BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of February 21, 1972 Meeting

A regular meeting of the Board of Trustees of the Middlesex County College, postponed from February 15, 1972, was held at 7:45 p.m., February 21, 1972, in the Board Room on the College campus. Members present were Mrs. Carman, and Messrs. Brady, Clancy, Feakes, Klegman, Marchitto and Venezia. Messrs. L'Hommedieu and Rowland were absent. Also present were President Chambers, Mr. Hoffman, Mrs. Lake and other visitors.

Mr. Clancy moved, seconded by Mr. Feakes, that the Minutes of the regular meeting of January 18, 1972, be approved as presented. The motion was unanimously carried.

FACILITIES AND EQUIPMENT COMMITTEE

The report of the College Engineer for January 1972 was noted.

Mr. Marchitto reported that the Facilities Committee will meet on Friday, February 25, to discuss the golf course and sewerage treatment plant on college property. A report will be made to the Board at the March meeting.

Mr. Marchitto moved, seconded by Mr. Clancy, that the following construction progress payments, having been approved by the Architect and the College Engineer, be approved for payment:

a) Rule Construction Company, Inc.
Payment #16 for General Construction on the College Center Building $140,475.55

(Total contract amount $2,387,547.00; paid previously, $1,617,839.10; payment authorized above, $140,475.55; balance to finish, $629,232.35.)

b) James H. DeLaplaine, Inc.
Payment #12 for electrical work on the College Center Building $ 30,060.00

(Total contract amount $546,502.84; paid previously, $285,212.70; payment authorized above, $30,060.00; balance to finish, $231,230.14.)

c) Donald C. Rodner, Inc.
Payment #12 for plumbing work on the
College Center Building $1,620.00

(Total contract amount $121,114.00; paid previously, $89,105.40; payment authorized above, $1,620.00; balance to finish, $30,388.60.)

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mrs. Carman, that the "retainage" on the contract for General Construction of the College Center building, between Rule Construction Company, Inc. and the Board of Trustees, be reduced from 10% to 5%, effective February 1, 1972; said action having been provided for in the specifications to the contract; and having been recommended by the Architect, the College Engineer, and the Dean of Administration. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Feakes, that a Change Order in the amount of $575.00 to be DEDUCTED from the contract sum be authorized for the General Construction contract on the College Center Building; (between Board and Rule Construction Company, Inc.) to allow for the elimination of a folding partition in Room #130. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mrs. Carman, that the following Change Orders in equipment contracts for the College Center building be authorized, in the amounts shown below; said change orders being necessary to revise the kitchen to conform to the needs of the Faculty-Student Association, Inc., and the Department of Hotel-Restaurant Management; the total net addition to be paid for by the Faculty-Student Association, Inc.:

a) Devin Products Company, Contract 6-B
Deduction of $1,700.00

b) Braun Equipment Company, Contract 6-C
Addition of 1,025.00

c) Jerry Haskins Equipment Company, Contract 6-D
Addition of 2,851.00

Total Net Addition $2,176.00

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mrs. Carman, that a contract for furnishing the Printing of the Community Newsletter be awarded to Palisades Printing of Cliffside Park, New Jersey, at its bid price of $143.36 per issue

on a bi-monthly basis (3,000 copies per issue, 12 issues--6 current year, 6 next year); said amount representing the lowest price which fully met College specifications among five bids received on January 24, 1972. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Clancy, that the following construction progress payments, having been approved by the Architect and the College Engineer, be approved for payment:

a) Donald C. Rodner, Inc.
Payment #13 for plumbing work on the College Center Building $ 4,610.70

(Total contract amount $121,114.00; paid previously, $90,725.40; payment authorized above, $4,610.70; balance to finish, $25,777.90).

After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Mr. Klegman, that Dr. John Bielenberg of the State University of New York be retained as a consultant to the College to work on the design of the theater which is to be incorporated in the proposed new academic services, classroom project, at a rate of $100.00 per day, with the total fee not to exceed $1,000., plus expenses not to exceed $500. After discussion, the motion was unanimously carried.

