

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of April 20, 1971 Meeting

A regular meeting of the Board of Trustees of the Middlesex County College was held at 7:45 p. m. , April 20, 1971, in the Board Room on the college campus. Members present were Mrs. Carman, and Messrs. Blunt, Feakes, Klegman, L'Hommedieu, Rowland and Venezia. Messrs. Brady and Marchitto were absent. Also present were President Chambers; Mr. Hoffman, Mrs. Lake and other visitors.

It was requested that the Minutes of March 16, 1971, be amended as follows:

Page 76, first paragraph, third sentence--the following wording should be inserted after the word provide: "in the usual manner, its share of matching funds, nor any part thereof, for". Also, in the second paragraph, third sentence, the words "the two" should be deleted, and "1 and 2 above" should be inserted after the word "items".

Mr. Rowland moved, seconded by Mr. Feakes, that the Minutes of the regular meeting of March 16, 1971, be approved as amended. The motion was unanimously carried.

FACILITIES AND EQUIPMENT COMMITTEE

The report of the College Engineer for March, 1971 was noted.

Mr. Venezia moved, seconded by Mr. Blunt, that, pursuant to the recommendation of the architect and the college engineer, Contract #6-A on the Health Technologies Center, between the Hamilton Manufacturing Company and the Board of Trustees be approved as having met all requirements of the drawings and specifications; that final payment on said contract in the amount of \$22,863.10 be authorized; and that the guarantee period of one year becomes effective as of the date of final payment (final papers on this contract are already on file). After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Rowland, that the following construction progress payments, having been approved by the architect and the college engineer, be approved for payment:

Rule Construction Company

College Center

General Construction

Payment #6

\$95,903.10

James H. Delaplaine
College Center
Electrical Work
Payment #2 \$14,400.00

Donald C. Rodner, Inc.
College Center
Plumbing
Payment #3 \$ 9,900.00

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Blunt, that the name of the "Administration Building" in the revised Master Plan dated 1970, be changed to "Academic Services Building". After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Blunt, that pursuant to the recommendation of the architect, college engineer, and dean of administration, contracts for furnishing kitchen equipment for the new College Center be awarded to the following companies in the amounts listed; said amounts representing the lowest bids received in each of the four categories:

Group 6A - Refrigeration Equipment Devin Products Company	\$21,000.00
Group 6B - Cooking Food Warmer and Dishwasher Devin Products Company	24,000.00
Group 6C - Fabricated Equipment Braun Equipment Corporation	46,360.00
Group 6D - Portable Equipment Jerry Haskins Kitchen Equipment Company	<u>30,500.00</u>
Total	\$121,860.00

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Rowland, that contracts for furnishing Photography Equipment (Marketing, Art & Design) be awarded to the following companies in the amounts listed; said amounts representing the lowest prices which fully met college specifications among six bids received on March 26, 1971:

Photo Service & Supply
Middlesex, New Jersey \$1,225.00

Fishkin Brothers, Inc. Perth Amboy, New Jersey	\$ 3,368.71
Treck Photographic, Inc. New York, New York	2,126.90
Freese Camera Shop, Inc. New Brunswick, New Jersey	1,582.50
Camera Craft Stores Fairfield, New Jersey	7,517.69
Allied Equipment Company, Inc. Trenton, New Jersey	<u>2,252.00</u>
Total	\$18,072.80

(Stainless steel sinks, darkroom supplies, enlarging equipment, camera room equipment, also darkroom tables, counters and shelves to be delivered and installed. This equipment to be financed by VEA grant.)

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Blunt, that a contract for furnishing TV Equipment (VEA - Retailing) to be awarded to Murlyn Educational Products Corporation of North Amityville, New York, at its low bid price of \$1,106.40; said bid being the lowest among three bids received on March 25, 1971.

(Video tape recorder portable, Video Monitor/Receiver System.)

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Rowland, that contracts for furnishing Library Supplies be awarded to the following companies in the amounts listed; said amounts representing the lowest prices among six bids received on March 25, 1971:

Valiant Instructional Materials Corporation Hackensack, New Jersey	\$108.00
Boise Audio Visual Products Company Scotch Plains, New Jersey	279.30
Bro-Dart, Inc. Newark, New Jersey	<u>218.40</u>
Total	\$605.70

(Cassettes, catalog cards, paper for book copier, filmstrip container protectors, labels, transparent tape, laminate in rolls.)

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Klegman, that contracts for furnishing Audio Visual Supplies be awarded to the following companies in the amounts listed; said amounts representing the lowest prices among eleven bids received on March 25, 1971:

John J. Tobler, Inc. Union City, New Jersey	\$ 70.70
Garden State Audio Visual Company, Inc. New Brunswick, New Jersey	58.00
Valiant Instructional Materials Corporation Hackensack, New Jersey	53.00
Wolsten's Projector House, Inc. Irvington, New Jersey	112.92
L. Kaltman & Sons, Inc. South Orange, New Jersey	<u>96.00</u>
Total	\$390.62

Projection lamps, batteries, and cassette tapes.)

