

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of November 22, 1988 Annual Meeting

The annual organizational meeting of the Board of Trustees of Middlesex County College was held at 8:15 p.m., November 22, 1988 in Bunker Lounge in the College Center. Members present were: Mmes. Brinson, Muller and Flannary; Messrs. Ciatto, Fox, Marino and Meszaros. Mmes. Northington and Valenti and Messrs. Coughlin, Otlowski and Tanzman 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.

Chairman Marino welcomed the audience, noting that the site of the meeting had been changed to accommodate the public attendance. Since there was not a quorum of the Board present, President Edwards addressed herself to the issue of the Dental Hygiene program. Her remarks are included on page 2 of the President's monthly Report to the Board and are attached to the Minutes of the regular November 22, 1988 meeting of the Board.

Chairman Marino then invited comments from the audience on the Dental Hygiene issue. A question was raised about time lost due to the lack of clinical facilities. President Edwards stated that the College's responsibility is to insure that students have the full number of clinic hours in an adequate facility and it is hoped that the extraordinary effort made by the College to cope with the situation would be considered.

At 8:30 p.m. Chairman Marino declared that a quorum was present and the Annual Meeting in session.

Dr. Brinson presented the recommendation of the Nominating Committee for the 1988-89 year as follows:

<u>Slate of Officers</u>	<u>Board Member</u>
Chairman	- Mr. James J. Marino
Vice Chairman	- Mr. Norman Tanzman
Secretary	- Mrs. Blanquita Valenti
Treasurer	- Mr. Joseph P. Coughlin
Assistant Secretary	- Mrs. Elinore Widis (non-Board member)

Dr. Brinson moved, seconded by Dr. Fox, that in the absence of any other nominations, the nominations be closed and the Secretary instructed to cast a ballot in unanimous election of the nominees for the year 1988-89. After discussion, the motion was unanimously carried.

Dr. Brinson presented the recommendations of the Nominating Committee for members of the Board of School Estimate (2) and alternate:

James J. Marino  
George J. Otlowski, Jr.  
Joseph P. Coughlin, Alternate

Mr. Meszaros moved, seconded by Dr. Fox, that in the absence of any other nominations, the nominations be closed and the Secretary instructed to cast a ballot in unanimous election of the nominees for the year 1988-89. After discussion, the motion was unanimously carried.

Chairman Marino thanked the trustees for their continuing support and the opportunity to serve another year.

President Edwards congratulated the elected officers and expressed appreciation to the trustees for their commitment and support throughout the year. President Edwards then submitted the Annual Report of the President for the period July 1, 1987 to June 30, 1988, noting that the report reflects the shared pride in achievements of the past year as well as the energy and enthusiasm to meet the challenges that lie ahead.

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

WHEREAS, there exists a need at Middlesex County College for legal services; and

WHEREAS, the Board of Trustees has retained the firm of Wilentz, Goldman and Spitzer, Esqs., of Woodbridge, New Jersey, for the purpose of rendering legal services to the Board of Trustees of Middlesex County College since the inception of said Board in November 1964; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the County College Contracts Law (N.J.S.A. 18A:64A-25.1 et seq) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Middlesex County College as follows:

1. The Board of Trustees hereby appoints John A. Hoffman of the firm of Wilentz, Goldman and Spitzer, Esqs., as its legal counsel for the period extending from November 22, 1988 to November 28, 1989, and John A. Hoffman of the firm of Wilentz, Goldman and Spitzer has agreed to serve as legal counsel and be compensated for the reasonable value of his services.

2. This contract is awarded without competitive bidding as a "Professional Service" under the provisions of the County College Contracts Law because John A. Hoffman of the firm of Wilentz, Goldman and Spitzer is an Attorney-at-Law of the State of New Jersey, and the practice of the profession of law is regulated by the laws of the State of New Jersey.

3. The Vice President for Finance and Operations be, and he is hereby, directed to publish a copy of this Resolution once in the official newspapers of the Board of Trustees of Middlesex County College, such publication to occur within ten (10) days from date of adoption.

After discussion, the motion was unanimously carried.

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

WHEREAS, there exists a need at Middlesex County College for specialized legal services to the Assistant to the President for Employee Relations, Personnel, and Administrative Services in connection with the various labor agreements between the Board of Trustees and the organizations representing employees of the College; and

WHEREAS, the President has recommended Patrick L. Vaccaro of the firm of Jackson, Lewis, Schnitzler and Krupman to serve as special counsel for the purpose of rendering assistance in this area; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the County College Contracts Law (N.J.S.A. 18A:64A-25.1 et seq) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Middlesex County College as follows:

1. The Board of Trustees hereby appoints Patrick L. Vaccaro of the firm of Jackson, Lewis, Schnitzler and Krupman as special labor counsel to the Assistant to the President for Employee Relations, Personnel and Administrative Services, for the period extending from November 22, 1988 to November 28, 1989 in accordance with the attached letter of understanding between the Board of Trustees and Patrick L. Vaccaro of the firm of Jackson, Lewis, Schnitzler and Krupman.

2. This contract is awarded without competitive bidding as a "Professional Service" under the provisions of the County College Contracts Law because these services are deemed required as of this time by the Board of Trustees in order for it to undertake its obligations in the area of labor relations and are of such a qualitative nature as will not reasonably permit the drawing of specifications or the receipt of competitive bids.

3. The Vice President for Finance and Operations be, and he is hereby, directed to publish a copy of this resolution once in the official newspapers of the Board of Trustees of Middlesex County College, such publication to occur within ten (10) days from date of adoption.

After discussion, the motion was unanimously carried.

Mrs. Muller moved, seconded by Mr. Meszaros, for adoption of the following resolution:

WHEREAS, there exists a need at Middlesex County College for medical services; and

WHEREAS, the Board of Trustees has retained Dr. Dorothy Quail of the Robert Wood Johnson Medical School and the Rutgers Family Practice Center for the purpose of rendering medical services on behalf of the Board of Trustees of Middlesex County College; and

WHEREAS, the County College Contracts Law N.J.S.A. 18A:64A-25.1 et seq) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Middlesex County College as follows:

1. The Board of Trustees hereby appoints Dr. Dorothy Quail to provide medical services for the period extending from November 22, 1988 through November 28, 1989, and Dr. Quail has agreed to serve and be compensated for the reasonable value of her services.

2. This contract is awarded without competitive bidding as a "Professional Service" under the provisions of the County College Contracts Law because Dr. Dorothy Quail is a physician of the State of New Jersey and the practice of medicine is regulated by the laws of the State of New Jersey.

3. The Vice President for Finance and Operations be, and he is, hereby directed to publish a copy of this resolution once in the official newspapers of the Board of Trustees of Middlesex County College, such publication to occur within ten (10) days from date of adoption. Dr. Fox and Mr. Ciatto abstained from voting.

After discussion, the motion was carried.

Dr. Fox moved, seconded by Mr. Meszaros, that The Daily Home News of New Brunswick, New Jersey, and The News Tribune of Woodbridge, New Jersey, be designated as the official newspapers for publication of all legal notices affecting the College or the Board of School Estimate. After discussion, the motion was unanimously carried.

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Dr. Fox moved, seconded by Dr. Brinson, that the following banks as certified by the Governmental Unit Deposit Protection Act be designated as official depositories of funds of Middlesex County College, Middlesex County College Retail Services Corporation, and the Middlesex County College Foundation, Inc.:

First Jersey National Bank, Central - Perth Amboy, N.J.  
First Fidelity Bank - Edison, N.J.  
Midlantic National Bank/Raritan Valley - Edison, N.J.  
United Jersey Bank, Highland Park, N.J.  
First Bank of Central Jersey, New Brunswick, N.J.  
Midlantic National Bank, East Brunswick, N.J.  
National State Bank - Elizabeth, N.J.  
New Brunswick Savings Bank - New Brunswick, N.J.  
Bankers Savings Bank - Perth Amboy, N.J.  
First Savings and Loan Association of Perth Amboy - N.J.  
Wachovia Bank and Trust Company - Winston Salem, N.C.\*

\*Wachovia Bank and Trust Company is designated as a depository only for: (1) National Defense/Direct Student Loan Fund, and (2) Nursing Student Loan Fund.

And that the following banks be authorized for the use of their night depository facilities.

First Fidelity Bank, Arsenal Office, Edison, N.J.  
National State Bank of Elizabeth, Edison, N.J.

After discussion, the motion was unanimously carried.

Dr. Fox moved, seconded by Mrs. Muller, that all existing policies of the Board of Trustees be affirmed for the year commencing November 22, 1988 to November 28, 1989. After discussion, the motion was unanimously carried.

Dr. Fox moved, seconded by Mr. Ciatto, that:

1. The Board of Trustees hereby designates the fourth Tuesday of each month as the date of its regular meeting, and unless otherwise modified by resolution of this Board, the Agenda Session of the Board shall commence at 6:00 p.m. and shall be held at the Corral Restaurant of the College Center, to be followed at 7:30 p.m. by the regular meeting of the Board at the Boardroom of the Academic Services Building on the campus of Middlesex County College, Woodbridge Avenue, Edison Township, New Jersey.

1. The fourth Tuesdays of the months for the year 1988-89 are as follows:

November 22, 1988	May 23, 1989
December 20, 1988	June 27, 1989
January 24, 1989	July 25, 1989
February 28, 1989	August 22, 1989
March 21, 1989	September 26, 1989
April 25, 1989	October 24, 1989

2. The Board of Trustees hereby designates November 28, 1989 as the date for its Annual Meeting, and such Annual Meeting shall commence at 7:30 p.m. and shall be held in the Boardroom, Academic Services Building, on the campus of Middlesex County College, Woodbridge Avenue, Edison Township, New Jersey.

3. Except as hereinafter provided, notice of regular and special meetings of the Board of Trustees shall be posted 48 hours in advance at the following location:

Lobby of the Academic Services Building

4. A copy of this resolution, together with advance notice of regular and special meetings of the Board of Trustees, shall be mailed to the official newspapers.

5. A copy of advance notice of regular and special meetings of the Board of Trustees shall be filed with the Clerk of the County of Middlesex and the President of Middlesex County College.

6. Any person may request in writing that the Board of Trustees mail to him/her a copy of the schedule of regular meetings of the Board of Trustees and/or advance written notice of regular, special or rescheduled meetings of the Board of Trustees, and such scheduled and/or advance notice shall be mailed to such person. All requests made pursuant to this paragraph shall terminate at 7:30 p.m., November 28, 1989, subject to renewal thereafter upon the filing of a new written request to the Board of Trustees.

After discussion, the motion was unanimously carried.

The Annual Meeting was adjourned at 8:37 p.m.

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VALENTINE S. MESZAROS  
Secretary

THIS PAGE NOT USED!



JACKSON, LEWIS, SCHNITZLER & KRUPMAN

ONE NORTH BROADWAY · WHITE PLAINS, NEW YORK 10601

(914) 328-0404

TELECOPIER (914) 328-1882

PRACTICE LIMITED TO LABOR AND EMPLOYMENT  
LAW AND LITIGATION ON BEHALF OF MANAGEMENT

ATLANTA, GA  
BOSTON, MA  
GREENVILLE, SC  
LOS ANGELES, CA  
MORRISTOWN, NJ

NEW YORK, NY  
SAN FRANCISCO, CA  
WASHINGTON, DC  
WOODBURY, NY

October 28, 1988

Mr. David Morris  
Assistant to the President  
Middlesex County College  
Woodbridge Avenue and Mill Road  
Edison, NJ 08818

Re: 1988-1989 Retainer

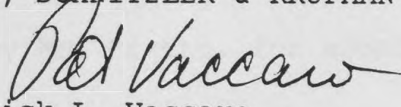
Dear David:

It would be a pleasure to continue to represent Middlesex County College for the 1988-1989 year as per the following billing arrangements. In brief, we agree to invoice the College at the rate of \$385.00 per month, plus authorized out-of-pocket expenses. Under the retainer, the College will be entitled to three (3) hours of our time each month, cumulatively, for the duration of the retainer year. For hours expended on its behalf in excess of the three (3) hours per month or the accumulated total, we will invoice at our normal hourly rates.

We trust that this agreement is acceptable and we look forward to continuing our relationship with the College.

Sincerely,

JACKSON, LEWIS, SCHNITZLER & KRUPMAN

  
Patrick L. Vaccaro

PLV:md

RECEIVED

OCT 31 1988

ASST. TO THE PRESIDENT FOR EMPLOYEE RELATIONS  
PERSONNEL & ADMINISTRATIVE SERVICES

## BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of November 22, 1988 Meeting

A regular meeting of the Board of Trustees of the Middlesex County College was held at 8:37 p.m., November 22, 1988, in the Boardroom of the Academic Services Building. Members present were: Mmes. Brinson, Muller and Flannary; Messrs. Ciatto, Fox, Marino and Meszaros. Mmes. Northington and Valenti and Messrs. Coughlin, Otlowski and Tanzman 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.

Dr. Brinson moved, seconded by Mr. Ciatto, that the Minutes of the meeting of October 27, 1988 be approved as presented. The motion was unanimously carried.

FACILITIES AND EQUIPMENT COMMITTEE

Mr. Meszaros moved, seconded by Mr. Ciatto, 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,

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NOW, THEREFORE, BE IT 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
A-82689	Zenith	Computer	\$1,499.00
A-82972	Madsen & Howell	Tool Sets	4,623.78
		Total	<u>\$6,122.78</u>

After discussion, the motion was unanimously carried.

