## BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

# Minutes of November 1, 1971 Meeting

The annual organizational meeting of the Board of Trustees of the Middlesex County College was held at 7:45 p.m., November 1, 1971, in the Board Room on the College campus. Members present were Mrs. Carman, and Messrs. Brady, Clancy, Feakes, Klegman, L'Hommedieu, and Marchitto. Messrs. Rowland and Venezia were absent. Also present were President Chambers, Mr. Hoffman, Mrs. Lake and other visitors.

The annual meeting, as required by law on the first Monday of November, was called to order by Chairman Li Hommedieu.

Mrs. Carman, Chairman of the Nominating Committee, presented the following slate of officers for the ensuing year:

Mr. Paige D. L'Hommedieu - Chairman

Mr. G. Nicholas Venezia - Vice Chairman

Mr. Joseph Klegman - Secretary
Mr. L. Russell Feakes - Treasurer

Dr. Brady moved, seconded by Mr. Marchitto, 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. After discussion, the motion was unanimously carried.

Mr. L'Hommedieu thanked the Board for their continued expression of confidence and support. He expressed concern with the problem of speedy and accurate communication to the faculty through the framework of the Union. Mr. L'Hommedieu feels this is also true with respect to the students; at times he has the impression that the philosophy, objectives and purposes for the dedication of the Board of Trustees in doing a good job does not get through to the students.

Mr. L'Hommedieu said that Mr. Venezia was unable to be present since he had to go to Washington, but he knows that he speaks for Mr. Venezia in saying that he will do the very best he can to justify the confidence placed in him.

Dr. Chambers said that Mr. L'Hommedieu's point about faculty not receiving communications with respect to working conditions is well taken but he does feel that faculty are well informed about the educational program and the philosophy of the college. With respect to communication with students, Dr. Chambers feels that Quo Vadis is not a document that is documentary since it reflects students' opinions. Sometimes they are well informed, and at other times they lack quite a bit of information. At times students, like other citizens, don't seem to want to listen.

Mr. Feakes said that his official term expired yesterday, October 31, and that he is not available for reappointment because of residence; however, under the law, he can carry over until the Freeholders appoint his official spot. In the meantime, he is very happy to continue to fulfill the responsibility of the office until the Freeholders take action.

Mr. Klegman said that serving as secretary is going to be an exciting experience and he appreciates the vote of confidence.

Mrs. Carman moved, seconded by Mr. Marchitto, the nomination of Mr. L. Russell Feakes and Mrs. Lillian Carman as members of the Board of School Estimate, representing the Board of Trustees.

Dr. Brady moved, seconded by Mr. Klegman, 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. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Klegman, that Counsel for the Board of Trustees be designated as the firm of Wilentz, Geldman and Spitzer. After discussion, the motion was unanimously carried.

Mr. Klegman moved, seconded by Mr. Marchitto, that the official newspapers for the College be designated as "The Daily Home News" of New Brunswick, New Jersey; and "The News Tribune" of Woodbridge, New Jersey. After discussion, the motion was unanimously carried.

Mr. Feakes moved, seconded by Mr. Klegman, that Mr. Lloyd A. Cestare of the firm of Lipman, Cestare & Harris of Perth Amboy, New Jersey, be reappointed as auditor for the College for the fiscal year 1971-72; and that the scope of the audit include all College accounts, Faculty-Student Association, Inc., and the Middlesex County College Foundation, Inc., for which the Board of Trustees has responsibility. After discussion, the motion was unanimously carried.

Mr. Feakes moved, seconded by Mr. Marchitto, that the following banks be designated as official depositories for College funds:

First Bank of Colonia, Colonia, New Jersey
The Peoples National Bank of Central Jersey, Piscataway, New Jersey
The National State Bank, Elizabeth, New Jersey
The Edison Bank, Edison, New Jersey
Raritan Valley National Bank, Edison, New Jersey

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Clancy, that all existing policies of the Board of Trustees be reaffirmed. After discussion, the motion was unanimously carried.

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With the power entrusted in him, Mr. L'Hommedieu declared the following committee assignments:

## COMMUNITY AFFAIRS

James J. Clancy, Chairman Joseph Klegman Edward A. Brady

# EMPLOYEE RELATIONS

G. Nicholas Venezia, Chairman Maurice W. Rowland

## Negotiating Sub-Committee

Frank M. Chambers
John N. Callahan
William R. Walsh, Jr.

## FACILITIES & EQUIPMENT

Frank A. Marchitto, Chairman James J. Clancy G. Nicholas Venezia

#### PERSONNEL

Lillian Carman, Chairman Edward A. Brady G. Nicholas Venezia

#### SECOND CAMPUS\_

James J. Clancy, Chairman Edward A. Brady Lillian Carman

#### EDUCATION\_

Edward A. Brady, Chairman Maurice W. Rowland Joseph Klegman James J. Clancy

#### NonBoard Members

Representative and Alternate as elected by the College Senate

#### FINANCE

L. Russell Feakes, Chairman James J. Clancy Frank A. Marchitto

# STUDENT & ALUMNI AFFAIRS

Joseph Klegman, Chairman Lillian Carman L. Russell Feakes Maurice W. Rowland

# NonBoard Members\_

President - Student Senate
President - Alumni Association

# NOMINATING\_

Lillian Carman, Chairman Joseph Klegman Frank A. Marchitto

Mr. Clancy moved, seconded by Mr. Klegman, that President Chambers' Annual Report for the year ended June 30, 1971, be accepted and filed; also, authorization granted for the presentation of the report to various officials as the official report to the Board of Trustees. After discussion, the motion was unanimously carried.

The Annual Meeting was adjourned at 8:15 p.m.