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Klegman, that contracts for furnishing Store Fixtures & Equipment (VEA-Retailing) be awarded to the following companies in the amounts listed; said amounts representing the lowest prices between two bids received on March 25, 1971:

The D. E. Supplier Morrisville, Pennsylvania	\$ 1,876.36
Jules L. Pogach, Inc. Philadelphia, Pennsylvania	<u>8,712.00</u>
Total	\$10,588.36

(Lighted showcases, merchandising counters, shelves, simulated fashion display window, swivel stools, tables and multi-convertible gondolas.)
From Jules L. Pogach, Inc.

(Various Mannequins, dress forms and shirt forms on stands, display shelves, platforms, turntables, various trimming supplies, dividers, tags, wrapping paper and various sales order books.) From the D. E. Supplier.

All to be installed in Main Hall Room #100.

After discussion, the motion was unanimously carried.

Mr. Venezia moved, seconded by Mr. Klegman, that contracts for furnishing and installing Graphic Design Laboratory Equipment (VEA) be awarded to the following companies in the amounts listed; said amounts representing the lowest prices which fully met College specifications among eight bids received on April 8, 1971:

Sam Flax New York, New York	\$ 1,668.70
Brunswick Blueprint Company New Brunswick, New Jersey	2,107.76
Allied Equipment Company, Inc. Trenton, New Jersey	3,648.00
D & W Reprographics Keuffel & Esser Company Trenton, New Jersey	2,655.10
National Equipment & Design Company Rahway, New Jersey	875.77
Charles Bruning Company Division of A-M Corporation Teterboro, New Jersey	<u>1,763.20</u>
Total	\$12,718.53

(Shelving, lockers, drafting tables, swivel chairs, tool sets, portable easels, air brush, paper cutters, precision-made camera for copying drawings.)

All to be installed in Main Hall Room #113.

After discussion, the motion was un animously carried.

The question was asked and answered affirmatively that all purchases approved on April 20, 1971, were within the funds allocated in the budget.

4/20/71

Dean Walsh reported that the amendment to the statute authorizing county colleges to take advantage of provision of the Educational Facilities Authority law, which will enable Middlesex County College to expand parking facilities, was passed on March 26 and subsequently signed by the Governor. Financing plans were filed prior to the adoption of the law and Dean Walsh will meet with the Director of EFA this week to clear up a few details. The College expects to go to bid on the new parking lot and paving of the dust bowl. When all papers have been drawn by Mr. Hoffman, and approved by the Federal Government, the Board of Trustees will be asked to authorize conveyance of property involved to Authority.

The establishment of a parking fee will be placed on the agenda of the next meeting.

Dean Walsh reported that arrangements have been worked out with the Federal people whereby the college will get an easement to use the north side of Williams Road, with a fence going down the middle. Traffic would flow east along the golf course and just short of the Commander's house, turn left and exit onto Woodbridge Avenue--a one lane road, 14 ft. wide. The college is in the preparation of completing a survey to provide a metes and bounds description. This item will be placed on the agenda of the next meeting.

Dean Walsh reported that all lighting circuits on campus have been repaired by the college, and suggested the Board of Trustees authorize college staff to participate in arbitration with respect to setting responsibility for cost of the repairs. If not, Dean Walsh suggested the Board authorize Mr. Hoffman to institute suit. Before arbitration or the institution of suit, it was agreed that one further effort be made with all parties concerned to try and resolve the situation. Dean Walsh will set up another meeting of all parties with Messrs. Marchitto and L'Hommedieu in attendance.

EMPLOYEE RELATIONS COMMITTEE

Mr. Venezia reported that negotiations on a new contract have been going on with the Union since November 1970, involving more than 150 hours and 25 negotiating sessions. There are 12 points still outstanding. Some of the items pending are salaries, promotion, student/counselor load, and restriction on use of video tape.

With respect to the Union's concern at the last meeting over the slow pace of negotiations, Dean Walsh indicated that a measure of delay was due to the fact the Union could not agree on setting times. On March 11, the Union proposed abolition of faculty rank; three weeks went by before they were ready to meet again, and on the next meeting on the 30th of March, they withdrew that proposal.

Mr. L'Hommedieu read the following communication from Miss Bates to Mrs. Carman, (should have been directed to the Employee Relations Committee under the Union contract) concerning Mr. Hernando Godderz:

April 15, 1971

"In accordance with the provision of the 1969-1970 contract, I am requesting you as the Chairman of the Personnel Committee review the Grievance filed on behalf of Mr. Hernando Godderz in June, 1970. (See attached copy). The entire file on this case, including the President's hearing are in Dean Walsh's office.