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

Whereas, the College requires the purchase of certain software for its Computer Center; and

WHEREAS, the total amount for said software exceeds \$8,400.00; and

WHEREAS, said software is classified as exempt from bidding under the provisions of N.J.S.A. 18A:64A-25 et seq,

NOW, THEREFORE, BE IT RESOLVED that a contract in the amount of \$9,046.00 for furnishing said software be awarded to WordPerfect Corporation, Orem, Utah.

After discussion, the motion was unanimously carried.

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

WHEREAS, the College requires relocation and rewiring of its present telephone equipment, currently used as a Rate Demarcation Point in the Academic Services Building, to the new Centel switch room now located in the Johnson Learning Center; and

WHEREAS, said installation and service is classified as exempt from bidding under provisions of N.J.S.A. 18A:64A-25 et seq,

NOW, THEREFORE, BE IT RESOLVED that a contract in the amount of \$11,550.00, which includes proposed time and material costs, be awarded to New Jersey Bell, Scotch Plains, N.J.

After discussion, the motion was unanimously carried.

Mr. Meszaros moved, seconded by Mr. Ciatto, 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 \$13,281.00.

Total contract	<u>\$1,342,853.00</u>
Payments to date	1,234,338.25
Payment authorized #10	13,281.00
Retainage	65,675.45
Balance of contract	<u>29,558.30</u>
Total	<u>\$1,342,853.00</u>

After discussion, the motion was unanimously carried.

Mr. Meszaros moved, seconded by Mr. Ciatto, 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 \$30,984.00.

Estimated project cost @ 15% of abatement contract	<u>\$254,100.00</u>
Payments to date	\$204,130.00
Payment authorized	30,984.00
Balance of contract	<u>18,986.00</u>
Total	<u>\$204,130.00</u>

After discussion, the motion was unanimously carried.

Mr. Meszaros moved, seconded by Mr. Ciatto, that a contract be awarded to C. Wade Contractors, Inc., Linden, N.J. in the amount of \$96,112.51 for a waterline extension, said amount representing the lowest bid prices which fully met College specifications from a total of two (2) responses received.

Unsuccessful bidder: Counties, Inc., South Plainfield, N.J.  
After discussion, the motion was unanimously carried.

Mr. Meszaros moved, seconded by Mr. Ciatto, that a 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 amount of \$11,691.40.

	<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	\$97,020.00	\$50,538.60	\$152,292.00
Payment #8	0.00	0.00	0.00
Retainage @2%	1,980.00	1,031.40	3,108.00
Balance of contract	<u>0.00</u>	<u>0.00</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	\$155,918.00	\$70,427.70	\$526,196.30
Payment #8	6,468.00	5,223.40	11,691.40
Retainage @2%	3,314.00	1,543.90	10,977.30
Balance of contract	<u>0.00</u>	<u>0.00</u>	<u>0.00</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. Ciatto, that the following changes be approved in the contract between the Board of Trustees and the firm of Guardian Roofing Systems, Inc. for roofing on the Johnson Learning Center, 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 amount of -\$14,157.00.

Total contract authorized	\$111,750.00
Deduct change orders #1 & 2	- 14,157.00
New contract total	<u>\$ 97,593.00</u>
<u>Change order #1</u>	
Guardian request for time extension	\$ 0.00
<u>Change order #2</u>	
Credit for elimination of existing roofing removals	- <u>\$ 14,157.00</u>
Total change orders	- <u>\$ 14,157.00</u>

After discussion, the motion was unanimously carried.

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

WHEREAS, the Township of Edison has undertaken a project to improve the supply of water by the installation of a new 20-inch water main; and

WHEREAS, in order to avoid traffic delays and road surface restoration of the Mill Road/Woodbridge Avenue intersection, the Township has asked for an easement on the southwest corner of the property owned by the Board of Trustees of the Middlesex County College; and

WHEREAS, it is in the interest of the College to assist the Township of Edison wherever possible; and

WHEREAS, no significant impact on the utilization of the property can be determined as a result of the request for said easement; and

WHEREAS, Edison Township is a public instrumentality and governed by laws of the State of New Jersey,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Middlesex County College approves the request for an easement for the installation of a 20-inch water main on the southwest corner of the college property, based on plans and specifications developed by the Office of the Township Engineer of the Township of Edison; and

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BE IT FURTHER RESOLVED that for consideration of \$1.00 said easement be granted to the Township of Edison, Middlesex County, New Jersey; and

BE IT FURTHER RESOLVED as a result of said installation the property will be restored to its original status; and

BE IT FURTHER RESOLVED that said resolution requires a metes and bounds description be developed and that said approval for the easement request be subject to approval of legal counsel.

Mr. Meszaros abstained from voting. After discussion, the motion was carried.

Mr. Meszaros moved, seconded by Mrs. Muller, for adoption of the following resolution:

WHEREAS, the College Dental Hygiene Clinic requires a laboratory facility to be replicated in the College Center for their spring semester program; and

WHEREAS, time constraints for this project will not allow the issuance of public bids to purchase required special flooring for the installation of this facility; and

WHEREAS, an emergency condition has been declared pursuant to the provisions of N.J.S.A. 18A:64A-25.6 which affects the health, safety and welfare of college property required for its occupants; and

WHEREAS, proposals were solicited by the Purchasing Department in lieu of public bids,

NOW, THEREFORE, BE IT RESOLVED that a contract on an emergency basis in the amount of \$11,373.00 be awarded to Raised Computer Floors, Westwood, N.J. to supply and install used raised flooring.

After discussion, the motion was unanimously carried.

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

WHEREAS, the College Dental program requires renting of certain remanufactured and/or used dental laboratory equipment to be replicated in the College Center, in order to provide required instruction to the College's students and enable them to be eligible for their Clinical Boards; and

WHEREAS, rental of said equipment is exempt from bidding under the provisions of N.J.S.A. 18A:64A-25 et seq if in the nature of a sole source or if it constitutes an emergency; and

WHEREAS, there is only one supplier who can supply and install on a rental basis remanufactured and/or used dental equipment suitable for the Dental Clinic Program; and

WHEREAS, such equipment could not be installed within sufficient time to provide required instruction to the students unless acquired without formal bidding; and

WHEREAS, a written requisition has been filed as required by N.J.S.A. 18A:64A-25.6,

NOW, THEREFORE, BE IT RESOLVED that a contract in the amount of THIRTY TWO THOUSAND TWO HUNDRED SIXTY DOLLARS (\$32,260) be awarded to Levantall and Sons, Scranton, Pennsylvania for the rental of dental equipment and accessories as more specifically set forth on Attachment "A" to this resolution on an emergency basis exception and as a sole source exception to the bidding laws, subject to availability, for the period January 1, 1989 through June 30, 1989.

After discussion, the motion was unanimously carried.

Mr. Meszaros moved, seconded by Mr. Ciatto, that the following change orders in the contract between the Board of Trustees and SOS International for asbestos abatement in L'Hommedieu Hall be approved pursuant to the recommendation of Weston/ATC, the Director of Plant Operations and the Vice President for Finance and Operations in the amount of \$122,109.14.

<u>Change Order #</u>	<u>Description</u>	<u>Dollar Amount</u>
7	Electrical problems w/existing system	\$ 3,822.02
8	Roof leak problems on second floor	2,125.81
9	Wood paneling	13,676.52
10	Credit for insulation of piping	(4,935.04)
11A	Cln./encap. walls, second floor	43,467.36
11B	Cln./encap. walls, first floor	57,041.79
19	Transformer problems on first floor	3,778.23
20	Interior sealing of ampitheater	3,132.45
	Total	<u>\$122,109.14</u>
Total contract authorized		\$1,695,628.00
Plus change orders above		<u>122,109.14</u>
New contract total		<u>\$1,817,737.14</u>

After discussion, the motion was unanimously carried.



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Mr. Hilf reported that at the October 27, 1988 meeting, the Board rejected the base bid responses for construction of the Technical Services Center because they were in excess of the combined authorizations for construction of the facility. He was authorized by the Board to rebid the facility and the low bid received was approximately \$250,000 lower than the previous low bid. The total amount of the construction costs for the facility is estimated at approximately 5.9 million dollars.

FINANCE COMMITTEE

Mr. Ciatto moved, seconded by Dr. Fox, that the audit report for the fiscal year ended June 30, 1988 of the books and records of the Board of Trustees of Middlesex County College, as prepared by the firm of Coopers & Lybrand, be accepted and that the following recommendations be implemented pursuant to said report:

1. Accounts Payable Documentation Should Include Evidence of Date on Which Goods and Services Were Received

During our testimony of purchase/disbursement records for the year ended June 30, 1988, we noted that the date on which goods and services were received was not readily apparent. This lack of documentation makes it difficult to assess whether a proper cutoff had occurred in recording the accrued liabilities of the College.

Management Response:

Management is currently reviewing the implementation of a shipping/receiving/accounts payable system which is compatible with the mainframe and existing communication resources to that facility. That program, as planned, will provide information to requesting departments on their computer terminals, with data on the status of their purchase/receipt and payment. The current financial program does provide the requesting departments with lists of outstanding orders.

The year end processing problem continues due to scheduling of 10-month chairpersons and will recur. A number of academic department chairs are not available as of June 30 and sometimes throughout the entire summer. The concerns of the requesting departments justifies the practice of waiting for user certification prior to payment. In some cases partial payments are authorized to vendors based on the percentage of the total value of the order received so as to avoid undue hardship to the vendor.

2. Payroll Procedures Should be Improved

During the course of our payroll testing, we noted employee termination notices for hourly employees were not consistently maintained in the Payroll Department. The Payroll Department should insist on receiving such notification to prevent improper payments from being made.

During our examination of College work study employees files, we noted a lack of consistent documentation on employees time sheets. We recommend uniform time sheets which include student name, social security number, time sheet period and appropriate budget code be completed by each College work study employee. More complete information will aid in the monitoring of authorized award limits.

Management Response:

Documentation currently received from the Personnel Department from part-time hourly employees does include the start and termination dates for each individual. Based on the recommendation above, a file will be created based on the termination date of each individual. That file will be tested for the H4L payroll to insure that upon receipt of time sheets beyond the authorized date, the Payroll Department will notify the Personnel and the employing departments that no authorization for continued employment is available unless corrective steps are taken.

As to the quality of data received for students employed under the College Work Study Program, the Admissions and Financial Aid Departments and the Payroll Department will reinstitute a prior procedure for pre-addressed time sheets. Due to the volume of students involved the procedure was changed. Corrective action will be taken with the use of computerized devices in order to accommodate the large volume of routine pre-addressed data for each employee.

3. Policies Dictating Authorization Levels for Cash Disbursements Should be Developed

Currently, there is no policy governing authorization limits for check signators. To strengthen internal controls and enable management to more effectively monitor College expenditures, we recommend that dollar limits be set for each individual authorized to sign checks and that compliance with this policy be reviewed by the Internal Auditor.

Management Response:

Management is in agreement with the recommendation of the auditor. Previously a procedure had been developed and was postponed due to the leave and retirement of the prior controller and the employment of a replacement controller. That procedure is currently being reviewed based on the available number of signatories and the levels of authorization for which more than one signature would be required. In addition, procedures and controls of the use of the check signing device will be reviewed to insure that similar criteria is developed for the use of that device.

4. Financial Data Should Be Controlled By The Finance Division

In order to ensure the integrity of financial data and sustain a greater degree of continuity in reporting, financial accounting programs should be controlled in the Finance Division and the resulting data should be made available through the mainframe to operating departments.

Management Response:

Stand alone financial application software is currently being considered which includes effective encumbrance procedures and compliance reporting anticipated under Government Accounting Standards Board guidelines. The standardized programs are being reviewed with priority for internal controls, check writing, data reporting independent process and data communication to the mainframe.

5. Procedures to Review and Remove Old Outstanding Items in the Bank Accounts Should be Established

During our review of the cash account bank reconciliations for the student activities fund, agency fund and restricted fund, we noted various checks which have been outstanding for up to two years. We recommend that procedures be established to identify items which have not been presented for payment for an extended period of time and restore such items to cash.

Management Response:

Policies are in place to review bank reconciliations for old, outstanding items. With the hiring of the new controller these procedures will be enforced and implemented. The controller authorized the cancellation of all checks dated prior to December 1987.

6. Procedures for Improving the Collection of Student Accounts Receivable Should be Established

During the course of our review, we noted that a significant amount of effort by the internal auditor is directed to the collection of student account receivables. The attention needed for daily collection requires a dedicated resource to insure that all amounts due to the institution are realized.

Management Response:

Management agrees with the recommendation of the auditor and has developed a job description for the employment of an individual dedicated to the collection of student and other receivables.

After discussion, the motion was unanimously carried.

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

WHEREAS, the 1988-89 operating budget for Educational and General purposes totaling \$30,121,438.00 was allocated to specific line items based on the organizational structure and nature of departments then in effect; and

WHEREAS, a list of transfers of line item expenditures for the 1988-89 operating budget is herewith presented in order to amend the budget, based on the organizational structure, shift of instructional priorities and nature of the departments currently in effect,

NOW, THEREFORE, BE IT RESOLVED that the attached list of line item transfers for the 1988-89 current expenditure budget for Educational and General purposes be adopted. The sum total of said line item transfers being the same, therefore, having no effect on the total of the budget as adopted by the Board of Trustees originally in the amount of \$30,121,438.00.

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Dr. Fox, that a progress payment be authorized to the firm of Coopers and Lybrand for examination of the accounts and records of the Board of Trustees of Middlesex County College for the fiscal year ended June 30, 1988, including Current Unrestricted Fund, Current Restricted Fund (Special Projects) and Plant Fund in the amount of \$10,000.00.

