

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of July 26, 1988 Meeting

A regular meeting of the Board of Trustees of the Middlesex County College was held at 8:00 p.m., July 26, 1988, in the Boardroom of the Academic Services Building. Members present were: Dr. Brinson; Mmes. Northington and Valenti; Messrs. Marino, Otlowski and Tanzman. Mmes. Muller, Toya and Messrs. Ciatto, Coughlin, Fox and Meszaros 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 November 17, 1987, advance written notice of this meeting was posted in the lobby of the Academic Services Building.
- (b) On November 17, 1987, 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 17, 1987, a copy of this advance notice of the meeting was filed with the Clerk of Middlesex County.
- (d) On November 17, 1987, 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. Tanzman, that the Minutes of the regular meeting of June 28, 1988 be approved as presented. The motion was unanimously carried.

FINANCE COMMITTEE

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

WHEREAS, the Board of Trustees of Middlesex County College has established a program of comprehensive services for full-time learning disabled students; and

WHEREAS, this program of comprehensive services involves diagnosis, tutorial support and/or the addressing of strategies specifically designed to meet the particular educational needs of each student identified and designated as "learning disabled;" and

WHEREAS, the direct cost incurred in the program is \$1,350 per annum for a full-time student,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Middlesex County College does hereby establish a full-time per student fee of \$1,350 per annum to be assessed to all identified and designated students requiring said specialized services, commencing with the 1988-89 academic year.

After discussion, the motion was unanimously carried.

Mr. Tanzman moved, seconded by Dr. Brinson, that Mr. Richard Lofberg of the firm of Clarence Lofberg, Inc., be appointed as a consultant for the purpose of reviewing insurance coverage on behalf of the Board of Trustees of Middlesex County College for a total of \$1,500 for the period from July 1, 1988 through June 30, 1989. After discussion, the motion was unanimously carried.

EDUCATION COMMITTEE

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

WHEREAS, the Board of Trustees of Middlesex County College (hereinafter referred to as the "Board") and the State of New Jersey (hereinafter referred to as the "State") have entered into a contract for a "Special Parent Aide Network," pursuant to Title XX of the Social Security Act, as amended, to be commenced July 1, 1988 and concluded on June 30, 1989; and

WHEREAS, a proposal entitled "Special Parent Aide Network" has been submitted by the College administration and agreed to by the Department of Human Services of the State of New Jersey in the amount of \$70,348.00; 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 said agreement 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 Title XX Social Security Act program entitled "Special Parent Aide Network," as submitted by the administration of Middlesex County College to the Department of Human Services of the State of New Jersey, for the period July 1, 1988 through June 30, 1989.
2. The Board herein ratifies the contract executed by the President of the College and the State of New Jersey in the amount of \$70,348.00.

After discussion, the motion was unanimously carried.

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

WHEREAS, the Board of Trustees of Middlesex County College (hereinafter referred to as the "Board") and the State of New Jersey (hereinafter referred to as the "State") have entered into a contract to "Prevent Abuse Through Responsible Education and Non-Threatening Training" (Project Parent), pursuant to Title XX of the Social Security Act, as amended, to be commenced July 1, 1988 and concluded on June 30, 1989; and

WHEREAS, a proposal entitled "Project Parent" has been submitted by the College administration and agreed to by the Department of Human Services of the State of New Jersey in the amount of \$22,215.00; 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 said agreement 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 Title XX Social Security Act program entitled "Project Parent," as submitted by the administration of Middlesex County College to the Department of Human Services of the State of New Jersey, for the period July 1, 1988 through June 30, 1989.

2. The Board herein ratifies the contract executed by the President of the College and the State of New Jersey in the amount of \$22,215.00.

After discussion, the motion was unanimously carried.

Mrs. Valenti moved, seconded by Mr. Otlowski, 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 "County") have entered into a contract for the operation of a program entitled "Inmate Education Program" pursuant to N.J.S.A. 40A:11-5(2), for the period commencing July 1, 1988 and concluding June 30, 1989; and

WHEREAS, a proposal entitled "Inmate Education Program" has been submitted by the College administration and agreed to by the County in the amount of \$83,432.00; 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 "Inmate Education Program" 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 "Inmate Education Program" pursuant to the provisions of N.J.S.A. 40A:11-5(2), as submitted by the administration of Middlesex County College to the County of Middlesex for the period July 1, 1988 through June 30, 1989, in the total amount of \$83,432.00.
2. The Board authorizes the College President and/or her designee to execute the contract.

After discussion, the motion was unanimously carried.

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

WHEREAS, the Board of Trustees of Middlesex County College (hereinafter referred to as the "Board") and the Department of Youth and Family Services of the State of New Jersey (hereinafter referred to as the "State") have entered into a contract for the operation of a Child Care Center for the period July 1, 1988 through June 30, 1989; and

WHEREAS, a proposal for the operation of a Child Care Center has been submitted by the College administration and agreed to by the State in the amount of \$148,138; 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 or any of its political subdivisions; and

WHEREAS, the Board has determined that the continued operation of a Child Care Center 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 Child Care Center as submitted by the administration of Middlesex County College to the State of New Jersey, for the period July 1, 1988 through June 30, 1989.
2. The Board herein ratifies the contract executed by the President of the College and the State of New Jersey in the amount of \$148,138.

After discussion, the motion was unanimously carried.

Mrs. Valenti moved, seconded by Mrs. Northington, 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 Clerk-Typist Training, 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, for the period commencing August 1, 1988 and concluding January 31, 1989; and

WHEREAS, a proposal entitled Clerk-Typist Training, has been submitted by the College administration and agreed to by the Service Delivery Area in the amount of \$35,504.00; and

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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 Clerk-Typist Training, 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 Clerk-Typist Training, pursuant to the provisions of the Jobs Training Partnership Act of 1983, as submitted by the administration of Middlesex County College to the County of Middlesex for the period August 1, 1988 through January 31, 1989 in the total amount of \$35,504.00.
2. The Board authorizes the College President and/or her designee to execute the contract.

After discussion, the motion was unanimously carried.

Mrs. Valenti moved, seconded by Dr. Brinson, for adoption of the following resolution:

WHEREAS, the Board of Trustees of Middlesex County College has established a comprehensive program of services for full-time learning disabled students; and

WHEREAS, the per student fee for this comprehensive program of services for full-time, learning disabled students is \$1,350; and

WHEREAS, such fee is being paid to the College by the Federal Government pursuant to a grant entitled Project Connections; and

WHEREAS, the Board of Trustees of Middlesex County College does hereby recognize an obligation to provide a comprehensive program of service for full-time, learning disabled students who are admitted and/or enrolled in a program of study at Middlesex County College and whose permanent residence is within Middlesex County;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Middlesex County College does hereby grant a waiver of the sum of \$1,350 per annum to full-time students requiring said specialized services who are admitted and/or enrolled in a program of study at Middlesex County College and whose permanent residence is within Middlesex County.

After discussion, the motion was unanimously carried.

Mrs. Valenti reported that Summer 1988 was marked by a strong enrollment increase. Full-time enrollment for the combined Presummer and Summer sessions is up nearly 11 percent. At this stage, full-time fall enrollment is slightly ahead of last year and projections indicate that final figures will show an increase of about 2 percent. Early part-time enrollment projects for the fall indicate we are slightly behind last fall; however, only 15 percent of registrations have been filed.

FACILITIES AND EQUIPMENT COMMITTEE

Dr. Brinson moved, seconded by Mrs. Northington, that the following changes be approved in the contract between the Board of Trustees and the firm of Sarbo, Inc. for HVAC work in connection with the capital restoration of six buildings on the College campus, pursuant to the recommendation of the engineering firm of Brownworth, Mosher & Doran, the Vice President for Finance and Operations, and the Director of Plant Operations in the amount of \$44,540.00.