"This Grievance rises out of the provision in the Contract which says that full-time teaching faculty shall have preference for up to two courses in the Evening and Extension division. When this employee sought to teach he was denied that right.

"The intention of the Grievance is to gain for Mr. Godderz Financial Remuneration for the courses he was not permitted to teach.

"Looking forward to hearing from you soon, I remain."

Dean Walsh said that a hearing had been held and disposition made by the President.

This item was referred to Counsel.

PERSONNEL COMMITTEE

Mrs. Carman moved, seconded by Mr. Klegman, that the following personnel appointments be made:

Mr. Raymond Balog as an AV Aide in the Learning Resources Division, at \$330.00 per month, effective March 15, 1971;

Mrs. Marita Walsh on an adjunct basis as a consultant to the Marketing, Art & Design program for the period March 22 to June 30, 1971, for a total of \$2,000;

Mr. Clarence S. Louth as Superintendent of Buildings & Grounds, for the period from July 1, 1971 to June 30, 1972, at a salary of \$14,000; (See attached letters dated March 23 and April 1, 1971.)

Miss Niki Lyn Childress as an AV Aide in the Learning Resources Division, at \$330.00 per month, effective April 1, 1971; (Miss Childress was previously appointed as a part-time aide in Learning Resources.)

Mrs. Dorothea Schettel as a Clerk I in the Office Services Department, at \$342.17 per month, effective April 19, 1971. (Mrs. Schettel was previously appointed on a part-time basis in Office Services.)

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Blunt, that the following resignations be accepted:

Mrs. Vivian Sciortino, Matron in the Maintenance Department, effective March 31, 1971;

Mrs. Azra Burney, Library Clerk, effective April 15, 1971.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Rowland, that the termination of Mr. Joseph Gatyas as a Custodian prior to the completion of his probationary period be approved, effective March 31, 1971. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Blunt, that the appointment resolutions for two Custodians, Mr. John Glouchau, Jr. (In February) and Mr. Joseph Gatyas (In March), be corrected to show the salary rates of \$2.75 per hour instead of \$2.95 per hour. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Rowland, that the following additional persons be appointed substitute clerical personnel, to work on an hourly basis at \$2.25 per hour when needed:

Mrs. Marie Rivituso
Mrs. Anne DeMaio

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Rowland, that Mrs. Linda Borsuk be appointed Clerk-Typist (part-time as needed), 9 a. m. to 3:30 p. m.) in Office Services Department, at \$2.25 per hour, effective December 21, 1970; and that Miss Robin Harris be appointed as a temporary Clerk-Typist in the office of the Dean of Administration for the period April 12 to April 16, 1971, at \$1.75 per hour. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Blunt, that the resignations of Mr. Robert Perkins, Instructor in the HPER Department, and Mr. Gerald W. Olson, Instructor in the Marketing, Art and Design Department, be accepted effective June 30, 1971. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Venezia, that the resolution adopted March 16, 1971, appointing Division of Continuing Education Faculty for the Spring 1971 Semester should be amended as follows:

Additions

Dr. Jay Roth	3 contact hours	\$615.00
Mr. Augustine Eosso	2 contact hours	410.00

Deletion

Mr. Robert Zifchak	2 contact hours	\$510.00
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After discussion, the motion was unanimously carried.

Mr. L'Hommedieu noted the appointment of Mr. Clarence S. Louth as Superintendent of Buildings and Grounds to replace Mr. Michael Bartone, who will retire this fiscal year. Mr. L'Hommedieu spoke of the tremendous and extraordinarily fine job Mr. Bartone has done for the college and felt that words of appreciation should be given to him. Dean Walsh will prepare a resolution for the next Board meeting to go to Mr. Bartone over Mr. L'Hommedieu's signature.

STUDENT AND ALUMNI AFFAIRS COMMITTEE

Mr. Klegman reported the only highlight of the committee's meeting since the last Board meeting was the plea of the Alumni Association for some recognition by the Board. The Alumni Association will prepare a formal statement of its objectives and plans, seeking recognition by the Board as a part of the college community. Mr. Klegman feels the Board and Administration must continue to give as much support as possible to the Alumni Association since there is great value in having an association like this identify with the college. Mr. Klegman said that possibly in the future, the legislature will be approached with respect to an amendment to the county college law to recognize alumni associations.

The functional statement for the Student and Alumni Affairs Committee in the By-Laws will be circularized to the Trustees and placed on the agenda of the next meeting.

EDUCATION COMMITTEE

Mr. Rowland is planning to hold a meeting of the Education Committee in early May, and will make a report at the next Board meeting.