Total contract	\$37,100.00
Payments to date	\$20,000.00
Payment authorized #3	10,000.00
Balance of contract	<u>7,100.00</u>
Total	<u>\$37,100.00</u>

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Mrs. Muller, that the Board of Trustees of Middlesex County College appoints the following new members to the Board of Directors of the Middlesex County College Retail Services Corporation, effective November 28, 1988:

David Bourke  
Douglas Boninsegna  
Christiana Barone

After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Mr. Meszaros, that a grant equivalent to tuition and course fees for students enrolled as seniors in the Dental Hygiene Program be provided for the winter and spring semesters as scheduled. After discussion, the motion was unanimously carried.

Mr. Ciatto moved, seconded by Dr. Brinson, that legal fees to the firm of Wilentz, Goldman & Spitzer be approved for legal services rendered by said firm in the matter of Bozowski vs. Middlesex County College in the amount of \$1,861.81.

Explanation: The claim against the College was covered by the Trustee Liability insurance. Legal fees paid by C.N.A. were \$6,166.53 for services billed in the amount of \$8,028.34 leaving a shortfall in the amount of \$1,861.81. After discussion, the motion was unanimously carried.

#### HUMAN RESOURCES COMMITTEE

Dr. Fox moved, seconded by Dr. Brinson, 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 RESIGNATION

- (a) Patricia Daly, Assistant Director of Student Activities and College Center, in the College Center (budget code 19-1810-121) effective January 13, 1989.

ACADEMIC APPOINTMENTS

- (a) Kimberly E. Krapels be appointed Assistant Instructor in the Radiography Education Department (budget code 19-2140-110) for the 1988-89 academic year only, at the salary of \$22,233 prorated to \$14,081, based on the effective starting date of November 28, 1988.
- (b) Lillian Holt be appointed Instructor, in the Mathematics Department (budget code 19-2530-114) for the Fall semester only, of the 1988-89 academic year, at a salary of \$12,334 prorated to \$6,989, based on the effective starting date of October 17, 1988.
- (c) Justina Strelitz be appointed Adjunct Instructor, in the Computer Science Department (budget code 19-2570-115) for the Fall semester, of the 1988-89 academic year, to teach CSC 115 and CSC 117, for a total of eight (8) contact hours, at the rate of \$315 per contact hour, for a total salary of \$2,520 prorated to \$1,512, with the effective starting date of October 20, 1988.
- (d) Hans Walther be appointed Curriculum Coordinator, in the Marketing Art and Design Department (budget code 19-2323-110) for the 1988 Fall semester only, at a total salary of \$295.00.
- (e) That the following list, beginning with the name John O. Pautz, and ending with the name Michele Greenfield, be appointed Curriculum Coordinators, in the appropriate departments, for the 1988-89 academic year, at a total salary of \$590.00.
- |                    |                                     |
|--------------------|-------------------------------------|
| John O. Pautz      | - Mechanical Engineering Technology |
| Ray Nolan          | - Civil/Construction Engineering    |
| Carl Kiesewetter   | - Surveying Certificate             |
| Steve Foster       | - Engineering Science               |
| John Murray        | - Chemical Technology               |
| Linda Burns        | - Environmental Technology          |
| William Kleinelp   | - Biological Laboratory Technology  |
| Susan Shulman      | - Math Remediation Prog Coordinator |
| Michele Greenfield | - Math Remediation Prog Coordinator |
- (f) Michele Menditto appointed Financial Aid Officer, in the Admissions and Financial Aid Offices (budget code 19-1110-112) for the fiscal year July 1, 1988 to June 30, 1989, at an annual salary of \$29,602.00 prorated to \$16,726, based on the effective starting date of December 8, 1988.

ACADEMIC ADJUNCT APPOINTMENTS

- (a) Shelley Jacobsen be appointed Adjunct Instructor, in the Performing Arts Department (budget code 19-2220-115) for the Fall semester of the 1988-89 academic year, to teach ART 201/202 for a total of twenty-four (24) clock hours, at the rate of \$21 per clock hour, for a total salary of \$504.00.
- (b) Attila Nehez be appointed Adjunct Instructor, in the Mathematics Department (budget code 19-2530-115) for the Fall semester of the 1988-89 academic year, to teach MAT 010, for a total of twenty-four (24) clock hours, at the rate of \$21 per clock hour, for a total salary of \$504.00.
- (c) Joyce Pellitteri 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 208, for a total of two (2) contact hours, at the rate of \$315 per contact hour, for a total salary of \$630.00.

ACADEMIC STIPEND ADJUSTMENTS

- (a) That the stipend amounts for Jim Morgan and Lynn Winik, in the Performing Arts Department be changed from a total of \$575 each, to a total of \$618 each, due to a change in the AFT Contract.

ACADEMIC COMPENSATION

- (a) Dr. John Carden be compensated for providing class coverage in SOC 121, SOC 123 and SOC 231, for fifteen (15) clock hours from October 31, 1988 to November 4, 1988, at the rate of \$21 per clock hour, and a total salary of \$315, due to the absence of a faculty member.
- (b) Jane Lasky be compensated for editing "College English Notes" in the Division of Continuing Education (budget code 19-2960-150) for the 1988-89 academic year, for three (3) contact hours, at the rate of \$530 per contact hour, for a total salary of \$1,590.00.

ACADEMIC CORRECTIVE RESOLUTIONS

- (a) Ricki Cohn, Instructor, in the English Department (budget code 19-2210-110) at an annual salary of \$25,937, be corrected to an annual salary of \$24,668, for the 1988-89 academic year.

ACADEMIC CORRECTIVE RESOLUTIONS

- (b) Kenneth Lusnia, Assistant Instructor, in the Radiography Education Department (19-2140-110) at an annual salary of \$25,260, be corrected to an annual salary of \$22,800, for the 1988-89 academic year.

ACADEMIC CHANGE OF STATUS

- (a) That the following list, beginning with the name Paul Bhatia, and ending with the name Rose Ann Morgan, who were appointed as Curriculum Coordinators, in the appropriate departments, for the 1988-89 academic year, at a total salary of \$550, be changed to a total salary of \$590.00.

Paul Bhatia - Associate and Applied Science Degree  
for Computer Information Systems

Frank Burke - Science Transfer Computer Science Option  
Associate in Science Degree Program

Rose Ann Morgan - English

ACADEMIC RESIGNATION

- (a) Laura Urban, Adjunct Instructor, in the Mathematics Department (19-2530-115) effective October 24, 1988.  
NOTE: The total salary for Ms. Urban should be adjusted to \$441 for the semester.

NON-ACADEMIC APPOINTMENTS

- (a) Mark Lines 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 the annual salary of \$13,206 prorated to \$7,856, based on the effective starting date of November 28, 1988.
- (b) Nilesh Patel be appointed Computer Operator, in the Computer Center (budget code 19-1720-130) for the fiscal year July 1, 1988 to June 30, 1989, at the annual salary of \$16,721 (\$16,175 + \$546) prorated to \$9,754 (\$9,435 + \$319) based on the effective starting date of December 1, 1988.
- (c) Antonia Agostina be appointed Student Records Assistant, in the Admissions and Financial Aid Offices (budget code 19-1110-130) for the fiscal year July 1, 1988 to June 30, 1989, at the annual salary of \$14,275 prorated to \$8,437, based on the effective starting date of November 28, 1988.



NON-ACADEMIC TEMPORARY PERSONNEL

- (a) Kelly Johns, at the rate of \$7.84 per hour.
- (b) Deborah Ostrowski, at the rate of \$5.50 per hour.
- (c) Carlos Rivera, at the rate of \$8.86 per hour.
- (d) Janice Karlen, at the rate of \$17.00 per hour.
- (e) Juan Paiz, at the rate of \$7.00 per hour.
- (f) Bernice Dickerman, at the rate of \$7.00 per hour.
- (g) Thomas Holmes, at the rate of \$18.00 per hour.
- (h) Robert Mowery, at the rate of \$6.25 per hour.
- (i) Christine Lengyel, at the rate of \$6.00 per hour.
- (j) Eva Hsu, at the rate of \$6.25 per hour.
- (k) Robert Jegou, at the rate of \$6.25 per hour.
- (l) Frank Notino, at the rate of \$6.25 per hour.
- (m) Sylvia Marcus, at the rate of \$12.00 per hour.
- (n) Gina Puntiel, at the rate of \$6.00 per hour.
- (o) Tammy Fischbach, at the rate of \$7.00 per hour.
- (p) Matthew Nelson, at the rate of \$6.25 per hour.
- (q) Mark Lines, at the rate of \$6.35 per hour.
- (r) Nilesh Patel, at the rate of \$9.19 per hour.
- (s) Audeliz Velez, at the rate of \$7.00 per hour.
- (t) Henry Hernandez, at the rate of \$6.00 per hour.
- (u) Marilene Paul, at the rate of \$6.00 per hour.
- (v) Michael Sawicki, at the rate of \$6.00 per hour.
- (w) Margaret Kelly, at the rate of \$6.00 per hour.
- (x) Diane Schaeffler, at the rate of \$5.75 per hour.
- (y) Douglas Boninsegna, at the rate of \$5.25 per hour.
- (z) Mary Szatkowski, at the rate of \$5.75 per hour.

NON-ACADEMIC LEAVE OF ABSENCE

- (a) Olga Hratko, Copy and Finishing Specialist, in the Printing, Publications and Mail Services Department (budget code 19-0500-130) be granted a disability leave of absence, pursuant to the AFSCME Contract, Article VI, Section G, for the time period October 20, 1988 to October 31, 1988.

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

CHANGE IN NON-ACADEMIC LEAVE OF ABSENCE

- (a) That the maternity leave of absence for Margaret Hroncich, E.O.F. Assistant (budget code 19-2920-130) in the Educational Opportunity Fund Program, which was approved from July 27, 1988 to January 5, 1989, be changed to an ending date of April 14, 1989.

NON-ACADEMIC CHANGE OF STATUS

- (a) George Baron, Mechanic II, in the Maintenance Department (budget code 19-7300-160) at an annual salary of \$27,220, be changed to Mechanic I, in the Maintenance Department, at an annual salary of \$30,638 prorated to \$20,425, effective November 1, 1988.
- (b) Joseph Boyle, Mail Expediter, in the Printing, Publications and Mail Services Department (budget code 19-0500-130) at an annual salary of \$15,128, be changed to Mail Carrier, in the Printing, Publications and Mail Services Department, at an annual salary of \$15,128, effective November 1, 1988.
- (c) Emily Christianson, Departmental Aide, in the Media Department (budget code 19-6200-130) at an annual salary of \$13,342, be changed to Departmental Secretary, in the Student Activities Department (budget code 19-1140-130) at an annual salary of \$14,342 prorated to \$8,964, for the time period November 16, 1988 to June 30, 1989.
- (d) Dale Morris, Test Assistant, in the Testing Department (budget code 19-6500-130) at an annual salary of \$12,840, be changed to Test Technician, in the Testing Department, at an annual salary of \$14,275 prorated to \$9,516, effective November 1, 1988.
- (e) Toleather Thomas, Senior Student Records Assistant, in the Admissions and Financial Aid Office (budget code 19-1110-130) at an annual salary of \$16,621, be changed to Student Records Analyst, in the Admissions and Financial Aid Office, at an annual salary of \$17,618 prorated to \$8,809, for the time period November 1, 1988 to April 30, 1989 only.
- (f) Greg Mekilo, Mechanic I, in the Maintenance Department (budget code 19-7300-160) at an annual salary of \$27,590, be changed to an annual salary of \$30,638 prorated to \$20,425, for the time period November 1, 1988 to June 30, 1988.

NON-ACADEMIC RESIGNATION

- (a) Hector Cancel, Custodian, in the Custodial Department (budget code 19-7200-160) effective November 15, 1988.
- (b) Anna Washko, Student Records Assistant, in the Registrar's Office (budget code 19-1120-130) effective November 30, 1988.

GRANTS AND SPECIAL PROJECTS PERSONNEL

Part-Time Appointments

- (a) Joan Annette be appointed Project Assistant, Project Resources, in the Division of Community Education (budget code 59-3294 EJ-150) for the time period November 1, 1988 to December 31, 1988, at an hourly salary of \$7.00 for fifteen (15) hours per week, not to exceed \$945.

Change of Status

- (a) Paola Snyder, Senior Office Worker, in the Division of Community Education (budget code 59-3806 DJ-150 for 18 hours per week, and 59-3807 CJ-150 for 17 hours per week) for the time period October 1, 1988 to November 5, 1988, at an hourly salary of \$6.00, be changed to Departmental Secretary, at an hourly salary of \$7.38 prorated to \$1,291.50, for the time period October 1, 1988 to November 14, 1988.

Resignation

- (a) Janice Richardson, Coordinator, Project D.D.D. (budget code 59-3807 CJ-126) in the Division of Community Education, effective December 16, 1988.

Stipend

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

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

WHEREAS, Dr. Carol Rohman of the East Brunswick Public School System, Dr. Jay Fidler of Clinton, New Jersey, and Mr. Kevin Dohrenwend of Middlesex County College have been so identified,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board of Trustees of Middlesex County College does hereby appoint Dr. Carol Rohman as a consultant to provide expertise in school psychology to the clients serviced through "Project Central Connections II" for the period 1 December 1988 through 30 June 1989 at the rate of \$25 per hour (\$125 per client served) on an as-needed basis in the total amount not to exceed \$12,250 (budget code 59-3729 FJ-115).