JOSEPH KLEGMAN Secretary

#### BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of November 16, 1971 Meeting

A regular meeting of the Board of Trustees of the Middlesex County College was held at 7:45 p.m., November 16, 1971, in the Board Room on the College campus. Members present were Mrs. Carman, and Messrs. Clancy, Feakes, Klegman, L'Hommedieu and Venezia. Messrs. Brady, Marchitto and Rowland were absent. Also present were President Chambers, Mr. Hoffman, Mrs. Lake and other visitors.

Mr. Feakes requested that the Minutes of October 19, 1971, under Finance Committee, Page 4, indicate the presence of Mr. Lloyd A. Cestare, College Auditor, who answered questions with respect to the audit report. Mr. Feakes also requested that the last resolution of the Personnel Committee, Page 9, include the total amount of the Division of Continuing Education payroll for the Fall 1971 Semester; namely, \$248,982.50.

Mr. Clancy moved, seconded by Mr. Feakes, that the Minutes of the regular meeting of October 19, 1971, be approved as amended. The motion was unanimously carried.

Mr. Feakes moved, seconded by Mrs. Carman, that the Minutes of the Annual Meeting of November 1, 1971, be approved as presented. The motion was unanimously carried.

### FINANCE COMMITTEE

Mr. Feakes moved, seconded by Mr. Klegman, for adoption of the following resolution:

WHEREAS, the Board of Trustees of the Middlesex County College has been named the agent of the New Jersey Educational Facilities Authority for the purpose of constructing parking lots on the College campus; and

WHEREAS, it is necessary to enter into an architectural contract for the construction of said lots, which contract is to be executed by the Authority as owner and the Board as its agent, as well as the Architect;

NOW, THEREFORE, BE IT RESOLVED that the Chairman and Secretary of the Board be authorized to execute as the agents of the Educational Facilities Authority a contract with Eckert & Gatarz, prepared by the College legal counsel, providing for architectural services necessary to plan and construct two parking lots on the College campus.

After discussion, the motion was unanimously carried.

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Mr. Feakes moved, seconded by Mr. Venezia, that negotiation of a lease between the College and the County of Middlesex for space in warehouse building #216 be authorized; and that the College Counsel be authorized to prepare a lease extension instrument with terms subject to approval by the Board for later execution by the Chairman and Secretary of the Board. After discussion, the motion was unanimously carried.

Mr. Feakes reported, with respect to the recommendation of the Auditor that dormant balances in the Foundation Restricted Fund be reviewed, that Dean Walsh has reviewed and brought detail up to date, and a number were actually implemented in this current semester. As a result, only one of about ten restricted scholarships is not being used at this time.

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

# PERSONNEL COMMITTEE

Mrs. Carman moved, seconded by Mr. Klegman, that Dr. Bruce R. Cowen be reappointed consulting physician for the College for the period November 1, 1971, to October 31, 1972, at the same rates in effect during the prior year. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Feakes, that Mr. Kenneth Galambos, Apprentice Mechanic in the Maintenance Department at \$3.20 per hour, be promoted to Mechanic 11 at \$3.50 per hour, effective November 1, 1971. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Klegman, that Mr. Matthew J. Danza, Dispatcher in the Police Department, be appointed as a probationary Police Officer, effective November 1, 1971, and that his salary be adjusted from \$458.00 per month to \$557.00 per month as of that date. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Venezia, that the compensation paid to Mr. Alberto Navarro, consultant to the Division of Continuing Education, be increased from \$40.00 to \$60.00 per day, retroactive to October 1, 1971, one day per week to December 31, 1971.

Explanatory Note: The scope of Mr. Navarro's original consultant activities has been increased to include recruiting and counseling students, ascertaining the level of student financial needs, determining the format for a program of academic studies, recruiting bilingual teachers, and in general, gaining community support. (Hours have increased from 8 to 12.)

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Venezia, that Miss Arlene Falcetano be appointed as an adjunct instructor to teach three contact hours in the Division of Continuing Education during the Fall 1971 Semester, for a total of \$600.00. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Venezia, that the following personnel appointments be authorized:

Mrs. Mary J. Roemer, as Clerk-Typist II in the Division of Continuing Education, at \$359.00 per month, effective November 8, 1971;

Mrs. Doreen E. Landolfi, as Steno-Typist II in the office of the Dean of Administration, at \$396.00 per month, effective November 1, 1971;

Mr. Daniel A. Kasha, Jr., as Director of Purchasing and Inventory, in the Division of Administration, at \$1,141.67 per month, effective November 1, 1971;

Mr. Bruce I. Rothberg, as Police Dispatcher in the Police Department, at \$505.00 per month, effective October 26, 1971;

Mr. Raymond J. Passalacqua, as probationary Police Officer in the Police Department, at \$557.00 per month, effective October 26, 1971;

Mr. Vendel G. Gastgeber, as a Custodian in the Department of Buildings & Grounds, at \$2.95 per hour plus shift premium, effective November 1, 1971;

Mr. James L. Mastrich, Jr., full-time student, to work not more than fifteen hours per week in the Department of Buildings & Grounds, at \$1.75 per hour, effective November 1, 1971;

Mrs. Lillian E. Thomas, as a substitute College Nurse, at \$3.50 per hour. (Mrs. Anna M. Long, who was authorized as a substitute Nurse in July minutes, is no longer available.)

After discussion, the motion was unanimously carried.

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

Miss Constance Suhan, Clerk-Typist I in the Division of Continuing Education, effective October 27, 1971;

Mr. Joseph Paul, Custodian in the Department of Buildings & Grounds, effective October 31, 1971;

Mr. Robert J. Foley, Registrar of the College, effective December 31, 1971.