Mr. Rowland reviewed the April Report to the Education Committee by Dean Callahan (Copy attached to the Minutes).

Mr. Rowland reported that Chancellor Dungan has notified Dr. Chambers that at its regular meeting of April 16, 1971, the Board of Higher Education adopted a resolution authorizing Middlesex County College to offer two new programs, beginning in September, 1971. The program titles and degree descriptions are as follows:

Environmental Health Science
Technology

Associate in Applied Science Degree

Medical Laboratory Technician

Associate in Applied Science Degree

(Copy of letter and resolution filed with papers supporting the Minutes.)

Dr. Chambers reviewed the Admissions Report for September, 1971.

Mr. Thomas Handler, Chairman of the Department of Electrical Technology made a brief presentation to the Board with respect to program offerings in his area. Of special interest was a National Electric Code Course being offered this semester to industry. The course is being run in three sections--fundamental, intermediate and advanced, over an eight week period. Sixty-seven students in the trade are enrolled.

The Senior Investiture will be held in the gymnasium at 11 a. m. on May 12.

Graduation ceremonies will be held on Thursday, June 17, at 6:45 p. m. Senator Harrison A. Williams, Jr., will be the speaker. The President is planning to have dinner for invited guests at his home prior to the ceremony.

COMMUNITY AFFAIRS COMMITTEE

Mr. Ciotta reviewed activities of the Community Affairs Department during the past month. (Report filed with Papers Supporting the Minutes.)

Contributions to the Middlesex County College Foundation since the March Board of Trustees meeting totaled \$6,375.

FINANCE COMMITTEE

Mr. Feakes moved, seconded by Mr. Blunt, that a payment in the amount of \$2,000. be approved to Mr. Lloyd A. Cestare of the firm of Lipman, Cestare & Harris, for work completed on the 1970-71 audit as of the end of the second quarter of said year. After discussion, the motion was unanimously carried.

Mr. Feakes moved, seconded by Mr. Blunt, that the Chairman and Secretary of the Board be authorized to execute a contract, prepared by

the College Counsel, between the Board of Trustees and the Faculty-Student Association, Inc., providing for food service at the college. After discussion, the motion was unanimously carried.

Mr. Feakes moved, seconded by Mr. Rowland, awarding a subcontract to Automatic Catering Company of South Brunswick to provide vending services. After discussion, the motion was unanimously carried.

Mr. Feakes said that at the last meeting it was reported that a suit questioning constitutionality of S-1000 had been filed. Since that time, a decision has been rendered that S-1000 is unconstitutional. Therefore, it is unclear at the moment what the college's next step will be with respect to capital funding.

As a matter of interest, Mr. Feakes presented a report that Dr. Chambers had received from the Department of Higher Education listing a summary of community college students receiving chargeback assistance in 1970-71.

Mr. Feakes reviewed the Cash Summary for the Month Ended March 31, 1971; the Statement of Current Operating Income for the Nine-Month Period Ended March 31, 1971; and the Summary of Financial Report for the Month Ended March 31, 1971. (Copies filed with Papers Supporting the Minutes.)

PRESIDENT'S REPORT

Dr. Chambers reported that total circulation in the library for the September 1970 through January 1971 period increased 53% over the September 1969 through January 1970 period. The percentage of reserve transactions remained about the same. Circulation figures refer only to materials handled at the circulation desk. The use of bound and microfilmed periodicals, reference books, pamphlets or books used within the library, is not documented. The heaviest readers were once again in the health technologies. History readers were close behind. 4,618 transactions comprised non-book materials, of which 2,589 were AV materials circulated to faculty and students.

Dr. Chambers reported the Omnibus Community College Bill is about to be launched in the Legislature. This bill is designed to change the 18A laws and to bring the community colleges into a tighter organization in the Higher Education community in the State. Dr. Chambers and Dean Walsh will keep a check on this bill.

Dr. Chambers reported the County College Presidents will meet this Friday and arrive at the position they will take with respect to the Draft of the New Jersey State Master Plan. There will be a closed hearing on the Plan on May 6 with the Department of Higher Education to which the Presidents have been invited, also extending the invitation to bring 15 people.

Dr. Chambers commented on his recent trip to the Socialist countries-- Russia, Poland, Hungary and Romania. He had an opportunity to visit with heads of universities, colleges, secondary schools, and talked with English speaking students, and came back with a very complete picture of education in these four countries.

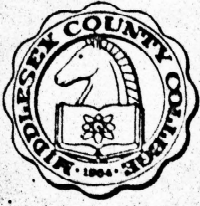
Since his return, Dr. Chambers has presented his slides and lecture to various campus groups and will also show them at the induction ceremony of Phi Theta Kappa on Sunday, April 25.

Mr. L'Hommedieu reported that he has reappointed and redone some of the Advisory Committees in accordance with the By-Laws. An up-to-date list of advisory committees and their members will be sent to the Trustees.