2. The Board of Trustees of Middlesex County College does hereby appoint Dr. Jay Fidler as a consultant to provide expertise in neuropsychology to the clients serviced through "Project Central Connections II" for the period 1 December 1988 through 30 June 1989 at the rate of \$75 per hour on an as-needed basis in a total amount not to exceed \$10,920 (budget code 59-3729 FJ-115).
3. The Board of Trustees of Middlesex County College does hereby appoint Mr. Kevin Dohrenwend as a consultant to provide expertise in family resource counseling to the clients serviced through "Project Central Connections II" for the period 1 December 1988 through 30 June 1989 in the total amount of \$500 (budget code 59-3729 FJ-255).

After discussion, the motion was unanimously carried.

Dr. Fox moved, seconded by Mr. Meszaros, that the following list, beginning with the name Trace Gerow and ending with the name Joseph Kubeck, be approved for academic advisement (budget code 19-1110-155) for the Fall 1988 semester, at the total amount of \$230.00.

Trace Gerow	\$ 40.00
Carol Pam	30.00
Brendan Gallagher	80.00
Joseph Kubeck	<u>80.00</u>
Total	\$230.00

After discussion, the motion was unanimously carried.

Dr. Fox moved, seconded by Mr. Ciatto, that the following adjustments in salaries be approved, beginning with the name Balabkins, Xenia, and ending with the name Tyrrell, David, for academic advisement (budget code 19-2930-155) during the time period August 31, 1988 to October 31, 1988, for a total amount of \$4,010.00.

Balabkins, Xenia	\$365.00
Beyer, David	155.00
Dalton, Robert	160.00
Donahue-Hellwig, Sharon	325.00
Ferrante, Sharon	205.00
Holt, Theresa	145.00
Nolan, Raymond	310.00
Pearse, Irene	495.00
Peterson, Arthur	395.00
Przygoda, Margaret	275.00
Rehbein, Edith	350.00
Shindelman, Jerome	590.00
Tyrrell, David	240.00

After discussion, the motion was unanimously carried.

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Dr. Fox moved, seconded by Mr. Ciatto, that the attached adjustments in salaries be approved beginning with the name Andes, Phoebe, and ending with the name Zaepfel, Kay, for academic advisement during the months of July and August 1988, for a total amount of \$639.75 (budget code 19-1120-155). After discussion, the motion was unanimously carried.

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

WHEREAS, Lawrence Rice commenced employment with Middlesex County College on August 1, 1968 as a member in the Police Department; and

WHEREAS, Lawrence Rice has, in his capacity as a member of the College community, rendered invaluable and faithful service to Middlesex County College, which will be sorely missed due to his untimely death,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Middlesex County College offers its sincere regrets to the family of Lawrence Rice for the unfortunate loss of a friend and associate; and

BE IT FURTHER RESOLVED that November 4, 1988 be entered as the last date of employment for Lawrence Rice on the books and records of the College; and

BE IT FURTHER RESOLVED that a copy of this Resolution be sent to the family of Lawrence Rice.

After discussion, the motion was unanimously carried.

Dr. Fox moved, seconded by Mr. Ciatto, that the following list of individuals beginning with the name James Adams, and ending with the name Joanne Taurus, be approved for payment in the indicated amounts below, due to completed assignments for the Institute (budget code 19-2990-116).

<u>Name</u>	<u>Amount</u>
James Adams	\$ 370.50
Joe Anania	1,681.25
Sandra Barreto	960.00
Santi Buscemi	405.00
Robert Entner	1,120.00
Nancy Hirschl	1,120.00
Deborah Keenan	180.00
Mary Ellen Keiger	1,120.00
Shirley Roque	304.00
Frank Rubino	740.00
Rhonda Slawinski	500.00
Nadine Stern	2,400.00
Joanne Taurus	1,600.00
Bonny Rhee	100.00

After discussion, the motion was unanimously carried.

Dr. Fox moved, seconded by Mrs. Muller, that the following salary adjustments and personnel actions in the Division of Continuing Education and Instructional Resources for Fall 1988 semester be approved:

Appointments:

<u>Name</u>	<u>Assignment</u>	<u>Compensation</u>
Barr, Carla	Lab Coordinator	\$280.00
Carlisle, Clayton	MEC 209-540	587.00
Carter, Leslie	Basic Skills Workshop	212.00
Haupt, Ann	Basic Skills Workshop	71.00
Nagy, Karoly	SOC 121-630	742.00
Shindelman, Jerome	Advisement	60.00
Taha, Carol	Basic Skills Workshop	71.00
Weir, Elaine	Basic Skills Workshop	141.00

Resignations:

<u>Name</u>	<u>Assignment</u>	<u>Previously Authorized Compensation</u>	<u>Adjusted Compensation</u>
Wilhelm, Diane	SOC 121-630	\$1,530.00	\$ 788.00
Jernstedt, Charles	MEC 209-540	1,890.00	1,303.00

After discussion, the motion was unanimously carried.

Dr. Fox moved, seconded by Mr. Meszaros, that the attached list of proposed courses be approved for November 1988 in the Division of Community Education, beginning with the name Brady, Joan, and ending with the name Zakaluk, Anne, for a total amount of \$9,520.35. After discussion, the motion was unanimously carried.

EDUCATION COMMITTEE

Mrs. Muller moved, seconded by Dr. Brinson, 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, Department of Higher Education, (hereinafter referred to as the "State") have entered into a contract for the operation of a project entitled The Ethics Project, for the period commencing July 1, 1988 and concluding June 30, 1989; and

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WHEREAS, a proposal entitled The Ethics Project, has been submitted by the College administration and agreed to by the State in the amount of \$40,000.00; 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 project entitled The Ethics Project, 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 project entitled The Ethics Project, 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, in the amount of \$40,000.00.
2. The Board herein ratifies the contract executed by the College President and the State of New Jersey.

After discussion, the motion was unanimously carried.

Mrs. Muller moved, seconded by Dr. Fox, 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, Department of Higher Education, (hereinafter referred to as the "State") have entered into a contract for the operation of a project entitled Death and Technology: Health Care and Medicine in the Western World, for the period commencing July 1, 1988 and concluding June 30, 1989; and

WHEREAS, a proposal entitled Death and Technology: Health Care and Medicine in the Western World, has been submitted by the College administration and agreed to by the State in the amount of \$11,334.00; 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 project entitled Death and Technology: Health Care and Medicine in the Western World 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 project entitled Death and Technology: Health Care and Medicine in the Western World, 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, in the amount of \$11,334.00.
2. The Board herein ratifies the contract executed by the College President and the State of New Jersey.

After discussion, the motion was unanimously carried.

Mrs. Muller moved, seconded by Dr. Brinson, 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, Department of Community Affairs, Division on Women (hereinafter referred to as the "State") have entered into a contract through which the Board will operate A Displaced Homemaker Program during the period July 1, 1988 through June 30, 1989; and

WHEREAS, a proposal entitled A Displaced Homemaker Program has been submitted by the College administration and agreed to by the State in the amount of \$60,000.00; 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 subdivisions; and

WHEREAS, the Board has determined that the operation of A Displaced Homemaker 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 A Displaced Homemaker Program 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, in the amount of \$60,000.00.
2. The Board herein ratifies the contract executed by the College President and the State of New Jersey.

After discussion, the motion was unanimously carried.



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

WHEREAS, the Board of Trustees of Middlesex County College (hereinafter referred to as the "Board") and the John F. Kennedy Medical Center, the Robert Wood Johnson Rehabilitation Institute (hereinafter referred to as the "Medical Center") have entered into a contract for the operation of an Office Skills Program for Handicapped Individuals, for the period commencing October 1, 1988 and concluding September 30, 1989; and

WHEREAS, as a result of changing needs at the Medical Center and unanticipated facility and staffing alterations experienced by the Board, the continuation of the Office Skills Program for Handicapped Individuals is no longer required by the Medical Center; and

WHEREAS, at the request of the Medical Center, the Board and the Medical Center have cordially and cooperatively negotiated a termination of the contract for an Office Skills Program for Handicapped Individuals at no additional cost or inconvenience to either the Medical Center or the Board,

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board of Trustees of Middlesex County College does hereby ratify the termination of the contract for an Office Skills Program for Handicapped Students effective 14 October 1988 at no additional cost or inconvenience to the John F. Kennedy Medical Center or to Middlesex County College.
2. The Board of Trustees of Middlesex County College reaffirms its interest and willingness to explore future joint educational opportunities with the John F. Kennedy Medical Center, as such meet the needs of the Center and are consistent with the philosophy and purpose of the College.

Mr. Meszaros abstained from voting. After discussion, the motion was carried.

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

WHEREAS, the Board of Trustees established a Nurse Education Department and curriculum in 1966 in order to meet the need for registered nurses in the greater Middlesex County area; and

WHEREAS, the need for such personnel remains strong; and

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WHEREAS, the President of the College has informed the Board of Trustees of a concern that the performance of Nurse Education Department graduates on the licensing examination raises questions related to the instructional process and may also lead to a diminution of student enrollment in the Nurse Education program; and

WHEREAS, the Board of Trustees has considered the information presented by the President and it appears that a reduction in force may be necessary,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees directs the President to develop a plan to address the diminution of student enrollment in the Nurse Education Department program in accordance with the provisions of the New Jersey Administrative Code; and

BE IT FURTHER RESOLVED that the plan developed by the President address the issue of the continuing need for registered nurses in the greater Middlesex County area; and

BE IT FURTHER RESOLVED that the plan developed by the President shall be reported along with the Affirmative Action Officer assessment of the impact in accordance with the requirements of N.J.A.C. 9:4-5.1 et seq to the Board of Trustees for consideration at the December 20, 1988 meeting of the Board; and

BE IT FURTHER RESOLVED that the president shall consult with the College community in accordance with N.J.A.C. 9:4-5.4 and that representatives of the College community be notified of an opportunity to present alternative plans to the President's Plan by December 15, 1988; and

BE IT FURTHER RESOLVED that the Board of Trustees will consider such plan or plans in accordance with N.J.A.C. 9:4-5.6 at a meeting to be held on December 20, 1988.

After discussion, the motion was unanimously carried.

#### COMMUNITY RELATIONS COMMITTEE

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

WHEREAS, the night of November 9-10 marks the fiftieth anniversary of Kristallnacht, the Night of Broken Glass, a night of terror sanctioned by the Nazi state in Germany and Austria in 1938; and

11/22/88

WHEREAS, the toll of the night's violence included the destruction of 267 synagogues and the looting of 7,000 Jewish shops, businesses and homes; and

WHEREAS, at least 36 Jews were killed during Kristallnacht and 30,000 were arrested and deported to concentration camps over the following days; and

WHEREAS, the Holocaust Committee of the Jewish Community Relations Council and Middlesex County College sponsored a commemoration for Kristallnacht the evening of Wednesday, November 9, 1988;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Middlesex County College commemorates November 9, 1988 to recall the atrocities committed fifty years ago and joins in the national memorial efforts to insure that such barbarism can never be repeated.

After discussion, the motion was unanimously carried.

President Edwards congratulated the newly elected officers of the Board and thanked them for their continued dedication and commitment.

President Edwards reviewed her report, October 28 to November 22, 1988, which was provided to Board members. (Copy attached to Minutes.)

#### AUDIENCE

Professor Lamela congratulated the newly elected officers, stating that she is looking forward to working with them. Ms. Lamela stated that she shares the Board's concerns regarding the quality of the Nurse Education program and assured the Board that the faculty is eager and willing to work with the administration in facing the challenges.

Mrs. Veronica McGreevey, Associate Professor in the Nurse Education Department, stated that the nursing faculty want to work with the administration to improve student grade average.

Chairman Marino stated that the next meeting of the Board of Trustees will be December 20, 1988.

There being no further business, the meeting was adjourned at 9:10 p.m.