Total contract authorized	\$1,342,853.00
Add change orders below	44,540.00
New contract total	<u>\$1,387,393.00</u>

College Center #2

Rotate 8" condenser water gate valve over York turbo modulator	+ \$ 400.00
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College Center #3

Remove existing aluminum wire feeding the chiller and replace with new 250 MCM copper wire from existing breaker to York turbo modulator	+ 2,395.00
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College Center #4

Install drain pan with drain line over turbo modulator in existing position	
Relocate turbo modulator at end of cooling season	
Provide new housekeeping pad	
Relocate drain pan, install new drain line	
Extend power and control wiring as required	
Cost of performance bond	+ 9,200.00

Johnson Learning Center #2

Relocate tower water 3-way valve and associated piping	+ 2,300.00
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Health Tech #1

Install turbo modulator in new location
 Provide new housekeeping pad for turbo
 modulator and provide topping for
 existing chiller pad
 Provide drain pan with drain line
 Install boiler on front chiller pad
 Extend power and control lines as
 necessary for turbo modulator
 Cost of performance bond + 3,700.00

Main Hall #1

Refurbish existing temperature control
 panel + 7,400.00

Main Hall #2

Provide and install ball valves at 32
 unit ventilator chilled water supply &
 heating hot water supply piping to units + 2,900.00

Main Hall #3

Remove heating hot water and chilled
 water supply and return valves
 Replace chilled water gate valves with
 ball valves on weekend
 Replace heating hot water gate valves
 with ball valves on regular time
 Reinsulate piping
 Eliminate existing dielectric unions + 16,245.00

Total change orders + \$44,540.00

After discussion, the motion was unanimously carried.

Dr. Brinson moved, seconded by Mr. Otlowski, that the following progress payment be authorized to the firm of Brownworth, Mosher & Doran for engineering services in connection with the water main extension, pursuant to the recommendation of the Vice President for Finance and Operations and the Director of Plant Operations in the amount of \$3,770.00.

Total contract	<u>\$5,800.00</u>
Payment to date	1,450.00
Payment authorized #2	3,770.00
Balance of contract	<u>580.00</u>
Total	<u>\$5,800.00</u>

After discussion, the motion was unanimously carried.

Dr. Brinson moved, seconded by Mrs. Northington, for adoption of the following resolution:

WHEREAS, the College library requires continued conversion of certain catalog files including a limited subscription service through a network designed for this purpose, namely ON-LINE COMPUTER CENTER, INC. or OCLC; and

WHEREAS, PALINET, under their software license agreement with OCLC is the sole agent to process all data through this network; and

WHEREAS, this software service is classified as exempt from bidding under the provisions of NJSA 18A:64A-25 et seq,

NOW, THEREFORE, BE IT RESOLVED that a contract in the amount of \$8,950.79 to furnish said software and service be awarded to PALINET, Philadelphia, PA for the period July 1, 1988 through June 30, 1989.

After discussion, the motion was unanimously carried.

Dr. Brinson moved, seconded by Mrs. Northington, for adoption of the following resolution:

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

NOW THEREFORE, BE IT RESOLVED that the following contracts over \$8,400.00 be authorized under the provisions of State Contracts currently in effect:

STATE			
CONTRACT			
<u>NUMBER</u>	<u>NAME OF COMPANY</u>	<u>DESCRIPTION</u>	<u>TOTAL AWARD</u>
A-80637	Allied Equipment Co.	Microcomputer furniture	\$10,719.02

BE IT FURTHER RESOLVED that the following contracts under \$8,400.00 be ratified under the provisions of State Contracts currently in effect:

STATE			
CONTRACT			
<u>NUMBER</u>	<u>NAME OF COMPANY</u>	<u>DESCRIPTION</u>	<u>TOTAL AWARD</u>
A-81397	Acme-Kelly & Salles	Lamps	\$ 6,457.68
A-80586	A-Copy	Ricoh Copier	2,213.00
A-83178	Calgon-Vestal	Boiler Chemical	3,048.00
A-72657	Shipman-Ward	Typewriter	1,032.00
A-71919	Zenith Data Systems	Personal Computer	2,799.00
		TOTAL AMOUNT	<u>\$26,268.70</u>

After discussion, the motion was unanimously carried.

Dr. Brinson moved, seconded by Mrs. Valenti, that a contract for amusement game room machines be awarded to Colonial Vending and Amusement Company, Manville, New Jersey at its bid price of a guaranteed percentage of 51 percent to the College or a guaranteed minimum annual income of \$30,350.00; said amount representing the highest bid price which fully met College specifications from four bids received on July 19, 1988 for the period August 30, 1988 to June 30, 1989.

Unsuccessful bidders: Alpha-Omega, Edison, N.J.
American Amusements, Piscataway, N.J.
Parkway Amusements, South River, N.J.

After discussion, the motion was unanimously carried.

Dr. Brinson moved, seconded by Mrs. Valenti, that a contract in the amount of \$23,970.00 be awarded to Landpower, Greenbrook, N.J. for the purchase of a small front-end loader backhoe; said amount representing the lowest bid price which fully met College specifications from a total of two qualified responses received.

Unsuccessful bidder: Storr Tractor, Somerville, N.J.

After discussion, the motion was unanimously carried.

Dr. Brinson moved, seconded by Mr. Otlowski, that the following progress payment be authorized to the firm of Morton, Russo & Maggio for architectural services rendered in connection with the North Hall elevator installation in the amount of \$11,000.00

Estimated Construction Cost	<u>\$220,000.00</u>
Fee @ 10%	\$ 22,000.00
Payment authorized #1	\$ 11,000.00
Balance of contract	<u>11,000.00</u>
Total	<u>\$ 22,000.00</u>

After discussion, the motion was unanimously carried.

Dr. Brinson moved, seconded by Mr. Otlowski, that the following progress payment be authorized to the firm of Salvatore Contracting, Inc., for fascia replacement in connection with roof replacement projects on the college campus, pursuant to the recommendation of the architectural firm of Morton, Russo and Maggio, the Vice President for Finance and Operations, and the Director of Plant Operations in the total amount of \$36,996.64.

	<u>Main Hall</u>	<u>Library</u>	<u>Total</u>
Total contract	<u>\$54,878.00</u>	<u>\$22,326.00</u>	<u>\$77,204.00</u>
Payments to date	\$ 0.00	\$ 0.00	\$ 0.00
Payment authorized #1	31,769.23	5,227.41	33,996.64
Retainage @ 10%	3,529.91	580.82	4,110.73
Balance of contract	<u>19,578.86</u>	<u>16,517.77</u>	<u>36,096.63</u>
Total	<u>\$54,878.00</u>	<u>\$22,326.00</u>	<u>\$77,204.00</u>

After discussion, the motion was unanimously carried.

Dr. Brinson moved, seconded by Mrs. Valenti, that the following progress payment be authorized to the firm of Rothe-Johnson Associates for architectural services rendered for the Technical Services Center in the amount of \$8,599.35 plus reimbursable expenses of \$130.29.*

Architectural Budget	<u>\$4,850,000.00</u>
Fee @ 6%	\$ 291,000.00
Payments to date	219,600.00
Payment authorized #8	8,599.35
Balance of contract	<u>62,800.65</u>
Total	<u>\$ 291,000.00</u>

*Reimbursable expenses:

Blueprints	\$ 22.00
Federal Express	58.94
Printing	<u>48.45</u>
	<u>\$130.29</u>

After discussion, the motion was unanimously carried.

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Dr. Brinson moved, seconded by Mrs. Valenti, that the following progress payment be authorized to the firm of S.O.S. International for asbestos abatement in connection with L'Hommedieu Hall, pursuant to the recommendation of the consulting firm of Weston/ATC, the Director of Plant Operations, and the Vice President for Finance and Operations in the amount of \$406,192.36.

Architectural Budget	<u>\$1,694,000.00</u>
Payment authorized #1	\$ 406,192.36
Retainage at 10%	45,132.49
Balance of contract	1,242,675.15
Total	<u>\$1,694,000.00</u>

After discussion, the motion was unanimously carried.