The next regular meeting of the Board of Trustees will be held on May 18, 1971, at 7:45 p. m. , in the Board Room, Center I, on the college campus.

There being no further business, the meeting was adjourned at 10:46 p. m.

ROBERT R. BLUNT
Secretary



Middlesex County College

EDISON, NEW JERSEY 08817

(201) 548-6000

Dean of Administration

April 1, 1971

Mr. Clarence S. Louth
181 Highland Avenue
Edison, New Jersey

Dear Steve:

This is to confirm our conversations of the past several weeks, culminating yesterday in the office of President Frank M. Chambers, in which we agreed upon your employment as Superintendent of Buildings & Grounds, effective July 1, 1971, at an annual salary of \$14,000. This appointment has been approved by the Chairman of the Facilities & Equipment Committee of the Board of Trustees, and I shall present a resolution to the entire Board, requesting confirmation of it, at its April 20 meeting.

As you know from your visits to the campus to date, and your conversations with Messrs. Bartone and Kleban, the scope and complexity of our maintenance and operation problems are not too different from those you have encountered for many years at Piscataway. However, we agreed that any time you can devote between this date and July 1 to visiting the campus and discussing the specifics of these problems with our people will be of benefit to you and to the College. I shall want to spend some time with you myself for the purpose of reviewing the qualifications and past performance of each member of the maintenance and custodial staff, so that we can decide together on the type and number of personnel to be added in July. It will also be necessary for me to review with you the 1971-72 budget for your department, and the list of projects which are underway, currently pending, or planned for the near future.

I have already given you a copy of our Master Plan, and of various other documents related to the College, but you should feel free at any time to visit my office to review any material which you think might be helpful. During one of these visits, you might consult with Mr. Hilf, College Controller, to be sure that all of your tax, insurance, and pension papers are properly filled out and filed.

Once again, I would like to welcome you to the staff at Middlesex County College and to assure you that you will receive all possible cooperation from your fellow department heads in the Division of Administration. Based upon our association in the past, I am confident that you will make a real contribution to the development of the College, and that your future with us is bright.



SPRING SEMESTER 1971 PAYROLL

<u>Course Number</u>	<u>Name</u>	<u>Amount</u>
207-550	Bakum, John	\$1275.00
905-521	Baran, Robert J.	615.00
233-511 234-530	Barton, William	1290.00
300-520 929-530	Beacken, Abraham	1290.00
765-400	Beane, DeAnna	600.00
107-541 108-551	Berry, Robert	1260.00
432-545	Beyer, David	1020.00
006-650	Biringer, Roger	860.00
767-630	Bloomberg, Arthur	600.00
601-560	Blumenthal, Jay	630.00
478-610 497-620	Boghdan, George	1290.00
380-511 905-500*	Bogolub, Harold	1612.50
005-526 027-515	Bourque, David	2040.00
175-660 176-665	Boyle, Edward	1530.00
906-560	Brady, Wayne	765.00
779-510	Braunstein, David	1000.00
592-610 592-630	Bressaw, William	800.00
905-680	Brodman, Saul H.	600.00
405-510	Buskin, David	1530.00
933-500	Camiscioli, Raymond	820.00
415-540	Cammarano, Frank	1075.00
398-510	Campbell, James	1530.00
831-525 835-510	Cardone, Joseph	1935.00
322-555	Carrier, Lionel	860.00
906-510	Chant, David	765.00
393-560 394-550	Chill, Leonard	1290.00
563-630	Chezmar, Elizabeth	400.00
484-545 492-556	Clancy, John P.	1785.00
434-541 449-550	Cohen, Arnold	1530.00
050-510	Colburn, Robert W.	1275.00
379-680	Connolly, William J.	600.00
906-520	Cullen, Margaret	765.00
031-635 037-560	Cullen, John	1025.00
835-511	Cyrus, Mary Jane	1025.00
099-650 099-660	Cyrus, Stephen	1260.00
639-550	D'Aiello, Robert	1290.00
175-521	Dall, John	645.00
934-516	Dalton, William	1020.00
471-540	DeCarli, Yumiko	765.00
093-675	Demetriou, James	615.00
906-521 906-530	Dewlow, Donald L.	1260.00
233-500 233-530	DiFrancesco, Orlando	1260.00
400-615 409-510	Dineen, John	1785.00

