

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of April 19, 1988 Meeting

A meeting of the Board of Trustees of the Middlesex County College was held at 8:05 p.m., April 19, 1988, in the Boardroom of the Academic Services Building. Members present were: Mrs. Valenti; Messrs. Coughlin, Marino, Meszaros, Otlowski and Tanzman. Dr. Brinson, Mrs. Northington, Mr. Ciatto and Dr. Fox were absent. Also present were President Edwards, Mr. Hoffman, 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 April 8, 1988, advance written notice of this meeting was posted in the lobby of the Academic Services Building.
- (b) On April 8, 1988, 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 April 8, 1988, a copy of this advance notice of the meeting was filed with the Clerk of Middlesex County.
- (d) On April 8, 1988, 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. Meszaros moved, seconded by Mr. Otlowski, that the Minutes of the regular meeting of March 22, 1988 be approved as presented. The motion was unanimously carried.

FACILITIES AND EQUIPMENT COMMITTEE

Mr. Meszaros moved, seconded by Mr. Otlowski, that two progress payments be authorized to Sarbo, Inc. in the amounts of \$160,848.00 and \$201,627.00 for HVAC systems in six buildings on the campus, pursuant to the recommendation of the engineering firm of Brownworth, Mosher & Doran and the Director of Plant Operations in the total amount of \$362,475.00.

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	<u>Learning Center</u>	<u>Library</u>	<u>Main Hall</u>
Balance of contract	<u>\$205,817.00</u>	<u>\$174,219.00</u>	<u>\$321,821.00</u>
Payment #1	\$ 51,433.00	0.00	0.00
Payment #2	71,010.00	0.00	0.00
Retainage	13,605.90	0.00	0.00
Balance of contract	<u>69,768.00</u>	<u>174,219.00</u>	<u>321,821.00</u>
Total	<u>\$205,817.00</u>	<u>\$174,219.00</u>	<u>\$321,821.00</u>

	<u>Performing Arts</u>	<u>College Center</u>	<u>Health Tech</u>
Balance of contract	<u>\$ 70,585.00</u>	<u>\$215,844.00</u>	<u>\$323,260.00</u>
Payment #1	\$ 0.00	\$ 53,299.80	\$ 56,105.10
Payment #2	0.00	70,947.00	59,670.00
Retainage	0.00	13,805.20	13,863.90
Balance of contract	<u>70,585.00</u>	<u>77,792.00</u>	<u>194,621.00</u>
Total	<u>\$ 70,585.00</u>	<u>\$215,844.00</u>	<u>\$323,260.00</u>

	<u>Total</u>
Balance of contract	<u>\$1,311,546.00</u>
Payment #1	\$ 160,838.00
Payment #2	201,627.00
Retainage	40,275.00
Balance of contract	<u>908,806.00</u>
Total	<u>\$1,311,546.00</u>

After discussion, the motion was unanimously carried.

Mr. Meszaros moved, seconded by Mr. Otlowski, that contracts for Medical Supplies (Nursing) for 1988-89 be awarded to the following companies in the amounts listed; said amounts representing the lowest bid prices which fully met college specifications from a total of four (4) responses received.

<u>VENDOR</u>	<u>AMOUNT</u>
Wernik's Surgical Supply Metuchen, N.J.	\$6,953.03
Baxter Health Care Deerfield, IL	798.80
Total	<u>\$7,751.83</u>

Unsuccessful bidders: Norstad, Brooklyn, NY  
Wallcur, San Diego, CA

After discussion, the motion was unanimously carried.

Mr. Meszaros Moved, seconded by Mr. Otlowski, 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 \$8,400.00 be ratified under provisions of State Contracts currently in effect:

<u>STATE CONTRACT NUMBER</u>	<u>NAME OF COMPANY</u>	<u>DESCRIPTION</u>	<u>TOTAL AWARD</u>
A-80637	Allied Equipment Co.	Miscellaneous furniture	\$6,091.60
A-73571	Central Jersey c/o Shipman Ward	Swintec typewriter	496.00
		Total	<u>\$6,587.60</u>

After discussion, the motion was unanimously carried.

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Mr. Meszaros moved, seconded by Mr. Otlowski, that a contract for graphics lab equipment be awarded to the following company in the amount listed; said amount representing the lowest bid prices which fully met College specifications from a total of two (2) responses received.

<u>VENDOR</u>	<u>AMOUNT</u>
Video Corp. of America Somerset, N.J.	<u>\$8,612.00</u>

Unsuccessful bidder: K.B.I., Mountainside, N.J.

After discussion, the motion was unanimously carried.

Mr. Meszaros moved, seconded by Mrs. Valenti, that the following progress payment be authorized to the firm of Morton, Russo & Maggio for architectural services rendered for the roof and fascia replacement projects pursuant to the recommendation of the Vice President for Finance and Operations in the amount of \$2,450.00.

Total contract award	<u>\$612,362.00</u>
Fee @ 10%	\$ 61,236.20
Payments to date	53,887.86
Payment authorized #3	2,450.00
Balance of contract	<u>5,304.14</u>
Total	<u>\$612,362.00</u>

After discussion, the motion was unanimously carried.

Mr. Meszaros moved, seconded by Mrs. Valenti, that the following progress payment be authorized to the firm of Roth-Johnson Associates for architectural services rendered for the Technical Services Center in the amount of \$81,000.00 plus reimbursable expenses of \$5,950.95.\*

Architectural budget	<u>\$4,850,000.00</u>
Fee @ 6%	\$ 291,000.00
Payments to date	99,000.00
Payment authorized #5	81,000.00
Balance of contract	<u>111,000.00</u>
Total	<u>\$ 291,000.00</u>



*Reimbursable expenses:	
In-house printing	\$ 31.50
Travel	2.00
GSO Printing	71.98
Napco Printing	50.37
Federal Express	16.00
Acoustical Consultant	<u>\$5,779.10</u>
Total	<u>\$5,950.05</u>

After discussion, the motion was unanimously carried.

Mr. Meszaros moved, seconded by Mr. Coughlin, that the following change order be approved in the contract between the Board of Trustees and the firm of Salvatore Contracting, Inc. for fascia replacement at Main Hall, pursuant to the recommendation of the architectural firm of Morton, Russo & Maggio in the amount of + \$13,707.00.

Additional fee for stucco work below the windows on Main Hall	+ \$14,527.00
Revision of soffit portion of fascia work	- 820.00
Total	<u>+ \$13,707.00</u>

Total contract	\$63,497.00
Add change order #1	<u>13,707.00</u>
New contract total	<u>\$77,204.00</u>

After discussion, the motion was unanimously carried.

Mr. Meszaros moved, seconded by Mr. Otlowski, that a contract for Graphics Lab Equipment be awarded to Genigraphics Corp., Liverpool, N.Y. in the amount of \$97,348.00, said amount representing the only response received which fully met College specifications.