Mr. Marchitto moved, seconded by Dr. Brady, that a contract for furnishing the College yearbook be awarded to Taylor Publishing Company of Somerville, New Jersey, at its bid price of $10.83 per issue for 750 copies (total price $8,123.00); said amount being the lowest price among five bids received on January 11, 1972. After discussion, the motion was unanimously carried.

Note: This is paid entirely out of student fees as opposed to the College budget.

Mr. Marchitto moved, seconded by Mr. Clancy, that the Easement Agreement prepared by the College Counsel at the request of the County of Middlesex, granting the County a right-of-way to traverse College premises in order to have access to a garage located on County park land, be approved, and that the Chairman and Secretary be authorized to execute said agreement. After discussion, the motion was unanimously carried.

Dean Walsh reported that bids will be received on the Learning Resources Building at West Hall on February 29.

The question was asked and answered affirmatively that all purchases approved on February 21, 1972, were within the funds allocated in the budget.

PERSONNEL COMMITTEE

Mrs. Carman moved, seconded by Dr. Brady, that the following personnel appointments be authorized:

a) Mr. Francis Downes as Assistant Director of the Division of Continuing Education, with the rank of Instructor, for the period March 1, 1972 to June 30, 1972, at a salary for that period of $1,041. per month;

b) Mrs. Janet Daniels as a full-time instructor in the Biology Department for the period January 20, 1972 to June 30, 1972, at a salary for that period of $5,000.;

c) Mrs. Doris V. Kiney as Clerk-Typist I in the Division of Learning Resources to work seven hours per week at $3.25 per hour, effective January 12, 1972;

d) Mrs. Valerie Cuntala as Clerk-Typist II in the Admissions Office, effective February 7, 1972, at a salary of $359.00 per month;

e) Mrs. Alice Bennevich as Clerk-Typist II in the Office of Public Information & Publications, to work twenty-five hours per week, effective February 7, 1972, at $2.35 per hour;

f) Mr. Joseph E. Reynolds as a Custodian in the Department of Buildings and Grounds, effective January 31, 1972, at $2.95 per hour, which rate includes shift premium;

g) Mrs. Odette Pasicznyk as Clerk-Typist II in the Department of Office Services, effective January 24, 1972, at a salary of $359.00 per month;

h) Mr. Jorge Vazquez as a Custodian in the Department of Buildings & Grounds, effective January 24, 1972, at $2.95 per hour, which rate includes shift premium.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Marchitto, that the following non-academic promotions be authorized:

a) Mrs. Eleanor M. Kane, from Clerk-Typist II to Steno-Typist II in the Office of Counseling Services, with a salary adjustment from $377.00 per month to $396.00 per month, effective January 25, 1972;

b) Mr. Matthew Danza from probationary Police Officer to Police Officer in the Security Department, with a salary adjustment from $557.00 per month to $612.00 per month, effective February 1, 1972.

After discussion, the motion was unanimously carried.

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

a) Mrs. Elizabeth Tagliaboschi, Typist/Receptionist in the Division of Student Personnel, effective January 12, 1972;

b) Mrs. Yumiko DeCarli, Instructor in the Mathematics Department, effective June 30, 1972.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Dr. Brady, that Miss Diana M. Goffe, who was appointed acting registrar as of 12/1/71 by Board resolution adopted 12/18/71, be appointed registrar for the period from March 1, 1972 through June 30, 1972 at the salary of $1,210.00 per month. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Marchitto, that the following persons be authorized to serve as coaches for the 1971-72 year in the areas and at the stipends shown below (for record purposes only):

Soccer	Richard Plant	$ 880.00
Cross Country	Joseph Schlegel	462.00
Field Hockey	Marilyn Jones	413.00
Basketball	James Kahora	1,263.20
Wrestling	John Sacchi	1,127.80
Women's Basketball	Donna Gray	531.00
Indoor Track	Joseph Schlegel	531.00
Baseball	Patrick Honey	1,012.00
Assistant Baseball	James Kahora	506.00
Golf	Robert Zifchak	531.00
Tennis	John Sacchi	531.00
Outdoor Track	Joseph Schlegel	1,012.00
Women's Tennis	Donna Gray	455.00
Athletic Trainer	James McAvaddy	980.00
Intramural Coordinator	James McAvaddy	980.00