Dr. Brinson moved, seconded by Mr. Tanzman, 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 over \$8,400.00 be authorized under the provisions of State Contracts currently in effect:

STATE CONTRACT NUMBER	NAME OF COMPANY	DESCRIPTION	TOTAL AWARD
A-82879	Globe Office Supply	Office Supplies	\$19,032.42

BE IT FURTHER RESOLVED that the following contracts under \$8,400.00 be ratified under the provisions of State Contracts currently in effect:

STATE CONTRACT NUMBER	NAME OF COMPANY	DESCRIPTION	TOTAL AWARD
A-80586	A' Copy	Ricoh Copier & Supplies	\$ 4,613.00
A-83178	Calgon-Vestal	Chemicals	1,609.96
A-82553	Gabowitz Radio	Air Conditioner	372.00
A-72657	Shipman Ward	Typewriters	1,488.00
A-82916	Harry Strauss	Office Supplies	8,271.84
A-82909	Raritan Valley	Office Supplies	1,586.45
		TOTAL AMOUNT	<u>\$36,973.67</u>

After discussion, the motion was unanimously carried.

Dr. Brinson moved, seconded by Mrs. Valenti, that the following progress payment be authorized to the firm of Sarbo, Inc. for HVAC in connection with the capital restoration of six buildings on the College campus, pursuant to the approval of the engineering firm of Brownworth, Mosher & Doran, the Director of Plant Operations and the Vice President for Finance and Operations in the amount of \$104,517.00 (payment #5) and \$9,232.00 (payment #6) for a total of \$113,749.00.

	<u>Johnson Learning Center</u>	<u>Library</u>	<u>Main Hall</u>
Total contract	<u>\$216,217.00</u>	<u>\$174,219.00</u>	<u>\$321,821.00</u>
Payments to date	\$186,100.00	\$139,968.00	\$ 24,806.00
Payment auth. #5	3,425.00	11,823.00	58,725.00
Payment auth. #6	0.00	0.00	0.00
Retainage @ 10%	21,058.00	6,846.00	6,525.00
Balance of contract	<u>5,634.00</u>	<u>15,582.00</u>	<u>231,765.00</u>
Total	<u>\$216,217.00</u>	<u>\$174,219.00</u>	<u>\$321,821.00</u>

	<u>Performing Arts Center</u>	<u>College Center</u>	<u>Health Tech.</u>
Total contract	<u>\$ 70,585.00</u>	<u>\$236,751.00</u>	<u>\$323,260.00</u>
Payments to date	\$ 5,502.00	\$165,081.00	\$221,915.00
Payment auth. #5	0.00	24,737.00	5,807.00
Payment auth. #6	0.00	0.00	9,232.00
Retainage @ 10%	611.00	21,071.00	26,228.00
Balance of contract	<u>64,472.00</u>	<u>25,862.00</u>	<u>60,078.00</u>
Total	<u>\$ 70,585.00</u>	<u>\$236,751.00</u>	<u>\$323,260.00</u>

	<u>Total</u>
Total contract	<u>\$1,342,853.00</u>
Payments to date	\$ 743,372.00
Payment auth. #5	104,517.00
Payment auth. #6	9,232.00
Retainage @ 10%	82,339.00
Balance of contract	<u>403,393.00</u>
Total	<u>\$1,342,853.00</u>

After discussion, the motion was unanimously carried.

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Dr. Brinson moved, seconded by Mrs. Valenti, that a progress payment be authorized to the firm of Weston Associates for consulting services in connection with the asbestos abatement project in L'Hommedieu Hall, pursuant to the recommendation of the Director of Plant Operations and the Vice President for Finance and Operations in the amount of \$74,136.00.

Estimated project cost	<u>\$170,658.00</u>
Progress payment #1	\$ 74,136.00
Balance of estimated fee	<u>96,522.00</u>
Total	<u>\$170,658.00</u>

After discussion, the motion was unanimously carried.

HUMAN RESOURCES COMMITTEE

Mr. Otlowski moved, seconded by Mr. Tanzman, 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 APPOINTMENTS

- (a) That Ronald Rose, Supervisor of Printing, Publications and Mail Services (budget code 19-0500-121), be added to the administrative salary list for the 1988-89 fiscal year, at an annual salary of \$32,209.
- (b) Jack Waintraub be appointed Acting Chairperson in the Physics Department, (budget code 19-2540-125) at the annual salary of \$48,188 prorated to \$1,205 for the time period August 22, 1988 to August 26, 1988.

RESCIND MANAGEMENT APPOINTMENTS

- (a) That the appointment of Brian Peterson, Supervisor of Printing, Publications and Mail Services, (budget code 19-0500-121) for the 1988-89 fiscal year, at an annual salary of \$27,132, be rescinded.
- (b) That the appointment of Liqi Zhou, Programmer/Analyst in the Computer Center (budget code 19-1720-126) for the 1988-89 fiscal year, at an annual salary of \$26,016, be rescinded.

MANAGEMENT STIPEND

- (a) Elinore Widis be approved for a stipend of \$2,000 for the 1988-89 fiscal year, for services as Assistant Secretary to the Board of Trustees.

- (b) Jack Waintraub, Chairperson in the Electrical Engineering Department, (budget code 19-2550-125) be approved for a stipend in the amount of \$1,874 for assuming additional responsibilities as Acting Chairperson of the Physics Department for the 1988-89 academic year.

MANAGEMENT CORRECTIVE RESOLUTIONS

- (a) Barbara Drescher, Chairperson, in the Chemistry Department (budget code 19-2520-125) who was appointed Chairperson, in the Chemistry Department, at an annual salary of \$52,278 prorated to \$2,011, for the time period July 25, 1988 to August 5, 1988, be corrected to a prorated salary of \$2,614.
- (b) Trace Gerow, Chairperson, in the Biology Department (budget code 19-2510-125) who was appointed Chairperson, in the Biology Department, at an annual salary of \$40,913 prorated to \$1,574, for the time period July 25, 1988 to August 5, 1988, be corrected to a prorated salary of \$2,046.
- (c) Pat Graber, Chairperson, in the Business Administration and Management Department (budget code 12-2350-125) who was appointed to provide administrative coverage in the Business Division from July 18, 1988 through August 12, 1988, for a total salary of \$3,319, be corrected to a total salary of \$4,315.
- (d) Klea Hartman, Associate Registrar, in the Registrar's Office (budget code 19-1120-120) at an annual salary of \$38,625 for fiscal year 1987-88 and an annual salary of \$40,417 for fiscal year 1988-89, be corrected to an annual salary of \$39,861 for fiscal year 1987-88 and an annual salary of \$41,653 for fiscal year 1988-89.
NOTE: The above salaries were incorrectly reported to the June 1988 Board of Trustees meeting.
- (e) Jerome Holzman, Director of Plant Operations, in the Plant Operations Department (budget code 19-7100-120) at an annual salary of \$55,535 for fiscal year 1987-88 and an annual salary of \$58,279 for fiscal year 1988-89, be corrected to an annual salary of \$53,281 for fiscal year 1987-88 and an annual salary of \$56,025 for fiscal year 1988-89.
NOTE: The above salaries were incorrectly reported to the June 1988 Board of Trustees meeting.

- (f) Michael Pepper, Supervisor of Arrangements for the Professional Food Preparation Program (budget code 19-2350-125) at an annual salary of \$53,916 prorated to \$6,221, for the time period July 5, 1988 to August 12, 1988, be corrected to a prorated salary of \$8,087.

ACADEMIC APPOINTMENTS

- (a) Janice Karlen be appointed Assistant Registrar, in the Registrar's Office (budget code 19-1120-112) for the time period July 11, 1988 through January 10, 1989 only, at an annual salary of \$27,794 prorated to \$14,022.
NOTE: This position carries no rank and is a temporary 6-month only appointment.
- (b) Constance Merry LeBlond be appointed Curriculum Coordinator, in the Dental Auxiliaries Education Department (budget code 19-2130-110) for the 1988-89 academic year, at a total salary of \$550.

ACADEMIC LEAVE OF ABSENCE

- (a) Gertrude Harris, Assistant Professor in the Educational Opportunity Fund Program (budget code 19-2920-112), be granted a disability leave of absence pursuant to the AFT Contract, Article V, Section A 1-b for the time period August 5, 1988 to August 31, 1988.
- (b) Selina Thompson, Instructor in the Mathematics Department, (budget code 19-2530-110) be granted a maternity leave of absence pursuant to the AFT Contract, Article V, Section B-10, for the time period October 24, 1988 to June 30, 1989.