NOTE: Bids were mailed to Bid-Net (a national bid subscription agency) and 5 specific potential vendors. See attached letter from Genigraphics.

After discussion, the motion was unanimously carried.

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Mr. Meszaros moved, seconded by Mr. Tanzman, that the following progress payment be authorized to the firm of John Blair, Inc. in connection with roof replacement projects on the College campus, pursuant to the recommendation of the architectural firm of Morton, Russo & Maggio, the Director of Plant Operations and the Vice President for Finance and Operations in the total amount of \$50,963.00.

	<u>Health Tech.</u>	<u>Academic Services</u>	<u>Bldg. 229</u>
Total contract	<u>\$ 99,000.00</u>	<u>\$ 51,570.00</u>	<u>\$155,400.00</u>
Payments to date	\$ 87,376.50	18,094.50	137,880.00
Payment #5	1,877.00	0.00	1,980.00
Retainage	9,746.50	2,010.50	15,540.00
Balance of contract	<u>0.00</u>	<u>31,465.00</u>	<u>0.00</u>
Total	<u>\$ 99,000.00</u>	<u>\$ 51,570.00</u>	<u>\$155,400.00</u>

	<u>Main Hall</u>	<u>Library</u>	<u>Total</u>
Total contract	<u>\$165,700.00</u>	<u>\$ 77,195.00</u>	<u>\$548,865.00</u>
Payments to date	\$ 0.00	\$ 0.00	\$243,351.00
Payment #5	47,106.00	0.00	50,963.00
Retainage	5,234.00	0.00	32,531.00
Balance of contract	<u>113,360.00</u>	<u>77,195.00</u>	<u>222,020.00</u>
Total	<u>\$165,700.00</u>	<u>\$ 77,195.00</u>	<u>\$548,865.00</u>

After discussion, the motion was unanimously carried.

Mr. Meszaros moved, seconded by Mr. Otlowski, that a payment be authorized to the firm of John Blair, Inc. in the amount of \$12,432.00 representing a reduction in retainage from 10 percent to 2 percent for Building 229, pursuant to the recommendation of the architectural firm of Morton, Russo & Maggio, the Director of Plant Operations and the Vice President for Finance and Operations. After discussion, the motion was unanimously carried.

FINANCE COMMITTEE

Mr. Coughlin moved, seconded by Mr. Tanzman, that the invoice for services rendered by the firm of Wilentz, Goldman & Spitzer for the period July 1, 1987 to December 31, 1987 be approved in the amount of \$29,506.67.

Legal services rendered from 7/1/87 to 12/31/87 for normal operations of Middlesex County College	\$17,000.00
Legal services rendered from 7/1/87 to 12/31/87 for capital projects at Middlesex County College	4,000.00
For services rendered from 7/1/87 to 12/31/87 relating to federal and state regulatory requirements, labor, union and other personnel-related matters at Middlesex County College	7,000.00
Total disbursements from 7/1/87 to 12/31/87	<u>1,506.67</u>
	<u>\$29,506.67</u>

After discussion, the motion was unanimously carried.

EDUCATION COMMITTEE

Mrs. Valenti 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 United States Department of Education (hereinafter referred to as USDE) have entered into a contract for the operation of a program entitled Project Connections V: A Model Program to Provide Special Services to Learning Disabled Individuals, to be commenced on July 1, 1988 and concluded on August 31, 1989; and

WHEREAS, a proposal entitled Project Connections V: A Model Program to Provide Special Services to Learning Disabled Individuals has been developed by the College administration and submitted to the USDE in the amount of \$100,314; and

WHEREAS, the Board has determined that the operation of the program, Project Connections V: A Model Program to Provide Special Services to Learning Disabled Individuals, 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 a program entitled Project Connections V: A Model Program to Provide Special Services to Learning Disabled Individuals, as developed and submitted by the College administration to the United States Department of Education for the period July 1, 1988 through August 31, 1989, in the total amount of \$100,314.
2. The Board herein ratifies the contract executed by the College President and the United States Department of Education.

After discussion, the motion was unanimously carried.

#### HUMAN RESOURCES COMMITTEE

Mr. Coughlin moved, seconded by Mr. Meszaros, 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 APPOINTMENT

- (a) Ronald R. Rose be appointed Supervisor of Printing, Publications and Mail Services, in the Printing, Publications and Mail Services Department (budget code 19-0500-121) for the 1987-88 fiscal year, at an annual salary of \$30,675 prorated to \$6,056, based on the effective hire date of April 20, 1988.

#### MANAGEMENT CORRECTIVE RESOLUTION

- (a) Dr. Arnold Hence, who was appointed Director of Minority Student Affairs, in the Student Services Division (budget code 19-1160-126) for the 1987-88 fiscal year, at an annual salary of \$42,625 prorated to \$14,208, based on the effective hire date of March 1, 1988, be corrected to indicate that Dr. Hence's academic rank and tenure status be continued from the previous academic position of Admissions/Financial Aid Counselor.

MANAGEMENT RESIGNATION

- (a) Deborah Piggins, Director of Special Projects, in the Division of Community Education (budget code 19-5200-120) effective May 6, 1988.

MANAGEMENT TERMINATION

- (a) Gladys Rentas, Director of Perth Amboy Community Career Center, in the Division of Community Education (budget code 19-5200-120) effective June 30, 1988.

ACADEMIC APPOINTMENTS

- (a) Eric Kulp be appointed Cooperative Education Coordinator, in the Cooperative Education Department (budget code 19-2910-150) for the Spring semester only, of the 1987-88 academic year, at the rate of \$50 per student, for eleven (11) students enrolled in MKT 209, Marketing Field Experience, for a total salary of \$550.
- (b) Dr. John Murray be appointed Cooperative Education Coordinator, in the Cooperative Education Department (budget code 19-2910-150) for the Spring semester only, of the 1987-88 academic year, at the rate of \$50 per student, for six (6) students enrolled in CHM 226, Chemical Technology Cooperative Work Experience, for a total salary of \$300.
- (c) Judith Spano be appointed Cooperative Education Coordinator, in the Cooperative Education Department (budget code 19-2910-150) for the Spring semester only, of the 1987-88 academic year, at the rate of \$50 per student, for fourteen (14) students enrolled in OST 208, Office Systems Cooperative Work Experience, for a total salary of \$700.
- (d) Brian deUriarte be appointed Instructor in the Business Administration and Management Department (budget code 19-2350-110) at the annual salary to be determined by the Union contract at the conclusion of negotiations, based on the effective starting date of August 30, 1988.  
(NOTE: This is a tenure line position.)
- (e) Desiree Bush be appointed Counselor, with the rank of Assistant Instructor, in the Admissions and Financial Aid Office (budget code 19-1110-112) at an annual salary of \$25,051, prorated to \$3,050.78, based on the effective starting date of May 18, 1988.  
NOTE: This is a 12-month, 35 hour per week tenure line position.