<u>Course Number</u>	<u>Name</u>	<u>Amount</u>
250-660 258-665	DiPasquale, Emanuel	\$1530.00
433-531 437-510	DiPasquale, Lucille	1720.00
708-650	Dreitlein, Raymond	615.00
416-510	Dunn, Thomas	1275.00
442-640 472-510	Edelson, Jay	1530.00
234-670	Ehrlich, Charles S.	615.00
379-520 380-510	Elliott, Robert	1290.00
380-520 380-530	Elovitz, Paul	1290.00
379-550 379-560	Endick, Sanford	1230.00
233-685	Fallon, William K.	600.00
233-520 681-510	Fedorchak, Peter	1530.00
006-545 028-555	Feehan, Thomas	2040.00
621-555	Feldman, John	860.00
146-640 148-620	Filardi, Virginia	1530.00
631-510	Fink, Tobin	1075.00
488-530	Friedman, Herbert	645.00
084-550	Furbee, Roger	1530.00
188-520	Gallagher, Brendan	1530.00
261-640 269-630	Gallagher, James	1530.00
483-665	Gazzillo, Dennis R.	600.00
708-560	Gelfond, Thelma R.	600.00
127-610 130-630	Gladstone, Harold	1785.00
044-404 043-405 043-610	Glashausser, Suellen	1845.00
107-521 108-510 108-660	Goldman, Stanley	1935.00
234-510 234-520	Goswami, Dixie	1530.00
481-520	Gotlin, Gary D.	600.00
438-530 456-515	Gottlieb, Myron	1435.00
905-501* 906-561 906-665	Gottlieb, Sheldon	2257.50
371-500	Gray, Donna	510.00
442-550	Grodstein, Seymour	615.00
107-540 108-550	Gurshman, Henry	1230.00
068-550	Halpern, Sylvia	1290.00
940-545	Handler, Shelia	820.00
199-540	Handler, Thomas	1530.00
108-511	Hanifan, Gerald	600.00
095-550 645-540	Harris, H. Trowbridge	1530.00
233-540 233-550	Hatton, Walter	1290.00
093-540 093-560	Helman, Sanford	1530.00
934-515	Hepburn, Eric	1020.00
666-540 670-550	Hertrich, Fred	1530.00
005-650 093-665	Hirsch, David	1435.00
832-525 836-515	Jacobs, Lenore	1640.00
928-510	Jensen, Vern A.	615.00
595-660 595-665	Jones, Marilyn	1020.00
233-531	Jurjevich, V. Peter	645.00

Spring Semester 1971 Payroll
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<u>Course Number</u>	<u>Name</u>	<u>Amount</u>
720-510	Kahrmann, Robert G.	\$ 615.00
093-510 093-520	Kalugin, Lloyd	1530.00
299-560	Kaufman, Arthur	600.00
708-660	Kelton, Saul	765.00
108-690	Kieser, Fred	630.00
681-560 685-540	Kistulentz, Andrew	1530.00
lab coordinator	Kokowicz, Stanley	1200.00
431-525	Kolatis, Maria C.	800.00
797-660	Korchin, Florence	1020.00
059-570	Koy, William	1260.00
403-640	Kravits, Stanley	600.00
/271-610 254-401 254-402	Krueger, Sidney	1470.00
401-630	Kubeck, John	510.00
712-560 707-550	Kuhl, William	1290.00
492-555	Kulp, Eric	1020.00
152-620	Lalancette, Barbara	765.00
640-550	Lamela, Josephine	1530.00
093-550 839-540	Langfelder, Alexander	1530.00
450-530	Lawson, John	600.00
045-630 045-640	Levinston, Marian	600.00
379-500	Lewis, Richard H.	1530.00
187-520	Linton, A. Lewis	615.00
880-610	Lucania, Maryann J.	2040.00
006-515 006-525	Lukas, Chester	1020.00
156-630	Macchia, Dominic	645.00
093-530	Maggio, Patrick	615.00
433-660	Maher, James	1230.00
707-521 708-510	Mallory, Grace E.	860.00
006-660	Maltzman, David	630.00
708-530	Manley, David	1025.00
756-610	Marash, Stanley	800.00
005-545	Marchese, James	1020.00
314-525	Margolin, Edith	600.00
707-520	Markle, Howard B.	2550.00
051-570 052-540	Mayner, Doris	1290.00
380-540 380-550	Miller, Freeman	2040.00
005-555 022-545	Molitor, Frank	1530.00
652-520	Montana, Frederick	1020.00
441-650	Montgomery, Emily	615.00
905-661	Moore, Franklin	765.00
248-510	Morgan, Rose Ann	1530.00
707-650 707-665	Morris, Glen	765.00
234-540	Moskowitz, Jack	765.00
097-640	Murranka, Patricia A.	1785.00
135-515	Murray, John	