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VALENTINE S. MESZAROS  
Secretary

MIDDLESEX COUNTY COLLEGE  
 DENTAL HYGIENE LABORATORY CONSTRUCTION COSTS

ATTACHMENT "A"

EQUIPMENT RENTAL

MCC CODING	DESCRIPTION	UNIT RENTAL		ESTIMATED		RENTAL COSTS
		6 MONTH	1 MONTH	RENTAL MONTHS	NUMBER	
				7	OF UNITS	
A		400	40	440	25	11,000
B		600	50	650	1	650
C-1		500	50	550	2	1,100
C-2		150	15	165	2	330
D-4		100	15	115	25	2,875
G		1000	75	1075	2	2,150
H-1		250	25	275	25	6,875
I-1		200	40	240	25	6,000
K-1		400	40	440	1	440
K-2		800	40	840	1	840
TOTAL EQUIPMENT RENTAL COST						32,260

MIDDLESEX COUNTY COLLEGE  
CURRENT UNRESTRICTED FUND BUDGET TRANSFERS  
FOR THE FISCAL YEAR 1989

OBJECT CODE DESCRIPTION	OBJECT CODE NUMBER	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET	ADOPTED OBJECT SUBTOT.	REVISED OBJECT SUBTOT.	SUBTOTAL (INCREASE) DECREASE
TOTAL 10 MONTH FACULTY	110	7,420,692	223,390	(216,070)	7,428,012			
TOTAL FULL TIME OVERLOAD	111	65,000	0	(25,000)	40,000			
TOTAL 5 MONTH FACULTY	114	140,364	78,079	(6,470)	212,573			
TOTAL PART TIME OTHER	116	1,939,333	93,667	0	2,033,000			
TOTAL FACULTY ADJUSTED		9,565,989	395,136	(247,540)	9,713,585			
TOTAL 12 MONTH INSTRUCTIONAL	112	864,396	35,626	(44,260)	855,762			
GRAND TOTAL FACULTY ADJUSTED		10,430,385	430,762	(291,800)	10,569,347	10,430,385	10,569,347	(138,962)
TOTAL STAFF ADMINISTRATION	120	1,404,728	120,798	(169,905)	1,355,621			
TOTAL SUPERVISORY PERSONNEL	121	676,273	88,062	(25,363)	738,972			
TOTAL OTHER ADMINISTRATION	124	250,490	50,000	(10,620)	289,870			
TOTAL CHAIR LINE ADMINISTRATION	125	1,674,003	44,702	(63,666)	1,655,039			
TOTAL PROFESSIONAL STAFF	126	1,057,342	81,161	(73,793)	1,064,710			
GRAND TOTAL ADMINISTRATION ADJUSTED		5,062,836	384,723	(343,347)	5,104,212	5,062,836	5,104,212	(41,376)
TOTAL REG. CLERICAL	130	2,159,779	194,353	(91,465)	2,262,667			
TOTAL TECH/PARA	131	603,949	56,169	(61,901)	798,217			
TOTAL CONFIDENTIAL	138	170,031	59,627	0	229,658			
GRAND TOTAL CLERICAL ADJUSTED		3,133,759	310,149	(153,366)	3,290,542	3,133,759	3,290,542	(156,783)
PART-TIME	150	40,689		(28,689)	12,000	40,689	12,000	28,689
TOTAL CUSTODIAL/MAINT.	160	1,475,871	54,530	(113,748)	1,416,653	1,475,871	1,416,653	59,218
SECURITY	165	240,096		(8,660)	231,436	240,096	231,436	8,660
TOTAL PERSONNEL ADJUSTED		20,383,636	1,180,164	(939,610)	20,624,190	20,383,636	20,624,190	(240,554)

MIDDLESEX COUNTY COLLEGE  
CURRENT UNRESTRICTED FUND BUDGET TRANSFERS  
FOR THE FISCAL YEAR 1989

OBJECT CODE DESCRIPTION	OBJECT CODE NUMBER	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET	ADOPTED OBJECT SUBTOT.	REVISED OBJECT SUBTOT.	SUBTOTAL (INCREASE) DECREASE
F.I.C.A.	210	76,207		(30,000)	46,207	76,207	46,207	30,000
TOTAL HEALTH INSURANCE	240	1,249,797	60,319	(34,076)	1,276,040	1,249,797	1,276,040	(26,243)
STIPEND	255	19,363		(12,163)	7,200	19,363	7,200	12,163
SUPPLIES	500	103,317		(26,317)	77,000	103,317	77,000	26,317
TOTAL MAIN. CONTRACTS	720	68,940	0	(50,000)	18,940	68,940	18,940	50,000
TOTAL RENTALS	730	315,103	0	(89,317)	225,786	315,103	225,786	89,317
TOTAL CLASSROOM RENTALS	736	73,900	0	(59,000)	14,900	73,900	14,900	59,000
		1,906,627	60,319	(300,873)	1,666,073	1,906,627	1,666,073	293,040
TOTAL OF ACCOUNTS IMPACTED BY TRANSFER		22,290,263	11,240,483	(1,240,483)	22,290,263	22,290,263	22,290,263	0
TOTAL ACCOUNTS NOT ADJUSTED		7,831,175			7,831,175	7,831,175	7,831,175	0
TOTALS		30,121,438	11,240,483	(1,240,483)	30,121,438	30,121,438	30,121,438	0

MIDDLESEX COUNTY COLLEGE  
CURRENT UNRESTRICTED FUND BUDGET TRANSFERS  
FOR THE FISCAL YEAR 1989

ACCOUNT NUMBER	DEPARTMENTAL DESCRIPTION	OBJECT CODE DESCRIPTION	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET	ADOPTED OBJECT SUBTOT.	REVISED OBJECT SUBTOT.	SUBTOTAL (INCREASE) DECREASE
19-	2110	-110 NURSE EDUCATION	F/T 10 MONTH	626,277	22,125	648,402			
19-	2130	-110 DENTAL AUX.	F/T 10 MONTH	242,100		(3,843)	238,257		
19-	2140	-110 RADIOLOGICAL TECH.	F/T 10 MONTH	92,263		(42,380)	49,883		
19-	2160	-110 MEDICAL LAB. TECH.	F/T 10 MONTH	0	29,463	29,463			
19-	2210	-110 ENGLISH	F/T 10 MONTH	948,487	54,591	1,003,078			
19-	2220	-110 PERFORMING ARTS	F/T 10 MONTH	109,207	5,970	115,177			
19-	2230	-110 HISTORY/SOC. BEHAV.	F/T 10 MONTH	572,219	8,860	581,079			
19-	2240	-110 MOD. LANGUAGE	F/T 10 MONTH	169,476	4,388	173,864			
19-	2250	-110 HEALTH PHYS. ED. & REC.	F/T 10 MONTH	243,616	10,306	253,922			
19-	2260	-110 VISUAL ARTS	F/T 10 MONTH	98,853	5,073	103,926			
19-	2270	-110 PSYCH/LEARNING DEV.	F/T 10 MONTH	340,034	11,632	351,666			
19-	2280	-110 ENG. AS A 2ND LANG.	F/T 10 MONTH	22,000	3,630	25,630			
19-	2310	-110 ACCOUNTING	F/T 10 MONTH	618,652	19,516	638,168			
19-	2320	-110 MARKETING	F/T 10 MONTH	122,429	2,371	124,800			
19-	2323	-110 MARKET'G ART & DESIGN	F/T 10 MONTH	165,479	10,407	175,886			
19-	2325	-110 RETAIL OPTION	F/T 10 MONTH	40,261	2,855	43,116			
19-	2330	-110 OFFICE SYS. TECH.	F/T 10 MONTH	122,338	4,119	126,457			
19-	2340	-110 H.R.I.	F/T 10 MONTH	92,935	5,375	98,310			
19-	2350	-110 BUSINESS ADM. & MGMT	F/T 10 MONTH	136,839		(38,668)	98,171		
19-	2500	-110 ENG. TECH. DIV.	F/T 10 MONTH	5,000	0	5,000			
19-	2510	-110 BIOLOGY	F/T 10 MONTH	549,276		(30,120)	519,156		
19-	2520	-110 CHEMISTRY	F/T 10 MONTH	431,845		(65,738)	366,107		
19-	2530	-110 MATHEMATICS	F/T 10 MONTH	524,882		(18,853)	506,029		
19-	2540	-110 PHYSICS	F/T 10 MONTH	237,419	3,224	240,643			
19-	2550	-110 ELEC. ENG. TECH.	F/T 10 MONTH	297,483	8,811	306,300			
19-	2560	-110 MECH/CIV./CONST.ENG.	F/T 10 MONTH	269,174		(16,468)	252,706		
19-	2570	-110 COMPUTER SCIENCE	F/T 10 MONTH	341,142	10,674	351,816	7,420,692	7,428,012	(7,320)
TOTAL 10 MONTH FACULTY			7,420,692	223,390	(216,070)	7,428,012			
19-	2110	-111 NURSE EDUC.	F/T OVERLOAD	45,000		(25,000)	20,000		
19-	2210	-111 ENGLISH	F/T OVERLOAD	5,000	0	5,000			
19-	2220	-111 PERFORM. ARTS	F/T OVERLOAD	5,000	0	5,000			
19-	2340	-111 H.R.I.	F/T OVERLOAD	5,000	0	5,000			
19-	2350	-111 BUS. ADMIN. & MGMT.	F/T OVERLOAD	5,000	0	5,000	65,000	40,000	25,000
TOTAL FULL TIME OVERLOAD			65,000	0	(25,000)	40,000			
19-	2210	-114 ENGLISH	F/T 5 MONTH	115,310		(4,304)	111,006		
19-	2230	-114 HISTORY/SOC. BEHAV.	F/T 5 MONTH	0	12,334	12,334			
19-	2240	-114 MOD. LANGUAGE	F/T 5 MONTH	0	12,334	12,334			
19-	2280	-114 ENG. AS 2ND LANG.	F/T 5 MONTH	11,154	13,514	24,668			
19-	2350	-114 BUSINESS ADM. & MGMT	F/T 5 MONTH	14,000		(1,666)	12,334		
19-	2530	-114 MATHEMATICS	F/T 5 MONTH	0	39,897	39,897	140,964	212,573	(71,609)

MIDDLESEX COUNTY COLLEGE  
CURRENT UNRESTRICTED FUND BUDGET TRANSFERS  
FOR THE FISCAL YEAR 1989

ACCOUNT NUMBER	DEPARTMENTAL DESCRIPTION	OBJECT CODE DESCRIPTION	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET	ADOPTED OBJECT SUBTOT.	REVISED OBJECT SUBTOT.	SUBTOTAL (INCREASE) DECREASE
TOTAL 5 MONTH FACULTY			140,964	78,079	(6,470)	212,573			
19-	2961 -116 ACADEMIC OPERATIONS	P/T OTHER	1,636,333	93,667		1,730,000			
19-	2990 -116 BUSINESS LAB. & IND.	P/T OTHER	92,000	0		92,000			
19-	5200 -116 COMMUNITY SERVICES	P/T OTHER	205,000	0		205,000	1,939,333	2,033,000	(93,667)
TOTAL PART TIME OTHER			1,939,333	93,667	0	2,033,000			
TOTAL FACULTY ADJUSTED			9,555,989	395,136	(247,540)	9,713,585			
19-	1110 -112 ADMISS. & FIN'L AID	F/T 12 MONTH	167,969		(17,170)	150,799			
19-	1120 -112 REGISTRAR	F/T 12 MONTH	87,250	9,115		96,365			
19-	1130 -112 COUNSELING	F/T 12 MONTH	361,943	7,965		369,908			
19-	2160 -112 MED. LAB.	F/T 12 MONTH	27,090		(27,090)	0			
19-	2920 -112 E.O.F.	F/T 12 MONTH	58,906	6,507		65,413			
19-	6100 -112 LIBRARY	F/T 12 MONTH	161,238	12,039		173,277	864,396	855,762	8,634
TOTAL 12 MONTH INSTRUCTIONAL			864,396	35,626	(44,260)	855,762			
GRAND TOTAL FACULTY ADJUSTED			10,430,385	430,762	(291,300)	10,569,347	10,430,385	10,569,347	(138,962)
19-	0200 -120 OFFICE OF PRESIDENT	STAFF ADM.	39,247	1,042		39,289			
19-	0203 -120 INST. ADVANCEMENT	STAFF ADM.	0	59,166		59,166			
19-	0210 -120 EMPLOYEE RELATIONS	STAFF ADM.	55,000		(55,000)	0			
19-	0220 -120 PUBLIC RELATIONS	STAFF ADM.	45,036	27,687		72,723			
19-	0230 -120 PERSONNEL	STAFF ADM.	37,821	1,147		38,968			
19-	0310 -120 BUSINESS OFFICE	STAFF ADM.	59,077		(2,299)	56,778			
19-	0320 -120 PURCHASING	STAFF ADM.	49,089	1,042		50,131			
19-	0700 -120 SECURITY	STAFF ADM.	41,980	1,042		43,022			
19-	1110 -120 ADMISS. & FIN'L AID	STAFF ADM.	44,100	1,389		45,489			
19-	1120 -120 REGISTRAR	STAFF ADM.	116,365	4,709		121,074			
19-	1130 -120 COUNS'L & PLM'T SERV.	STAFF ADM.	53,500	2,161		55,661			
19-	1140 -120 STUDENT ACT.	STAFF ADM.	53,986	1,261		55,247			
19-	1710 -120 INSTIT'L RESEARCH	STAFF ADM.	59,231	4,739		63,970			
19-	1720 -120 COMPUTER CENTER	STAFF ADM.	66,048		(25)	66,023			
19-	2100 -120 HEALTH TECH. DIV.	STAFF ADM.	33,252		(33,252)	0			
19-	2340 -120 H.R.I.	STAFF ADM.	68,494	2,139		70,633			
19-	2920 -120 E.O.F. PRG.	STAFF ADM.	43,459	960		44,419			
19-	2930 -120 OPEN COLLEGE	STAFF ADM.	47,361	1,147		48,508			
19-	2961 -120 ACADEMIC OPERATIONS	STAFF ADM.	43,700	3,075		46,775			
19-	2962 -120 ACADEMIC OPERATIONS	STAFF ADM.	26,488		(2,795)	23,693			