ACADEMIC PROMOTIONAL INCREASES

- (a) That the following list of salary increments be approved, beginning with the name Mary Lynch, and ending with the name Robert Roth.

To Assistant Professor, increment = \$750

Mary Lynch, Office Systems Technology Department
David Crampton, Library Services Department
Robert Chamberlain, Radiography Education Department
Beverly Simon, Computer Science Department
Gertrude Harris, Educational Opportunity Fund Department
Jane Lasky, English Department

To Associate Professor, increment = \$800

Joseph Vastano, Hotel, Restaurant and Institution
Management Department
Dennis Lick, Visual Arts Department

To Professor, increment = \$900

Warren Kelemen, Dean of Continuing Education and
Instructional Resources
Robert Roth, English Department

NOTE: The above increments are to be added to the
1988-89 base salary.

ACADEMIC COMPENSATION

- (a) That Eleanor Bates be compensated \$1,020.00 for serving as Coordinator for the Nurse Education Student Recruitment Project (budget code 19-2110-110) as part of the \$70,000 Robert Wood Johnson Foundation grant on Student Scholarship.

ACADEMIC ONE SEMESTER ONLY

- (a) Vicki Kahn be appointed Instructor in the English as a Second Language Department (budget code 19-2280114) for the fall semester only of the 1988-89 academic year, at a total salary of \$11,581 plus any negotiated increase upon ratification of the AFT Contract.

ACADEMIC ADJUNCT APPOINTMENTS

- (a) Dr. Martin Kaminker be appointed Adjunct Instructor, in the Dental Auxiliaries Education Department (budget code 19-2130-115) for the Fall semester of the 1988-89 academic year, to teach DHY 203, for a total of two (2) contact hours, at the rate of \$315 per contact hour, for a total salary of \$630.
- (b) Frayda Kleinman be appointed Adjunct Instructor, in the Dental Auxiliaries Education Department (budget code 19-2130-115) for the Fall semester of the 1988-89 academic year, to teach DHY 211, for a total of four (4) contact hours, at the rate of \$315 per contact hour, for a total salary of \$1,260.
- (c) Dr. Steven J. DeCasperis be appointed Adjunct Instructor, in the Dental Auxiliaries Education Department (budget code 19-2130-115) for the Fall semester of the 1988-89 academic year, to teach DHY 211, for a total of three (3) contact hours, at the rate of \$315 per contact hour, for a total salary of \$945.

- (d) Dr. Jacqueline Sikoryak be appointed Adjunct Instructor, in the Dental Auxiliaries Education Department (budget code 19-2130-115) for the Fall semester of the 1988-89 academic year, to teach DHY 211, for a total of three (3) contact hours, at the rate of \$315 per contact hour, for a total salary of \$945.
- (e) Marjorie Zall be appointed Adjunct Instructor, in the Dental Auxiliaries Education Department (budget code 19-2130-115) for the Fall semester of the 1988-89 academic year, to teach DHY 211, for a total of six (6) contact hours, at the rate of \$340 per contact hour, for a total salary of \$2,040.
- (f) Doris H. Sabin be appointed Adjunct Instructor, in the Hotel, Restaurant and Institution Management Department (budget code 19-2340-115) for the Fall semester of the 1988-89 academic year, to teach HRI 105 and HRI 208, for a total of six (6) contact hours, at the rate of \$315 per contact hour, for a total salary of \$1,890.
- (g) David L. Shapiro be appointed Adjunct Instructor, in the Hotel, Restaurant and Institution Management Department (budget code 19-2340-115) for the Fall semester of the 1988-89 academic year, to teach HRI 107, for a total of six (6) contact hours, at the rate of \$315 per contact hour, for a total salary of \$1,890.
- (h) Alfred Tyson be appointed Adjunct Instructor, in the Business Administration and Management Department (budget code 19-2300-115) for the Fall semester of the 1988-89 academic year, to teach BUS 101, for a total of nine (9) contact hours, at the rate of \$330 per contact hour, for a total salary of \$2,970.
- (i) Angelo Deieso be appointed Adjunct Instructor in the Physics Department (budget code 19-2540-115) for providing coverage due to the absence of a faculty member from March 1, 1988 through March 11, 1988 for a total of two and eight-fifteenth (2 8/15) contact hours at the rate of \$315 per contact hour, for a total salary of \$798.00.

ACADEMIC ADJUNCT CORRECTIVE RESOLUTION

- (a) That Lynn Rosenberg, Adjunct Instructor in the Business Administration and Management Department (budget code 19-2350-115) for the fall semester of the 1988-89 academic year to teach BUS 101, Business Organization and Management for a total of nine (9) contact hours at the rate of \$305 per contact hour, for a total salary of \$2,745, be corrected to a rate of \$315 per contact hour, for a total salary of \$2,835.
(NOTE: The above correction is due to an increase in the minimum adjunct rate.)

NON-ACADEMIC APPOINTMENTS

- (a) Anthony Chianese be appointed Teacher Aide, in the New Brunswick Career Preparation Center (budget code 19-2970-130) for the fiscal year July 1, 1988 to June 30, 1989, at an annual salary of \$13,500 prorated to \$103.88, based on the effective starting date of June 29, 1988.
- (b) Lynda Macechok be appointed Child Care Assistant, in the Child Care Center (budget code 19-5440-130) for the fiscal year July 1, 1988 to June 30, 1989, at an annual salary of \$13,425 prorated to \$11,188, based on the effective starting date of September 1, 1988.
- (c) Patrick Mathias be appointed Writer, in the Public Relations and Communications Department (budget code 19-0220-131) for the fiscal year July 1, 1988 to June 30, 1989, at an annual salary of \$18,500 prorated to \$17,172, based on the effective starting date of July 27, 1988.
- (d) Kevin Walker be appointed Warehouseperson II in the Receiving Department (budget code 19-7600-160) for the fiscal year July 1, 1988 to June 30, 1989, at an annual salary of \$12,756 prorated to \$11,840, based on the effective starting date of July 27, 1988.
- (e) Patricia Marrero be appointed Child Care Assistant in the Child Care Center (budget code 19-5440-130) for the fiscal year July 1, 1988 to June 30, 1989, at an annual salary of \$10,553 prorated to \$8,794, based on the effective starting date of August 1, 1988.
- (f) Linda Berls be appointed Child Care Assistant in the Child Care Center (budget code 19-5440-130) for the fiscal year July 1, 1988 to June 30, 1989, at an annual salary of \$10,553 prorated to \$8,794, based on the effective starting date of August 1, 1988.

CONFIDENTIAL APPOINTMENT

- (a) Kathleen Kelly be appointed Payroll Clerk in the Business Office (budget code 19-0310-138) at an annual salary of \$15,170, prorated to \$14,081, for the time period July 27, 1988 to June 30, 1989.

NON-ACADEMIC CHANGE OF STATUS

- (a) Sue Shah, Administrative Aide I, in the Purchasing Department (budget code 19-0320-130) at an annual salary of \$14,445, be changed to Account Clerk I, in the Business Office, at an annual salary of \$14,445 prorated to \$13,241, effective August 1, 1988.

- (b) Marsha Feinberg, Lab Coordinator II, in the Hotel, Restaurant and Institution Management Department (budget code 19-2340-130) at an annual salary of \$21,565 for twelve (12) months per year for one year only, be changed to a permanent twelve (12) month per year position, at an annual salary of \$21,565 effective July 1, 1988.
- (c) Patricia Flannery, Secretary II, in the Accounting Department (budget code 19-2300-130) at an annual salary of \$15,593, be changed to Public Relations Assistant in the Public Relations and Communications Department (budget code 19-0220-130), at an annual salary of \$16,629 effective July 18, 1988.
- (d) Regina Tohlman, Payroll Clerk in the Business Office (budget code 19-0310-130) at an annual salary of \$16,524, be changed to Account Clerk II in the Business Office, at an annual salary of \$15,533 effective July 18, 1988.
- (e) Rose Fitzgerald, Child Care Assistant in the Child Care Center (budget code 19-5440-130) at an annual salary of \$20,317, be changed to an annual salary of \$21,739 for the 1988-89 fiscal year.
NOTE: The above employee was deleted from the AFSCME salary listing due to her retirement effective August 31, 1988.

