

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of April 21, 1987 Meeting

A regular meeting of the Board of Trustees of the Middlesex County College was held at 7:45 p.m., April 21, 1987 in the Boardroom of the Academic Services Building. Members present were: Mmes. Espinosa and Vattelana; Messrs. Ciatto, Coughlin, Fox, Marino, Otlowski and Tanzman. Dr. Brinson, Mr. Meszaros and Mrs. Valenti were absent. Also present were President Edwards, Mr. Golum, Mrs. Widis and several members of the staff.

In compliance with the "Open Public Meetings Act" of the State of New Jersey, adequate notice of this meeting was provided as follows:

- (a) On November 18, 1986, advance written notice of this meeting was posted in the lobby of the Academic Services Building.
- (b) On November 18, 1986, advance written notice of this meeting was mailed to The Home News, 123 How Lane, New Brunswick, New Jersey and The News Tribune, 1 Hoover Way, Woodbridge, New Jersey.
- (c) On November 18, 1986, a copy of this advance notice of the meeting was filed with the Clerk of Middlesex County.
- (d) On November 18, 1986, a copy of this advance notice was filed with the President of Middlesex County College.
- (e) Any individual who has requested notice of this meeting has been forwarded a copy of the notice of such meeting.

Mr. Otlowski moved, seconded by Mr. Coughlin, that the Minutes of the regular meeting of March 17, 1987 be approved as presented. The motion was unanimously carried.

Chairman Marino stated that the Report of the Panel on the Future Health and Vitality of the County Community Colleges in New Jersey is now available and may be obtained from the Office of Community Colleges, New Jersey Department of Higher Education. In keeping with the charge to the panel by the New Jersey Board of Higher Education, the report presents the panel's recommendations and discusses the salient issues surrounding those recommendations.

FACILITIES AND EQUIPMENT COMMITTEE

Mr. Ciatto moved, seconded by Dr. Fox, that a progress payment be authorized to the firm of Paley Construction Company for general contracting in connection with the renovation of Raritan Hall, pursuant to approval of the architectural firm of Morton, Russo & Maggio in the amount of \$31,806.72.

Total contract	<u>\$530,015.32</u>
Payments to date	\$462,153.89
Payment authorized #9	31,806.72
Retainage @ 1%	4,989.51
Balance of contract	<u>31,065.20</u>
Total	<u>\$530,015.32</u>

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Dr. Fox that a progress payment be authorized to the firm of Hahr Construction Company for fabrication of signs in connection with the signage project on campus, pursuant to the recommendation of the architectural firm of Morton, Russo & Maggio in the amount of \$2,667.60.

Total contract	<u>\$78,624.00</u>
Payments to date	\$68,095.00
Payment authorized #4	2,667.60
Retainage	7,862.40
Balance of contract	<u>0.00</u>
Total	<u>\$78,624.00</u>

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Mr. Coughlin, that a contract in the amount of \$27,700.00 be awarded to Goodrich Service, Inc., Piscataway, N.J., for the purchase and installation of a Computer Room Environmental Unit; said amount representing the lowest bid price which fully met college specifications from a total of two responses received.

Unsuccessful bidder: Beta Engineering, Inc., Highland Park, N.J.

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Mr. Coughlin, for adoption of the following resolution:

WHEREAS, the State of New Jersey has cooperative purchasing services available under N.J.S.A. 18A:64A-25.9 of the County College Contracts Law applicable to the College,

NOW, THEREFORE, BE IT RESOLVED that the following contracts under \$7,500.00 be ratified under the provisions of State Contracts currently in effect:

<u>STATE CONTRACT NUMBER</u>	<u>COMPANY</u>	<u>DESCRIPTION</u>	<u>TOTAL AWARD</u>
A-60860	Uarco	Paper	\$ 7,415.20
A-62943	Lewmar Paper Co.	Photocopy paper	4,752.00
A-60019	A-Copy	Ricoh Copier	2,600.00
A-62771	Spruce Industries	Scrubbing Machine	1,702.00
A-72302	Industrial Controls	Thermostats	552.00
A-51289	Virco Manufacturing	Computer furniture	435.94
A-63157	Vestal Labs	Timers	280.00
		Total	<u>\$17,737.14</u>

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Mrs. Espinosa, for adoption of the following resolution:

WHEREAS, the College solicited bids with respect to asbestos removal as reflected more specifically in Bid Award No. 522; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.13 the Board of Trustees is required in the event that bid specifications specify the use of a patent to set forth the manner in which the special need for the patent relates directly to the performance or purpose for which the contract is to be made; and

WHEREAS, THE Board has been advised by its consultant, Princeton Testing Laboratory, Inc., that the use of the patent process set forth in Bid #522 is required in order to permit the use of a process which provides the safest method of removal of the asbestos in the buildings covered by the bid and that the College may be exposed to liability or legal action if the process is used by a bidder without the possession of a license to use the patent,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby awards the contract to Niram Construction Company, Inc. which has submitted the lowest total lump sum bid which satisfies the bid specifications; and

BE IT FURTHER RESOLVED that the Board of Trustees hereby determines that the use of the patent process specified in Bid #522 is required in order to enable the performance of the removal of asbestos in accordance with the process which the College consultant finds the safest procedure for removal of the asbestos and to avoid possibility of litigation or liability to the College which might arise if the process is utilized without a license to use the patent.

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Mr. Coughlin, that the following change be approved in the contract between Paley Construction Company and the Board of Trustees for general contracting work in connection with the renovation of Raritan Hall, pursuant to the recommendation of the architectural firm of Morton, Russo & Maggio in the amount of + \$1,110.00.

Additional cost for 6" vinyl base		+ \$1,110.00
Total contract authorized	\$529,325.32	
Add change order #GC-5	<u>1,110.00</u>	
New contract total	<u>\$530,435.32</u>	

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Dr. Fox, that the following final payment be authorized to the firm of Eastern High Voltage, Inc. for electrical engineering consulting services rendered on the electrical dualization project for evaluation of specifications and the quality of construction of the completed project, in the amount of \$1,920.00.