<u>Course Number</u>	<u>Name</u>	<u>Amount</u>
371-525	McAvaddy, James	510.00
708-675	McCarthy, Rosemarie	615.00
107-510 107-520	McCurdy, John	1530.00
865-555 871-545	McDade, Lorraine	1600.00
483-530	McLoughlin, Eugene	615.00
006-555 017-540	McQuade, Michael	1435.00
505-615 513-640	Nair, Gary	1275.00
707-685	Nappa, Thomas H.	600.00
707-551 707-561	Nilsen, Robert	1290.00
160-570 277-540	Nolan, Raymond	2805.00
095-560 487-540	O'Malley, Nora	1290.00
278-510 296-525	Pautz, John	2550.00
128-620 131-640	Pawlowski, Peter	1505.00
718-540 905-551	Pearlman, Martin	1530.00
005-500 005-516	Pepper, Michael	2040.00
095-520 176-510	Peterson, Arthur	1530.00
006-690	Petrello, George	820.00
905-550 906-540	Poll, Bernice	1230.00
717-640 719-610	Poppel, Norman	1530.00
233-510 249-530	Price, Irving	1260.00
233-665 234-531 234-660	Rader, Kenneth	1890.00
157-510 (lab)	Rapka, John	765.00
095-510 095-530	Riggin, Miles	1290.00
631-620	Rubino, Frank	1275.00
428-545 441-555	Ruemmler, Ronald	2040.00
371-660	Sacchi, John	510.00
905-660	Sacks, Arthur	765.00
431-545 433-500	Sacks, Jay	1470.00
398-570	San Antonio, George	1200.00
379-665 380-660	Schectman, Aaron	1290.00
708-540 708-550	Schild, Peter	1290.00
175-520 176-511	Schiller, Eugene F.	1230.00
371-526 598-660	Schlegel, Joseph	1020.00
157-510 (lecture)	Schwarzkopf, Edward	765.00
060-540	Seklecki, Roger	1530.00
428-525 441-515	Sender, Sidney	1720.00
577-630	Servon, Joseph	510.00
247-540 167-550	Shepard, Barton	1290.00
233-690	Sherburne, Keith	600.00
135-570	Sherman, Alan	1785.00
905-520	Shulman, Jerry	630.00
233-541 233-560	Sikoryak, Joseph	1530.00

<u>Course Number</u>	<u>Name</u>	<u>Amount</u>
067-520	Sleeper, James	\$1530.00
133-540	Smith, Robert	1530.00
720-665 719-660	Smith, William	1230.00
154-510 (lecture)	Spano, Frank	765.00
234-500	Stanislawczyk, Adam	645.00
047-610	Straley, Richard	615.00
059-520	Taher, Mahmoud	1530.00
398-540	Tainow, Shirley	1530.00
154-510 (lab)	Taranko, Lubomyr	645.00
234-551 234-560	Taub, Theodore	1290.00
121-570	Taylor, Alfred	1200.00
014-525	Trechak, Perry	820.00
607-530	Trimarco, Richard	645.00
005-515 005-525	Tornatore, Charles	2040.00
434-540 455-555	Urbanski, Robert	1785.00
233-680	Vivelo, Jacqueline	600.00
681-665	Votto, Frank	615.00
433-530 434-520	Waintraub, Jack	1530.00
463-560	Waldman, Aaron	645.00
099-550 099-560	Wanat, John	1290.00
439-510 450-500	Weller, Boris A.	1230.00
409-540	Weiner, Murray	1275.00
417-510	Weiss, Howard J.	1025.00
121-550	Weissberg, Oscar	1200.00
095-660	Wilson, Richard	645.00
163-630	Winik, Lynn	510.00
095-540	Wittman, Robert J.	600.00
234-550 250-560	Wood, Susan	1290.00
105-550 707-560	Yokavonus, Robert	1290.00
565-635	Zaepfel, Kathleen	400.00
499-610	Zennario, John	615.00
Special Assistant-Funding	Cohen, Larry L.	1530.00
Special Assistant	Fishco, Robert	2040.00
Academic Coordinator	Regan, Thomas	1020.00
Academic Coordinator	Myers, Reney	1020.00
Academic Coordinator	Oxman, Charles	1020.00
Academic Coordinator-598-661	Zifchak, Robert	1530.00
Coordinator-Sr. Citizens	Pearse, Irene	1020.00

Middlesex County College

INTEROFFICE MEMO

TO: Dr. Frank M. Chambers
FROM: Dean William R. Walsh, Jr.
SUBJECT: Replacement for Michael Bartone

DATE: March 23, 1971

As you know, Mike Bartone has announced his intention to retire and move to Florida at the end of June this year. Because he has accumulated a considerable amount of vacation leave, it is possible he may leave before June 30.

The purpose of this memo is to recommend to you the appointment of Mr. Clarence S. Louth as Supervisor of Buildings and Grounds.