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Marchitto, that Mrs. Dale Citron be appointed Assistant Department Chairman in the Department of Dental Hygiene for the Spring Semester of 1972 at a stipend of $150.00 additional to her regular salary. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Klegman, that the following persons be appointed as daytime adjunct faculty members for the Spring 1972 semester to teach the number of hours shown, at the salaries shown; superseding prior resolution on page 43, meeting of January 18, 1972; for a total of $28,825.00:

Name	Department	Contact Hours	Salary
Mrs. Dorothy Steinsapir	Accounting	7	$1,400.
Dr. Marvin Ladov	Dental Hygiene	6 Lecture	100.
Dr. Robert J. Mallin	" "	3 "	50.
Dr. Heywood Mallon	" "	2	400.
Dr. Sidney Merians	" "	3 "	50.
Dr. Arthur Nagy	" "	3	750.
Dr. Herbert H. Portnoff	" "	3 "	100.
Dr. David Schwartz	" "	6 "	100.
Dr. Irving H. Sinai	" "	6 "	100.
Dr. Marvin Solomon	" "	3 "	50.
Dr. Joseph Tabourne	" "	6 "	100.
Mrs. Elaine A. Kreiger	" "	Clinical Instr.	2,400.
Dr. Edwin Galkin	" "	3 Lecture	50.
Mr. George T. Alley	Hotel, Rest. Mgmt	9 Teaching 3 Tutoring	2,400.
Mr. Gay H. Welborn	" "	5	1,000.
Mr. Meyer Quallenberg	Marketing	5	1,000.
Mr. Richard S. Pollack	Radiologic Tech.	2	400.
Mrs. Patricia Graber	(Retail Option) Business Tech.	3	600.
Mrs. Noreen Walstedter	Nurse Education	Clinical Instr.	2,400.
Mrs. Diane Janulis	" "	" "	2,400.
Mrs. Arlene Falcetano	Secretarial Science	3 plus Tutoring	700.
Mrs. Carol Giblin	Physics	2	400.
Miss Gloria Chang	Foreign Language	8	1,640.
Miss Cheryl M. Fernadez	" "	8	1,640.
Mr. Allen B. Gillman	Social Science	3	615.
Dr. Theodore Szymanski	Dental Hygiene	Clinical Supervisor	2,400.
Mr. Edward W. Price	Fine Arts	8	1,800.
Mrs. Helen Rose	Fine Arts	6	1,260.
Mrs. Lore Lindenfeld	Fine Arts	6	1,290.
Mr. Reginald Luke	Mathematics	6	1,230.
		TOTAL	$28,825.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Clancy, that the appointment of the attached list (five pages, beginning with Adler, Barry and ending with Zifchak, Robert) of Continuing Education Division adjunct faculty members for the Spring Semester of 1972 be authorized and confirmed, at the individual salaries listed next to each name, for a total of $266,957.50. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Dr. Brady, that the following resignations be accepted:

a) Joan Higgens, Clerk-Typist II in the Department of Office Services, effective March 15, 1972;

b) Karen Protonentis, Clerk-Typist I in the Admissions Office, effective February 1, 1972.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Dr. Brady, that Mr. Alan Sherman, Instructor in the Chemistry Department, be promoted to the rank of Assistant Professor, with an increase in salary pursuant to the current Collective Bargaining Unit Agreement of $600. per year, retroactive to September 1, 1971.