Total authorized	<u>\$10,000.00</u>
Paid to date	\$ 7,840.00
Payment authorized #2	1,920.00
Balance to be cancelled	<u>240.00</u>
Total	<u>\$10,000.00</u>

After discussion, the motion was unanimously carried.

MIDDLESEX COUNTY COLLEGE
APR 19 11:10 AM 1987
MADISON, NEW JERSEY 08818

MIDDLESEX COUNTY COLLEGE
PURCHASING DEPT.

ADDENDUM NUMBER 2
BID #522 - ASBESTOS REMOVAL
(BOILER ROOMS)
OPENING: MARCH 10, 1987
10:00 AM
REASON FOR ADDENDUM: BID PAGE
REVISED AS FOLLOWS:

REVISED BID PAGE

Project #1 - Health Technologies Building

A. Base Bid * Lump Sum \$ 18,000.00

Project #1 - Health Technologies Building

B. Alternate Bid ** Lump Sum \$ 16,000.00

Project #2 - Main Hall

A. Base Bid Lump Sum \$ 29,800.00

Project #2 - Main Hall

B. Alternate Bid Price per linear foot \$ 12.00

Project #3 - Library

A. Base Bid Lump sum \$ 16,000.00

TOTAL LUMP SUM BID:

Project #1, 2, 3 \$ 63,800.00

Project #1-alternate, 2, 3 \$ 61,800.00

Bids will be awarded to the lowest responsible qualified bidder, on a per project basis, or lowest total lump sum bid.

NOTE: ALL ASBESTOS REMOVAL MUST BE PERFORMED AND COMPLETED DURING THE PERIOD MAY 11th THROUGH MAY 22nd TO AVOID INTERRUPTION OF THE COLLEGE ACADEMIC PROGRAMS.

Please submit two (2) bids for the Health Technologies Building as follows:

- * The base bid (A) would include all preliminary work and removal to be completed during the specified May 11-22 period.
- ** If the College obtains a variance from the State, the alternate bid (B) would allow prep work to be done during student occupancy, approximately 5-7 days prior to the specified asbestos removal period (May 11 - May 22).

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Mr. Ciatto moved, seconded by Mr. Coughlin, that the following change be approved in the contract between Paley Construction Company and the Board of Trustees for general contracting work in connection with the renovation of Raritan Hall, pursuant to the recommendation of the architectural firm of Morton, Russo & Maggio in the amount of + \$5,000.00, subject to final review of the Chairman of the Facilities Committee and legal counsel.

Supervisory services beyond the contract agreement		+ \$5,000.00
Total contract authorized	<u>\$530,435.32</u>	
Add change order #GC-6	<u>5,000.00</u>	
New contract total	<u>\$535,435.32</u>	

After discussion, the motion was unanimously carried.

FINANCE COMMITTEE

Mr. Coughlin moved, seconded by Dr. Fox, that a final payment be authorized to the firm of Coopers & Lybrand for examination of the accounts and records of the Board of Trustees of Middlesex County College for the fiscal year ended June 30, 1986 including Current Unrestricted Fund, Current Restricted Fund (Special Projects), and Plant Fund, in the amount of \$11,500.00.

Total contract	<u>\$31,500.00</u>
Payments to date	\$20,000.00
Payment authorized #3	11,500.00
Balance of contract	0.00
Total	<u>\$31,500.00</u>

After discussion, the motion was unanimously carried.

Mr. Coughlin moved, seconded by Mr. Otlowski, that a payment for out-of-pocket expenses be authorized to the firm of Coopers & Lybrand for examination of the accounts and records of the Board of Trustees of Middlesex County College for the fiscal year ended June 30, 1986 in the amount of \$2,960.00. After discussion, the motion was unanimously carried.

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Mr. Coughlin moved, seconded by Dr. Fox, for adoption of the following resolution:

WHEREAS, insurance premiums for workers compensation, automobile, multi-peril and excess liability insurance coverage have escalated in cost; and

WHEREAS, the State of New Jersey has provided legislation for the establishment of risk groups in order to provide a common insurance pool and ultimately reduce the costs of comprehensive insurance coverage; and

WHEREAS, the community colleges of the State of New Jersey deem it appropriate to participate in said insurance pool for the purposes of reducing the costs of insurance programs; and

WHEREAS, investigations are currently underway to ascertain the benefits of cost reduction for insurance coverage,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Middlesex County College that pursuant to the provisions of Title 18A:-64A-25.33 of the New Jersey Statutes that it participate in the formation of and become a member of a school board insurance group known as the New Jersey Community College Insurance Pool; and

BE IT FURTHER RESOLVED, that pursuant to such membership this Board be and hereby is empowered to participate in any joint self-insurance fund or funds, risk management programs or related services which may be offered or provided by said county college insurance group; and

BE IT FURTHER RESOLVED, that the aforementioned county college insurance group shall have the power to establish a fund or funds for coverages authorized under the provisions of said act and to purchase insurance or coverages under a master policy or contract of insurance for participating members; and

BE IT FURTHER RESOLVED, that the aforementioned county college insurance group shall have the power to take such other actions necessary to develop, administer and provide risk management programs, joint self-insurance funds, joint insurance purchases, and related services, all as authorized and permitted by said statute; and

BE IT FURTHER RESOLVED, that the Middlesex County College Board of Trustees hereby appoints the Vice President for Finance or his designee as its representative to serve on the committee of the county college insurance group, which committee shall select from its membership a board of trustees to manage the affairs of the county college insurance group pursuant to the bylaws of said group as authorized and permitted by said statute; and

BE IT FURTHER RESOLVED, that such authority shall be for the fiscal year beginning July 1, 1987 and ending June 30, 1988, subject to approval of legal counsel.

After discussion, the motion was unanimously carried.