NON-ACADEMIC CORRECTION

- (a) That the job title for Rhoda Bier-Weissman be corrected from SRA III to SRA II.
NOTE: The incorrect job title was listed on the 1988/89 salary listing.

NON-ACADEMIC LEAVES OF ABSENCE

- (a) Dora Lewis, Secretary II, in the Performing Arts Department (budget code 19-2200-130), be granted a disability leave of absence, pursuant to the AFSCME Contract, Article VI, Section G, for the time period February 15, 1988 to July 31, 1988.
- (b) Caroline Peterson, Custodian, in the Custodial Department (budget code 19-7200-160), be granted a disability leave of absence, pursuant to the Teamster Contract, Article XIII, Section G, for the time period May 25, 1988 to July 13, 1988.

- (c) Olga Hratko, Machine Operator in the Printing, Publications, and Mail Services Department, (budget code 19-0500-130) be granted a paid disability leave of absence, pursuant to the AFSCME Contract, Article VI, Section G, for the time period July 21, 1988 to October 20, 1988.
- (d) Kathy Kane, Account Clerk II in the Business Office, (budget code 19-0310-130) be granted a disability leave of absence, pursuant to the AFSCME Contract, Article VI, Section G, for the time period July 12, 1988 to August 19, 1988.

NON-ACADEMIC RESIGNATIONS

- (a) Lela Leathers, Student Records Assistant II in the Admissions and Financial Aid Department, (budget code 19-1110-130) effective July 29, 1988.
- (b) John Rodriguez, Police Officer in the Police Department, (budget code 19-0700-165) effective July 31, 1988.
- (c) Barbara Fevola, Child Care Assistant in the Child Care Center, (budget code 19-5440-130) effective July 29, 1988.

NON-ACADEMIC CORRECTIVE RESOLUTION

- (a) Margaret Hroncich, Lead Administrative Aide I, in the Educational Opportunity Fund Program (budget code 19-2930-130) who was granted an unpaid leave of absence pursuant to the AFSCME Contract, Article VI, Section G, for the time period July 4, 1988 to January 5, 1989, be changed to the time period July 27, 1988 to January 5, 1989.

NON-ACADEMIC TEMPORARY PERSONNEL

- (a) Vincent Martin, at the rate of \$5.50 per hour.
- (b) Karen Miller, at the rate of \$6.25 per hour.
- (c) Seth Grumet, at the rate of \$6.00 per hour.
- (d) Kathy Ullman, at the rate of \$5.50 per hour.
- (e) Diane Schaeffler, at the rate of \$5.50 per hour.
- (f) Diane Azzolini, at the rate of \$5.50 per hour.
- (g) Jeannette Gonzalez, at the rate of \$5.50 per hour.
- (h) Johanna Larkin, at the rate of \$6.00 per hour.
- (i) Yvette Williams, at the rate of \$6.00 per hour.
- (j) Kathleen Kelly, at the rate of \$8.34 per hour.
- (k) Diane Schaeffler, at the rate of \$5.50 per hour.
- (l) Diane Manatch, at the rate of \$6.00 per hour.
- (m) Geralyn Russomanno, at the rate of \$5.50 per hour.

- (n) Rose Eason, at the rate of \$5.50 per hour.
- (o) Christine Lotz, at the rate of \$5.50 per hour.
- (p) Patrick Mathias, at the rate of \$10.16 per hour.
- (q) Rosemarie McMullin, at the rate of \$13.00 per hour.
- (r) Michelle Vardaro, at the rate of \$6.00 per hour.
- (s) Sujal Wadhia, at the rate of \$6.00 per hour.
- (t) Galia Merhav, at the rate of \$6.00 per hour.
- (u) Lauren Healey, at the rate of \$5.50 per hour.

GRANTS AND SPECIAL PROJECTS PERSONNEL

Appointments

- (a) Glenda Harvey be appointed Teacher Aide, Project Automated Accounts Clerk Program for Youth, in the Division of Community Education (budget code 59-3299 CM-130) for the time period July 27, 1988 to June 30, 1989, at an annual salary of \$13,500 prorated to \$12,621.
- (b) Mayra Serrano be appointed Child Care Group Leader, Project Day Care - Perth Amboy Center, in the Division of Community Education (budget code 59-3810 AJ-130) for the time period July 27, 1988 to June 30, 1989, at an annual salary of \$13,500 prorated to \$12,621.
- (c) Patricia Evans be appointed Coordinator/Teacher for the Automated Accounts Clerk Training Program, in the Division of Community Education (budget code 59-3299 CM-126) for the time period July 27, 1988 to June 30, 1989, at an annual salary of \$21,500 prorated to \$20,006.
- (d) Richard Alston be appointed Counselor, Project SITT, in the Division of Community Education (budget code 59-3298 CM-112) for the time period July 25, 1988 to August 19, 1988, at an hourly salary of \$8.33 prorated to \$1,166.
- (e) Joan Brady be appointed Acting Director of Perth Amboy Community Career Center, in the Division of Community Education (budget code 19-2962-120) for the time period August 15, 1988 to September 15, 1988 only, at a monthly salary of \$2,500 prorated to \$2,500

Appointment Rescinded

- (a) That the appointment of Dea Shepherd-Kent, Administrative Aide I, Project Central Corrections, in the Counseling and Placement Department (budget code 59-3729 FJ-130) for the time period July 1, 1988 to June 30, 1989, at an annual salary of \$13,500, be rescinded.

Part-Time Appointment

- (a) Dora Bergmann be appointed Child Care Aide, Project Day Care - Perth Amboy Center, in the Division of Community Education (budget code 59-3810 AJ-130) for the time period July 27, 1988 to June 30, 1989, at an hourly salary of \$5.71 for twenty-nine (29) hours per week, not to exceed \$8,015.

Corrective Resolution

- (a) That the leave for Priscilla Walsh, Technical Resource Center Coordinator, in the Institute for Management and Technical Development (budget code 59-3419 BJ-126, for the time period June 22, 1988 to August 8, 1989 be corrected to the time period June 22, 1988 to August 8, 1988.

Resignations

- (a) Dea Shepherd-Kent, Administrative Aide I, Project Central Connections (budget code 59-3726 FJ-130) in the Division of Community Education, effective June 30, 1988.
- (b) Norma Rivera, Teacher, Project Pre-Employment Network (budget code 59-3295 CM-112) in the Division of Community Education, effective July 13, 1988.

Change of Status

- (a) Janet Jones, Learning Disabilities Specialist, Project Connections, in the Counseling and Placement Services Department (budget code 59-3730 FU-112) at an annual salary of \$12 per hour for 25 hours per week for the time period July 1, 1988 to June 30, 1989, be changed to Coordinator, Project Connections, (budget code 59-3730 FU-126) at an annual salary of \$22,660 prorated to \$21,17 for the time period July 27, 1988 to June 30, 1989.
- (b) Jacqueline DeLardo, Secretary II, Project SPAN, (budget code 59-3802 DJ-130) in the Division of Community Education, at an annual salary of \$12,546 (\$12,000+\$546) be changed to an annual salary of \$13,092 (\$12,840+\$546) prorated to \$11,576 (\$11,104+472) for the time period August 22, 1988 to June 30, 1989.
- (c) Inez Simmons, Teacher Aide, Project FIST, (budget code 59-3290 DU-150) in the Division of community Education, at an hourly salary of \$5.81 for twenty (20) hours per week be changed to an hourly salary of \$6.22 for twenty (20) hours per week prorated to \$1,244 for the time period August 22, 1988 to October 31, 1988.

Terminations

- (a) Karen Cooper, Coordinator, Project SITT, (budget code 59-3298 CM-126) in the Division of Community Education, effective August 19, 1988.
- (b) Lauranna Badger, Counselor, Project SITT, (budget code 59-3298 CM-112) in the Division of Community Education, effective July 22, 1988.
- (c) Cheryl Jordan, Paraprofessional Aide, Project SITT, (budget code 59-3298 CM-120) in the Division of Community Education, effective August 26, 1988.
- (d) Wilfredo Perez, Counselor, Project SITT, (budget code 59-3298 CM-112) in the Division of Community Education, effective August 19, 1988.
- (e) Alfred Tyson, Director, Project SITT, (budget code 59-3298 CM-126) in the Division of Community Education, effective August 26, 1988.