Explanatory Note: This promotion was recommended and would normally have been presented to the Board at its October meeting, along with other promotions; however, due to the failure of one of the graduate institutions which Mr. Sherman had attended to provide a transcript, it was not processed at that time.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Marchitto, that the following promotion increments for persons promoted by Board resolution adopted on October 19, 1971, which were subsequently paid after clearance from the Federal Pay Board, be approved for purposes of the record, for a total of $11,900.:

Mr. H. Kneeland Whiting	$400.
Mr. Eric I. Kulp	650.
Dr. Mahmoud Taher	650.
Dr. John Murray	600.
Mr. Ronald Ruemmler	600.
Dr. Frederick Montana	600.
Dr. Barbara Lalancette	650.
Mrs. Shirley Tainow	400.
Mr. David Beyer	600.
Mr. Joseph Sikoryak	650.
Mrs. Marion Levinston	600.
Mrs. Virve Ettinger	600.
Mrs. Edith Margolin	600.
Mrs. Jane Posselt	600.
Mrs. Lynn Tunstall	600.
Mr. Kenneth Maugle	600.
Mrs. Carol Taha	600.
Dr. Harold M. Gladstone	650.
Mr. John Dineen	650.
Mr. Arthur Saliceti	600.

(Amounts are consistent with the provisions of the current Collective Bargaining Agreement). After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Dr. Brady, that the following changes in status of part-time personnel be authorized effective February 15, 1972:

a) Mrs. Ann Steib, Account Clerk II in the Business Office for twenty-five (25) hours per week at $2.65 per hour, to a salary rate of $270. per month for the said number of hours;

b) Mrs. Elaine Lemberg, from Account Clerk II in the Business Office at $2.65 per hour, to Account Clerk II in the Purchasing Department for thirty (30) hours weekly to a salary rate of $324. per month.

After discussion, the motion was unanimously carried.

FINANCE COMMITTEE

Mr. Feakes reported that the Board of School Estimate, at a public hearing on February 8, 1972, adopted the Operation and Capital Outlay Budget for fiscal year July 1, 1972 to June 30, 1973, in the amount of $7,699,220. and $351,860. respectively, recommended and adopted by the Board of Trustees at their January meeting. Mrs. Carman and Mr. Feakes attended the meeting on behalf of the Board of Trustees. Freeholder Director Otlowski expressed his gratification, on behalf of the Freeholders, to the Board of Trustees on the college operation and the budget in general, and completeness and general presentation.

Mr. Feakes moved, seconded by Mr. Klegman, that the following bills for legal services for the period from July 1, 1971 to December 31, 1971, be approved for payment to the firm of Wilentz, Goldman, and Spitzer:

a) General legal services to the College as specified on invoice dated 2/1/72	$4,500.00
b) For legal services related to construction of the College Center Building	500.00
c) For legal services related to the construction of new parking lots under agreement with the New Jersey Educational Facilities Authority	2,800.00
d) Expenses related to the EFA project	97.00
TOTAL	$7,897.00

(Note: c) and d) apply to funds relating to that particular project.)
After discussion, the motion was unanimously carried.

Mr. Feakes moved, seconded by Mr. Marchitto, that $185,100.00 budget for the fiscal year 1971-72 for tuition from students in non-credit courses be allocated to the revenue captions of the budget as follows:

Full-time Tuition	$ 88,110.00
Evening Part-time Tuition	96,990.00
TOTAL	$185,100.00

After discussion, the motion was unanimously carried.

Mr. Feakes reviewed the Cash Summary Report for the Month Ended January 31, 1972; Statement of Current Operating Income for the Seven Month Period Ended January 31, 1972; and Summary of Financial Report for the Seven Month Period Ended January 31, 1972. (Copies filed with Papers Supporting the Minutes.)

Mr. Feakes reported that the insurance survey by the consultant, Lofberg Associates, has been completed. Copies of the report will be provided to Trustees. The Finance Committee will meet on Tuesday, February 29, at 10 a.m. to review the survey. A report will be made at the March meeting.

EMPLOYEE RELATIONS COMMITTEE

Mr. Venezia has received requests from the International Brotherhood of Police Officers to be recognized as collective bargaining agent for the police officers (one unit) and the director and captain of the police (one unit); also, from Mrs. Wilma Thompson, Local 1940, AFT, as exclusive bargaining representative for all adjunct faculty employees of the evening and summer session of the Division of Continuing Education, and all employees of the college who are not represented by a collective bargaining agreement, excluding the college police.

