

MINUTES

BOARD OF TRUSTEES

THOMAS A. EDISON COLLEGE OF NEW JERSEY

March 3, 1978

The Board of Trustees of Thomas A. Edison College held its second meeting of the 1977-78 Academic Year on March 3, 1978 at the Trenton Motor Inn in Trenton, New Jersey. While only four members of the Board were present, it was decided to conduct the meeting and ratify the decisions made at the April meeting of the Board.

MEMBERS PRESENT: Richard Pearson, Chairman; Eleanor Spiegel, Vice-Chairman; Alan Ferguson; Anita Heard; James Douglas Brown, Jr.

MEMBERS ABSENT: George Hanford; Allison Jackson; Blanche Ried; Jonathan Thiesmeyer

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

Mr. Pearson formally opened the meeting at 12:30 p.m. He acknowledged that there was no quorum but that there were issues which needed action and should not wait until April. It was decided to vote on each issue and submit mail ballots to the members not present. All actions would be ratified at the April meeting.

Mr. Pearson reported that Mrs. Spiegel had participated in a meeting of the State College Presidents and Chairmen of Boards of Trustees on problems with the Chancellor of Higher Education and the state colleges. A major item was the quota system being suggested for academic rank. This meeting was an outgrowth of a position paper issued by Chancellor Hollander on the direction higher education in New Jersey should be going.

Mr. Pearson also reported to the Trustees that Jonathan Thiesmeyer had suffered a heart attack about a month earlier and was now recuperating at home.

The minutes of the meeting of December 2, 1977 were presented for approval. Mr. Ferguson asked the Chairman if he had been able to meet with Chancellor Hollander since the December meeting but Mr. Pearson had not had an opportunity to do so. Mrs. Spiegel moved that the minutes be approved. Seconded by Mrs. Heard, the motion was approved. (4-0-0) [The minutes were submitted to the Trustees not at the meeting; the results of the mail ballot were 3-0-1]

APRIL MEETING
DATE CHANGED:

President Brown indicated that since he would be out of the country for three weeks prior to the April meeting of the Board of Trustees, he would like to change the date from Friday, April 14, to Friday, April 21. If Chancellor Hollander could meet with the Trustees on that date, the meeting would be in Trenton; if he could not, then the meeting would be in Princeton. The Trustees wish to discuss with the Chancellor the College's master plan and the Chancellor's request to work with the American Council on Education's Program on Non-Collegiate Sponsored Instruction.

GRADUATES APPROVED:

Mr. Pearson then recognized President Brown and Mr. McCarthy who presented 24 candidates for the Bachelor of Arts degree, 2 candidates for the Bachelor of Science in Business Administration degree, 48 candidates for the Associate in Arts degree and 1 candidate for the Associate in Applied Science degree. One earlier graduate was presented for a specialization within the Bachelor of Arts degree. Since diplomas have been ordered in advance dated February 24, the original date of the meeting, it was recommended that the degrees be awarded as of that date.

Mr. Ferguson moved that the students recommended by the Academic Council and the President be awarded their degree effective February 24, 1978. Seconded by Mrs. Spiegel, the motion was approved (4-0-0). [The graduates were submitted to the Trustees not at the meeting; the results of the mail ballot were 3-0-1.]

Mr. McCarthy presented statistical background on the graduates which was distributed to the Trustees. Mr. Ferguson asked if the College was collecting additional data on the graduates such as occupation, minority status, etc. Mr. McCarthy indicated that this is being done and that internal records are being kept.

REPORT OF THE
PERSONNEL COMMITTEE:

Mr. Pearson recognized Mrs. Heard for a report on the meeting of the Personnel Committee which was held prior to the meeting of the Board of Trustees. The Personnel Committee met with the Senior Staff of the College to review the evaluations of all staff members as well as to complete the annual evaluation of the President. The Committee would like to recommend that in the future, evaluations submitted for staff members contain negative aspects of performance as well as positive ones as an aid to the development of staff members. The Committee also voted to approve and accept the recommendations of the President concerning staff contracts.

CONTRACTS APPROVED:

Mrs. Heard moved that the Board of Trustees approve the awarding of contracts to the College staff members recommended for contracts by the President. Seconded by Mrs. Spiegel,

the motion was approved. (4-0-0) [The resolution on contracts was submitted to the Trustees not at the meeting; the results of the mail ballot were 3-0-1.]

The contracts were offered to:

<u>Name</u>	<u>Level/Title</u>	<u>Salary</u>	<u>Term of Contract</u>
<u>Office of the President</u>			
Arnold Fletcher	A35-V.P., Academic Affairs	33,865	One yr.
Thomas P. McCarthy	A29-Registrar	24,302	Two yr.
Jean A. Titterington	A29-Dir., Counseling Services	23,329	Two yr.
Dennis B. Smith	A28-Dir., Institutional Research	22,219	One yr.
James C. Humphrey	A26-Dir., Administrative Services	19,312	One yr.
<u>Office of Academic Affairs</u>			
Laura Adams	A29-Dir., Academic Programs	21,385	One yr.
Paul I. Jacobs	A35-Dir., Test Develop. & Assessment	28,657	One yr.
Eugene J. Meskill	N98-Coordinator, Special Programs	14,505	One yr.
Martin Schram	A27-Associate Dir., Acad. Programs	20,278	One yr.
Ruth McKeefery	A24-Program Advisor	15,231	One yr.
Philip Mullen	A24-Program Advisor	15,231	One yr.
Ron Sukovich	A24-Program Advisor	15,992	One yr.
Edith Severo	A24-Program Advisor	16,753	One yr.
<u>Office of the Registrar</u>			
Robert Herbster	A24-Assistant Registrar	16,753	One yr.
Michelle Ferreira	A24-Assistant Registrar	15,992	One yr.
Cathy Cawley	A20-Transcript Evaluator	13,783	One yr.
Eugene Liola	A20-Transcript Evaluator	13,156	One yr.
<u>Office of Acad. Counseling</u>			
James A. Ratigan	N98-Asst. Dir., Counseling Services	19,396	One yr.
Angela Fontan	A24-Academic Counselor	16,753	One yr.
F. Louise Perkins	A24-Academic Counselor	16,753	One yr.
Annette Singer	A24-Academic Counselor	16,753	One yr.
Selma Gitterman	A24-Academic Counselor	16,753	One yr.
Ralph Viviano	A24-Academic Counselor	17,515	One yr.
Jules S. Kahn	A24-Academic Counselor	19,037	One yr.

PRESIDENT'S REPORT:

Mr. Pearson then recognized President Brown for a brief report on the state of the College. President Brown announced that the State of New Jersey had recently completed a financial audit of the College's operations from June 30, 1976 to December 31, 1977. A report on the audit is expected in mid-March.

Budget for FY 78: President Brown referred to his memorandum to the Trustees dated January 12, 1978 which indicated that there would probably be a \$15,000 deficit for FY 1978. Fee income was holding steady as projected, but expenses were running greater than expected. A final resolution of the supplemental grant of \$104,000 was expected later in the day.

MEETING ADJOURNED: Due to the increasing snow, Mr. Pearson had recommended that the meeting adjourn at 2:00 p.m. That time having arrived, the meeting was adjourned. Agenda items not covered would be placed on the agenda for the April 21 meeting of the Trustees. The meeting adjourned at 2:05 p.m.


Submitted by,



JAMES DOUGLAS BROWN, JR.
Secretary

April 21, 1978
Date

Approved by,



RICHARD PEARSON
Chairman of the Board

April 21, 1978
Date