- (f) Rubil Morales be appointed Counselor, with the rank of Instructor, in the Admissions and Financial Aid Office (budget code 19-1110-112) at an annual salary of \$27,794, prorated to \$3,474.25, based on the effective starting date of May 16, 1988.  
(NOTE: This is a 12-month, 35 hour per week tenure line position.)

ACADEMIC COMPENSATION

That the following list of names beginning with the name Angelo Deieso and ending with the name Robert Urbanski be approved for payment in the indicated amounts for consulting services in The Institute, (budget code 19-2990-116) for a total amount of \$4,780.00:

<u>Name</u>	<u>Amount</u>
Angelo Deieso	\$1,360.00
Stuart Shepherd	1,620.00
Robin Morales	120.00
Harold Gladstone	420.00
Reginald Luke	210.00
George Popel	210.00
Kathleen Shay	210.00
Robert Urbanski	630.00

ACADEMIC CORRECTIVE RESOLUTION

- (a) Sarah Ducksworth, Reading Instructor, in the English Department (budget code 19-2210-110) at an annual salary of \$23,162, for the 1987-88 academic year, be corrected to an annual salary of \$23,562.

ACADEMIC STIPENDS

- (a) Joseph Bogar be approved for a stipend in the amount of \$75 for photographing the Chorus during the Spring Concert (budget code 19-2220-255).
- (b) David Kaplan be approved for a stipend in the amount of \$125 for musical accompaniment for the Spring Concert (budget code 19-2220-255).
- (c) Darryl Hester be approved for a stipend in the amount of \$125 for musical accompaniment for the Spring Concert (budget code 19-2220-255).
- (d) Sudrey Puzyr be approved for a stipend in the amount of \$125 for musical accompaniment for the Spring Concert (budget code 19-2220-255).

ACADEMIC ADJUNCT APPOINTMENT

- (a) Chris Zweibel be appointed Adjunct Instructor, in the Dental Auxiliaries Education Department (budget code 19-2130-115) for the Spring semester of the 1987-88 academic year, to teach DHY 212, for a total of two (2) contact hours, at the rate of \$300 per contact hour, for a total salary of \$600.

NON-ACADEMIC APPOINTMENTS

- (a) Maria Chaloka be appointed Account Clerk II, in the Business Office (budget code 19-0310-130) for the fiscal year July 1, 1987 to June 30, 1988, at the annual salary of \$10,280 prorated to \$1,976.94, based on the effective starting date of April 20, 1988.  
NOTE: This is a 12-month, thirty hours per week position.
- (b) Debra Parente be appointed Secretary II, in the English Department (budget code 19-2200-130) for the fiscal year July 1, 1987 to June 30, 1988, at the annual salary of \$12,000 prorated to \$2,369.04, based on the effective starting date of April 20, 1988.
- (c) Sylvester White, Jr. be appointed Custodian, in the Custodial Department (budget code 19-7200-160) for the fiscal year July 1, 1987 to June 30, 1988, at the annual salary of \$11,190 (\$10,731+\$459) prorated to \$2,208.04 (\$2,117.46+\$90.58), based on the effective starting date of April 20, 1988.
- (d) Jose Illa be appointed Mail Carrier II, in the Printing, Publications and Mail Services Department (budget code 19-0500-130) for the fiscal year July 1, 1987 to June 30, 1988, at the annual salary of \$11,877.00 prorated to \$2,344.94, based on the effective starting date of April 20, 1988.  
(NOTE: This is a 40-hour per week position.)
- (e) Debra Dent be appointed Student Records Assistant III, in the Admissions and Financial Aid Department (budget code 19-1110-130) for the fiscal year July 1, 1987 to June 30, 1988, at the annual salary of \$12,000 prorated to \$2,369.04, based on the effective starting date of April 20, 1988.
- (f) Monica Williams be appointed Secretary II in the History and Social Behavior Department (budget code 19-2200-130) for the fiscal year July 1, 1988 to June 30, 1988, at the annual salary of \$12,000 prorated to \$2,000, based on the effective starting date of May 1, 1988.

NON-ACADEMIC TEMPORARY PERSONNEL

- (a) Edward Sullivan, at the rate of \$4.25 per hour.
- (b) Gwendolyn Blackmond, at the rate of \$5.00 per hour.
- (c) Kathy Ullman, at the rate of \$5.00 per hour.
- (d) Tracy Ford, at the rate of \$4.00 per hour.
- (e) Nanette Koppel, at the rate of \$6.59 per hour.
- (f) Ida Steinholtz, at the rate of \$6.25 per hour.
- (g) Debra Parente, at the rate of \$5.50 per hour.
- (h) Robin Morales, at the rate of \$5.50 per hour.
- (i) Karen Valverde, at the rate of \$5.00 per hour.
- (j) Morna Thomas, at the rate of \$5.00 per hour.
- (k) Michelle Godfrey, at the rate of \$5.00 per hour.
- (l) Andre Marcial, at the rate of \$5.00 per hour.
- (m) Peter Urban, at the rate of \$5.50 per hour.

NON-ACADEMIC CHANGE OF STATUS

- (a) Walter Mynio, Mechanic I, in the Maintenance Department (budget code 19-7300-160) at an annual salary of \$28,634, be changed to Lead Mechanic I, in the Maintenance Department, at an annual salary of \$31,497 prorated to \$3,589.87, for the time period March 22, 1988 to April 30, 1988.
- (b) Thomas Chapman, Custodian, in the Custodial Department (budget code 19-7200-160) at an annual salary of \$11,702 (\$11,243 + \$459), be changed to Lead Custodian, in the Custodial Department, at an annual salary of \$12,826 (\$12,367 + \$459). prorated to \$3,599.45 (\$3,470.62 + \$128.83), for the time period March 22, 1988 to June 30, 1988.
- (c) Danny Gossett, Mechanic I, in the Maintenance Department (budget code 19-7300-160) at an annual salary of \$27,582, be changed to an annual salary of \$28,634 prorated to \$4,127.65, effective May 7, 1988.

NON-ACADEMIC LEAVES OF ABSENCE

- (a) Patricia Lyons, Typesetter I, in the Public Relations and Communications Department (budget code 19-0220-131) be granted a disability leave of absence pursuant to the AFSCME Contract, Article VI, Section G, for the time period February 24, 1988 to April 4, 1988.
- (b) Anna Washko, Student Records Assistant III, in the Registrar's Office (budget code 19-1120-130) be granted an unpaid leave of absence pursuant to the AFSCME Contract, Article VII, Section B, for the time period June 1, 1988 to September 9, 1988.

NON-ACADEMIC RESIGNATION

- (a) Susan Canale, Administrative Aide III, in the Printing Department (budget code 19-0500-130) effective March 3, 1988.