Dean Walsh was directed to arrange a supervised election if 30% or more of the individuals comprising any one of the proposed bargaining units indicate that they are interested in naming a collective bargaining representative.

Dean Walsh reported that on the 3rd of February, in response to direction by the Board, the college requested the IRS to rule on the question whether or not the College may make retroactive payments to the teaching members of the faculty. Simultaneously, the Union was informed of this action so it could confirm facts as presented to IRS. No reply has been received from the Union. Dean Walsh plans to be in touch with IRS by telephone before the March payroll.

With respect to negotiations with the Faculty Union on the 1972-73 contract, Mr. Venezia reported that negotiations appear to be going well. Agreement has been reached on the school calendar, and the committees are quite close on a couple of other issues. The next meeting is scheduled for February 23. There have been approximately ten meetings since the start of negotiations.

EDUCATION COMMITTEE

Dr. Brady reviewed the February Report to the Education Committee prepared by the Dean of Faculty (copy attached).

Dr. Brady moved, seconded by Mr. Clancy, adoption of the following resolution with respect to administrative reorganization:

WHEREAS suggestions have been solicited from faculty, administrative staff and students since September 1971 with respect to reorganization of the present administrative structure of the college; and

WHEREAS the President has discussed the reorganization with various groups of students, faculty, departments, administrative staff and College Senate; and

WHEREAS the chart of reorganization has been displayed on College bulletin boards and in departmental areas, and fully exposed to the entire College community; and

WHEREAS the Education and Personnel Committees of the Board of Trustees have reviewed all information on said chart or organization and have recommended adoption of said chart, with proviso for an advisory council of students and faculty to each academic dean; and

WHEREAS the Board of Trustees have given due consideration to the data submitted and the recommendation of the President and the Education and Personnel Committees of the Board: Therefore be it

RESOLVED, That the "Administrative Chart of Organization" which is to serve as an administrative organization guide recommended by the President and tentatively adopted by resolution of the Board of Trustees on January 18, 1972, be finally adopted as revised, and that the President be authorized to implement said chart with the stipulation that no appointments are to be made by the Board, or recommended to the Board, until the job responsibilities of any newly established positions and pay rates are approved by the Board.

Mr. Eugene Gralla and Mrs. Wilma Thompson, representing the Faculty Organization, objected to the adoption of the plan since they said there is no provision for faculty or student input to administration, and they have concern over the necessity of additional administrators in view of the threat of retrenchment in their division. Mrs. Thompson also charged that a report by the Department of Higher Education, put out last year, listed MCC administrative salaries higher and faculty salaries below average in comparison with other New Jersey two-year community colleges.

Mr. Klegman questioned whether Mrs. Thompson really directed herself to valid comparisons and emphasized the importance, when comparing salaries, of comparing like positions and responsibilities. Since MCC is the largest of the State's community colleges, it is unreasonable to make a comparison with a college one-fourth its size. Dean Walsh has previously documented administrative and faculty salaries in the community colleges and MCC ranks third from the bottom of 17 in administrative cost, and high in faculty salaries.

Mr. Gralla asked that adoption of the plan be delayed one month to enable the College Senate to recommend changes. President Chambers replied that the proposed reorganization plan was exposed to the entire staff of the college last summer, and in September to representatives of faculty and administrative staff; he has met with various groups on campus and the plan has been discussed in the student newspaper. The President met with the College Senate on November 30th and apprised them that their suggestions and comments should be forthcoming in December since it was important to speed the adoption of the administrative structure; no suggestions were received from this source. The Education and Personnel Committees of the Board, which includes representatives of the College Senate on the Education Committee, met in January and the reasons for reorganization were presented to them. The reorganization is primarily on behalf of the students to retain an intimate division of faculty and students. The plan does not add layers of administrative staff but will bring about a more responsive kind of reorganization. The President also indicated that the cost of the reorganization plan will not increase the proportion of the budget that would be spent on administration beyond that spent this year. The President also said he shares faculty concern about any necessity for retrenchment, but feels reasonably sure MCC's enrollment is going to continue upward. It is necessary to begin to decentralize some responsibilities, and delay can have a very detrimental effect in preparation for the fall.