MIDDLESEX COUNTY COLLEGE  
CURRENT UNRESTRICTED FUND BUDGET TRANSFERS  
FOR THE FISCAL YEAR 1989

ACCOUNT NUMBER	DEPARTMENTAL DESCRIPTION	OBJECT CODE DESCRIPTION	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET	ADOPTED OBJECT SUBTOT.	REVISED OBJECT SUBTOT.	SUBTOTAL (INCREASE) DECREASE
19- 2970	-120 ACADEMIC OPERATIONS	STAFF ADM.	28,440	3,778		32,218			
19- 2980	-120 ACADEMIC OPERATIONS	STAFF ADM.	30,496		(30,496)	0			
19- 2990	-120 BUSINESS TECH. INST.	STAFF ADM.	34,000	3,272		37,272			
19- 5200	-120 COMMUNITY SERVICES	STAFF ADM.	116,140		(273)	115,867			
19- 5500	-120 GRANT DEVELOPMENT	STAFF ADM.	45,000		(20,250)	24,750			
19- 5600	-120 CONTRACT MGMT	STAFF ADM.	46,200	1,042		47,242			
19- 6100	-120 LIBRARY	STAFF ADM.	57,395		(19,329)	38,075			
19- 7100	-120 PLANT OPERATIONS	STAFF ADM.	63,753		(6,194)	57,559	1,404,728	1,355,621	49,107
TOTAL STAFF ADMINISTRATION			1,404,728	120,798	(169,905)	1,355,621			
19- 0310	-121 BUSINESS OFFICE	SUPV. PERS.	67,758	402		68,160			
19- 0320	-121 PURCHASING	SUPV. PERS.	30,063	826		30,889			
19- 0500	-121 PRINTING	SUPV. PERS.	27,097	5,970		33,067			
19- 0560	-121 CORRES. CTR.	SUPV. PERS.	33,275	826		34,101			
19- 0700	-121 SECURITY	SUPV. PERS.	31,999	893		32,892			
19- 1140	-121 STUDENT ACT.	SUPV. PERS.	30,500	2,392		32,892			
19- 1720	-121 COMPUTER CENTER	SUPV. PERS.	121,208	2,980		124,188			
19- 1810	-121 COLLEGE CTR.	SUPV. PERS.	33,499		(607)	32,892			
19- 1920	-121 PHYS. ED. CTR.	SUPV. PERS.	22,897	765		23,662			
19- 2980	-121 COMM. ADVIS & RES.	SUPV. PERS.	0	33,218		33,218			
19- 2990	-121 BUS. LAB. & IND.	SUPV. PERS.	21,000	8,585		29,585			
19- 6200	-121 INSTRUCTIONAL MEDIA	SUPV. PERS.	33,623	1,043		34,666			
19- 6500	-121 TEST ADMINISTRATION	SUPV. PERS.	40,014	1,042		41,056			
19- 7200	-121 CUSTODIAL	SUPV. PERS.	37,272	27,594		64,866			
19- 7300	-121 MAINTENANCE	SUPV. PERS.	61,695		(16,139)	45,557			
19- 7320	-121 LANDSCAPE & GROUNDS	SUPV. PERS.	37,278		(8,618)	28,660			
19- 7600	-121 RECEIVING	SUPV. PERS.	27,095	1,526		28,621	676,273	739,972	(62,699)
TOTAL SUPERVISORY PERSONNEL			676,273	88,062	(25,363)	739,972			
19- 0200	-124 OFFICE OF THE PRES.	OTHER ADM.	98,100		(8,100)	90,000			
19- 0210	-124 EMPLOYEE REL.	OTHER ADM.	0	50,000		50,000			
19- 0300	-124 V.P. OF FINANCE	OTHER ADM.	75,837		(900)	74,937			
19- 0800	-124 V.P. ACADEMIC/AFF'S	OTHER ADM.	76,553		(1,620)	74,933	250,490	289,870	(39,380)
TOTAL OTHER ADMINISTRATION			250,490	50,000	(10,620)	289,870			
19- 1100	-125 STUDENT SERV.	CHAIR LINE	65,904	1,595		67,499			
19- 2100	-125 HEALTH TECH. DIV.	CHAIR LINE	57,218	1,595		58,813			
19- 2110	-125 NURSE EDUCATION	CHAIR LINE	49,720		(231)	49,489			
19- 2130	-125 DENTAL AUX.	CHAIR LINE	45,406	1,261		46,667			
19- 2140	-125 RADIOLOGICAL TECH.	CHAIR LINE	49,870		(5,324)	44,546			
19- 2160	-125 MEDICAL LAB. TECH.	CHAIR LINE	57,334		(8,853)	48,481			
19- 2200	-125 SOC. SCI. & HUM.	CHAIR LINE	67,293	1,595		68,888			

MIDDLESEX COUNTY COLLEGE  
CURRENT UNRESTRICTED FUND BUDGET TRANSFERS  
FOR THE FISCAL YEAR 1989

ACCOUNT NUMBER	DEPARTMENTAL DESCRIPTION	OBJECT CODE DESCRIPTION	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET	ADOPTED OBJECT SUBTOT.	REVISED OBJECT SUBTOT.	SUBTOTAL (INCREASE) DECREASE
19- 2210	-125 ENGLISH	CHAIR LINE	51,890	1,389		53,279			
19- 2220	-125 PERFORMING ARTS	CHAIR LINE	20,850	1,675		22,525			
19- 2230	-125 HISTORY/SOC. BEHAV.	CHAIR LINE	46,961		(858)	46,103			
19- 2240	-125 MODERN LANG. & CTR.	CHAIR LINE	47,955		(47,955)	0			
19- 2250	-125 HEALTH & PHYS. ED.	CHAIR LINE	61,038	1,389		62,427			
19- 2260	-125 VISUAL ARTS	CHAIR LINE	22,970		(445)	22,525			
19- 2270	-125 PSYCH/LEARNING DEV.	CHAIR LINE	43,139	1,261		44,400			
19- 2280	-125 ENG. AS 2ND LANG.	CHAIR LINE	31,424	2,794		34,218			
19- 2300	-125 BUSINESS DIVISION	CHAIR LINE	66,600	1,595		68,195			
19- 2310	-125 ACCOUNTING	CHAIR LINE	42,203	2,011		44,214			
19- 2323	-125 MARKET'G ART & DESIGN	CHAIR LINE	57,928	1,261		59,189			
19- 2330	-125 OFFICE SYS. TECH.	CHAIR LINE	55,492	1,261		56,753			
19- 2340	-125 H.R.I.	CHAIR LINE	53,867	1,261		55,128			
19- 2350	-125 BUSINESS ADM. & MGM'T	CHAIR LINE	42,203	2,161		44,364			
19- 2500	-125 ENG. TECH. DIV.	CHAIR LINE	70,249	1,595		71,844			
19- 2510	-125 BIOLOGY	CHAIR LINE	38,558	3,567		42,125			
19- 2520	-125 CHEMISTRY	CHAIR LINE	52,229	1,261		53,490			
19- 2530	-125 MATHEMATICS	CHAIR LINE	55,436	1,261		56,697			
19- 2540	-125 PHYSICS	CHAIR LINE	45,000	0		45,000			
19- 2550	-125 ELEC. ENG. TECH.	CHAIR LINE	48,134	1,389		49,523			
19- 2560	-125 MECH/CIV/ENG. TECH.	CHAIR LINE	49,622	2,289		51,911			
19- 2570	-125 COMPUTER SCIENCE	CHAIR LINE	61,038	1,389		62,427			
19- 2910	-125 COOPERATIVE ED.	CHAIR LINE	57,396	1,147		58,543			
19- 2930	-125 E.O.F.	CHAIR LINE	29,975	2,585		32,560			
19- 2960	-125 CONTINUING EDUCATION	CHAIR LINE	64,011	2,520		66,531			
19- 5200	-125 COMMUNITY SERVICES	CHAIR LINE	65,090	1,595		66,685	1,674,003	1,655,039	18,964
TOTAL CHAIR LINE ADMINISTRATION			1,674,003	44,702	(63,656)	1,655,039			
19- 0200	-126 OFFICE OF PRESIDENT	PROF. STAFF	37,900	1,256		39,156			
19- 0203	-126 INST. ADVANCEMENT	PROF. STAFF	57,500		(57,500)	0			
19- 0210	-126 EMPLOYEE RELATIONS	PROF. STAFF	29,000	0		29,000			
19- 0220	-126 PUBLIC RELATIONS	PROF. STAFF	25,000	14,156		39,156			
19- 0300	-126 V.P. FOR FINANCE	PROF. STAFF	68,577	1,758		70,335			
19- 0310	-126 BUSINESS OFFICE	PROF. STAFF	26,897	765		27,662			
19- 0330	-126 AUDIT FINANCE	PROF. STAFF	39,213	893		40,106			
19- 0700	-126 COLLEGE POLICE	PROF. STAFF	26,000	1,216		27,216			
19- 0800	-126 V.P. ACAD./STUD. AFF.	PROF. STAFF	66,334	1,164		67,498			
19- 1110	-126 ADMISS. & FIN'L AID	PROF. STAFF	96,557	1,869		98,426			
19- 1150	-126 HEALTH SERV.	PROF. STAFF	37,203	893		38,096			
19- 1160	-126 MINORITY AFFAIRS	PROF. STAFF	28,000	17,419		45,419			
19- 1710	-126 INSTIT'L RESEARCH	PROF. STAFF	95,851		(4,954)	90,897			
19- 1720	-126 COMPUTER CENTER	PROF. STAFF	295,901		(7,414)	288,487			
19- 2250	-126 HEALTH & PHYS. ED.	PROF. STAFF	46,319	955		47,274			
19- 2910	-126 COOPERATIVE ED.	PROF. STAFF	18,000	0		18,000			

MIDDLESEX COUNTY COLLEGE  
CURRENT UNRESTRICTED FUND BUDGET TRANSFERS  
FOR THE FISCAL YEAR 1989

ACCOUNT NUMBER	DEPARTMENTAL DESCRIPTION	OBJECT CODE DESCRIPTION	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET	ADOPTED OBJECT SUBTOT.	REVISED OBJECT SUBTOT.	SUBTOTAL (INCREASE) DECREASE
19- 2930	-126 OPEN COLLEGE	PROF. STAFF	21,040	1,535		22,575			
19- 2990	-126 BUS. LAB. & IND.	PROF. STAFF	0	37,272		37,272			
19- 7150	-126 COLLEGE ENGINEERING	PROF. STAFF	42,000		(3,925)	38,075	1,057,342	1,064,710	(7,368)
TOTAL PROFESSIONAL STAFF			1,057,342	81,161	(73,793)	1,064,710			
GRAND TOTAL ADMINISTRATION ADJUSTED			5,062,836	384,723	(343,347)	5,104,212	5,062,836	5,104,212	(41,376)
19- 0220	-130 PUBLIC RELATIONS	REG. CLERICAL	26,525	14,084		40,609			
19- 0310	-130 BUSINESS OFFICE	REG. CLERICAL	199,626		(20,855)	178,773			
19- 0320	-130 PURCHASING	REG. CLERICAL	68,847		(3,616)	65,231			
19- 0500	-130 PRINTING	REG. CLERICAL	59,270	13,593		72,863			
19- 0550	-130 COMMUNICATIONS	REG. CLERICAL	37,873		(11,346)	26,527			
19- 0560	-130 CORRESPONDENCE CTR.	REG. CLERICAL	62,496	3,416		65,912			
19- 0700	-130 SECURITY	REG. CLERICAL	35,520	483		36,003			
19- 0800	-130 V.P. ACAD./STUD. AFF.	REG. CLERICAL	9,776		(541)	9,235			
19- 1110	-130 ADMISS. & FIN'L AID	REG. CLERICAL	125,084		(12,036)	113,048			
19- 1120	-130 REGISTRAR	REG. CLERICAL	200,988	17,185		218,173			
19- 1130	-130 COUNSELING	REG. CLERICAL	85,213	3,926		89,139			
19- 1140	-130 STUDENT ACTIV'S	REG. CLERICAL	32,410		(5,688)	26,722			
19- 1150	-130 HEALTH SERV.	REG. CLERICAL	15,658	1,269		17,927			
19- 1160	-130 MINORITY AFFAIRS	REG. CLERICAL	12,000	0		12,000			
19- 1720	-130 COMPUTER CENTER	REG. CLERICAL	54,044		(12,211)	41,833			
19- 1810	-130 COLLEGE CENTER	REG. CLERICAL	26,874		(4,663)	22,211			
19- 1920	-130 PHYS. ED. CENTER	REG. CLERICAL	28,000	5,782		33,782			
19- 2100	-130 HUMAN./SOC. SCIENCES	REG. CLERICAL	95,810	10,538		106,348			
19- 2200	-130 HUMAN./SOC. SCIENCES	REG. CLERICAL	183,420	17,857		201,277			
19- 2300	-130 BUSINESS DIVISION	REG. CLERICAL	50,620	46,577		97,197			
19- 2500	-130 ENG. SCIENCE DIV.	REG. CLERICAL	119,000	18,021		137,021			
19- 2910	-130 COOPERATIVE ED.	REG. CLERICAL	13,265	1,137		14,402			
19- 2920	-130 E.O.F. PROG.	REG. CLERICAL	34,816		(5,128)	29,688			
19- 2930	-130 OPEN COLLEGE	REG. CLERICAL	29,412		(10,086)	19,326			
19- 2960	-130 CONT. ED.&INST. RES.	REG. CLERICAL	20,396	3,352		23,748			
19- 2961	-130 CONT. ED. OPER.	REG. CLERICAL	15,000	1,144		16,144			
19- 2962	-130 PERTH AMBOY CTR.	REG. CLERICAL	37,685	7,911		45,596			
19- 2970	-130 NEW BRUNG. CTR.	REG. CLERICAL	27,006	16,564		43,570			
19- 2990	-130 BUSINESS LAB. & IND.	REG. CLERICAL	17,256	2,701		19,957			
19- 5200	-130 COMMUNITY SERVICES	REG. CLERICAL	104,953	5,742		110,695			
19- 5500	-130 GRANT DEVELOPMENT	REG. CLERICAL	13,000	0		13,000			
19- 6100	-130 LIBRARY	REG. CLERICAL	118,445	2,357		120,802			
19- 6200	-130 MEDIA PROD.	REG. CLERICAL	89,930	714		90,644			
19- 6500	-130 TESTING	REG. CLERICAL	50,873		(4,317)	46,556			
19- 7100	-130 PLANT OPERATIONS	REG. CLERICAL	57,686		(978)	56,708	2,159,779	2,262,667	(102,888)