Aft er discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Feakes, that the title of Mr. Harry Rivituso be changed from Director of Purchasing and Inventory to Staff Assistant in the Division of Administration, effective November 1, 1971, at no change in salary. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Clancy, that the following adjustments in the Division of Continuing Education payroll for the Fall 1971 Semester be authorized:

- a) Addition of Herbert H. Hersh, to replace another teacher who resigned at mid-semester, total compensation \$300.00 for three contact hours;
- b) Correction in the compensation of Charles S. Ehrlich from \$600.00 to \$615.00;
- c) Addition of Elizabeth Constantine, to teach a three-hour course for a total compensation of \$600.00;
- d) Addition of Stanley A. Marash, to teach a four-hour course for a total compensation of \$820.00;
- e) Addition of William Milling, to teach a three-hour course for a total compensation of \$600.00;
- f) Deletion of Herbert Friedman, who resigned at mid-semester, and Marion Levinston, who did not teach at all in the current semester.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Klegman, that the following persons be appointed to the faculty of the Division of Continuing Education to teach one three-hour course each at Rahway State Prison beginning November 22, 1971, at the salaries indicated:

Edwin Drake, Fundamentals of Public Speaking	\$765.00
Alan Gillman, Sociology I	\$600.00
George Shapiro, Salesmanship	\$600.00

After discussion, the motion was unanimously carried.

## FACILITIES AND EQUIPMENT COMMITTEE

Mr. Venezia moved, seconded by Mr. Clancy, that a contract for furnishing two Olivetti "Programma" machines for the Mathematics Department be awarded to the Olivetti Corporation of America, Mountainside, New Jersey, at its bid price of \$3,692.60, said amount representing the lowest price for said machines among five bids received on October 18, 1971. (Additional machines, not replacements.) After discussion, the motion was unanimously carried.

Mr. Feakes moved, seconded by Mr. Clancy, that a Change Order (#3) in the amount of \$730.48, additional to the contract sum, be authorized in the contract between the Board of Trustees and James H. DeLaplaine, Inc., for electrical work on the College Center building; said amount to provide for the relocation of five duplex receptacles in Room 124 and eight new floor outlets in the Bookstore. After discussion, the motion was unanimously carried.

Mr. Clancy moved, seconded by Mrs. Carman, that the following construction progress payments, approved by the Architect and the College Engineer, be approved:

a) James H. DeLaplaine, Inc.
Payment #9 for electrical work on the
College Center building

\$76,293.00

(Total contract amount plus Change Orders to date, \$547,279.84; paid prior to November 16, 1971, \$138,539.70; payment authorized above, \$76,293.00; balance to finish, \$332,447.14.)

b) Sarbo, Inc.
Payment #4 for HVAC on the
College Center building

\$112,770.00

(Total contract amount, \$499,500.; paid prior to November 16, 1971, \$125,370.; payment authorized above, \$112,770.; balance to finish, \$261,360.)

c) Donald C. Rodner, Inc.

Payment #10 for plumbing work on the
College Center building

\$5,104.80

(Total contract amount, \$121,114.00; paid prior to November 16, 1971, \$77,340.60; payment authorized above, \$5,104.80; balance to finish, \$38,668.60.)

d) Rule Construction Co., Inc.

Payment #13 for General Construction on
the College Center building

\$148,716.00

(Total contract amount including Change Orders, \$2,387,547.00; paid prior to November 16, 1971, \$1,131,047.00; payment authorized above, \$148,716.00; balance to finish, \$1,107,784.00.)

e) Jerry Haskins Equipment Company
Payment #1, equipment at the New College
Center

\$1,098.00

(Total contract amount, \$30,500.00; no previous payments; payment authorized above, \$1,098.00; balance to finish, \$29,402.00.)

After discussion, the motion was unanimously carried.

Mr. Clancy moved, seconded by Mr. Klegman, that the action of the Board on September 29, 1971, in awarding a contract in the amount of \$5,840.17 for furnishing two trucks to the Maintenance Department to Briggs Chevrolet of South Amboy, New Jersey, be rescinded, on the ground that Briggs Chevrolet has proven that there was "an honest error" in its bid; and that the contract be awarded instead to the second lowest bidder, Metuchen International Sales Company of Metuchen, New Jersey, in the amount of \$6,134.00. After discussion, the motion was unanimously carried.

Mr. Feakes moved, seconded by Mr. Clancy, that contracts for furnishing Radiology Equipment be awarded to the following companies in the amounts listed; said amounts representing the lowest prices which fully met College specifications among three bids received on November 3, 1971:

Carolina Biological Supply Company Burlington, North Carolina

\$37.5.00

Profexray Chicago, Illinois

135.49

Total

\$510.49

(Vertical Filing Cabinets, Human Sexless Torso - New, not replacements.)

Mr. Clancy moved, seconded by Mrs. Carman, that the Architect and the College Engineer be authorized to have test borings made in the area in which the Learning Resource Center is to be located, at a cost not to exceed \$2,400.00.

Explanatory Note: The only test borings we have made in the area involved are the very few made at the time testing was done for the College Center. The Architect and the College Engineer are not satisfied at the present time that they have enough data to accurately determine the bearing qualities of the area involved. Sealed quotations will be solicited before a contract is awarded. Funds for this purpose were included in the budget for the building.

After discussion, the motion was unanimously carried.

The report of the College Engineer for October 1971 was noted.

Dean Walsh reported the following:

The closing with the Educational Facilities Authority, conveying the site of the parking project, was held on November 5. Contractors have been duly notified.

the siplantine parking project, was need on November 5. Contractors based based by november 1. have been duly notified. hompleted by the end of this month.