Mr. Coughlin moved, seconded by Dr. Fox, that the following schedule of fees be charged for the use of facilities in the Physical Education Center, effective July 1, 1987:

<u>Activity</u>	<u>Current</u>	<u>Proposed</u>
MCC Fitness Club (students)		
Fall or Spring	\$15.00	\$17.00
Summer	10.00	11.00
Winter	5.00	5.00

<u>Activity</u>	<u>Current</u>	<u>Proposed</u>
Family of students		
Fall or Spring	50.00	55.00
Summer	30.00	35.00
Winter	15.00	17.00
Full Time Faculty & Staff		
Individual - annual	75.00	85.00
Family - annual	200.00	220.00
MCC Alumni		
Individual - annual	100.00	110.00
Family - annual	250.00	275.00

Swimming pool - general session use fee from \$2.00 to \$2.25

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Rentals (hourly)		
School	40.00	45.00
Community/nonprofit and county organizations	50.00	55.00
Other groups	60.00	70.00
Diving Well School	20.00	25.00
Community/nonprofit and County Organizations	25.00	30.00
Other groups	30.00	35.00
Main gymnasium--all constituents	100.00	115.00
Multi-purpose use for conferences		
One-half day	3,000.00	3,360.00
Full day	5,000.00	5,600.00
Running track charge (unchanged)		
General public	2.00/session	
Local school	50.00/hour	
Racquetball Courts, M-F, 7 a.m.-4 p.m.		
MCC Community	5.00/hour	6.00/hour
General public	8.00/hour	9.00/hour
M-F, 4-10 p.m., all day Saturday and Sunday		
MCC Community	8.00/hour	9.00/hour
General public	14.00/hour	16.00/hour
Racquetball guest fee	1.00	2.00

After discussion, the motion was unanimously carried.

Mr. Coughlin moved, seconded by Mr. Ciatto, for adoption of the following resolution:

WHEREAS, the College has made a considerable investment in microcomputer hardware and software to support a number of courses in the Business Division; and

WHEREAS, the direct costs for operation, maintenance and supplies used in said courses have increased significantly; and

WHEREAS, it is deemed appropriate to establish educational fees to be charged as per the schedule listed below:

<u>Course</u>	<u>Current Fee</u>	<u>New Fee</u>
ACC 103 Principles of Accounting I	\$ 0	\$10
ACC 204 Principles of Accounting II	0	10
ACC 106 Accounting for Retail Management	0	10
ACC 202 Cost Accounting	0	10
ACC 203 Accounting Systems & Procedures	10	0
ACC 206 Tax Accounting	0	10
ACC 211 Intermediate Accounting I	0	10
ACC 212 Intermediate Accounting II	0	10
OST 221 Word Processing I	15	20
OST 222 Word Processing II	15	20

NOW, THEREFORE, BE IT RESOLVED, that the above fees be approved commencing with the presummer session 1987.

After discussion, the motion was unanimously carried.

COMMUNITY RELATIONS COMMITTEE

Mr. Otlowski moved, seconded by Mr. Tanzman, for adoption of the following resolution:

WHEREAS, the Board of Trustees of County College of Morris has appointed an educator and administrator of academic and administrative standing in the State of New Jersey, Dr. Edward J. Yaw, to serve as President of the institution; and

WHEREAS, Dr. Yaw has extensively and articulately addressed the benefits to public community colleges in cooperating in various educational and policy concerns; and

WHEREAS, Middlesex County College foresees a continuing and profitable relationship between itself and County College of Morris in advancing excellence in community college education,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Middlesex County College congratulates Dr. Yaw on his inauguration as President of County College of Morris and pledges its cooperation in the continuing advancement of community college education in New Jersey; and

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to Dr. Yaw and to the Board of Trustees of County College of Morris.

After discussion, the motion was unanimously carried.

Mr. Otlowski moved, seconded by Mr. Coughlin, for adoption of the following resolution:

WHEREAS, the Board of Trustees of Burlington County College has appointed an educator and administrator of academic and administrative standing in the State of New Jersey, Dr. Robert C. Messina, to serve as President of the institution; and

WHEREAS, Dr. Messina has extensively and articulately addressed the benefits to public community colleges in cooperating in various educational and policy concerns; and

WHEREAS, Middlesex County College foresees a continuing and profitable relationship between itself and Burlington County College in advancing excellence in community college education,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Middlesex County College congratulates Dr. Messina on his appointment as President of Burlington County College and pledges its cooperation in the continuing advancement of community college education in New Jersey; and

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to Dr. Messina and to the Board of Trustees of Burlington County College.

After discussion, the motion was unanimously carried.

EDUCATION COMMITTEE

Mrs. Espinosa moved, seconded by Mr. Coughlin, for adoption of the following resolution:

WHEREAS, the Board of Trustees of Middlesex County College (hereinafter referred to as the "Board") and the County of Middlesex (hereinafter referred to as the Service Delivery Area) have entered into a contract for the operation of a program entitled, Summer In The Technologies, pursuant to the agreement between the Service Delivery Area and the New Jersey Department of Labor, Employment and Training Administration, and pursuant to the Jobs Training Partnership Act of 1983 as amended, for the period commencing June 22, 1987 and concluding August 31, 1987; and

WHEREAS, a proposal entitled, Summer In The Technologies, has been submitted by the College administration and agreed to by the Service Delivery Area in the amount of \$56,536.00; and

WHEREAS, R.S. 18A:64A-12J grants the Board the power to enter into contracts which it deems necessary and advisable with the State of New Jersey or any of its political subdivisions; and

WHEREAS, the Board has determined that the operation of a program entitled Summer In The Technologies is consistent with the philosophy and purpose of the College,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board approves the proposal for the operation of the program entitled Summer In The Technologies pursuant to the provisions of the Jobs Training Partnership Act of 1983 as amended, as submitted by the administration of Middlesex County College to the County of Middlesex, for the period June 22, 1987 through August 31, 1987, in the total amount of \$56,536.00.
2. The Board authorizes the College President and/or his designee to execute the contract.