Mr. Venezia said that if the College Senate would like to submit suggestions for changes, he was sure that Dr. Chambers, as Chief Executive Officer, and responsible for the Chart, will consider them and bring them to the Board; the chart of organization is not irrevocable and will be amended from time to time. Mr. Venezia reminded Mr. Gralla, with respect to lack of faculty and student input on the chart, that the College Senate representative on the Trustee Committee was instrumental in placing on the chart an advisory Council of students and faculty to each academic dean.

Dr. Chambers read a communication from Martin Pearlman, President of the College Senate, which charged that the Faculty Organization led an organized campaign to influence the Senate's vote on the reorganization plan. Mr. Gralla denied the charge.

After discussion, the motion was unanimously carried.

Mr. Klegman moved, seconded by Mr. Clancy, that the inauguration of a new curriculum to be known as "Education Technology", leading to an A.A.S. degree, be approved, to begin in September 1972, and that the President be authorized to seek further approval of said curriculum from the State Department of Higher Education; said curriculum to have four options:

1. Assistant in Special Education
2. Library-Media Assistant
3. Teacher Assistant
4. Assistant in Early Childhood Education

After discussion, the motion was unanimously carried.

Mr. Klegman moved, seconded by Mr. Feakes, that the titles of the Electrical Technology, Mechanical Technology, and Civil Technology Departments be changed to Electrical Engineering Technology, Mechanical Engineering Technology, and Civil Engineering Technology, respectively; said changes having been recommended by the Curriculum Committee, the Academic Council, and the Engineering Council for Professional Development. After discussion, the motion was unanimously carried.

President Chambers reviewed the admissions report as of February 8, 1972.

Dean Shindelman reported that 555 students have achieved Deans List and Pre-Technical honors as opposed to 438 last Fall. The faculty were commended on the excellent job they have been doing with students.

Dr. Chambers has received a request from Rutgers College of Engineering and Columbia University College of Engineering to work with them to interest MCC students in transferring to their respective institutions. It is important to recognize that many students begin their education in the community college rather than at the State engineering school.

STUDENT AND ALUMNI AFFAIRS COMMITTEE

Mr. Klegman has received administration's comments on the statement of Student Rights and Responsibilities. Mr. Klegman is planning to call a meeting of the Committee to discuss some of the strengths and weaknesses of the document, for the Student Senate to consider and finalize for adoption by the Board.

BY-LAWS COMMITTEE

Mr. Klegman reported that at the last meeting a number of amendments were proposed as a first reading for revision of the By-Laws. Counsel has redrafted the entire by-laws.

Mr. Klegman moved, seconded by Mrs. Carman, that the By-Laws, with the changes incorporated, be distributed at this meeting, to serve as the first reading, and that the normal requirement of three days be waived for this purpose, with the request that the Board review the total By-Laws and be prepared at the next meeting to finalize adoption of the By-Laws. This would rescind the proposal made at the last meeting. After discussion, the motion was unanimously carried.

COMMUNITY AFFAIRS COMMITTEE

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

Mr. Ciotta reported that the Fund Raising Committee of the Middlesex County College Foundation, Inc., had a very interesting meeting and the Minutes of that meeting will be provided to Trustees shortly. With respect to industrial luncheons, the President and Mr. Ciotta will meet with industry representatives on a more selective basis--will try a new approach.

PRESIDENT'S REPORT

President Chambers reported that Dean Callahan is looking much better at Columbia Presbyterian Hospital.

Dr. Danzis is out of the hospital and is recuperating at home. He is planning to go to Florida and will be back at the college around the first of April.

Dr. Chambers has recently accepted appointment to the Central Jersey Regional Health Planning Council. The President is very interested because of the work MCC is doing in the allied health field.