MIDDLESEX COUNTY COLLEGE  
CURRENT UNRESTRICTED FUND BUDGET TRANSFERS  
FOR THE FISCAL YEAR 1999

ACCOUNT NUMBER	DEPARTMENTAL DESCRIPTION	OBJECT CODE DESCRIPTION	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET	ADOPTED OBJECT SUBTOT.	REVISED OBJECT SUBTOT.	SUBTOTAL (INCREASE) DECREASE
TOTAL REG. CLERICAL			2,159,779	194,353	(91,465)	2,262,667			
19- 0220	-131 PUBLIC RELATIONS	TECH/PARA	83,014	4,156		87,170			
19- 0500	-131 PRINTING	TECH/PARA	97,187		(9,867)	87,320			
19- 1720	-131 COMPUTER CENTER	TECH/PARA	84,110	2,520		86,630			
19- 1920	-131 PHYS. ED. CENTER	TECH/PARA	13,609	2,549		16,158			
19- 2110	-131 NURSE EDUCATION	TECH/PARA	30,770	5,049		35,819			
19- 2130	-131 DENTAL AUX.	TECH/PARA	17,974	1,126		19,100			
19- 2220	-131 PERFORMING ARTS	TECH/PARA	54,211		(3,480)	50,731			
19- 2240	-131 MOD. LANG.	TECH/PARA	14,500	0		14,500			
19- 2250	-131 HEALTH & PHYS. ED.	TECH/PARA	15,000	534		15,534			
19- 2280	-131 ENG. AS 2ND LANG.	TECH/PARA	15,343	2,354		17,697			
19- 2300	-131 BUSINESS DIVISION	TECH/PARA	32,200		(32,200)	0			
19- 2323	-131 MARKET'G ART & DESIGN	TECH/PARA	41,433	3,724		45,157			
19- 2330	-131 OFFICE SYS. TECH.	TECH/PARA	17,363	734		18,097			
19- 2340	-131 H.R.I.	TECH/PARA	35,858		(3,874)	31,984			
19- 2510	-131 BIOLOGY	TECH/PARA	40,622	1,306		41,928			
19- 2520	-131 CHEMISTRY	TECH/PARA	25,613	476		26,089			
19- 2540	-131 PHYSICS	TECH/PARA	21,567		(4,072)	17,495			
19- 2550	-131 ELEC. ENG. TECH.	TECH/PARA	31,300	15,650		46,950			
19- 2560	-131 MECH/CIV/CONST. ENG.	TECH/PARA	47,242	7,423		54,665			
19- 2570	-131 COMPUTER SCIENCE	TECH/PARA	36,742		(8,408)	28,334			
19- 2970	-131 NEW BRUNS. CAR. CTR.	TECH/PARA	11,375	4,140		15,515			
19- 6200	-131 INSTRUCTIONAL MEDIA	TECH/PARA	36,911	4,428		41,339	803,949	798,217	5,732
TOTAL TECH/PARA			803,949	56,169	(61,901)	798,217			
19- 0230	-138 PERSONNEL	CONF'L STAFF	71,134	6,430		77,564			
19- 0250	-138 C.E.O. SERVICES	CONF'L STAFF	98,897	5,467		104,364			
19- 0310	-138 BUSINESS OFFICE	CONF'L STAFF	0	31,498		31,498			
19- 1710	-138 INST. RESEARCH	CONF'L STAFF	0	16,232		16,232	170,031	229,558	(59,627)
TOTAL CONFIDENTIAL			170,031	53,627	0	229,658			
GRAND TOTAL CLERICAL ADJUSTED			3,133,759	310,149	(153,366)	3,290,542	3,133,759	3,290,542	(156,783)
19- 5200	-150 COMM. EDUC.	PART-TIME	40,689		(28,689)	12,000	40,689	12,000	28,689
19- 0700	-160 COLLEGE POLICE	CUST/MAINT	1,837	0		1,837			
19- 1810	-160 COLLEGE CENTER	CUST/MAINT	146,260		(5,055)	141,205			
19- 1920	-160 PHYS. ED. CENTER	CUST/MAINT	56,705	2,126		58,831			
19- 7200	-160 CUSTODIAL	CUST/MAINT	509,622		(67,427)	442,195			
19- 7300	-160 MAINTENANCE	CUST/MAINT	499,827	52,264		552,091			
19- 7320	-160 LANDSCAPE & GROUNDS	CUST/MAINT	161,302	140		161,442			
19- 7600	-160 RECEIVING	CUST/MAINT	100,318		(41,266)	59,052	1,475,871	1,416,653	59,218

MIDDLESEX COUNTY COLLEGE  
 CURRENT UNRESTRICTED FUND BUDGET TRANSFERS  
 FOR THE FISCAL YEAR 1989

ACCOUNT NUMBER	DEPARTMENTAL DESCRIPTION	OBJECT CODE DESCRIPTION	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET	ADOPTED OBJECT SUBTOT.	REVISED OBJECT SUBTOT.	SUBTOTAL (INCREASE) DECREASE
TOTAL CUSTODIAL/MAINT.			1,475,871	54,530	(113,748)	1,416,653			
19- 0700	-165 SECURITY	POLICE	240,096		(8,660)	231,436	240,096	231,436	8,660
19- 2230	-210 HISTORY/SOC. BEHAV.	F.I.C.A	76,207		(30,000)	46,207	76,207	46,207	30,000
19- 0200	-240 OFFICE OF PRESIDENT	HEALTH INS.	6,150	315		6,465			
19- 0203	-240 INST. ADVANCEMENT	HEALTH INS.	2,050	105		2,155			
19- 0210	-240 EMPLOYEE RELATIONS	HEALTH INS.	4,100	210		4,310			
19- 0220	-240 PUBLIC RELATIONS	HEALTH INS.	16,400	839		17,239			
19- 0230	-240 PERSONNEL	HEALTH INS.	10,250	525		10,775			
19- 0250	-240 C.E.D. SERVICES	HEALTH INS.	10,250	525		10,775			
19- 0300	-240 V.P. FOR FINANCE	HEALTH INS.	6,150	315		6,465			
19- 0310	-240 BUSINESS OFFICE	HEALTH INS.	36,900	1,889		38,789			
19- 0320	-240 PURCHASING	HEALTH INS.	12,300	630		12,930			
19- 0330	-240 AUDIT FINANCE	HEALTH INS.	4,100	210		4,310			
19- 0500	-240 PRINTING	HEALTH INS.	22,550	1,154		23,704			
19- 0550	-240 COMMUNICATIONS	HEALTH INS.	6,150	315		6,465			
19- 0560	-240 CORRESPONDENCE CTR.	HEALTH INS.	10,250	525		10,775			
19- 0700	-240 SECURITY	HEALTH INS.	36,900	1,889		38,789			
19- 0800	-240 V.P. ACADEMIC/AFF'G	HEALTH INS.	6,200	420		6,620			
19- 1100	-240 STUDENT SERV.	HEALTH INS.	2,050	105		2,155			
19- 1110	-240 ADMISS. & FIN'L AID	HEALTH INS.	34,850	1,784		36,634			
19- 1120	-240 REGISTRAR	HEALTH INS.	34,850	1,784		36,634			
19- 1130	-240 COUNS'L & PLM'T SERV.	HEALTH INS.	30,750	1,574		32,324			
19- 1140	-240 STUDENT ACT.	HEALTH INS.	8,200	420		8,620			
19- 1150	-240 HEALTH SERV.	HEALTH INS.	4,100	210		4,310			
19- 1160	-240 MINORITY AFFAIRS	HEALTH INS.	4,100	210		4,310			
19- 1710	-240 INSTIT'L RESEARCH	HEALTH INS.	10,250	525		10,775			
19- 1720	-240 COMPUTER CENTER	HEALTH INS.	43,050	2,203		45,253			
19- 1810	-240 COLLEGE CENTER	HEALTH INS.	20,500	1,049		21,549			
19- 1920	-240 PHYS. ED. CENTER	HEALTH INS.	14,391	737		15,128			
19- 2100	-240 HUMAN./SOC. SCIENCES	HEALTH INS.	16,400	839		17,239			
19- 2110	-240 NURSE EDUCATION	HEALTH INS.	36,900	1,889		38,789			
19- 2130	-240 DENTAL AUX.	HEALTH INS.	16,400	839		17,239			
19- 2140	-240 RADIOLOGICAL TECH.	HEALTH INS.	8,200	420		8,620			
19- 2160	-240 MEDICAL LAB. TECH.	HEALTH INS.	4,100	210		4,310			
19- 2200	-240 HUMAN./SOC. SCIENCES	HEALTH INS.	28,700	1,469		30,169			
19- 2210	-240 ENGLISH	HEALTH INS.	55,350	2,833		58,183			
19- 2220	-240 PERFORMING ARTS	HEALTH INS.	13,325	682		14,007			
19- 2230	-240 HISTORY/SOC. BEHAV.	HEALTH INS.	26,700	1,469		28,169			
19- 2240	-240 MOD. LANGUAGE	HEALTH INS.	12,300	630		12,930			
19- 2250	-240 HEALTH PHYS. ED. & REC.	HEALTH INS.	18,450	944		19,394			

MIDDLESEX COUNTY COLLEGE  
 CURRENT UNRESTRICTED FUND BUDGET TRANSFERS  
 FOR THE FISCAL YEAR 1989

ACCOUNT NUMBER	DEPARTMENTAL DESCRIPTION	OBJECT CODE DESCRIPTION	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET	ADOPTED OBJECT SUBTOT.	REVISED OBJECT SUBTOT.	SUBTOTAL (INCREASE) DECREASE
19- 2260	-240 VISUAL ARTS	HEALTH INS.	7,175	367		7,542			
19- 2270	-240 PSYCH/LEARNING DEV.	HEALTH INS.	20,500	1,049		21,549			
19- 2280	-240 ENG. AS A 2ND LANG.	HEALTH INS.	6,150	315		6,465			
19- 2300	-240 BUSINESS DIVISION	HEALTH INS.	10,800	553		11,353			
19- 2310	-240 ACCOUNTING	HEALTH INS.	32,800	1,679		34,479			
19- 2320	-240 MARKETING	HEALTH INS.	6,150	315		6,465			
19- 2323	-240 MARKET'G ART & DESIGN	HEALTH INS.	18,450	944		19,394			
19- 2325	-240 RETAIL OPTION	HEALTH INS.	2,050	105		2,155			
19- 2330	-240 OFFICE SYS. TECH.	HEALTH INS.	12,300	630		12,930			
19- 2340	-240 H.R.I.	HEALTH INS.	16,400	839		17,239			
19- 2350	-240 BUSINESS ADM. & MGM'T	HEALTH INS.	8,200	420		8,620			
19- 2500	-240 ENG. TECH. DIV.	HEALTH INS.	18,450	944		19,394			
19- 2510	-240 BIOLOGY	HEALTH INS.	32,800	1,679		34,479			
19- 2520	-240 CHEMISTRY	HEALTH INS.	24,600	1,259		25,859			
19- 2530	-240 MATHEMATICS	HEALTH INS.	32,800	1,679		34,479			
19- 2540	-240 PHYSICS	HEALTH INS.	14,350	734		15,084			
19- 2550	-240 ELEC. ENG. TECH.	HEALTH INS.	18,450	944		19,394			
19- 2560	-240 MECH/CIV./CONST.ENG.	HEALTH INS.	18,450	944		19,394			
19- 2570	-240 COMPUTER SCIENCE	HEALTH INS.	24,600	1,259		25,859			
19- 2910	-240 COOPERATIVE ED.	HEALTH INS.	6,150	315		6,465			
19- 2920	-240 E.O.F. PROG.	HEALTH INS.	10,250	525		10,775			
19- 2930	-240 OPEN COLLEGE	HEALTH INS.	10,250	525		10,775			
19- 2960	-240 CONTINUING EDUCATION	HEALTH INS.	4,100	210		4,310			
19- 2961	-240 ACADEMIC OPERATIONS	HEALTH INS.	2,050	105		2,155			
19- 2962	-240 ACADEMIC OPERATIONS	HEALTH INS.	10,250	525		10,775			
19- 2970	-240 ACADEMIC OPERATIONS	HEALTH INS.	10,250	525		10,775			
19- 2980	-240 ACADEMIC OPERATIONS	HEALTH INS.	6,150	315		6,465			
19- 2990	-240 BUSINESS TECH. INST.	HEALTH INS.	8,200	420		8,620			
19- 5200	-240 COMMUNITY SERVICES	HEALTH INS.	24,600	1,259		25,859			
19- 5500	-240 GRANT DEVELOPMENT	HEALTH INS.	4,100	210		4,310			
19- 5600	-240 CONTRACT MGM'T	HEALTH INS.	2,050	105		2,155			
19- 6100	-240 LIBRARY	HEALTH INS.	24,600	1,259		25,859			
19- 6200	-240 INSTRUCTIONAL MEDIA	HEALTH INS.	18,450	944		19,394			
19- 6500	-240 TESTING	HEALTH INS.	8,200	420		8,620			
19- 7100	-240 PLANT OPERATIONS	HEALTH INS.	8,200	420		8,620			
19- 7150	-240 COLLEGE ENGINEERING	HEALTH INS.	4,100	210		4,310			
19- 7200	-240 CUSTODIAL	HEALTH INS.	71,265		(34,076)	37,190			
19- 7300	-240 MAINTENANCE	HEALTH INS.	27,025	1,333		28,408			
19- 7320	-240 LANDSCAPE & GROUNDS	HEALTH INS.	15,215	779		15,994			
19- 7600	-240 RECEIVING	HEALTH INS.	10,250	525		10,775	1,249,797	1,276,040	(26,243)
TOTAL HEALTH INSURANCE			1,249,797	60,319	(34,076)	1,276,040			
19- 2220	-255 PERFORMING ARTS	STIPEND	19,363		(12,163)	7,200	19,363	7,200	12,163