After discussion, the motion was unanimously carried.

HUMAN RESOURCES COMMITTEE

Dr. Fox moved, seconded by Mr. Coughlin, that the following list of personnel appointments and actions be approved, pursuant to recommendation by the President and to the provisions of Section 18A:64A-12.

MANAGEMENT COMPENSATION

- (a) Joseph Fragoso, Supervisor of Maintenance (budget code 19-7200-121) be compensated at the rate of \$300 per month, for the time period May 1, 1987 to May 31, 1987, for assuming additional responsibilities for the Plant Operations and Maintenance Departments, in the absence of the Director of Plant Operations.

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- (b) George Lipovsky, Manager of Accounting (budget code 19-0310-121) be compensated at the rate of \$200 per month, for the time period January 15, 1987 to April 30, 1987, for assuming additional responsibilities in the absence of the Contract Manager, prorated to \$700.00.

MANAGEMENT TERMINATIONS

- (a) Mary Crowley, Junior Programmer, in the Computer Center (budget code 19-1720-126) effective June 30, 1987.
- (b) Cecilia Espinosza, Junior Programmer, in the Computer Center (budget code 19-1720-126) effective June 30, 1987.
- (c) Joan Hondowicz, Junior Programmer, in the Computer Center (budget code 19-1720-126) effective June 30, 1987.

ACADEMIC APPOINTMENTS

- (a) Sharon Donahue-Hellwig be appointed Cooperative Education Coordinator, in the Nurse Education Department (budget code 59-3717 FU-112) for the Spring semester only, of the 1986-87 academic year, to develop appropriate job sites and recruitment of students for one (1) contact hour, at the rate of \$495.00.
- (b) Theodore Lorenz be appointed Cooperative Education Coordinator, in the Marketing Art and Design Department (budget code 59-3717 FU-112) for the Spring semester only, of the 1986-87 academic year, to develop appropriate job sites and recruitment of students for one (1) contact hour, at the rate of \$495.00.

ACADEMIC LEAVE OF ABSENCE

- (a) Kathleen Zaepfel, Associate Professor, in the Nurse Education Department (budget code 19-2110-110) be granted an unpaid leave of absence pursuant to the AFT Contract, Article V, Section B-1, for the Fall semester of the 1987-88 academic year.

NOTE: This is an extension of a current leave of absence.

NON-ACADEMIC APPOINTMENTS

- (a) Gary Brown be appointed Lab Coordinator II, in the Computer Science Department (budget code 19-1720-131) for the fiscal year July 1, 1986 to June 30, 1987, at the annual salary of \$13,675 (\$13,129 + \$546) prorated to \$3,112 (\$2,988 + \$124), based on the effective starting date of April 9, 1987.

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- (b) Thomas Chapman be appointed Custodian, in the Custodial Department (budget code 19-7200-160) for the fiscal year July 1, 1986 to June 30, 1987, at the annual salary of \$10,679 (\$10,220 + \$459) prorated to \$2,633 (\$2,520 + \$113), based on the effective starting date of April 2, 1987.
- (c) George Haag be appointed Custodian, in the Custodial Department (budget code 19-7200-160) for the fiscal year July 1, 1986 to June 30, 1987, at the annual salary of \$10,679 (\$10,220 + \$459) prorated to \$2,593 (\$2,482 + \$111), based on the effective starting date of April 3, 1987.
- (d) Robert E. Lee be appointed Custodian, in the Custodial Department (budget code 19-7200-160) for the fiscal year July 1, 1986 to June 30, 1987, at the annual salary of \$10,679 (\$10,220 + \$459) prorated to \$2,633 (\$2,520 + \$113), based on the effective starting date of April 2, 1987.
- (e) Michael Thomas be appointed Equipment Aide, in the Physical Education Department (budget code 19-1920-130) for the fiscal year July 1, 1986 to June 30, 1987, at the annual salary of \$13,609 prorated to \$4,126 based on the effective starting date of March 11, 1987.
- (f) Keli-Ann Watkins be appointed Secretary II, in the Community Services Division (budget code 19-5200-130) for the fiscal year July 1, 1986 to June 30, 1987, at the annual salary of \$10,572 prorated to \$2,243 based on the effective starting date of April 15, 1987.
- (g) Constance O'Brien be appointed Library Assistant, in the Library (budget code 19-6100-130) for the fiscal year July 1, 1986 to June 30, 1987, at the annual salary of \$9,834 prorated to \$2,049, based on the effective starting date of April 16, 1987.

NON-ACADEMIC TEMPORARY PERSONNEL

- (a) Lynda Macechok, at the rate of \$4.00 per hour.
- (b) Elaina Gambino, at the rate of \$4.00 per hour.
- (c) Jeff Karp, at the rate of \$4.25 per hour.
- (d) Shamby Ratliff, at the rate of \$4.00 per hour.
- (e) Melissa Kue, at the rate of \$4.25 per hour.
- (f) Inez Simmons, at the rate of \$4.00 per hour.
- (g) Julia Gallos, at the rate of \$4.00 per hour.
- (h) Evelyn Louis, at the rate of \$4.00 per hour.
- (i) Damien Cardone, at the rate of \$4.00 per hour.
- (j) Shellyanne Crooks, at the rate of \$5.00 per hour.
- (k) Edda Scardaci-Amaya at the rate of \$5.00 per hour.

NON-ACADEMIC LEAVES OF ABSENCE

- (a) Ransford Cole, Custodian, in the Custodial Department (budget code 19-7200-160) be granted a disability leave of absence pursuant to the Teamsters Contract, Article XIII, Section G, for the time period March 19, 1987 to April 25, 1987.
- (b) Alison Koo, Student Records Assistant III, in the Admissions and Financial Aid Office (budget code 19-1110-130) be granted an unpaid leave of absence pursuant to the AFSCME Contract, Article VII, Section C, for the time period August 1, 1987 to January 31, 1988.