Plans for the Learning Resources building are expected to be Dr. Chambers and Dean Waish have been asked to meet with empleted by the end of this month. Trenton to go into fund detail on the concept letter submitted by the Brasident for the Academic Services Building.
State Department representatives in Trenton to go into fund detail on the concept letter submitted by the President for the Academic on the Academic Services Building. Said Mill Road will be the use of a new ramp proceeding in an easterly direction. Beginning Thursday, Novemberid so tradicionide a soverite from Williams Road at 9:55 p.m. towl 4:45 proceeding in an easterly and Mill Road will be the user of a rewl 4:45 proceeding in an easterly EDUCATION COMMITTEE from Williams Road at 9:55 p. m. to 10:45 p. m.

Dean Shindelman reviewed the November Report to the Education Committee prepared by Dean Callahan. (Copy attached.)

COMMUNITY AFFAIRS COMMITTEE. (Copy attached.)

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

Mr. Clancy reviewed activities of the Community Affairs Department of the Clancy also reported on the userof College feetlities by Moutstee) groups and past month (Copy filed with Papers Supporting the Minutes) Minutes.)
Mr. Clancy also reported on the use of College facilities by outside groups and special college events. (Copy filed with Papers Supporting the College's Foundation since the October meeting of the Board of Trustees total

\$1,500. A final report of the amount received from the Phiddle County Scholarship Ball held on October 2 will be made aththe Foundation annual total meeting on November 17. \$1,500. A final report of the amount received from the Third Annual

#### EMPLOYEE RELATIONS COMMITTEE

Mr. Venezia reported that everybody, including MCC, has been troubled with policies and regulations coming out of Washington on the new wage freeze, Phase II. However, the administration has been attempting to keep faculty and the Union apprised of every new situation that comes up. The Trustees would like to pay the negotiated raise and have taken every possible step to do so. On November 15 Dean Walsh had the following statement attached to the paychecks of every member of the faculty bargaining unit:

"This paycheck, and the one which will be delivered to you on November 30, were prepared on November 10, pursuant to our usual payroll practice. Because no specific information on Phase II of the President's economic policies was available on that date, no "post-freeze" adjustment has been made. However, please be assured that the maximum allowable increase pursuant to the new guidelines and our current collective bargaining agreement will be included in your December check, retroactive to the earliest possible date. Amounts due on December 15 and December 30 will be paid in one lump sum on December 15."

On November 11 a joint letter by Dean Walsh and Mr. Gralla, President of Local 1940, AFT, was directed to Mr. George H. Boldt, Chairman of the Federal Pay Board in Washington as follows:

"There is in existence between the Board of Trustees of Middlesex County College and Local 1940, AFT (AFL-CIO) a collective bargaining agreement executed on October 5, 1971, covering the period from July 1, 1971 to June 30, 1972.

"Article XI of said agreement provides that 'This agreement shall be effective as of July 1, 1971, and shall continue in effect until June 30, 1972.' Article IX-B, a copy of which is attached, specifically provides for retroactive payment of salary increases.

"Our interpretation of the 'Phase 2' regulations is that we may pay the new rates established by Article IX-B of the agreement effective November 15. Said new rates average 8.44% more than rates in effect during the previous year. We would like your official concurrence in this interpretation.

"In addition, we are requesting official approval of the payment of the new rates retroactive to July 1. There are two grounds on which we believe this is warranted; first, our prior agreement expired prior to August 15, 1971, and retroactivity was specifically agreed to by the parties in the new one; and second, tuition rates were increased by the Board of Trustees in January, 1971, in anticipation of increased operating costs, which include salaries.

"A prompt reply will be appreciated."

Mr. Venezia also reported the following communication received from Internal Revenue Service, Norman R. Groves, O.E.P. Supervisor, dated November 12, 1971:

"Reference is made to your letter of October 29, 1971 regarding increased salary due to promotions.

"information available discloses bona fide promotions from one academic rank to another are permitted during the freeze per E.S.P. guideline 4.1501.

"The promotion while allowable the salary would depend upon contract and salary scale effective August 15, 1971 for each of the teachers involved."

Mr. Venezia personally interprets the preceding letter to mean the promotion can be given at the old contract rate. When new rates come into effect, they may then be given under the rates in the new contract.

Mr. Venezia understands there are demands for a new contract being presented. Inasmuch as wage increases will be restricted according to Government regulations for awhile, he looks forward to many demands on other items, and the next contract may be more time consuming.

#### STUDENT AND ALUMNI AFFAIRS COMMITTEE

Mr. Klegman reported that the Alumni Association is planning its first open invitation to all graduates of MCC and those who have been in attendance for one year. Members of the administration and Board will be asked to participate in the program. A further report will be made as plans progress as to what the evening will be.

Mr. Klegman introduced a proposed functional statement for the Employee Relations Committee in the By-Laws.

Mr. Klegman moved, seconded by Mr. Venezia, that the first reading of the following amendment to the By-Laws be made at this time for final approval subject to what editing may be necessary at the next meeting of the Board of Trustees:

### EMPLOYEES RELATIONS COMMITTEE. The Committee shall

(1) provide liaison, through the President, with employees of the College with respect to salaries, working conditions, and grievance procedures; (2) review and recommend agreements entered into

with employees that govern salaries, working conditions, and grievance procedures; (3) receive complaints or grievances from employees with respect to salaries, working conditions, and grievance procedures, and recommend disposition of such cases to the Board after exhaustion of administrative remedies; (4) recommend or present to the Board matters relating to salaries, working conditions, and grievance procedures of employees which the Committee deems appropriate for consideration by the Board of Trustees, handle all other labor relations matters which the Board shall designate.

Mrs. Lake was instructed to send a copy of the proposed amendment of the By-Laws, as sponsored by Mr. Klegman on November 16, 1971, to each Trustee at least three days prior to the next meeting of the Board of Trustees.

## PRESIDENT'S REPORT

Dr. Chambers reported that the 52nd Annual Convention of the American Association of Junior Colleges will be held from February 27 to March 2, 1972 at the Fairmont Hotel, Dallas, Texas. President Chambers will make the appropriate arrangements if any Trustees would care to attend.