NON-ACADEMIC TERMINATION

- (a) Marshall Zucker, Warehousperson I, in the Receiving Department (budget code 19-7600-160) effective April 13, 1988.

GRANTS AND SPECIAL PROJECTS PERSONNEL

Appointments

- (a) Joan Kemp Ikle be appointed Director, Project Connections, in the Counseling and Placement Department (budget code 59-3720 FU-126) for the time period April 20, 1988 to June 30, 1988, at an annual salary of \$25,000 prorated to \$5,001.36.
- (b) Dea Shepherd Kent be appointed Administrative Aide I, Project Central Connections, in the Counseling and Placement Department (budget code 59-3726FJ-130) for the time period April 20, 1988 to June 30, 1988, at an annual salary of \$13,500 prorated to \$2,697.24.
- (c) Gilbert Barcus be appointed Small Business Resource Center Coordinator in the Institute for Management and Technical Development, (budget code 59-3419BJ-126) for the time period May 2, 1988 to June 30, 1988, at an annual salary of \$26,000 prorated to \$4,401.32.
- (d) Patricia Klatt be appointed Coordinator/Teacher, Project Parent in the Division of Community Education, (budget code 59-3297DJ-126) for the time period May 2, 1988 to June 30, 1988, at an annual salary of \$19,280 prorated to \$3,263.

Part-Time Appointments

- (a) Phil Pugliese be appointed Teacher, Project Basic Electricity, in the Division of Community Education (budget code 19-5210-150) for the time period March 28, 1988 to June 30, 1988, at an hourly salary of \$15.00 for thirty (30) hours per week, not to exceed \$6,300.



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- (b) Nanette Koppel be appointed Secretary, Project An Interdisciplinary Approach to Internationalizing the Curriculum, in the English as a Second Language Department (budget code 59-3611 EJ-130) for the time period October 15, 1987 to June 30, 1988, at an hourly salary of \$6.59 for up to seven (7) hours per week, not to exceed \$1,680.
- (c) Carol Zicklin be appointed Project Associate, Project Central Connections, in the Counseling and Placement Department (budget code 59-3726 FJ-130) for the time period April 20, 1988 to June 30, 1988, at an annual salary of \$12 for 15 hours per week, not to exceed \$1,980.
- (d) Reginald Luke be appointed Tutor/Mentor, EOF Mentoring Project, in the EOF Department (budget code 59-3722 EJ-112) for the 1988 Spring Semester, at a salary of \$510 per contact hour for three contact hours, for a total salary of \$1,530.
- (e) Theresa Holt be appointed Tutor/Mentor, EOF Mentoring Project, in the EOF Department (budget code 59-3722 EJ-112) for the 1988 Spring Semester, at a salary of \$510 per contact hour for three contact hours, for a total salary of \$1,530.
- (f) Ben Marshall be appointed Tutor/Mentor, EOF Mentoring Project, in the EOF Department (budget code 59-3722 EJ-112) for the 1988 Spring Semester, at a salary of \$510 per contact hour for three contact hours, for a total salary of \$1,530.
- (g) Odessa Peeples-Davis be approved to provide Keyboarding/Word Processing Tutoring (budget code 59-3723-116), for 25 disabled students, April 18, 1988 through June 20, 1988, for a total of 36 clock hours at \$25 per hour, for a total salary not to exceed \$900.00 .
- (h) Mary Ann Miller be approved to provide Professional Librarian Services to the Central Connections Dissemination Program and Family Resource Center, (budget code 59-3726 FJ-115) April 20, 1988 through June 20, 1988, for a total of 20 hours at \$25 per hour, for a total salary not to exceed \$500.00.

Change of Status

- (a) Cinzia Hannibal, Job Placement Assistant, in the Counseling and Placement Services Department (budget code 59-3712-FU-150) at an hourly salary of \$9.12 per hour for 25 hours per week, be changed to 35 hours per week (budget code 59-3721 FU-150 for 23 hours per week and budget code 59-3726 FJ-112 for 12 hours per week), for the time period May 2, 1988 to June 30, 1988.



- (b) Paola Snyder, Secretary, in Division of Community Education, (budget code 19-5200-150) at an hourly salary of \$5.00 per hour for the time period August 3, 1987 to June 30, 1988, be changed to Senior Office Worker, Project D.D.D.-Training Technicians to Work with Profoundly Retarded Adults, at an hourly salary of \$5.50 not to exceed \$3,413 for the time period January 1, 1988 to June 30, 1988, for 29 hours per week.

#### Appointments Rescinded

- (a) Rescind the appointment of Dora Bergmann, Child Care Aide, Project Perth Amboy Day Care, (SSBG) in the Division of Community Education (budget code 59-3284 DJ-150) for the time period April 4, 1988 to June 30, 1988 at an hourly salary of \$5.71 for 29 hours per week, not to exceed \$2,152.67.  
(NOTE: The above appointment was approved at the March 22, 1988 Board of Trustees meeting.)
- (b) Rescind the appointment of Mayra Serrano, Day Care Group Leader, Project Perth Amboy Day Care, (SSBG) in the Division of Community Education (budget code 59-3248 DJ-130) for the time period April 4, 1988 to June 30, 1988 at an annual salary of \$13,500 prorated to \$3,324.16.  
(NOTE: The above appointment was approved at the March 22, 1988 Board of Trustees meeting.)

#### Resignation

- (a) Sylvia Cordero, Teacher Aide, Project Fist Plus (budget code 59-3293 DJ-150) in the Division of Community Education, effective April 1, 1988.
- (b) Joan Hondowicz, Junior Programmer, in the Computer Center (budget code 19-1720-126), effective May 6, 1988.

After discussion, the motion was unanimously carried.

Mr. Coughlin moved, seconded by Mr. Otlowski, that the attached list of proposed courses be approved for April 1988, in the Division of Community Education, beginning with the name Abalos, David, and ending with the name Weirnasz, Mike, for a total amount of \$7,400. After discussion, the motion was unanimously carried.

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

WHEREAS, the filing of a lawsuit is being held in abeyance on behalf of Silverio D'Arco against Middlesex County College, and;

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WHEREAS, the parties have determined to amicably resolve this matter based upon the terms set forth in the proposed Settlement Agreement attached hereto subject to such minor modifications as may be required by counsel for the parties,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby approves settlement of this matter pertaining to Silverio D'Arco on the basis of the terms set forth in the Settlement Agreement attached hereto subject to such minor modifications as may be required by counsel for the parties; and

BE IT FURTHER RESOLVED that the Board of Trustees hereby authorizes the President of the College to sign the Settlement Agreement and other related documents on behalf of the Board of Trustees of Middlesex County College in order to implement the settlement.

After discussion, the motion was unanimously carried.