NON-ACADEMIC RESIGNATION

- (a) Linda Ghafoor, Draftsperson, in the College Engineer's Office (budget code 19-7150-131) effective April 22, 1987.
- (b) Jean Salva, Student Records Assistant I, in the Admissions and Financial Aid Office (budget code 19-1110-131) effective April 3, 1987.
- (c) Deborah Kowalski, Secretary II, in the Mechanical and Civil/Construction Engineering Technology Department (budget code 19-2560-130) effective May 29, 1987.
- (d) Charles Luques, Groundsperson II, in the Landscape and Grounds Department (budget code 19-7320-160) effective April 14, 1987.
- (e) Mark Thomas, Custodian, in the Physical Education Center (budget code 19-1920-160) effective April 10, 1987.

NON-ACADEMIC CHANGE OF STATUS

- (a) Thomas Druze, Mechanic III, in the Maintenance Department (budget 19-7300-160) at an annual salary of \$14,386, be changed to Mechanic II, in the Maintenance Department (budget code 19-7300-160), at an annual salary of \$16,902 prorated to \$4,226, effective April 1, 1987.
- (b) Mary Lou Eichert, Library Assistant, in the Library (budget code 19-6100-130) at an annual salary of \$12,183, be changed to Machine Operator, in the Printing Department (budget code 19-0500-130) at an annual salary of \$12,183, effective April 15, 1987.

- (c) Stefan Kopas, Groundsperson II, in the Landscape and Grounds Department (budget code 19-7320-160) at an annual salary of \$14,719, be changed to Groundsperson I, in the Landscape and Grounds Department (budget code 19-7320-160) at an annual salary of \$16,902 prorated to \$4,226, effective April 1, 1987.
- (d) John Rodriguez, Probationary Police Officer, in the Security Department (budget code 19-0700-165) at an annual salary of \$13,500, be changed to Police Officer, in the Security Department, at an annual salary of \$14,500, effective April 7, 1987.
- (e) John Rodriguez, Police Officer, in the Security Department (budget code 19-0700-165) at an annual salary of \$14,500, be changed to an annual salary of \$14,875, effective June 1, 1987 as per the F.O.P. Contract, Article X.
- (f) Michael Simala, Mechanic I, in the Landscape and Grounds Department (budget code 19-7320-160) at an annual salary of \$27,277, be changed to Mechanic I, in the Maintenance Department (budget code 19-7300-160) at an annual salary of \$27,277, effective March 23, 1987.

NON-ACADEMIC CORRECTIVE RESOLUTION

- (a) Yolanda Calacat, Lead Administrative Aide I, in the Counseling Department (budget code 19-1130-130) at an annual salary of \$13,742, be corrected to an annual salary of \$13,787, effective January 21, 1987.
NOTE: The above increase indicates an educational incentive plan payment.

GRANTS PERSONNEL

Appointments

- (a) Jimmy Luciano be appointed Recruitment Specialist/Coordinator, Minority Recruitment and Retention Program, in the Division of Community Education (budget code 59-3274 DJ-126) for the time period April 1, 1987 to June 30, 1987, at an annual salary of \$19,000 prorated to \$4,750.
- (b) Alexandra Morais appointed Recruitment Specialist, Minority Recruitment and Retention Program, in the Division of Community Education (budget code 59-3274 DJ-126) for the time period April 1, 1987 to June 30, 1987 only, at an annual salary of \$13,650 prorated to \$3,413.

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- (c) Maryann Moccia be appointed Teacher/Coordinator, Project HOPE, in the Division of Community Education (budget code 59-3273 CJ-126) for the time period April 20, 1987 to June 30, 1987, at an annual salary of \$18,020 prorated to \$3,605.

Part-Time Appointments

- (a) Agnes Azzolino be appointed Video Script Writer and Producer, Project Mathematics Preparation through E.S.L., in the English as a Second Language Department (budget code 59-3607 EJ-112) for the time period January 1, 1987 to June 30, 1987, for eight (8) contact hours, not to exceed \$3,960.
- (b) Dominic Cartinella be appointed Teacher Aide, Project Forklift, Department of Corrections, in the Division of Community Education (budget code 59-3275 CJ-130) for the time period April 27, 1987 to July 31, 1987, at the hourly rate of \$6.71 for fourteen (14) hours per week, not to exceed \$1,316.
- (c) Nannette Koppel be appointed Secretary, Project Mathematics Preparation through E.S.L., in the English as a Second Language Department (budget code 59-3607 EJ-130) for the time period January 1, 1987 to June 30, 1987, at the hourly rate of \$5.82 for ten (10) hours per week, not to exceed \$1,000.

Terminations

- (a) Alexandra Rodriguez, Peer Advisor, Project Empleo (budget code 59-3253 AJ-150) in the Division of Community Education, effective March 31, 1987.
- (b) Keli-Ann Watkins, Secretary II, Project Network (budget code 59-3259 CM-130) in the Division of Community Education, effective April 14, 1987.
- (c) Cheryl Hooten, Teacher/Coordinator, Project HOPE (budget code 59-3273 CJ-126) in the Division of Community Education, effective April 16, 1987.

After discussion, the motion was unanimously carried.

Dr. Fox moved, seconded by Mr. Coughlin, for adoption of the following resolution:

WHEREAS, Professor Stephanie Basara has served the College well since her appointment on September 1, 1967; and

4/21/87

WHEREAS, Professor Basara was instrumental in establishing the Nurse Education curriculum; and

WHEREAS, Professor Basara has continually demonstrated her versatility, leadership and concern for students; and

WHEREAS, Professor Basara has retired from Middlesex County College, effective June 30, 1987,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends its appreciation to Professor Basara for her years of faithful service to Middlesex County College; and

BE IT FURTHER RESOLVED that the Board recognizes the significant contribution made by Professor Basara as a faculty member at Middlesex County College.

After discussion, the motion was unanimously carried.