Retirement

WHEREAS, Rose Fitzgerald has faithfully served Middlesex County College from September 4, 1973 to August 31, 1988 as a member of the Day Care Center; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board accepts the voluntary retirement of Rose Fitzgerald as of August 31, 1988; and

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

NOTE: The above employee was approved by the May 31, 1988 Board of Trustees as a resignation. In addition to the resignation, it should be noted as a retirement.

After discussion, the motion was unanimously carried.

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

WHEREAS, the College's ability to attract qualified adjunct instructors is hampered by adjunct salary rates which do not remain competitive with those offered by many comparable institutions; and

WHEREAS, it is the desire of this Board to attract the most qualified adjunct faculty that it is within its means to provide; and

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

NOW, THEREFORE, BE IT RESOLVED that, effective Fall 1988, the minimum adjunct faculty salary rate be increased from \$300 to \$315 per contact hour; and

BE IT FURTHER RESOLVED that the maximum adjunct salary rate be increased from \$390 to \$400 to provide for incremental increases for those with the longest service to the College through Spring 1989.

After discussion, the motion was unanimously carried.

Mr. Otlowski moved, seconded by Mrs. Northington, that the attached list of confidential salaries be approved, beginning with the name Andich, Kathleen and ending with the name Seaman, John, for the 1988-89 fiscal year. After discussion, the motion was unanimously carried.

Mr. Otlowski moved, seconded by Mrs. Northington, that the following proposed academic calendar for 1988-89 be approved:

1988

August 30	Faculty Orientation and Meetings - First Day of Faculty Obligation
August 31 and September 1	Change of Program; New Student Orientation and Advisement by Faculty
September 5	Labor Day - Holiday Observed
September 6	Classes Begin - Fall Semester
October 10	Columbus Day - Holiday Observed
November 11	Veterans' Day - Holidays Observed
November 24 & 25	Thanksgiving Day - Holidays Observed
December 16	Last Day of Classes - Fall Semester
December 17, 19 and 20	Special Final Examinations
December 21	Final Grade Rosters Due in Registrar's Office (9 a.m.); Winter Recess Begins

1989

January 16	Martin Luther King, Jr. Day - Holiday Observed
January 17	Student Academic Status Review
January 18	Faculty Orientation and Meetings
January 19 & 20	Change of Program; New Student Orientation and Advisement by Faculty
January 23	Classes Begin - Spring Semester
February 20	Presidents' Day - Holiday Observed
March 24	Spring Recess Begins
April 3	Classes Resume
May 9	Last Day of Classes - Spring Semester
May 10	Reading Day
May 11, 12 & 13	Special Final Examinations
May 15	Final Grade Rosters Due in Registrar's Office (9 a.m.)
May 15 and 16	Curriculum and Professional Development Days
May 18	Student Academic Status Review - Last Day of Faculty Obligation
May 23	Commencement

After discussion, the motion was unanimously carried.

Mr. Otlowski moved, seconded by Mrs. Valenti, that the attached list of proposed courses, names and salaries be approved in the Division of Community Education, for July 1988, beginning with the name Brady, Joan and ending with the name Satpute, Nilambari, for a total amount of \$17,987.48. After discussion, the motion was unanimously carried.

Mr. Otlowski moved, seconded by Dr. Brinson, that the services rendered by the firm of Jackson, Lewis, Schnitzler and Krupman, in accordance with the Board resolution of November 17, 1987, for the period July 1, 1987 through July 30, 1988 be approved in the amount of \$6,730.76.

(Legal services rendered from January 1, 1988 through April 30, 1988 relating to labor union and other personnel related requirements.)

After discussion, the motion was unanimously carried.

Mr. Otlowski moved, seconded by Dr. Brinson, that the following corrected 1988-89 calendar of holidays for administrative staff be approved:

July 4	-	Independence Day
September 5	-	Labor Day
October 10	-	Columbus Day Observed
November 11	-	Veterans' Day
November 24	-	Thanksgiving Day
November 25	-	Day after Thanksgiving
December 23	-	Christmas Eve Day
December 26	-	Christmas Day
January 2	-	New Year's Day
January 16	-	Martin Luther King Day Observed
February 20	-	Presidents' Day
March 24	-	Spring Recess
May 29	-	Memorial Day Observed
Plus five (5) floating days		

After discussion, the motion was unanimously carried.

Mr. Otlowski moved, seconded by Mrs. Valenti, that the following 1988-89 calendar of holidays for 12-month faculty be approved:

July 4	-	Independence Day
September 5	-	Labor Day
October 10	-	Columbus Day Observed
November 11	-	Veterans' Day
November 24	-	Thanksgiving Day
November 25	-	Day after Thanksgiving
December 23	-	Christmas Recess
December 26	-	Christmas Recess
December 27	-	Christmas Recess
December 30	-	New Year's Eve Day
January 2 -	-	New Year's Day
January 16	-	Martin Luther King Day Observed
February 20	-	Presidents' Day
March 24	-	Spring Recess
May 29	-	Memorial Day Observed
Plus three (3) floating days		

After discussion, the motion was unanimously carried.

Mr. Otlowski moved, seconded by Mrs. Valenti, that the following contact hour overload payments be approved pursuant to the labor agreement between the Board of Trustees and Local 1940 AFT (AFL-CIO) Article IX-E, for the 1987-88 academic year for Millicent Nicholas for a total of \$4,911.48.

<u>NAME</u>	<u>Department</u>	<u>Fall</u> <u>1987</u>	<u>Spring</u> <u>1988</u>	<u>Total</u> <u>Overload</u>	<u>Salary</u>	<u>Overload</u> <u>Payment</u>
Nicholas, Millicent	Radiography	15	21	6	\$24,582	\$4,911.48

After discussion, the motion was unanimously carried.

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

WHEREAS, Section III-K of the Confidential Personnel Policy Handbook provides an additional \$15.00 per credit hour in annual salary for each approved college credit of course work directly related to job function and \$8.00 per approved credit hour for course work required in achieving a degree in a related field; and

WHEREAS, the Handbook further provides that the Supervisor and Personnel Manager shall approve the completed course college credit before payment; and

WHEREAS, the Supervisor and Manager of Personnel Services have approved course work for the individual listed below,

NOW, THEREFORE, BE IT RESOLVED that the following individual's annual salary be increased based upon completed course work, by stated amounts, effective July 1, 1988.

<u>Name</u>	<u>Credits</u>	<u>Amount</u>	<u>1988-89</u> <u>Salary</u>	<u>1988-89</u> <u>Salary with EIP</u>
Debbie Dunsavage	3	\$45	\$16,938	\$16,983

After discussion, the motion was unanimously carried.

Mr. Otlowski moved, seconded by Dr. Brinson, that the following list of companies who have successfully completed assignments for the Institute (budget code 19-2990-116) be approved for payment for consulting services for a total amount of \$3,914.85:

Management Development Assoc.	\$3,000.00*
Management Development Assoc.	\$ 914.85**
	<u>\$3,914.85</u>

*Team building - AVFS (Squibb)

**Staff development

After discussion, the motion was unanimously carried.

Mr. Otlowski moved, seconded by Dr. Brinson, that the following personnel actions in the Division of Continuing Education and Instructional Resources for Summer 1988 semester be approved, beginning with the name Asiner, Martin, and ending with the name Zimmerman, Daniel.