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

WHEREAS, the Board of Trustees of Middlesex County College has received and accepted a grant from the State of New Jersey entitled, "An Interdisciplinary Approach to Internationalizing the Curriculum;" and

WHEREAS, as a provision of said grant, consultants identified as experts in the study of International Education are to be employed to provide workshop and experiential services to the faculty of the College; and

WHEREAS, Dr. Manju Sheth of Glassboro State College is so recognized,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board of Trustees of Middlesex County College does hereby appoint Dr. Manju Sheth as a consultant in International Education to conduct a workshop for the faculty of Middlesex County College on March 24, 1988 at the rate of \$250.00.

After discussion, the motion was unanimously carried.

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

WHEREAS, the Board of Trustees of Middlesex County College has received and accepted a grant from the State of New Jersey entitled, "Project Central Connection;" and

WHEREAS, as a provision of said grant consultants are to be employed to provide particular expertise to the project; and

WHEREAS, Dr. Marilyn Gonyo of Georgian Court College is so identified,

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The Board of Trustees of Middlesex County College does hereby appoint Dr. Marilyn Gonyo as a consultant to present a faculty development program to the regional faculty of Project Central Connections on April 20, 1988 for a total fee of \$200. (budget code 59-3726-FJ-255).

After discussion, the motion was unanimously carried.

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

WHEREAS, the Board of Trustees of Middlesex County College has received and accepted a grant from the State of New Jersey entitled, "Project Central Connection;" and

WHEREAS, as a provision of said grant consultants are to be employed to provide particular expertise to the project; and

WHEREAS, Dr. Elaine Fine of Montclair State College is so identified,

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The Board of Trustees of Middlesex County College does hereby appoint Dr. Elaine Fine as a consultant to present a faculty development program to the regional faculty of Project Central Connections on May 24, 25, and 26, 1988, for a total fee of \$500. (budget code 59-3726-FJ-255).

After discussion, the motion was unanimously carried.

Mr. Coughlin moved, seconded by Mr. Otlowski, that the following personnel actions in the Division of Continuing Education and Instructional Resources for Spring 1988 semester be approved:

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4/19/88

Appointments:

<u>Name</u>	<u>Assignment</u>	<u>Compensation</u>
Waidelich, Richard	HRI 108-940	\$2,040
Morales, Robin	Program Development	220

Adjustments:

<u>Name</u>	<u>Assignment</u>	<u>Previously Authorized Compensation</u>	<u>Adjusted Compensation</u>
Keenan, Deborah	HRI 108-940	\$2,040	0

After discussion, the motion was unanimously carried.

Mr. Coughlin moved, seconded by Mr. Tanzman, that the invoice for services rendered by the firm of Jackson, Lewis, Schnitzler and Krupman, in accordance with the Board resolution of 11/17/87, for the period July 1, 1987 through November 30, 1987 be approved in the amount of \$1,790.20.

Legal services rendered from 11/1/87 through 11/30/87 relating to labor union and other personnel-related matters at Middlesex County College, including the snow day grievance. \$1,790.20

After discussion, the motion was unanimously carried.

Mr. Coughlin moved, seconded by Mrs. Valenti, that the invoice for services rendered by the firm of Jackson, Lewis, Schnitzler and Krupman, in accordance with the Board resolution of 11/17/87, for the period July 1, 1987 through December 31, 1987 be approved in the amount of \$2,133.86.

Legal services rendered from 12/1/87 through 12/31/87 relating to labor union and other personnel-related requirements at Middlesex County College \$ 55.48

Legal services rendered from 12/1/87 through 12/31/87 relating to AFT negotiations and other personnel-related requirements at Middlesex County College \$ 552.00

Legal services rendered from 12/1/87 through 12/31/87 relating to Teamster union matters \$ 60.00



Legal services rendered from 12/1/87  
through 12/31/87 relating to the Jocelyn  
Little EEO Charge \$ 241.38

Legal services rendered from 12/1/87  
through 12/31/87 relating to the D'Arco  
matter \$1,225.00

After discussion, the motion was unanimously carried.

Mr. Coughlin moved, seconded by Mr. Otlowski, that the invoice for services rendered by the firm of Jackson, Lewis, Schnitzler and Krupman, in accordance with the Board resolution of 11/17/87, for the period July 1, 1987 through January 31, 1988 be approved in the amount of \$105.00.

Legal services rendered from 7/1/87 through  
through 1/88 relating to preparation for  
AFT negotiations \$ 105.00

After discussion, the motion was unanimously carried.

COMMUNITY RELATIONS COMMITTEE

Mr. Otlowski moved, seconded by Mrs. Valenti, that the selection of John J. Heldrich as the recipient of the 1988 Paige D. L'Hommedieu Outstanding Citizenship Award, as recommended by the Board of Trustees, be approved. After discussion, the motion was unanimously carried.

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

WHEREAS, the National Association of College Stores recognizes and honors outstanding college Store Managers annually; and

WHEREAS, colleagues in said Association have recognized the outstanding contributions to the College bookstore field by Mr. Sy Solomon, Director of the Retail Services Corporation of Middlesex County College, Inc. since the inception of his employment in April 1967; and

WHEREAS, Mr. Solomon has distinguished himself in the bookstore field and brought national recognition and prominence to Middlesex County College as a result of his efforts; and



WHEREAS, on April 12, 1988 Mr. Solomon was honored by the National Association of College Stores as "An Outstanding Manager" for fiscal 1988,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Middlesex County College wishes to congratulate Mr. Sy Solomon on being selected "An Outstanding Manager" by the National Association of College Stores; and

BE IT FURTHER RESOLVED that the Board of Trustees wishes to thank Mr. Solomon for his dedicated efforts on behalf of the College bookstore and the Retail Services Corporation of Middlesex County College, Inc.

After discussion, the motion was unanimously carried.

REPORT OF COUNSEL

No report.

REPORT OF THE PRESIDENT

President Edwards reviewed her report, March 23 to April 19, 1988, which was provided to Board members. (Copy attached to Minutes.)

AUDIENCE

No comments.

Chairman Marino stated that the regular May meeting of the Board will be rescheduled from May 24 to May 31, 1988, since May 24th is the date of Graduation. There may be a need to call a meeting the first week in May to discuss capital expenditure needs. If so, it will be noticed.

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There being no further business, the meeting was adjourned at 8:35 p.m.

\_\_\_\_\_  
VALENTINE S. MESZAROS  
Secretary



February 19, 1988

Mr. Daniel Kasha, C.P.M.  
Purchasing Office  
Middlesex College  
155 Mill Road  
Edison, New Jersey 08818

Dear Mr. Kasha:

Thank you for your comments today and your interest in our Genigraphics PGP computer graphic systems. I will discuss our conversation with Mr. Thomas Dobbelaere, our Eastern Regional Sales Manager and ask that he contact you directly.

As we discussed, Genigraphics sells proprietary software and turn-key computer graphic systems through our direct sales force. Consequently, there are no other suppliers of our systems.