MIDDLESEX COUNTY COLLEGE  
 CURRENT UNRESTRICTED FUND BUDGET TRANSFERS  
 FOR THE FISCAL YEAR 1999

ACCOUNT NUMBER	DEPARTMENTAL DESCRIPTION	OBJECT CODE DESCRIPTION	ADOPTED BUDGET	INCREASE	DECREASE	REVISED BUDGET	ADOPTED OBJECT SUBTOT.	REVISED OBJECT SUBTOT.	SUBTOTAL (INCREASE) DECREASE
19- 0500	-500 PRINTING	SUPPLIES	103,317		(26,317)	77,000	103,317	77,000	26,317
19- 2330	-720 OFFICE SYS. TECH.	MAINT CONT.	51,700		(40,000)	11,700	51,700	11,700	40,000
19- 2962	-720 PERTH AMBOY CTR.	MAINT CONT.	17,240		(10,000)	7,240	17,240	7,240	10,000
TOTAL MAIN. CONTRACTS			68,940	0	(50,000)	18,940			
19- 1720	-730 COMPUTER CENTER	RENTALS	230,103		(26,317)	203,786	230,103	203,786	26,317
19- 2960	-730 CONT. ED. INST. RES.	RENTALS	25,000		(25,000)	0	25,000	0	25,000
19- 2962	-730 PERTH AMBOY CTR.	RENTALS	60,000		(38,000)	22,000	60,000	22,000	38,000
TOTAL RENTALS			315,103	0	(89,317)	225,786			
19- 2961	-736 CONT. ED. OPER.	CLASS RENTAL	30,900		(16,000)	14,900	30,900	14,900	16,000
19- 2962	-736 PERTH AMBOY CTR.	CLASS RENTAL	23,000		(23,000)	0	23,000	0	23,000
19- 2970	-736 NEW BRUNS. CTR.	CLASS RENTAL	20,000		(20,000)	0	20,000	0	20,000
TOTAL CLASSROOM RENTALS			73,900	0	(59,000)	14,900			
TOTAL OF ACCOUNTS IMPACTED BY TRANSFER			22,290,263	1,240,483	(1,240,483)	22,290,263	22,290,263	22,290,263	0
TOTAL ACCOUNTS NOT ADJUSTED			7,831,175			7,831,175	7,831,175	7,831,175	0
TOTALS			30,121,438	1,240,483	(1,240,483)	30,121,438	30,121,438	30,121,438	0

ACADEMIC ADVISORS

FALL 1988

- SUPPLEMENTAL PAYROLL

<u>NAME</u>	<u>JULY</u>	<u>AUGUST</u>	<u>TOTAL</u>
Andes, Phoebe	\$ 15.75	\$ 25.50	\$ 41.25
Balabkins, Xenia	18.00	27.75	45.75
Beyer, David	6.00		6.00
Bhatia, Paul	6.75		6.75
Bogar, Mary Ann	6.00		6.00
Buckley, Jean	17.25	14.25	31.50
Helman, Sanford	6.75		6.75
Higgins, Robert	6.00	29.25	35.25
Holt, Theresa	20.25	4.50	24.75
Kahora, James		7.50	7.50
Kelton, Saul	6.00	28.50	34.50
Lynch, Mary		29.25	29.25
Molitor, Frank		11.25	11.25
Murray, John	4.50	12.00	16.50
Nicolai, Albert	16.50	27.75	44.25
Pam, Carol	6.75	8.25	15.00
Fasternack, Elliot	7.50	28.50	36.00
Peterson, Arthur	6.00		6.00
Regan, Thomas	16.50	18.00	34.50
Rehbein, Edith		9.75	9.75
Reid, Ethel		11.25	11.25
Sadowska, Anna		17.25	17.25
Schwarzkopf, Edward	19.50	18.75	38.25
Shindelman, Jerome	14.25	36.75	51.00
Spano, Judith	6.00		6.00
Strugala, Richard	6.00		6.00
Vastano, Joseph		21.75	21.75
Zaepfel, Kay	16.50	23.25	39.75
	<u>\$228.75</u>	<u>\$411.00</u>	<u>\$639.75</u>



MIDDLESEX COUNTY COLLEGE  
DIVISION OF COMMUNITY EDUCATION  
PROPOSED BOARD PAYROLL  
NOVEMBER, 1988

<u>COURSE</u>	<u>NAME</u>	<u>DATE</u>	<u>HOURLY/ CONTACT RATE</u>	<u>SALARY</u>
Motivation for Managers	Brady, Joan	12/1-12/15	25.	\$150.00
Soul Travel-Beginners	Brown, Dr. Stephen	10/17-11/7	15.	150.00
SAT-Math Review	Camporeale, Angelic	10/4-10/27	18.	288.00
Telephone Techniques (Staff Dev.)	Carter, Sheila	12/7	18.	54.00
Negotiating (Retroactive)	Cullinane, Daniel	11/14-12/9	35.33	23.94
Problem Solving/Decision Making	Fischer, John	12/10	23.	156.00
GMAT Prep Math	Greenberg, William	12/12-1/23	20.	200.00
Exporting Techniques	Kaye, Joseph	10/20-12/8	25.	350.00
Typing for Beginners	Levitan, Florence	10/17-12/5	17.	408.00
Northern Ireland	McWeeney, Anthony	10/17-12/12	12.	72.00
Exercise your Mind	Pope, James	10/20-11/3	18.	108.00
<u>PROJECT RESOURCES</u>				
Word Processing	Hennessey, Jack	10/11-11/22	18.	540.00
<u>DDD</u>				
Study Skills	Soos, Charles	10/4	20.	60.00
<u>LONG TERM CARE</u>				
Clinical	Buckley, Jean	10/25-11/16	35.33	1590.00
Clinical	Raike, Joan	10/25-11/16	35.33	530.00
Mentor	Thompson, Joan	10/25-11/16	35.33	741.93
Mentor	Wojan, Mary	10/25-11/16	35.33	741.93
Clinical/Lecture	Zaepfel, Kathleen	10/25-11/16	35.33	2120.00
Mentor	Zakaluk, Anne	10/25-11/16	35.33	1236.55
<b>BUDGET SOURCES AND TOTALS:</b>				
COMMUNITY EDUCATION	\$1,959.94			
PROJECT RESOURCES	540.00			
DDD	60.00			
LONG TERM CARE	6,969.41			
		GRAND TOTAL		\$9,520.35

# MIDDLESEX COUNTY COLLEGE

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PRESIDENT'S OFFICE

MEMORANDUM

DATE: November 22, 1988

TO: Members of the Board of Trustees

FROM: Flora Mancuso Edwards, President *ME*

SUBJECT: Report to the Board--October 27, 1988 to November 22, 1988

For the period October 27, 1988 through November 22, 1988, a great deal of time and energy was dedicated to three major areas.

The first, focusing on the Division of Continuing Education, Community Education and Science and Engineering Technologies, involved the site visit of the evaluation team of the Commission on Higher Education and the concurrent visit of the Accreditation Board for Engineering Technologies to review our engineering technology programs. Both accreditation processes are somewhat unique insofar as the Middle States process of cyclical program review is part of an experimental model and the ABET accreditation process is completely voluntary. Nationally, our College is among only a few hundred with ABET accredited associate degree programs and in the State of New Jersey only four other community colleges have earned ABET accreditation. Both visits, which began with an opening dinner on Sunday evening, November 13, and concluded with the oral exit interviews on Tuesday, November 15, went extremely well. The presence of trustees Coughlin and Muller contributed immeasurably to the success of the opening dinner and the orientation film prepared by Linda Gibson and her staff added an important dimension to the occasion. Most important, however, was the exit interview which, based on the fine self-studies prepared by each Division, confirmed the quality which characterizes our endeavors and assisted us in identifying challenges for the future.

Indeed we have much of which to be proud and it is most appropriate at this time to pause and thank Frank Spano, Warren Kelemen, Anita Voorhees and their faculty and staff for their on-going commitment to excellence which serves as a source of pride to us all. Madan Capoor and chairs of the self-study steering committees - Reggie Luke, Barbara Greene, Tory Salvest and Jerry Shindelman - deserve recognition for all of their efforts in preparing a fine self-study.

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This month the Division of Health Technologies did not fare quite as well. After a series of meetings with the contractor and with Weston Associates on the status of L'Hommedieu Hall, it became apparent by the end of October that the revised completion date of January 15 was highly unlikely. As our confidence level waned, we redirected our energies to the exploration of alternative arrangements for the Spring semester. The program most severely impacted by the contractors' inability to complete the project is the Dental Hygiene Program which has been deprived of its clinical facility for the entire Fall semester. Viewing this as a first priority, institutional energy was directed to the development of alternative clinical sites, in addition to Union County College which is graciously sharing its facility with us on a limited basis this semester. Within a week, we had identified over eight sites with 58 chairs to be used in staggered shifts.

On November 9, Vice President John Bakum and I met with the senior Dental Hygiene faculty and students to provide an update on the current situation and to outline our progress in resolving the critical issues related to the clinical experience for Spring 1989. It was a difficult meeting in which the students expressed their concern and anxiety. On November 11, at a meeting with Weston Associates and our counsel, our fears regarding completion for the beginning of Spring were confirmed. However, prospects for the Spring improved when we located a vendor for equipment rental and proceeded to make arrangements for the installation of a temporary dental clinic with 25 chairs and x-ray lab in Bunker Lounge. These arrangements which were just finalized on Monday, November 21, will provide sufficient clinic space beginning January 3 to insure senior students completion of all clinic requirements in time for May Boards and will also provide the option for those students planning on taking July Boards to extend their clinical hours through the month of June. In addition, the temporary clinic will provide adequate space for freshmen to begin their clinical experience as scheduled.

Because the dental clinic was unavailable for use this semester due to the contractors failure to deliver the building as scheduled, a resolution is before you this evening to consider a grant-in-aid to senior Dental Hygiene students. All in all it has been an extraordinarily difficult process. We owe John Bakum, Marilyn Keener, Elaine Buscemi and her faculty a debt of gratitude for their flexibility, understanding and perseverance in this difficult period. Special thanks is due Paul Hilf, Donald Drost and John Mondano for their extraordinary efforts in handling the physical arrangements necessary for the temporary facilities. It shows what can be accomplished when people truly care.

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In the area of Nursing, in light of recent board scores, a process has been developed this semester to study the organization of the Nursing Education Program with the dual objectives of insuring academic excellence and maintaining continuity in the provision of nurses to the hospitals and other health care facilities in Middlesex County. A plan will be developed in the coming weeks to be shared with you at the December Board meeting which reflects our commitment to quality and to the needs of present and future students within the context of the health care needs of the community we serve.

In the area of long range planning, work on the 3E Commission continues on schedule with meetings of the task forces on Quality and Partnership and a special breakfast meeting with Jerry Minor, Assistant General Manger of the Ford Motor Company, to review alternative paradigms for planning and development. Earlier today, the College served as a downlink site for a national teleconference on the report of the Future of the Community College.

In the area of institutional advancement, the week of November 7 marked the kick-off for the newly created Center on the Dimensions of Prejudice Genocide and the Holocaust. The evening of November 9 saw a candlelighting ceremony to commemorate the 50th anniversary of Kristallnacht. The program drew well over 600 people from the College and the community we serve. It was a moving experience and sent an important message to all people of good will regarding the importance of safeguarding the fundamental principles of human rights.

Other institutional advancement activities included the conference on Bio-Medical Ethics which we hosted on November 9, a luncheon for new members of the Foundation held on the same day, followed by an annual meeting of the Foundation, held on November 11.

On-campus activities this month included an employer breakfast sponsored jointly by the Business Division, the Office of Counseling and Placement and the Office of Cooperation Education. The event was extremely well attended and gave us an opportunity to share the newest developments in curriculum and facilities with co-op and prospective employers of our graduates. The Ford Asset program was recognized on November 21 when we invited students, family, faculty, dealers and representatives of Ford Motor Company to join us in a dinner.

In addition to chairing weekly meetings of the Executive Council and teaching my class, on November 10 we held an all day retreat of the Executive Council focusing on a variety of short term and

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long term planning issues. Other on-campus activities this month included meetings with the faculty in the HRI Department, the Marketing Art and Design Department and a meeting with the nursing faculty.

Off-campus activities this month included a meeting of the Board of the 200 Club, dinner with Dr. Fred Kreisler to discuss a variety of statewide initiatives, breakfast with Jim Marino, and a staff development conference for academic chairs held on October 27 and 28.

A bit further off-campus, I attended a meeting of the Board of Directors of AACJC in Washington.

Finally, tonight at our annual meeting, I was pleased to present to the Board the President's Annual Report for 1987-88. The report reflects the shared pride in our achievements of this past year and the enthusiasm to meet the challenges which lie ahead.

FME/mh (1500)