Mr. L'Hommedieu noted the United Fund drive on campus has reached 82% of quota and said the staff, faculty and students deserve a vote of thanks.

Mr. L'Hommedieu announced that Mr. Clancy has agreed to take on the Trustee responsibility at the monthly meetings of the Council of County Colleges.

Dr. Chambers reported on the meeting of the Council of County Colleges attended by Mr. Clancy and himself on November 15. There is continuing trouble with respect to the provision of the State's share of minor capital. The President of the Council was instructed to appear before the State Board of Higher Education on November 19 and ask for the full amount of the State share--approximately \$6,000,000. The colleges had no prior knowledge of a reduction of the \$6 million requested and assumed the Board of Higher Education was going to pass the full amount. The topic of tenure was discussed, and the pros and cons of extending the probationary period for

non-tenured teachers from three to five years. New legislation to extend the probationary period prior to tenure may be introduced by the Department of Higher Education in this next legislative session.

Mr. L'Hommedieu said that one of the most important things that must be done is to initiate, cultivate and maintain deep community participation. The College wants everybody to know what it is doing and wants to do it in a skilled fashion, with advice of a knowledgeable kind. From the very beginning the college has set up advisory committees. Under the By-Laws the advisory committees are appointed for two years. They are appointed by the Chairman upon the recommendation of those qualified to recommend the committee through the President. At Dr. Chambers' suggestion, the advisory committees will be appointed on or about the time of the Annual Meeting, thus avoiding scattered dates of appointment throughout the year. Therefore, with the power vested in him, Mr. L'Hommedieu appointed advisory committees to the College as per the attached lists. Appropriate letters of appointment will be sent.

The next regular meeting of the Board of Trustees will be held on December 21, 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 10:04 p.m.

JOSEPH KLEGMAN Secretary THIS PAGE NOT USED!

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#### MEMORANDUM

TO: EDUCATION COMMITTEE

DATE: November 10, 1971

Mr. Maurice W. Rowland, Chairman

Dr. Edward A. Brady Mr. Joseph Klegman Mr. Fred Grossman

FROM:

Dean John Callahan & Callahan

SUBJECT: November Report to Education Committee

- 1. On October 16, the Foreign Language Department hosted an all day conference of community college foreign language department faculties. Representatives of the participating institutions concerned themselves with the current status of foreign language education in New Jersey community colleges, instructional techniques, and the generation of innovative methods of teaching foreign languages. One indication of the success of the conference was the chartering of the New Jersey Conference of Foreign Language Teachers.
- 2. In a continuation of the Readers' Theater program, the Fine Arts Department will present two performances of an original script, "Gilbert," on Thursday, November 18.
- 3. The Division of Learning Resources reports that several faculty members are involved in the production of 'slide and video tape programs for classroom utilization. Examples of these instructional materials include presentations on such topics such as "How To Bathe A Baby"; "How To Use The Thermometer"; "Unusual Dental Surgery"; and the "Comparison Of Stress On Metals."
- 4. On Thursday, September 30, the Media Production and Transmission Department of the Division of Learning Resources initiated a series of monthly equipment demonstrations for the faculty. The thrust of the program emphasizes hands-on instruction of the operation of equipment available for faculty use.
- 5. The Division of Continuing Education has listed the following community service and related projects:
  - A. The monthly seminar for the Raritan Bay Industrial Management Club. The focus of the November program will be on lectures in advanced psychology of supervision.

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Education Committee Page 2
November 10, 1971

- B. A final report on two very successful audiometric workshops. The October 23-24, Workshop for School Nurses was attended by 26 representatives from school districts throughout the state. The October 30-31, Workshop for Industrial Nurses attracted 33 participants from firms throughout New Jersey, Delaware, and New York. The workshops were so enthusiastically received that participants have suggested several other major areas in which they feel that school and industrial nurses need updating. Their suggestions are being carefully considered and will be forwarded to the Nursing Department and the Office of the Dean of Faculty.
- C. Preparation of a preliminary proposal for a comprehensive school-community project to attract girls and mature women to careers in the various industrial technologies. This plan will be discussed and developed with the appropriate departments on campus.
- D. The preparation and distribution of an informational questionnaire to all evening students. In addition to general background information, the questionnaire will seek to determine the extent to which evening counseling services are being utilized, the need for financial assistance to evening students, and a general appraisal of the activities currently available to evening students.
- E. Plans are underway for a refresher course for professional secretaries to be offered in the Spring Semester. This course, to be cosponsored by the New Brunswick Chapter of the National Secretaries Association, will help prepare secretaries for the Certified Professional Secretary examination (C.P.S.).
- F. Completion of the 1972 Spring Semester tabloid. In conjunction with this item, the Division of Continuing Education reports the likely inclusion of South Brunswick as one of its off-campus centers.

 The table to the terminal

CANAL STREET

- G. The following constitutes a summary of the facts and figures covering the 1971 fall session for the Division of Continuing Education:
  - 286 sections conducted (267 on-campus; 19 off-campus)
  - 213 faculty members hired
  - 100 of whom are also full-time faculty (46.94%)
  - 4121 INDIVIDUALS REGISTERED FOR COURSES IN THE DIVISION OF CONTINUING EDUCATION
    - 101 dropped completely prior to the first class or course was canceled
  - 4020 attended the first class
    - 281 full-time students attending Division of Continuing Education classes. (Figure includes 102 full-time evening students).
  - 3739 part-time students registered for 19,797 combined hours (credit and non-credit), comprising 6,667 registrations for separate courses, with an average student load of 5.3 hours.

    The average section contains 23.31 students.