I trust this information is sufficient for your needs, but if not, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads 'Robert D. Shallish, Jr.'.

Robert D. Shallish, Jr.  
Controller

RDS/lt  
24/75

cc: Thomas Dobbelaere  
Robert Veri

RECEIVED  
PURCHASING DEPARTMENT  
1988 FEB 22 P 2:40  
MIDDLESEX COUNTY COLLEGE

MIDDLESEX COUNTY COLLEGE  
 DIVISION OF COMMUNITY EDUCATION  
 APRIL 1988

PROPOSED BOARD PAYROLL

<u>COURSE</u> <u>COMMUNITY EDUCATION</u>	<u>NAME</u>	<u>COURSE</u> <u>DURATION</u>	<u>CONTACT/</u> <u>HOURLY</u> <u>RATE</u>	<u>SALARY</u>
Women's Health Day Speaker	Abalos, David	3/29	Fixed	\$ 50.00 *
Office Telephone Techniques	Anderson, Harriett	3/10-3/17	18.	72.00
Negotiations	Baio, Louis	5/21	16.	96.00
Strategy for Managers	Beal, James	5/14	25.	150.00
Audience Development	Bond, Gwen	6/1-8/31	405.cont.	1,620.00
Office Telephone Techniques (Office of the Courts)	Carter, Sheila	4/5	Fixed	100.00
Office Telephone Techniques	Carter, Sheila	3/17-3/24	18.	72.00
GMAT Preparation Verbal	Cuthbert, Barbara	5/2-5/16	15.	112.50
Motivation for Managers	Daab, John	5/7	20.	120.00
Word Processing	Davis, Odessa	3/2-4/13	Fixed	60.00
Team Building	Fischer, John	4/30	23.	138.00
Problem Solving/Decison Making	Fischer, John	5/21	23.	138.00
GRE Preparation Math	Greenberg, William	5/5-5/26	18.	180.00
GMAT Preparation Math	Greenberg, William	5/23-6/13	18.	135.00
ABC Shorthand	Hannon, Dorothy	5/25-6/27	16.	240.00
Writing, Listening, Speaking Skills for Support Staff-(Office of the Courts)	Harris, Jean	4/7-4/14	Fixed	300.00
American Sign Language II	Jacobson, Mariann	5/4-6/22	17.	272.00
American Sign Language III	Jacobson, Mariann	5/4-6/22	17.	272.00
Customer Relations	Jonas, Louis	3/26	20.	120.00
Senior Program Development	Kane, Eileen	6/1-8/31	335.cont.	1,340.00
Telemarketing	Kirby, Marilyn	5/7	34.	204.00
Black/White Darkroom	Luttkus, Rudy	4/13-5/25	14.	318.50
Medical History Update	Pean, Claire	5/3	34.	68.00
Organizing	Rogolski, Edward	4/16	16.	96.00
Becoming a Wise Dental Consumer	Reilly, Catherine	4/26	34.	68.00
Providing Effective Home Dental Care	Reilly, Catherine	5/3	34.	68.00

COMMUNITY EDUCATION  
 PROPOSED APRIL 1988 PAYROLL  
 Page 2.

Effective Business Writing	Vassallo, Philip	3/16-5/4	17.	\$340.00
<u>DISPLACED HOMEMAKER</u>				
Women's History Speaker	Archibald, Alice	3/31	Fixed	100.00 *
Women's History Speaker	Brodsky, Judith	3/31	Fixed	200.00 *
Women's History Speaker	Dancy, Gladys	3/31	Fixed	100.00 *
In Service Staff Development and Interaction	Weirnasz, Mike	3/13-3/15	Fixed	250.00

BUDGET SOURCES AND TOTALS:

COMMUNITY EDUCATION	\$6,750.00
DISPLACED HOMEMAKER	\$650.00
GRAND TOTAL	\$7,400.00

\* Honorarium

RESIGNATION AGREEMENT AND GENERAL RELEASE

Silverio D'Arco, who resides at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and Middlesex County College, which is located at 155 Mill Road, P. O. Box 3050, Edison, New Jersey 08818-3050, mutually desire to enter into this Resignation Agreement and General Release ("Agreement") and represent and agree that:

The meaning and effect of this Agreement has been fully explained to Mr. D'Arco; and

Mr. D'Arco has been afforded a reasonable opportunity to consider this Agreement and has had counsel of his choosing advise him about the meaning and effect of this Agreement, which he understands precludes, settles, bars and waives any claim he ever could make against the College (as defined herein); and

Mr. D'Arco has carefully considered other alternatives to executing this Agreement and understands that he is settling any and all claims he ever could make against Middlesex County College by signing this Agreement,

THEREFORE, Mr. D'Arco and Middlesex County College for the good and sufficient consideration set forth below, agree as follows:

1. Mr. D'Arco agrees to and hereby does resign his employment with Middlesex County College as of December 3, 1987. Mr. D'Arco confirms that he has not performed any work or other services for Middlesex County College since December



3, 1987 and is not entitled to compensation or benefits because of work performed during that period of time.

2. In consideration for Mr. D'Arco's execution of this Resignation Agreement and General Release and relinquishment of all actual and potential claims against Middlesex County College, the College agrees to pay to Mr. D'Arco 70% (seventy percent) of the salary he would have been entitled to had he continued to be employed by Middlesex County College between January 18, 1988 and June 30, 1988, less deductions for taxes. This amount will be paid in a lump sum within 72 (seventy-two) hours of the College's receipt of this Agreement. Mr. D'Arco understands and agrees that, but for the execution of this Resignation Agreement and General Release, he would not otherwise receive and is not entitled to receive this sum. His receipt of this payment is contingent upon and is in sole consideration for the execution of this Release.

3. In waiving any and all claims he ever could make, Mr. D'Arco explicitly agrees to:

- a. Waive any right to pursue any grievance or other claim relating to his employment by Middlesex County College and the cessation thereof; and
- b. Waive any alleged right to seek or obtain reinstatement that he might have; and
- c. Forego any rights he may have under the College's letter to him, dated August 3,

1987, which confirmed the terms of his employment by the College; and

- d. Waive any claim to back pay, front pay or any other recovery, relief or payment by or from Middlesex County College.