<u>Name</u>	<u>Assignment</u>	<u>Compensation</u>
Asiner, Martin	ENG 010-930	\$ 900.00
Balabkins, Xenia	Advisement	34.00
Gallagher, Brendan	Program Development	510.00
Glynn, Carol	ESL 031-710	900.00
Isea, Judith	ESL 019-710	900.00
Koch, Kathleen	RDG 011-731	900.00
Lugo, Angela	ENG 122-905	656.00
Nehez, Atilla	MAT 013-935	1,200.00
Peterson, Arthur	Advisement	34.00
Pulver, Joel	BIO 112-810	1,800.00
Schwarzkopf, Elaine	Lab Coordinator	416.00
Shenouda, Nadia	ESL 010-998	1,200.00
Stevens, Frances	ENG 010-731	900.00

Adjustments:

* Adjusted assignment

** Adjusted assignment due to illness

<u>Name</u>	<u>Assignment</u>	<u>Previously Authorized Compensation</u>	<u>Adjusted Compensation</u>
Apaza, Martha	Lab Coordinator	\$ 591.50	\$ 806.00*
Carter, Leslie	Basic Skills Wksp.	136.00	68.00*
Kubeck, Joseph	Cooperative Educ.	1,360.00	1,560.00*
Mahon, Camille	From - ESL 031-710 To - ESL 033/043-710		
Zimmerman, Daniel	ENG 122-905	1,530.00	656.00**
	ENG 122-930	1,530.00	0

After discussion, the motion was unanimously carried.

7/26/88

Mr. Otlowski moved, seconded by Mrs. Valenti, that the following payroll for consulting services be approved for the Institute for Management and Technical Development (budget code 19-2990-116) beginning with the name Joe Anania and ending with the name Frank Waintraub, for a total amount of \$7,305.

<u>Name</u>	<u>Compensation</u>
Joe Anania	\$ 665.00
David Bourque	422.00
Angie Deieso	1,520.00
Peggy Grant	1,700.00
Peggy Grant	150.00
Kathy Molnar	1,000.00
Carol Pam	204.00
Ethel Reid	204.00
Sardana Sandeep	60.00
Frank Waintraub	500.00
Frank Waintraub	620.00
	<u>\$7,305.00</u>

After discussion, the motion was unanimously carried.

Mr. Otlowski moved, seconded by Dr. Brinson, that the following payroll be approved for the Academic Advising Center (budget code 19-2930-155) beginning with the name Balabkins, Xenia, and ending with the name Thompson, Selina, for the payroll period May 19, 1988 through June 30, 1988 for a total amount of \$4,275.50.

<u>Name</u>	<u>Total</u>
Balabkins, Zenia	\$ 352.75
Beyer, David	412.25
deUriarte, Brian	106.25
Donahue-Hellwig, Sharon	38.25
Holt, Theresa	361.25
Nolan, Raymond	191.25
Pearse, Irene	680.00
Przygoda, Margaret	212.00
Rehbein, Edith	344.25
Shindelman, Jerome	1,062.50
Strugala, Richard	276.25
Thompson, Selina	238.00
	<u>\$4,275.50</u>

After discussion, the motion was unanimously carried.

Mr. Otlowski moved, seconded by Mrs. Northington, that the following payroll for academic advisement for fall 1988 in the Division of Student Services (budget code 19-1120-155) be approved for payment, beginning with the name Andes, Phoebe, and ending with the name Zaepfel, Kay, for a total amount of \$1,236.75.

<u>Name</u>	<u>Total</u>
Andes, Phoebe	\$ 46.75
Balabkins, Xenia	102.00
Beyer, David	102.00
Bhatia, Paul	38.25
Boqar, Mary Ann	34.00
Buckley, Jean	46.75
Helman, Sanford	38.25
Holt, Theresa	123.25
Margolin, Edith	34.00
Murray, John	\$ 34.00
Nicolai, Albert	89.25
Pam, Carol	34.00
Pasternack, Eliot	76.50
Peterson, Arthur	34.00
Regan, Thomas	89.25
Sadowska, Anna	34.00
Schwarzkopf, Edward	93.50
Shindelman, Jerome	72.25
Spano, Judith	34.00
Thompson, Selina	34.00
Zaepfel, Kay	46.75
	<u>\$1,236.75</u>

After discussion, the motion was unanimously carried.

COMMUNITY RELATIONS

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

WHEREAS, David T. Wilentz of Perth Amboy, N.J. has been a dedicated community leader, committed to the advancement of the quality of life of all citizens of Middlesex County for his entire lifetime; and

WHEREAS, David T. Wilentz provided significant interest and assistance in the establishment of Middlesex County College; and

WHEREAS, David T. Wilentz continued to be committed to the concept and purpose for which the College served the citizens of Middlesex County; and

WHEREAS, as a result of his leadership and dedication, Middlesex County College and its community have benefited materially from a quality educational resource; and

WHEREAS, the Board of Trustees has been advised of the demise of David T. Wilentz on July 6, 1988,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees wishes to express its gratitude for the dedication, leadership and commitment provided by David T. Wilentz in the establishment and guidance of the Board of Trustees of the Middlesex County College since its inception in November 1964; and

BE IT FURTHER RESOLVED that the Board of Trustees wishes to express its deepest sympathy to the family of David T. Wilentz and directs that a copy of this resolution be forwarded to the Wilentz family.

Mr. Tanzman stated that Mr. Wilentz was one of the most outstanding individuals in the county, as well as in the state and nation. Many of his good deeds were unheralded and unpublished. He expressed great affection and respect for Mr. Wilentz. Mr. Otlowski reiterated his esteem and regard for Mr. Wilentz, and Chairman Marino noted that Middlesex County College has achieved its present position as a result of Mr. Wilentz' early role in its establishment and his support throughout the years. After discussion, the motion was unanimously carried.

REPORT OF COUNSEL

No report.

REPORT OF THE PRESIDENT

President Edwards reviewed her report, June 21 to June 26, 1988, which was provided to Board members. (Copy attached to Minutes).

AUDIENCE

No comments.

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

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VALENTINE S. MESZAROS
Secretary

MIDDLESEX COUNTY COLLEGE
 CONFIDENTIAL STAFF
 1986-87

NAME	TITLE	B/C	SALARY 87/88	SALARY 88/89
ANDICH, KATHLEEN	PERS TECH	0230-138	17,477	18,700
DUNSAVAGE, DEBRA	PERS TECH	0230-138	15,830	16,938
GIBBONS FRAN	ADMIN/SEC	0250-138	16,090	17,216
GRAZUL, CARMELLA	ADMIN/SEC	0250-138	18,958	20,285
HUTTENBERGER, MARIE	CORR/SEC	0250-138	19,346	20,700
JAMBHEKAR GUNWANTI	W P SEC	1710-138	15,170	16,232
LEWIS MAEVE	PAYROLL	0310-138	15,170	16,232
MARCINIEC, ELIZABETH	CORR/SEC	0250-138	22,574	24,154
NEUMANN, LUCILLE	ADMIN/SEC	0250-138	20,569	22,009
REILLY, MARY	PERS TECH	0230-138	23,475	25,118
SEAMAN, JOHN	PERS TECH	0230-138	15,642	16,737

MIDDLESEX COUNTY COLLEGE
 DIVISION OF COMMUNITY EDUCATION
 PROPOSED BOARD PAYROLL
 JULY 1988

<u>COURSE</u>	<u>NAME</u>	<u>DATE</u>	<u>HOURLY/ CONTACT RATE</u>	<u>SALARY</u>
Savings Bank Workshop	Brady, Joan	6/20-6/22	Fixed	\$350.00
Kung Fu Advanced	Chung, William	7/21-8/10	14.	112.00
GRE Preparation	Cuthbert, Barbara	8/18-9/8	17.	170.00
GMAT Preparation	Cuthbert, Barbara	8/8-8/29	17.	170.00
Lotus 1 2 3	Drabik, Paul	7/18-8/17	Fixed	580.00
Automated Office Skills	Evans, Patricia	6/15-6/22	15.	495.00
Math Review/Standardized Tests	Greenberg, William	8/3-9/7	18.	216.00
Dictation Review	Hannon, Dorothy	8/24-9/28	16.	240.00
Automated Office Skills	Mack, Nadine	6/30-7/1	20.	240.00
Computer Confidence	Picioccio, Nick	6/16-7/14	20.33	203.30
Automated Office Skills	Reid, Ethel	6/24-6/28	34.	612.00
LSAT Preparation	Soos, Charles	8/23-9/27	20.	240.00
Basic Electricity	Henderson, Jack	7/1-7/12	7.50	262.50
<u>SPORTS CAMPS</u>				
Diving I	Mayer, Kelly	7/11-7/15	Fixed	225.00
Diving II	Mayer, Kelly	7/16-7/22	Fixed	225.00
Diving I	Mayer, William	7/11-7/15	Fixed	150.00
Diving II	Mayer, William	7/18-7/22	Fixed	150.00
<u>Baseball I</u>				
Assistant	Krychuwecky, Mike	7/18-7/22	Fixed	280.00
Counselor	Zifchak, Robert	7/18-7/22	Fixed	280.00
<u>Baseball II</u>				
Director	Kahora, James	8/15-8/19	510.cont	1020.00
Assistant	Krychuwecky, Mike	8/15-8/19	Fixed	280.00
Coach	McRae, Ed	8/15-8/19	Fixed	280.00
Coach	Muldowney, James	8/15-8/19	Fixed	280.00
Counselor	Zifchak, Robert	8/15-8/17	Fixed	280.00