The average section contains 23.31 students. F.T.E. = 1,320

- 3666 are county residents (88.96%)
- 455 are out-of-county residents (11.04%)
- 2306 are male (55.96%)
- 1815 are female (44.04%)
- 2738 prior students re-registered (66.44%)
- 1383 new students (33.56%)

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### ADVISORY COMMITTEE

# DENTAL HYGIENE

MEMBER BUSINESS AFFILIATION

Dr. Leo E. Mindel Dentist 5 Elm Row

New Brunswick, New Jersey 08901

201-545-6790

Dentist Dr. Sidney Merians

30 State Highway #18

Old Bridge, New Jersey 08857

201-254-5999

\* Dr. Matthew Brown Dentist

1107 Convery Blvd.

Perth Amboy, New Jersey 08861

442-0037

\*Dr. Edward Katz Dentist

57 Livingston Avenue

New Brunswick, New Jersey 08901

201-545-5676

Dental Hygienist Mrs. Virginia Regan

23 Delwood Lane

New Shrewsbury, New Jersey

201-542-2307

Mrs. Barbara Burlew Dental Hygienist 1515 Allen Avenue

Apt. 12-A

Wanamassa, New Jersey

201-988-7323

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## NURSE EDUCATION

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Dr. William Kuhn

251 Powers Street

New Brunswick, New Jersey 08901

201-249-1300

Mr. Joseph M. Henry

Administrator

Middlesex General Hospital

New Brunswick, New Jersey 08901

201-828-3000

Miss Dorothy May, R.N.

Director, School of Nursing St. Peter's General Hospital

New Brunswick, New Jersey 08903

201-545-8000

Mrs. Robert H. Schulte

310 Easton Avenue

New Brunswick, New Jersey 08903

201-846-1381

Mr. Joseph Sherber

Administrator

John F. Kennedy Community Hospital

Edison, New Jersey 08817

201-548-5000

Mr. George Zupko

Guidance Department

Perth Amboy High School

Perth Amboy, New Jersey 08861

201-826-3360

Miss Mary Konyk, R.N.

Associate Director of Nursing Service

Perth Amboy General Hospital Perth Amboy, New Jersey 08861

201-442-3700

Mrs. Julia M. Keyes, R.N.

Director, Visiting Nurse Associ-

ation

211 George Street

New Brunswick, New Jersey 08901

201-249-0477

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Chief Radiologist Perth Amboy General Hospital 530 New Brunswick Avenue Perth Amboy, New Jersey 08861

201-442-3700

Dr. Nicholas G. Demy

Chief Radiologist Somerset Hospital Rehill Avenue Somerville, New Jersey 08876 201-725-4000

Dr. Donald Horrigan

Radiologist Middlesex General Hospital 180 Somerset Street New Brunswick, New Jersey 08901 201-828-3000

Dr. Sidney Ketyer

Chief Radiologist St. Elizabeth Hospital 225 Williamson Street Elizabeth, New Jersey 07207 201-289-4000

Dr. Alan Osborne

Radiologist Rahway Hospital 865 Stone Street Rahway, New Jersey 07065 201-381-4200

Dr. Franklin D. Wald

Radiologist John F. Kennedy Community Hospital James Street

Edison, New Jersey 08817

\* Dr. William Sweeney

St. Peter's Hospital 254 Easton Avenue New Brunswick, New Jersey 08903 201-545-8000

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Mr. Wilson J. Andrews, Jr.

Manager

Systems Engineering of Johnson

and Johnson 501 George Street

New Brunswick, New Jersey 08901

Mr. Ludwig C. Bohler

Manager, Data Processing Colgate-Palmolive Company

Research and Development Department

909 River Road

New Brunswick, New Jersey 08901

Dr. Harvey J. Brudner

Vice President

Westinghouse Learning Corporation

100 Park Avenue New York, New York

Dr. Thomas H. Mott, Jr.

Dean

Graduate School of Library Science Rutgers - The State University

New Brunswick, New Jersey 08903

Mr. G. E. Whitney

Research Leader

Western Electric Company, Inc. Programming Systems Development

P.O. Box 900

Princeton, New Jersey 08540

Mr. Charles Whittle

Member of Senior Staff

Informatics

65 Route #4 River Edge, New Jersey 07661

Mr. Samuel Rock

Director of Systems & Programming

Squibb Research Center

East Brunswick, New Jersey 08816

Mr. William B. Hegedus

Director of Data Processing Edison Township Municipal Bldg.