Dr. Fox moved, seconded by Mr. Coughlin, for adoption of the following resolution:

WHEREAS, Professor Virginia Filardi has served the College well since her appointment on September 1, 1966; and

WHEREAS, Professor Filardi was instrumental in establishing the Chemistry curriculum; and

WHEREAS, Professor Filardi has continually demonstrated her versatility, leadership and concern for students; and

WHEREAS, Professor Filardi has retired from Middlesex County College, effective June 30, 1987,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends its appreciation to Professor Filardi for her years of faithful service to Middlesex County College; and

BE IT FURTHER RESOLVED that the Board recognizes the significant contribution made by Professor Filardi as a faculty member at Middlesex County College.

After discussion, the motion was unanimously carried.

Dr. Fox moved, seconded by Mr. Coughlin, for adoption of the following resolution:

WHEREAS, Agnes Kalkanis has faithfully served Middlesex County College from September 18, 1967 to May 29, 1987 as a member of the Printing Department; and

4/21/87

WHEREAS, she has performed her duties and responsibilities capably and loyally,

NOW, THEREFORE, BE IT RESOLVED that the Board accepts the voluntary retirement of Agnes Kalkanis as of May 29, 1987; and

BE IT FURTHER RESOLVED that the Board recognizes the significant contribution of Agnes Kalkanis for her years of service at Middlesex County College.

After discussion, the motion was unanimously carried.

Dr. Fox moved, seconded by Mrs. Espinosa, that the attached list of salaries for faculty advising be approved for the payroll ending March 20, 1987, beginning with the name Balabkins, Xenia, and ending with the name Tyrrell, David, for a total amount of \$1,793.50. After discussion, the motion was unanimously carried.

Dr. Fox moved, seconded by Mr. Tanzman, that the attached list of proposed courses be approved for April 1987, in the Division of Community Education, beginning with the name Adelis, Nancy, and ending with the name Wirta, Wayne for a total amount of \$13,837.50. After discussion, the motion was unanimously carried.

Dr. Fox moved, seconded by Mr. Otlowski, for adoption of the following resolution:

WHEREAS, the College's ability to attract qualified adjunct instructors has been increasingly hampered by adjunct salary rates which have not remained competitive with those offered by nearby institutions; and

WHEREAS, the minimum adjunct salary rate was raised in Fall 1984 from \$265.00 to \$280.00 per contact hour as part of a two-year, two-phase plan to increase the minimum to a more competitive \$300.00; and

WHEREAS, it is also the desire of this Board to recognize effective adjunct service through incremental increases in salary rates,

NOW, THEREFORE, BE IT RESOLVED, that effective Fall 1987 the minimum adjunct faculty salary rate be increased from \$280.00 to \$300.00 per contact hour; and

BE IT FURTHER RESOLVED, that the maximum adjunct salary rate be increased from \$380.00 to \$390.00 to provide for incremental increases for those with the longest service to the College through spring 1988.

After discussion, the motion was unanimously carried.

REPORT OF COUNSEL

No report.

REPORT OF THE PRESIDENT

President Edwards reviewed her report, March 18, - April 21, 1987, which was provided to Board members. (Copy attached to Minutes.)

President Edwards recognized Alfred Tyson, Director of the SITT (Summer in the Technologies) program for his efforts in coordinating the summer youth program for the last nine years. Chairman Marino also congratulated Mr. Tyson on the success of his work with this program.

AUDIENCE

Josephine Lamela voiced the concerns of the delegation of faculty members present at the meeting regarding the administration's decision to add a class day to the academic calendar; the difficulties this will cause students in rescheduling, and abrogation of the union contract. She requested that the Board review the administration's decision and meet with representatives of Local 1940 AFT to review the matter.

John Kenny, Professor in the History and Social Behavior Department, spoke about the method that was employed in making the decision, stating that there is increasing use of management by fiat or confrontation, and that such an important academic decision should involve faculty input.

Dr. Harmon Zacune, Professor in the Dental Hygiene Department, spoke of the widening chasm developing between administration and faculty and the lessening of mutual goals and trust.

Leonard Russikoff, Associate Professor in the Chemistry Department, cautioned that the lessons of history of the college should be remembered and errors of the past should not be repeated.

Mr. Ray Peterson, President of the AFL-CIO Labor Council, expressed his support of the faculty's position. He voiced his support of the college and its programs and urged the Board to look kindly upon the faculty's request.

Mr. Fred Grossman, retired faculty member, stated that he is concerned about abrogation of the union contract; that if the administration feels the extra day of education is essential to students, the college should be willing to pay faculty for the day. He suggested that (1) there be an immediate announcement that school will be closed on May 8, or (2) that school will be open on May 8 and faculty may not be there. He suggested the Board choose.

Mr. Brendan Gallagher, Associate Professor in the Electrical Engineering Department, stated he believes it is ill advised to make any appreciable change, citing the difficulties to students who have day and night classes. He suggested that class time to be made up be placed on a voluntary basis to give faculty flexibility.

Chairman Marino stated that clearly the Board is in favor of cooperation, has the utmost respect for the faculty and is aware of their contributions. He stated that the dispute is one of interpretation of the contract regarding rescheduling of instructional time lost to inclement weather. There is a contractual mechanism to resolve disputes that should be followed.

Chairman Marino announced that the next regular meeting of the Board of Trustees will be held on May 19, 1987 at 7:30 p.m. in the Academic Services Building on the College campus.

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There being no further business, the meeting was adjourned at 8:45 p.m.