4. In further consideration of his receipt of the sum specified in Paragraph "2", Mr. D'Arco releases and forever discharges the State of New Jersey, Middlesex County, the Middlesex County College Board of Trustees, Middlesex County College, its divisions, affiliates, successors, assigns, trustees, officers, directors, employees and agents, both individually and in their official capacities (collectively referred to throughout this Agreement as "Middlesex County College" or the "College") from any and all claims, causes of action, suits, debts, contracts, promises, judgments, charges, grievances, arbitrations, complaints and demands whatsoever, in law or equity, of any and every kind, nature and character, known or unknown, including those relating to wages, fringe benefits, tortious wrongdoing, breach of any contract, personal injuries and any other claims, which, against Middlesex County College, Mr. D'Arco, his heirs, executors, administrators, successors and assigns, ever had, may now have or hereafter can, shall or may have, for, upon or by reason of any matter, cause of thing whatsoever including, but not limited to, any and all matters arising out of Mr. D'Arco's employment by and the cessation of his employment

with Middlesex County College. This complete and unlimited Release covers, settles and waives all claims of any kind, including, but not limited to, claims arising under any alleged contract (whether collectively bargained, oral or written [including the College's letter to Mr. D'Arco, dated August 3, 1987], explicit or implied from any source), public policy, the Employment Retirement Income Security Act of 1974, any protection granted to employees of educational institutions in New Jersey (including, but not limited to, all claims arising under N.J. Stat. Ann. Titles 10, 11 and 18A), Title VII of the Civil Rights Act of 1964, 42 U.S.C. §1983, the Age Discrimination in Employment Act of 1967, the National Labor Relations Act, the Labor Management Reporting and Disclosure Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the New Jersey and federal wage-hour and wage-payment laws, and any other local, state or federal civil or human rights law, or claims arising under any other local, state or federal law, rule, regulation, ordinance, contract, tort law or policy, conduct, act, representation or practice of Middlesex County College.

5. Mr. D'Arco affirms that he has not filed or caused or permitted to be filed on his behalf, any charge, complaint, grievance, arbitration, lawsuit, claim or other proceeding before any federal, state or local administrative agency or court or before any arbitrator against Middlesex County College. In the event that any charge, complaint,

grievance, arbitration, lawsuit, claim or other proceeding was or is filed against Middlesex County College, Mr. D'Arco agrees that he will not obtain or accept any recovery or relief therefrom, and he further agrees to perform and authorizes Middlesex County College to perform any and all acts necessary to obtain its immediate withdrawal and dismissal, with prejudice and in writing. In the event that, for any reason, any charge, complaint, grievance, arbitration, action or proceeding is not wholly withdrawn or dismissed, Mr. D'Arco agrees not to testify, provide documents or otherwise participate in any investigation, arbitration or litigation arising therefrom or associated therewith.

6. Mr. D'Arco affirms that he does not desire nor will he seek employment, recall or reinstatement with Middlesex County College. Upon request, Middlesex County College will provide a reference containing Mr. D'Arco's name, job title, final salary and dates of employment.

7. Mr. D'Arco agrees not to disclose either directly or indirectly, any information regarding the existence, substance or terms of this Resignation Agreement and General Release (e.g., how much money he is receiving) to anyone, except his attorney, accountant, or persons authorized by Middlesex County College. This includes, but is not limited to, members of the media, and present, former and future employees of Middlesex County College.



8. Mr. D'Arco understands and agrees that nothing contained in this Resignation Agreement and General Release is an admission by Middlesex County College of any wrongdoing, liability, breach of any duty or contract or of any unlawful conduct or wrongdoing whatsoever.

9. Mr. D'Arco agrees that he is not eligible to receive unemployment compensation from and after March 1, 1988 and that any monies paid to him after March 1, 1988 as unemployment compensation benefits will be deducted from the sum to be paid under paragraph 2 herein. Mr. D'Arco agrees that he will not apply at any point after March 1, 1988 to receive and will not accept any unemployment compensation benefits based on his employment by the College or the cessation of his employment with Middlesex County College.

10. Mr. D'Arco waives any and all rights under any federal and New Jersey laws related to his participation in or coverage by the College's group medical insurance coverage, including the right to continued participation in and/or coverage under the College's group health insurance benefits under The Consolidated Omnibus Budget Reduction Act "COBRA". Mr. D'Arco, on behalf of himself and his dependents, does not elect to receive any continued insurance coverage and agrees that neither he nor his spouse or dependents will be covered by any medical insurance coverage by Middlesex County College after March 31, 1988. Consequently, such persons and Mr.



D'Arco will execute all necessary forms to confirm the waiver of such insurance continuation or conversion benefits.

11. This Resignation Agreement and General Release may not be introduced into evidence in any proceeding except to establish conclusively the release and settlement of the matters described herein, the fact that Mr. D'Arco resigned his employment and the parties' covenants hereunder.

12. This Resignation Agreement and General Release may not be modified, altered or changed except upon written consent of the parties hereto.

13. In the event that any of the foregoing clauses may be determined to be in breach of any law, rule or regulation or otherwise unenforceable, such determination shall not affect any of the other clauses of this Agreement, but such other clauses shall be interpreted to give effect to the parties' mutual intent to waive, settle, release and resolve any and all claims by or among the parties.

MR. D'ARCO AND MIDDLESEX COUNTY COLLEGE HAVE READ AND CONSIDERED THE FOREGOING RESIGNATION AGREEMENT AND GENERAL RELEASE AND ARE DESIROUS OF ENTERING INTO SUCH AGREEMENT. MOREOVER, HAVING ELECTED TO WAIVE ALL CLAIMS AGAINST MIDDLESEX COUNTY COLLEGE, TO FULFILL THE PROVISIONS SET FORTH HEREIN AND TO RECEIVE THE SUM SET FORTH IN PARAGRAPH "2", MR. D'ARCO FREELY AND KNOWINGLY, AND AFTER DUE CONSIDERATION AND AFTER HAVING CONSULTED WITH COUNSEL OF HIS CHOOSING, ENTERS INTO THIS RESIGNATION AGREEMENT AND GENERAL RELEASE, INTENDING TO

WAIVE, SETTLE, RELEASE AND FOREGO ALL CLAIMS HE EVER COULD  
MAKE AGAINST THE COLLEGE.

\_\_\_\_\_  
SILVERIO D'ARCO

Signed before me on  
this \_\_\_ day of \_\_\_\_\_, 1988.

\_\_\_\_\_  
Notary Public

MIDDLESEX COUNTY COLLEGE

By: \_\_\_\_\_  
DR. FLORA MANCUSO EDWARDS  
President

Signed before me on  
this \_\_\_ day of \_\_\_\_\_, 1988.

\_\_\_\_\_  
Notary Public

MIDDLESEX COUNTY COLLEGE

MEMORANDUM

DATE: April 19, 1988

TO: Members of the Board of Trustees

FROM: Flora Mancuso Edwards, President *FME*

SUBJECT: Report to the Board -- March 23, 1988 - April 19, 1988

This past month saw a great deal of activity in the area of Academic Affairs in implementing a number of existing projects and in planning for the future.

On March 28, we held the ribbon-cutting ceremony for the Ford ASSET Program at the Ford Plant in Edison. The program, designed as a collaborative effort between Ford Motor Company, the County Vocational-Technical School and the college, provides students with a new degree option in Automotive Technology and will fill an important industry need in our area. The ceremony was very well attended and generated a great deal of enthusiasm in the press.