Edison, New Jersey 08817

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Linden, New Jersey 07036

Dr. William Samuels Research & Development Department

Union Carbide Corporation

River Road

Bound Brook, New Jersey 08805

Dr. Emil J. Genetelli Environmental Science Department

Rutgers - The State University

New Brunswick, New Jersey 08903

Mr. Richard Schenk Johnson & Johnson Eastern Surgical Plant

Route #1

North Brunswick, New Jersey 08902

Mr. John Zimmerman Municipal Engineer

Municipal Building

Edison, New Jersey 08817

Dr. Britton Miller Merck & Company

Rahway, New Jersey 07065

Mr. Thomas DeAngelo Health Officer

568 Hazel Avenue

Perth Amboy, New Jersey 08861

Mr. Laszlo Szabo County Health Officer

Middlesex County
37 Oakwood Avenue

Edison, New Jersey 08817

Dr. George Samuelson Stirling Road

R.D. #1

Princeton, New Jersey 08540

Mr. Michael Kaplan Science Department

Edison High School

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Mr. Dominic Macchia

Mrs. Eunice Liberson

Edison, New Jersey 08817

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## ADVISORY COMMITTEE

# MEDICAL LABORATORY TECHNICIAN PROGRAM

MEMBER	BUSINESS	AFFILIATION

Dr. Douglas Smith Pathologist

Middlesex General Hospital

Somerset Street

New Brunswick, New Jersey 08901

201-828-3000

Dr. Henry Schriever Pathologist

John F. Kennedy Community Hospital

James Street

Edison, New Jersey 08817

201-548-5000

Dr. Marvin Shuster Pathologist

Perth Amboy General Hospital

530 New Brunswick Avenue

Perth Amboy, New Jersey 08861

201-442-3700

Dr. Vincent Galdi Director of Laboratories

St. Peter's General Hospital

Easton Avenue

New Brunswick, New Jersey 08903

201-545-8000

Dr. Howard A. Hartman Head - Pathology Unit

Sandoz, Incorporated

Route #10

Hanover, New Jersey 07936

Mrs. Dorothy Good Medical Technologist

John F. Kennedy Community Hospital

James Street

Edison, New Jersey 08817

201-548-5000

Mrs. Kay Anderson Medical Technologist

Perth Amboy General Hospital

530 New Brunswick Avenue

Perth Amboy, New Jersey 08861

201-442-3700

Mr. Anthony D'Auria Medical Technologist

St. Peter's General Hospital

Easton Avenue

New Brunswick, New Jersey 08903

201-545-8000

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	Mr. Joseph M. Henry	Administrator Middlesex General Hospital Somerset Street New Brunswick, New Jersey 08901
	Mr. Ernest Johnson	E. R. Squibb & Sons Georges Road New Brunswick, New Jersey 08903
	Dr. Sydney Merians, D.D.S	. 110 State Highway #18 Old Bridge, New Jersey 08857
	Sister Joan Manion	Administrator St. Peter's General Hospital Easton Avenue New Brunswick, New Jersey 08903
	Dr. Norman Reitman	Chief of Staff Middlesex General Hospital Somerset Street New Brunswick, New Jersey 08901
	Mr. Sol Seid	261 Sanford Street New Brunswick, New Jersey 08901

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# DIVISION OF HEALTH TECHNOLOGIES ADVISORY COMMITTEE (Cont'd)

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Administrator

John F. Kennedy Community Hospital

James Street

Edison, New Jersey 08817

Dr. Howard Slobodien

John F. Kennedy Community Hospital

James Street

Edison, New Jersey 08817

\* Mr. Anthony S. Dickens

Director

Perth Amboy General Hospital

530 New Brunswick Avenue

Perth Amboy, New Jersey 08861

+ Dean Harold G. Logan

Associate Dean for Community and and Allied Health Affairs

College of Medicine and Dentistry Rutgers - The State University

New Brunswick, New Jersey 08903

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Department of Biology

Livingston College

New Brunswick, New Jersey 08903

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# STATE OF CHARGOS AND THE PROPERTY.

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Director Counseling & Special Services Seton Hall University South Orange, New Jersey

Dr. Werner W. Boehm

Professor Graduate School of Social Work Rutgers - The State University New Brunswick, New Jersey 08903

Mrs. Wynetta Bryant

Director, Undergraduate Education Graduate School of Social Work Rutgers - The State University New Brunswick, New Jersey 08903

Mr. George Chizmadia

Chief, Special Services New Jersey State Rehabilitation Commission Labor & Industry Building John Fitch Plaza Trenton, New Jersey 08625

Mr. Anthony DeSimone

Associate Regional Commissioner for Rehabilitation Services Department of Health, Education, and Welfare Regional Office 2 Federal Building 26 Federal Plaza New York, New York

Mr. Maurice Dorsen

Rehabilitation Commissioner Administrator, Middlesex Rehabilitation Hospital North Brunswick, New Jersey 08902

Miss Elizabeth L. Goucher

Director, Psychiatric Social Services New Jersey Neuro-Psychiatric Institute Box 100

Princeton, New Jersey 08540

Dr. Victor L. Karren

Medical Consultant New Jersey State Rehabilitation Commission 2 Hamlin Road East Brunswick, New Jersey 08816

on the Tell Politics

REHABILITATION ASSISTANT EDUCATION ADVISORY COMMITTEE (Cont'd)

MEMBER ' BUSINESS AFFILIATION

Mr. Joseph Kohn Executive Director

New Jersey State Commission for

the Blind

1100 Raymond Boulevard

Newark, New Jersey

Mr. Garvey Presley Director

Diagnostic and Employability Center

P.O. Box 952

Perth Amboy, New Jersey 08861

Mr. Harry J. Russell Director, Social Service

Perth Amboy General Hospital

530 New Brunswick Avenue

Perth Amboy, New Jersey 08861

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Dean John N. Callahan

k in the s

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MEMBER.

BUSINESS AFFILIATION

Mr. Jerry Miller

Sally's Restaurant 247 Raritan Avenue Highland Park, New Jersey 08904 201-249-3400

Dr. Miriam K. Brush

Associate Professor Douglass College New Brunswick, New Jersey 08901 201-247-1766 - Ext. 1430

Mr. Joseph Franklin

The Holiday Inn
Route #1
North Brunswick, New Jersey 08902
201-246-2800

Mrs. Miriam Hughes

State Supervisor of School Lunch State Department of Education 225 West State Street Trenton, New Jersey 08625 609-292-2121

Mr. Sal Venezia

The Brass Bucket
Main Street
Woodbridge, New Jersey 07095
201-634-9148

Mr. S. P. Arbes

Clare & Coby's Inn U.S. Hwy. #9 and #34 South Amboy, New Jersey 08879 201-721-4898

\* Mr. Charles Davis

Executive Director
New Jersey Restaurant Association and
New Jersey Hotel-Motel Association
826 West State Street
Trenton, New Jersey 08618
609-599-9000

\* Mr. John Moran

President
New Jersey Restaurant Association
The Greenbriar
U.S. Route #1
North Brunswick, New Jersey 08902
201-246-1050