VALENTINE S. MESZAROS
Secretary

ACADEMIC ADVISING CENTER

SPRING 1987 PAYROLL

January 5 - March 20, 1987

NAME	TOTAL
Balabkins, Xenia	\$242.25
Chamberlain, Robert	\$ 17.00
Donahue-Hellwig, S.	\$187.00
Ferrante, Sharon	\$318.75
Nolan, Raymond	\$293.25
Pearse, Irene	\$ 42.50
Shindelman, Jerome	\$280.50
Strugala, Richard	\$ 51.00
Taylor, Clarence	\$ 17.00
Tellone, Ralph	\$191.25
Tyrrell, David	\$153.00

MIDDLESEX COUNTY COLLEGE
DIVISION OF COMMUNITY EDUCATION

APRIL

1987

PROPOSED BOARD PAYROLL

<u>COURSE</u> <u>COMMUNITY EDUCATION</u>	<u>NAME</u>	<u>COURSE</u> <u>DURATION</u>	<u>CONTACT/CLOCK</u>	
			<u>HOURLY</u> <u>RATE</u>	<u>SALARY</u>
Effective Time Management	Adelis, Nancy	5/2	21.	\$126.00
Unix Operating System	Amenuvor, Lopsu	3/20-6/5	20.	500.00
Audience Development	Bond, Gwen	6/1-8/31	390.cont.	1170.00
Phobia and Fears	Caputo, John	5/7-5/14	15.	60.00
Computer Confidence	Crowley, Mary	5/2-6/13	18.	270.00
Directing	Cullinane, Daniel	3/28	33.	198.00
Selling	Cullinane, Daniel	4/11	33.	198.00
Coping with Loneliness	D'Addais, Sandra	4/29	15.	30.00
Lotus 1-2-3 Business	Daniels, William	3/2-4/1	24.	100.00
Women's Running	DeAngelis, Karen	5/4-5/11	33.	99.00
Test Taking Skills (Woodbridge Dev. Center)	Fury, Mark	3/16-3/30	20.	120.00
Customer Relations,	Gerken, Roslyn	5/2	15.	90.00
Progressive Parapsychology	Golden, Carol	4/7-5/28	15.	262.50
Basic Electricity	Gould, Lawrence	3/7-5/23	15.	675.00
GRE Preparation	Gould, Lawrence	4/30-5/21	18.	180.00
Micro Computers Basic	Greenberg, William	4/14-6/2	16.	256.00
Dictation Review	Hannon, Dorothy	5/20-6/24	15.	225.00
Golf I	Huie, Allan	4/21-5/26	16.	256.00
Golf II	Huie, Allan	4/25-6/6	16.	256.00
Individual Counseling- from a Family Perspective	Isaacson, Dr. Eileen	5/2-5/9	15.	60.00
Senior Programming	Kane, Eileen	6/1-8/31	320.cont.	2880.00

MIDDLESEX COUNTY COLLEGE
 PROPOSED BOARD PAYROLL-APRIL 1987
 Page 2.

Psychotherapy-Healing Unseen Hurts	Kaplan, Eliot	4/30	15.	30.00
Springboard Diving	Krysiak, Vicki	5/2-5/30	Fixed	145.00
Pre Summer Camp Diving	Krysiak, Vicki	5/4-5/29	Fixed	145.00
Equal Employment Opportunities	LaHara, Richard	5/2	18.	108.00
Basic Camera Techniques	Luttkus, Rudy	2/28-4/11	14.	318.00
Women's Coaching	Mangina, Phyllis	5/13	15.	30.00
Pre College Program Coordination	Rosa, Arazelis	6/1-8/31	300. cont.	600.00
Computers can be Child's Play	Schmid, Erica	5/2-6/13	16.	192.00
Computers can be Child's Play	Schmid, Erica	5/2-6/13	16.	192.00
Assertiveness Training	Schwartz, Lila	4/23-5/21	16.	240.00
Strategic Career Management	Sferrazza, Min	5/16	15.	30.00
Tour and Packages	Some, Seymour	4/23-6/16	Addt.	16.00
Ticketing-Domestic & Foreign	Some, Seymour	3/3-6/9	Addt.	30.00
SAT Preparation Math	Theofanides, Richard	4/4-4/25	15.	150.00
Fire Official/Fire Inspector	Vliet, H. Raymond	4/6-4/16	23.	1035.00
Grants Development	Wirta, Wayne	5/15-8/31	285.cont.	2565.00

BUDGET SOURCES AND TOTALS:

COMMUNITY EDUCATION	\$13,837.50	
GRAND TOTAL		\$13,837.50

MIDDLESEX COUNTY COLLEGE

MEMORANDUM

DATE: April 21, 1987

TO: Members of the Board of Trustees

FROM: Flora Mancuso Edwards, President

SUBJECT: Report of the President
March 18 - April 21

I would like to begin by thanking the Board of Trustees for the Inauguration Ceremony held on March 22, 1987. The presence of friends and colleagues from the college community and from across the county made the ceremony one of the most significant moments of my professional career. In addition, it provided the college an opportunity to publicly reaffirm its commitment to the constituencies we serve. The press clippings are enclosed in your packet along with an opinion piece on "Illiteracy" which I authored, which coincidentally appeared in the Sunday edition of the New York Times that same day.

This major event was followed one week later by our Twentieth Anniversary Symposium, "The Year 2007, Working Together for the Future," chaired by Mr. Robert Campbell, Vice Chairman and member of the Executive Committee of Johnson and Johnson. The symposium featured the eminent futurist, Isaac Asimov; former Governor of North Carolina, Robert Scott; Thomas O'Neill, President of the New Jersey Partnership; our own Freeholder-Director Stephen Capestro; State Senator John Lynch and State Attorney General Cary Edwards. I would like to thank the Board members who lent their support and presence to this event. I believe it set the tone and laid the groundwork upon which we can build as we carve out our own role in shaping the future of our county.

In the midst of this period of celebration, we suffered somewhat of a setback. On March 27, we were notified that the suspended ceiling in the New Brunswick Career and Preparation Center collapsed. Fortunately, the building was evacuated and no one was injured. Temporary arrangements were made to relocate staff on campus. The city of New Brunswick has completed the necessary repairs and that building will be ready for occupancy on April 22.