The President will be traveling, at the conclusion of this meeting, to Long Island where he will participate in a review of the dental program at Suffolk Community College with a Middle States group.

On April 17 the college will be visited by approximately 30 Puerto Rican educators interested in technical programs. The visit has been arranged by Dr. Kells of the Middle States Association. Meetings with staff have been arranged and Mr. Feakes will represent the Trustees and speak to the visitors about financing.

The President recognized the work that Dean Shindelman has been called upon to do, with added responsibilities of the Dean of Faculty's office.

Three high school students have enrolled in enrichment courses on campus this semester--the beginning of a relationship which probably will grow. There are indications that students in the area secondary schools are interested in an enrichment program that could be instituted at the college.

The Board of Higher Education has approved a maximum tuition rate of $400; currently MCC is charging $330. The ceiling was $350. The President emphasized that MCC's tuition rate for next year has already been set ($330.). The Passaic County College Board of Trustees have gone on record urging the State to support 50% of the cost of education in the community colleges instead of the flat $600 per student they now give. Burlington County College Trustees have also urged the Department of Higher Education to promote higher state support for community colleges.

Mr. Venezia urged that more pressure be directed at the State through legislators and the Governor.

In response to concern expressed by Mr. Gralla with respect to the letter Dean Walsh sent to IRS requesting a ruling as to whether MCC could provide the retroactivity pay to faculty, Mr. Venezia reiterated that the Board wants to pay the retroactive pay and will take every step necessary to do so. He did not agree that Dean Walsh acted unilaterally, but that the inaction of the faculty Union prompted the college to send the letter to IRS. Mr. Venezia directed Dean Walsh to follow up on the letter to IRS so that retroactivity payments can be made in March, if at all possible.

. . .

The next regular meeting of the Board of Trustees will be held on March 21, 1972, 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 10:30 p.m.

JOSEPH KLEGMAN
Secretary

MIDDLESEX COUNTY COLLEGE
Edison, N.J.

Date February 14, 1972

EVENING DIVISION PAYROLL CERTIFICATION FORM

1. Payroll period ending ½ March 20, 1972; ½ May 19, 1972
2. Name of employee See attached list
3. Gross amount due this payroll period $266,957.50
4. Remarks: Please date and deliver first check March 16, 1972; second check May 16, 1972.

Director

cc: President Chambers
Dean Callahan

1972 SPRING SEMESTER PAYROLL

Courses			Name	Salary
379-560	380-550		Adler, Barry D.	$1230.00
233-400	234-400		Amembal, Sheela	1230.00
199-540			Bakum, John	1530.00
379-550	380-540		Baran, Robert J.	1290.00
708-540	708-550		Baum, Philip	1530.00
929-530	300-520		Beacken, Abraham	1350.00
761-545			Bencze, Thomas	1435.00
005-400			Benson, A. Kenneth	800.00
107-665	108-660		Berry, Robert	1320.00
187-520			Beyer, David	1530.00
601-560			Blumenthal, Jay	660.00
478-400	478-620	497-630	Boghdan, George	2025.00
928-510	905-520		Bonagura, Laura	1530.00
005-545	005-555		Bourque, David	2040.00
175-660	176-665		Boyle, Edward	1530.00
905-521	906-530		Brady, Wayne	1530.00
133-545			Braunstein, David	1230.00
059-570			Braunstein, Diana	1230.00
592-610	592-630	881-525	Bressaw, H. William	1470.00
405-510			Burke, Francis	1530.00
247-540			Buscemi, Santi	765.00
415-540			Cammarano, Frank	1125.00
099-550	099-560		Campbell, James	1530.00
831-525	835-510		Cardone, Joseph	2025.00
322-555			Carrier, Lionel	900.00
314-525			Chang, Gloria	820.00
394-550	393-560		Chill, Leonard	1350.00
380-510			Christie, Karen	765.00
093-550	487-540		Clancy, John	1530.00
050-510			Colburn, Robert	1275.00
060-541			Colo, August J.	630.00
065-640			Constantine, Elizabeth	615.00
031-635	037-560		Cullen, John	1075.00
832-555	836-545		Cyrus, Mary Jane	1720.00
432-515			D'Aiello, Robert	900.00
934-515			Dalton, Robert	1020.00
439-510	456-525		DeCarli, Yumiko	1785.00
906-510	906-520		Dewlow, Donald L.	1320.00
233-520	233-530		DiFrancesco, Orlando	1320.00
400-635	409-510		Dineen, John	1785.00
248-665	250-660		DiPasquale, Emanuele	1530.00
440-560			DiPasquale, Lucille	660.00
484-660			Dittman, James	615.00
707-665			Dreitlein, Raymond	645.00
475-640			Iorillo, Richard	600.00