I first became acquainted with Mr. Louth in January of 1958, at which time I was Business Administrator of the Piscataway school district. I hired him at that time, at the age of twenty-four, as an apprentice mechanic in the school Maintenance Department. From the very beginning, he exhibited unusual initiative and willingness to learn, with the result that he rose through the ranks fairly rapidly. During the years 1958 to 1966, when I left Piscataway to come to the College, I saw to it that he was given every kind of in-service training that was available. He has been thoroughly trained in the operation and maintenance of several different makes of unit ventilating equipment; electric and pneumatic temperature controls; electric heating and air-conditioning systems; and he is a qualified expert on Petro, Ray, and Cleaver-Brooks industrial oil burners.

In the early 1960s, when Piscataway acquired a portion of the Camp Kilmer property on the east side of Stolton Road, and converted four old cinder block buildings to classrooms, Mr. Louth took the lead in making the conversions, all of which were done without the use of outside contractors. In 1962, he was promoted to "Mechanical Specialist" which placed him in direct charge of all mechanical systems in the school district, working under the supervision of another man, who was then and still is Superintendent of Buildings and Grounds throughout the district. In 1969, he was promoted to the position of Assistant Superintendent of Buildings and Grounds, which position he now occupies.

Over the years, Mr. Louth has become quite familiar with the purchasing and accounting phase of the buildings and grounds operation which I had installed in Piscataway. The system used at this College is the same one. He is familiar with the operation of machine and carpentry shops, vehicle maintenance, and with most of the problems that arise in maintaining and operating a large number of buildings. (Piscataway now has nineteen different school buildings throughout the township.)

March 23, 1971

Before deciding to recommend Mr. Louth to you, I have had several extensive visits with him during the past three weeks. He and I have discussed MCC's maintenance and custodial problems with Ted Kleban and with Mike Bartone, and I believe that both Ted and Mike are of the opinion that he can handle the job for which I am recommending him.

Prior to his elevation to the position of Assistant Superintendent of Buildings and Grounds in Piscataway, Mr. Louth was not directly involved in grounds work or in major construction. However, he reads blueprints quite well, is quite familiar with grounds operations which took place in Piscataway, and does have two years experience in directing the entire operation. To my personal knowledge, he handles his men well and has always maintained an excellent relationship with all kinds of people in an academic community. Having served as both a member of a labor union, and more recently as a member of the management team dealing with the union, he will have no trouble dealing with a union shop situation.

Mr. Louth is now thirty-seven years old, and is assistant to a man who is in his mid-forties (and whom I also hired years ago), so that his chances of further advancement at Piscataway are limited. I do not believe that he is unhappy at Piscataway, but is definitely interested in the opportunity to run his own shop here at MCC as top man. The salary that I have proposed to him, subject to your approval, is \$14,000. for the fiscal year 1971-72.

Mr. Louth is married, and the father of three children, and owns his own home in Highland Park. I have indicated to him that we can make available a house on the campus if he wishes to use it, but we have had no real discussion on this point.

In conclusion, I am convinced that Mr. Louth would make a valuable addition to our staff as Supervisor of Buildings and Grounds. If possible, I would like to have you meet and talk with him before taking final action on this recommendation.

WRW/mf

cc: Mr. Frank A. Marchitto
Mr. Paige D. L'Hommedieu

MIDDLESEX COUNTY COLLEGE

TO: EDUCATION COMMITTEE
Mr. Maurice W. Rowland, Chairman
Dr. Edward A. Brady
Mr. Joseph Klegman
Mr. Fred Grossman

DATE: April 13, 1971

FROM: Dean Callahan *Callahan*

SUBJECT: April Report to Education Committee

1. Through a grant of \$2,605 from the Robert Wood Johnson Foundation, the Division of Continuing Education, in cooperation with the Department of Nursing, will offer a "Nurse Refresher Course." This course, beginning on April 19, will be six weeks in duration, ten hours each week.
2. The Division of Continuing Education has listed the following community service and related projects:
 - a. The preparation of the summer session tabloid.
 - b. Negotiations with the Director of Adult Education, Boro of Middlesex, for the initiation of an off-campus center. To date, off-campus sites have been established in Carteret, East Brunswick, Madison Township, Woodbridge, and IBM-Dayton.
 - c. A wrap-up session of the preretirement seminar series was held at Boy Scout Headquarters. The 20 participants registered very favorable remarks and commended the College's concern in the field of Gerontology.
3. The Division of Continuing Education reports making final arrangements for the following upcoming community service projects:
 - a. A ten session leadership training workshop in "Creative Theatre Techniques for Senior Citizens" to begin on April 29. This workshop will be cosponsored by the College in the Middlesex County Regional Arts Council.
 - b. On April 17, the initiation of a five week course entitled "Family Camping Workshop". Enrollment is presently at 21; a minimum of 25 participants is expected.
 - c. An Audiometric Workshop for industrial and school nurses to be held on Saturday and Sunday, May 15 and 16.