President's Report to the Board of Trustees
Page 2
April 21, 1987

Another important development was the release of the report of the Expert Panel on the Future and Vitality of the County Colleges. The report was released by the Department on April 17, 1987, with additional copies to be made available for wider distribution in the near future. A summary of the panel's major recommendations is included in your packet. In preparation for the release of the report, a series of meetings was held with Chancellor Hollander and his staff in order to identify the principal issues affecting the sector. These issues occupied much of the discussion at the two meetings of the Presidents Association held on April 6 and April 16. Consensus within the sector was reached on a number of principles related to the state's role in financing a percentage noncontrollable escalating cost factors, the need to refine the costing models and to provide greater stability for those institutions in flux, and lastly to make provision for institutionalization of the operating elements of the challenge grant program. These recommendations, along with a reaffirmation of our existing governance structure will be incorporated in a position paper to be developed jointly by the County College Presidents and the Chancellor in response to the report.

Other news from Trenton includes the meeting of the Board of Higher Education on March 20, in which a reallocation of \$230,000 in Chapter XII funds for roofing reconstruction in ASB and L'Hommedieu Hall was approved by the Board.

As the budget process moves forward, on April 8 I attended hearings of the Senate Appropriations Committee, chaired by Senator Weiss. Unfortunately, due to the hour, we, along with NJIT and the state colleges, were unable to present our testimonies. It is my understanding that the hearings will be rescheduled in the next weeks. Along these same lines, Mr. Marino and I have begun a series of conferences with local district legislators. On March 27, we met with Senator Weiss, whom I had the opportunity to meet again at dinner after the Senate hearing, and on April 10 we met with Senator John Lynch at his office in New Brunswick. The objectives of both meetings were to review the college and its services to discuss changing community needs, to reaffirm the importance of our role in the state's higher education system, and of course, to reiterate the critical importance of state funding in order to preserve the integrity of our operating base with recommendations for legislative action for the future. Similar meetings are being arranged with the Office of the Governor, the first of which took place today when I met with Attorney General Cary Edwards.

Still in Trenton, on March 20, I attended a meeting of the presidential Task Force on Statewide Retention Goals, and on April 9 I met with Dr. Ed Morante regarding the Sophomore Assessment Program. Lastly, on March 19 I attended the subcommittee of the Chancellor's Task Force on the Governor's Commission on Employment and Training, followed on March 26 by a meeting with Assistant Chancellor Ed Goldberg to discuss the college's future efforts in this endeavor.

April 21, 1987

On campus, work on the challenge grant continues as does some minor clarification to the concept document for the Technical Services Center for presentation at the May meeting of the Board of Higher Education. We also received notification of funding from Middlesex County Employment and Training Administration for \$56,536 for Project SITT (Summer In The Technologies). Al Tyson, the Director, has coordinated this summer youth program for the last nine years.

Interviews of final candidates for the Director of Facilities are proceeding apace as are the interviews for the new director of the Perth Amboy Center. Hopefully, we should be in a position to make a recommendation to the board at our May meeting.

This past month saw an unusual amount of activity on campus. Two college events deserve special mention. On March 27, Phi Theta Kappa held its induction ceremony, followed by the induction ceremony of Psi Beta (the Psychology Honor Society) held on April 10. Both ceremonies afforded us the opportunity to pay tribute to our brightest and our best - to reward scholarship and to reaffirm our values as an academic community. Other campus events of note included a lunch honoring employees who have given us ten years of service, the celebration of International Week which closed on April 10th with a simply splendid International Dance Festival. As part of our 20th year celebration, this month the Division of Engineering and Science and the Business Division both held dinners honoring students, alumni and advising council members, and on March 24, the college sponsored the Eighth Annual MCC High School Writing Conference and Contest.

In the area of recruitment, this month we hosted a lunch for guidance personnel as well as a special dinner for high school teachers in the vocational technologies, organized by the faculty in the Civil Construction Engineering Technology Department, and on Sunday, April 4th, the college held its annual Open House and campus tour for approximately 400 prospective students and their families.

In addition to chairing the weekly meetings of the Executive Council, this month I began a series of breakfast and lunch meetings with the deans and a number of board members. In addition, I met with the staff of the Computer Center, with the computer science faculty, the Dental Advising Committee, the Nursing faculty, the faculty of the Health and Physical Education Department, and the chair of the Division of Engineering Science. Meetings with students continued, including meetings with students in the liberal arts and in engineering sciences, and a visit to the Third World Student Organization and to the New Brunswick Career Preparation Center. Two special meetings this month included an ad hoc Committee on Liberal Arts and Business Faculties to explore the interrelationships of the two areas, and a meeting with Ms. Adelaide Zagoran to explore the possibility of establishing a sister school relationship with Jenai Junior College in Japan.

President's Report to the Board of Trustees
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April 21, 1987

In the area of institutional advancement, I attended two lunches for representatives of the corporate community held on our behalf at Johnson and Johnson and Squibb Industries, and on April 7 I had an informal meeting at my house with the Executive Board of the Alumni Association.

In addition to attending meetings of the Human Resources Committee and of the Finance Committee of the Board, off campus on March 18 I attended a meeting with the Executive staff of John F. Kennedy Medical Center. Discussion focused on current activities in which we are currently engaged as well as possibilities for the future. Following the meeting I was asked to serve as a member of the Hospital's Bioethics Committee. Similar exploratory meetings were held with Father Laughton Thomas, Pastor of the St. Albans Episcopal Church in New Brunswick and Mr. David Harris, Administrator, Greater New Brunswick Day Care Council.

In addition, I attended a meeting of the Education Committee of the Perth Amboy Parish Council of our Lady of Hungary Church, and a meeting of the NBT Task Force on Education. On April 14th, I delivered the keynote address for the Annual EOF Conference; on March 24 I received a certificate for scholarship and leadership in higher education from Kean College Professional Women's Association, and on April 9 I attended the annual dinner dance of National Conference of Christians and Jews at the Landmark Inn.

Last, but certainly not least, I am pleased to announce my reelection to the National Board of Directors of the AACJC.

(2186)