On a less technical note, work on the Ethics Project continues, with two seminars--one on the Ethics of Journalism, and the second on Medical Ethics. The proposal for next year's project is well under way with plans to expand our efforts to the public and parochial schools in New Brunswick. Recognition is due to Dr. Robert Roth and Dr. Kathy Fedorko for their leadership role in this important effort. The recently appointed Task Force on Academic Excellence (chaired by Dr. Roth) has gotten under way, having divided its charge into two broad categories: The Conditions for Excellence and The Indicators of Excellence. The work of the task force and its final recommendations will play a key role in setting the tone and in driving institutional planning for the years to come.

Another planning initiative moves forward as the membership of the Independent Commission on Education, Employment and the Economy begins to take shape, with approximately half of the membership confirmed to date.

Members of the Board of Trustees  
April 19, 1988  
Page 2

In the area of Outcomes Assessment, on March 24, we served as a down-link site for a national teleconference sponsored by AACJC. Although attendance was somewhat light, we were joined by faculty and administration from Bergen and Essex County Colleges, and the conference provided us with a good opportunity to place the issue of assessment on a national perspective. Next month, Dr. Madan Capoor will deliver a series of presentations on Outcomes Assessment and the Community Colleges at the Association for Institutional Research in Phoenix, Arizona.

In the area of grants, we are pleased to announce the extension of the federal contract supporting our program for the Learning Disabled. Thanks to John Herrling, Elaine Weir, and Judy Kuperstein for their work on the project.

This month we also held the third symposium in the Cultural Awareness Series on "Cherishing Our Cultural Diversity," organized by Dr. Eileen Hansen and the Cultural Awareness Committee. Focusing on the East Indian history and culture, the program was extremely well received and provided us with a good opportunity to better understand a growing segment of our population. In addition, the Business-Humanities Connection, chaired by Naomi Given, held its second panel discussion on Corporate Ethics.

This past month brought national recognition to our students as well. In Dental Hygiene, two of our students, Barbara Watts and Gail Young, won second prize at the Second Northeast Regional Convention of the Student American Dental Hygiene Association in Boston. Congratulations to Professor Elaine Buscemi and the Dental Hygiene faculty. On March 24, our students in Office Systems Technology received the 1988 Professional Secretaries International Achievement Award at the annual convention in Dallas. Congratulations to Middlesex CSI officers, Daye Campos, Kim Clark, Sandra Gaeta, and Tammy Torok and, of course, to Professors Reilly and Pam for their hard work and dedication.

On the court as in the classroom, we distinguished ourselves as Jeff White, who led our basketball team to a 20-7 record and a national ranking among junior colleges, received a Division I basketball scholarship to LIU, and our first-year basketball coach, Joe Flaherty, was named GSAC Coach of the Year. Congratulations to Bob Zifchak, the basketball coaches and, of course, Jeff White and his fine team members.

Members of the Board of Trustees  
April 19, 1988  
Page 3

In the area of facilities, our energy this month has been directed toward finalization of the plans for the renovation of L'Hommedieu Hall. The bids for the project were developed and accepted on April 18. As you know, the working drawings for the Technical Services Center are almost complete and will be pending Board approval, and should be ready for submission to the State in May.

Items of interest related to the State include the April meeting of the Board of Higher Education where our Joint Admissions Program with NJIT was noted in the Chancellor's report. The legislative process continues to move forward with an Assembly hearing on March 23 at Brookdale Community College, at which our chair, James Marino, presented testimony on behalf of the county college sector. Other statewide activities included a meeting of the Legislative Committee of the Council of County Colleges at Jim Marino's office on March 31, followed by a meeting of the full Council on April 11 attended by Mr. Marino and Vice President Bakum; and a Senate Appropriation Committee hearing on April 14 in Trenton

In the area of institutional advancement, we are pleased to welcome Mr. Ronald Rose, our new Supervisor of Printing, Publications and Mail Services. Mr. Rose was selected from an applicant pool of 30 applicants. I would like to thank Fred Barfoot and the Search Committee for their efforts.

On March 24, we hosted our Nurse Education Advisory Committee; on March 30, we sponsored a conference of the Middlesex County Literacy Task Force at the New Brunswick Y.W.C.A., and we hosted a conference on campus of the Hispanic Council on Aging; and on April 13, we hosted a luncheon for the Engineering Technologies and Science Division co-op employers.

Two special events are worth noting. On April 14, the HRI Department hosted The News Tribune Cook-off where I was pleased to serve as a judge, along with Professors Joseph Vastano and Winifred Collins. This past Sunday we held our annual Open House where we provided information and tours for approximately 500 applicants and their families. I would like to thank Professor Michael Pepper and his faculty, and Marjorie Cooke and her staff for organizing these two events.

Plans move forward for graduation and for the Scholarship Ball. On April 14, I attended two lunches, one hosted by Squibb Industries, and the other by Federal Business Centers. Both were very successful and should contribute to the overall success of the Ball on April 30.



Members of the Board of Trustees  
April 19, 1988  
Page 4

On-campus meetings this month included a meeting of the Board of the Alumni Association at which time new officers were inducted; a series of meetings in preparation for the meetings of the Long-Range Planning Committee of the Board, and for the Board retreat; a meeting on enhancing transfer services; a meeting with students in Office Systems Technology; meetings with the faculties of OST and ESL; and a visit to the Career Preparation Center in Perth Amboy.

Board-related activities this month included a breakfast meeting with Jim Marino and a meeting of the Facilities Committee of the Board earlier this evening.

Off-campus activities this month included a meeting of the Education Task Force and the full Board of New Brunswick Tomorrow, two meetings of the At-Risk Youth Task Force, a reception of the Red Cross at Johnson and Johnson, a meeting of the Bio-Ethics Committee of John F. Kennedy Hospital, a meeting of the ADL Dinner Committee, and meetings with Dr. Edward Cohen, Executive Director of the N.J. Commission on Science and Technology, and Mayor John Lynch regarding the 3E Commission.

A bit further off-campus, on April 4, I visited Mattatuck Community College to evaluate a project for the Sears Foundation.

Speaking engagements for this month included the keynote address for the Conference on Hispanic Concerns at Nassau Community College, participation in the closing general session for the annual Conference on Student Learning sponsored by the Tennessee Board of Regents, and the keynote address at the Twentieth Anniversary Celebration of Greater Hartford Community College.

I was also the subject of a feature article by New Jersey Woman entitled "Women to Watch in '88."

However, the most meaningful recognition this year was my induction into Phi Theta Kappa Honor Society as an honorary member at the ceremony held here on campus on April 8. It was, as it always is, a wonderful event and served to underscore the sense of vision and dedication to the pursuit of excellence which characterizes our college.

FME:em (572)  
Enclosures