of the Board which met prior to the open meeting, recommended a two-year contract renewal for Robert D. Herbster, contract for 1983-85 to be issued in Spring, 1983. It was further recommended that his position be changed from Assistant Registrar to Program Advisor.

The Personnel Report indicated the following:

Separations:

John Pinkard, Executive Assistant to the President
Jo Ann Troutman, Clerk Typist
Michele Jones, Senior Clerk Typist

Promotions:

Gerri Collins, Executive Assistant to the President
Cathy Belardo, Senior Clerk Typist

Salary Adjustment Requests:

Gerri Collins -- \$926.20

Salary adjustments for Janice White and Ruth McKeefery, as listed on the Personnel Actions Report, were previously approved at the April 23, 1982 Board meeting.

Patricia Danielson moved and George Hanford seconded the acceptance of the Personnel Actions Report. Motion passed unanimously (7-0).

COMMUNITY AFFAIRS:

PONSI Update: Richard Hansen introduced Sonja Eveslage, Coordinator of Special Programs, who gave a brief presentation regarding her work with the PONSI program in business and industry.

Mrs. Eveslage reported that a recent survey of 67 New Jersey colleges showed that of the 49 respondents, 27 colleges accept PONSI credits directly, 4 others accept PONSI credits which have been recorded on Edison transcripts, 7 are considering policies, and 10 do not accept credits.

She further indicated that she has completed PONSI evaluations for 13 businesses or agencies whose in-house training programs might be equated with college-level courses. A total of 158 courses were evaluated.

She briefly explained the evaluation process, quality control issues, evaluator's credentials, course requirements, the reporting process, and the use of credit recommendations.

Mrs. Spiegel commended Mrs. Eveslage for the excellent work she is doing in the special programs area.

SEARCH COMMITTEE:

Mrs. Spiegel then asked for a report from the Search Committee.

Alan Ferguson, Chair, indicated that the Committee has received much help from the staff and Dr. Matusak. The majority of candidates to date have come in as a result of the advertisement in the Chronicle of Higher Education, but resumes from recommendations are starting to come in. He reported that as of June 11, 78 applications had been received, 45 had been screened; 22 were rejected in the initial screening, and of the 23 possible candidates, 15 passed a second screening.

Because of the confidentiality factor, staff involvement will come later after all resumes have been screened.

Mr. Ferguson commended the Committee members for their cooperation in the screening process.

CHAIRPERSON'S
REPORT:

Mrs. Spiegel asked that the Board members read the Council of State Colleges Report and stated that no discussion was necessary at this time.

Mrs. Spiegel also indicated that a nominating committee had not yet been appointed.


She suggested that the Board hold a special meeting in September to discuss the Middle States Association report.

The next meeting will be August 6, 1982. The October 15 meeting was rescheduled for October 5.

George Hanford moved and Patricia Danielson seconded a motion to adjourn. Motion passed unanimously (7-0).


The meeting was followed by a picnic at the home of Dr. Matusak.

Submitted by,


Lorraine R. Matusak
Secretary to the Board

August 6, 1982
Date

Approved by,


Eleanor Spiegel
Chairman of the Board

August 6, 1982
Date