# HOTEL AND RESTAURANT MANAGEMENT ADVISORY COMMITTEE (Cont'd)

## MEMBER

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\* Mr. Edward Kluth

Burger King 1060 Amboy Avenue Edison, New Jersey 08817 201-225-9331

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#### MEMBER

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Senior Systems Analyst 301 Blair Road Woodbridge, New Jersey 07095 201-636-2400

Dr. James Bennett

Teacher-Educator in Distributive Education Graduate School of Education Rutgers University New Brunswick, New Jersey 08903 201-247-1766

Mr. Joseph Vales

Store Manager Abraham & Strauss Woodbridge Shopping Center Woodbridge, New Jersey 07095 201-636-1400

Mr. Don Upright

Personnel Director
E. J. Korvettes
Rt. #1
North Brunswick, New Jersey 08902
201-545-8500

Mr. Elmer V. Zelko

Distributive Education Coordinator Colonia Senior High School Colonia, New Jersey 07067 201-382-5050

Mr. Charles Kopeland

Executive Manager
Menlo Park Merchants Association
Menlo Park Shopping Center
Edison, New Jersey 08817
201-548-0949

Mr. Allen Feldman

District Supervisor
Franklin Simon
Menlo Park Shopping Center
Edison, New Jersey 08817
201-549-9330

Mr. Michael Santel

General Manager
Garbers
Woodbridge Shopping Center
Woodbridge, New Jersey 07095
201-636-3500

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Nobby Millinery Stores Menlo Park Shopping Center Edison, New Jersey 08817

201-549-8338

Mr. Andrew Fogas

Retail Advertising Manager

The News Tribune

Woodbridge, New Jersey 07095

201-442-0400

Mr. Raymond J. Cosgrove

General Manager

Woodbridge Center

Woodbridge, New Jersey 07095

201-636-4600

Mr. Arthur Prigge

Store Manager

J. C. Penney Company

Menlo Park Shopping Center Edison, New Jersey 08817

201-549-3010

➤ Miss Mary Ann Roselle

Personnel Manager

Bambergers Rt. #18

East Brunswick, New Jersey 08816

201-238-1400

\* Mr. Joel Napchen

Operations Manager

Stern Brothers

Woodbridge Shopping Center Woodbridge, New Jersey 07095

## EX-OFFICIO MEMBER

Mrs. Patricia Graber

State Supervisor of Distributive Ed-

ucation

State Department of Education

Trenton, New Jersey 08625

609-292-6574

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Mr. Julian Ciotta

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Manager of Packaging Design
E.R. Squibb and Sons, Incorporated
Georges Road
New Brunswick, New Jersey 08902
201-545-1300

Mr. Donald E. Hults

President Lewis Studios, Incorporated 31 Daniel Road Fairfield, New Jersey 07006 201-227-1234

Mr. Richard E. Ireland

Director, Advertising and Sales Promotion Fedders Corporation Woodbridge Avenue Edison, New Jersey 08817 201-549-7200

Mr. Hugh Phares

President Techni-Graphic, Incorporated 909 Amboy Avenue Edison, New Jersey 08817 201-549-5600

Mr. S. N. Skarlatos

Publications Control Manager Computer Systems RCA Rt. #38 Cherry Hill, New Jersey 08034 609-963-8000

Mr. Robert Hain

President
Hain, Dillon, MacDonald
Division Studio Art Associates, Inc.
Suite 602
45 West 34 Street
New York, New York 10001
212-868-3530

Mr. Ralph C. French

Senior Supervisor Audio Visual Bell Laboratories Whippany Road Whippany, New Jersey 07981 201-386-3000

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Mr. William P. Katavolos

Chairman
Design Correlations Department
Parsons School of Design
410 East 54th Street
New York, New York 10022
212-759-2214

\* Mr. Morton Goldman

President
Professional Photographers Association of New Jersey
Peskin Goldman Studio
59-Main Street
Toms River, New Jersey 08753
201-349-8588

\* Mr. Joseph E. Rubino

President
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Vice President
William Patrick Company
2-14 Liberty Street
Newark, New Jersey 07102
201-623-1131

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Fla Sa

## DIVISION OF ENGINEERING & TECHNOLOGY

MEMBER	BUSINESS AFFILIATION

Mr. David A. Bailey Employment Representative

New Jersey Bell Telephone Company

Box 2020

New Brunswick, New Jersey 08903

Mr. Douglas Benner Engineer

Public Service Electric & Gas Company

80 Park Place Room 7255

Newark, New Jersey

\*Mr. Robert A. Briant Director of Education & Training Associate General Contractors of

> New Jersey P.O. Box 327

2411 Pennington Road

Pennington, New Jersey 08534

Mr. Harry L. Cooke Information Services and Technical

Relations RCA Laboratories Princeton, New Jersey

Mr. Richard J. Costabile Senior Engineer

Electronic Associates, Incorporated

West Long Branch, New Jersey

Professor Robert Meola Electrical Engineering Department

Newark College of Engineering

323 High Street Newark, New Jersey

\* Mr. Jack Pezelj 238 Old Post Road

Apt. 1-B

Edison, New Jersey 08817

Dr. William Samuels Personnel Manager

Dr. Carl Schaefer

Research & Development Union Carbide Corporation

River Road

Bound Brook, New Jersey 08805

Chairman, Department of Vocational-Technical Education

Graduate School of Education Rutgers - The State University

New Brunswick, New Jersey 08903

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Johnson & Johnson Eastern Surgical

Plant

Route #1

North Brunswick, New Jersey 08902

Mr. Anthony Tarnowski Instructor

Middlesex County Vocational and

Technical High School

112 Rues Lane

East Brunswick, New Jersey 08816

Mr. John J. Zimmerman Municipal Engineer Municipal Building

Edison, New Jersey 08817

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