Basketball Camp

Assistant Coach	Higgins, Mark	6/27-7/1	Fixed	175.00
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Softball Camp

Director	Kahora, James	8/1-8/5	510.cont.	1020.00
Coach	Peters, Andrew	8/1-8/5	Fixed	265.00
Coach	Zifchak, Janet	8/1-8/5	Fixed	265.00

Tennis Camp II

Coach	Anderson, John	8/8-8/12	Fixed	250.00
Instructor	Varma, Sanjay	8/8-8/12	Fixed	190.00
Instructor	Volpe, Kim	8/8-8/12	Fixed	160.00
Director	Zifchak, Robert	8/8-8/12	510.cont.	1020.00

Wrestling I

Coach	Mizrahi, Robert	6/27-7/1	Fixed	130.00
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Wrestling II

Coach	Mizrahi, Robert	7/11-7/15	Fixed	130.00
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NURSE REFRESHER

Clinical	McGreevey, Veronica	6/6-6/24	510.cont.	1530.00
Clinical	Ylagan, Alicia	6/27-7/14	510.cont.	1530.00

SUMMER IN THE TECHNOLOGIES

Electronics Coordinator, Lab	Brown, George	8/15-8/19	6.54	147.15
Retail Lab Coordinator	Brown, George	7/18-7/22	6.54	147.15
Robotics Lab Coordinator	Brown, George	8/1-8/5	6.54	147.15
Graphics Lab Coordinator	Cullinen, John	7/25-7/29	7.21	227.11
Photo Lab Coordinator	Cullinen, John	7/18-7/22	7.21	227.11
Medical Lab Instructor	Good, Dorothy	7/6-7/13	34.	510.00
Environmental Instructor	Haas, Lloyd	8/1-8/5	20.	450.00
Chemistry Instructor	Haas, Lloyd	8/19-8/25	20.	450.00
Medical Lab Instructor	Hsu, Dolly	7/6-7/13	34.	255.00
Photo Instructor	Messina, Sebastian	7/18-7/22	34.	765.00

COMMUNITY EDUCATION
PROPOSED JULY 1988 BOARD PAYROLL
Page 3

Graphics Instructor	Morrison, Peter	7/25-7/29	20.	450.00
Med Tech Lab Coordinator	Satpute, Nilambari	7/5-7/15	6.54	206.01

BUDGET SOURCES AND TOTALS:

COMMUNITY EDUCATION	\$10,945.80		
NURSE REFRESHER	3,060.00		
SUMMER IN THE TECHNOLOGIES	3,981.68		
		GRAND TOTAL	\$17,987.48

MEMORANDUM

TO: Members of the Board of Trustees
FROM: Flora Mancuso Edwards, President *ME*
SUBJECT: Report to the Board -- June 21, 1988 - July 26, 1988

This month saw the conclusion of the budgetary process in Trenton. On June 30, the Governor signed the FY '89 budget. Although the budget that passed both Houses of the Legislature recommended \$113,045,000 in State aid to the county colleges, including \$1 million in operating support in addition to the amount contained within the executive budget, the increase was line item vetoed in the final document. Attached is a comparison of the executive budget proposal, the legislative proposal, and the final 1989 budget, along with a copy of the Governor's veto message on the FY '89 budget. After months of negotiations, with virtually no notification, the Chancellor rejected the allocation formula for the county colleges on the basis that it does not provide a basis of minimal support to the smaller institutions nor does it recognize the special needs of colleges serving large numbers of underprepared students. An interim distribution was approved by the Board of Higher Education at its meeting on July 15. (A copy of that resolution is also attached for your information.) I have been asked to serve on a committee of presidents which has been formed to develop a new distribution mechanism and will report back to the Board on our progress. Clearly, the lack of support evidenced by the Department of Higher Education for the county colleges is disheartening to say the least.

Other items of interest from Trenton include approval of tuition charges for FY 1989 setting the tuition cap for the county colleges at \$990, and approval of challenge grants at Morris, Ocean, and Bergen, with instructions to Warren and Sussex to return with a combined challenge grant reflecting the participation of Middlesex in establishing a northern Center for the Advancement of the Regional Economy in the northwest region. We will be working with Warren and Sussex to see how this joint project can be developed.

Closer to home, I am pleased to report that fall full-time admissions has been even with last year, with week-to-week fluctuations about one percent above or below application totals at comparable points last July. We now stand at just over 3,100 applications which, with additional applications received during August, are expected to yield 2,700 admitted new students by the end of the enrollment period, representing an increase in new students of just over two percent.

Board of Trustees
July 26, 1988
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Summer registration is not complete. However, based on estimated enrollment for those classes not yet in session, we project that the final summer figures will be at least five percent ahead of last year.

Similarly, student registration for the fall has been under way since early June, with formal sessions scheduled in alternate weeks through August. This alternate week plan, as well as the criteria for inviting new students, represents a departure from last year, and we are experiencing better turnouts for each session, with over 900 students invited for the last week in July. Projecting ahead to mid-August, we expect full-time registration to be about two percent ahead of last year.

The good news in enrollment is offset by the serious problems we are experiencing with the asbestos removal project in L'Hommedieu Hall. As of this writing, the contractor is four weeks behind schedule, with a projected completion date of September 10. Needless to say, the impact on the scheduling of classes and laboratories is very serious, and much of the month's activities has been dedicated to negotiating with the contractor and to the development of a contingency plan for faculty offices, general purpose classrooms, and specialized laboratory space for the beginning of the fall semester.

In the academic area, I am pleased to report that we have been awarded the following grants and contracts which total \$354,637, all brought in through Community Education: Child Care Center, \$143,138; Inmate Education Program, \$83,432; Special Parent Aide Network, \$70,348; Clerk-Typist Training, \$35,504; and Project PARENT, \$22,215.

Congratulations are in order to Dean Anita Voorhees and her able team, especially Sondra Bittens, Marilyn Kirby, Patricia Klatt, Tory Salvest, and Claudia Yurecko.

I am also pleased to report that Dr. Bonnie Dimun has been nominated for the John Fry Individual Merit Award given annually by the National Council of Staff, Program and Organizational Development Achievement Commission.

Other activities this month included continued work on the 3E Commission and preparation of staff evaluations.

Board of Trustees
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In the area of institutional advancement, this month we received the last payment of a \$100,000 pledge from E.R. Squibb & Sons and completed preparations for our annual Night at the Races scheduled for this Thursday, July 28, at the Meadowlands, with the first race starting at 7:30 p.m. The evening promises to be a winner, and I look forward to seeing you there.

Off-campus, on June 30, I attended the graduation of the first class of the LOGRO program at our Perth Amboy Center. Other activities included lunch with Ms. Geraldine Harvey, the new Director of the New Brunswick YWCA, to discuss possible joint programs; lunch with Dr. Zachary Yamba, President of the CCPANJ, to discuss the FY 1989 budget, and with our own trustee, Norman Tanzman.

From July 1 through July 17, I visited family and friends in Puerto Rico and Panama. I am pleased to be home, and I look forward to the opportunities and challenges of the coming year.

FME:em (1060)
Attachments