Courses		Name	Salary
934-660		DuBrow, Paul	$ 820.00
416-510		Dunn, Thomas	1275.00
234-993		Earley, Kathy	615.00
745-660	510-530	Edelson, Jay	2295.00
234-521	234-530	Ehrlich, Charles S.	1290.00
379-520	380-530	Elliott, Robert	1350.00
842-610		Eugene, John	600.00
097-640		Falcetano, Arlene	615.00
431-650		Farrah, Aloysius	1020.00
006-545	028-555	Feehan, Thomas	2040.00
621-555		Feldman, John	880.00
472-530		Fetz, Bruce	600.00
135-515		Filardi, Virginia	1785.00
083-550		Furbee, Rodger	1530.00
127-620	130-640	Gadegbeku, Barbara Ann	1400.00
188-550		Gallagher, Brendan	1530.00
261-640	249-660	Gallagher, James	1530.00
068-520		Gerow, Tracy	1530.00
379-400	906-400	Gilman, Alan	1230.00
781-540		Gorelick, Jerry	600.00
371-630	595-660	Gray, Donna	1020.00
463-560	442-550	Grodstein, Seymour	1290.00
107-530	108-510	Gurshman, Henry	1290.00
728-630		Gutowski, John	510.00
233-510		Haimowitz, Clement	765.00
060-540		Halpern, Sylvia	1350.00
905-400		Han, Kenneth	600.00
233-992		Harmon, Nancy	600.00
951-530	234-510	Hatton, Walter	1350.00
234-988		Haurie, Donald	615.00
598-661		Eosso, Augustine, Jr.	410.00
093-520	093-530	Helman, Sanford	1530.00
940-545		Hepburn, Eric	1020.00
488-530		Hersh, Herbert	615.00
665-540	670-550	Hertrich, Fred	1530.00
826-550		Higgins, Robert W.	600.00
606-660		Hirsch, Agnes	510.00
052-540		Hochbaum, Jeffrey	1275.00
371-631		Honey, Patrick	510.00
049-401	049-402	Howe, James	800.00
595-665		Jones, Marilyn	510.00
598-660		Kahora, James	510.00
093-510	481-520	Kalugin, Lloyd	1530.00
380-520		Kane, Richard D.	615.00
707-993		Kelton, Saul	765.00
668-650		Kessler, George M.	600.00
681-560	685-550	Kistulentz, Andrew	1530.00
093-747		Klein, Peter	600.00

Courses			Name	Salary
906-984			Kline, Jay	$ 615.00
431-515	Math Clinic		Kolatis, Maria	1435.00
068-570			Koy, William	1320.00
632-510			Krauth, Ronald	1275.00
403-640			Kravits, Stuart	630.00
271-610	271-401	271-402	Krueger, Sidney	1980.00
208-610			Kubeck, Joseph	1275.00
234-520			Kucsma, Alexander	600.00
712-560	707-550	712-747	Kuhl, William	2295.00
492-555	484-540		Kulp, Eric	1785.00
095-520	095-530		Langfelder, Alexander	1530.00
450-530			Lawson, John	615.00
424-530	418-515		Levine, Bernard	1785.00
707-400	708-400		Levine, Yetta	1260.00
046-630			Levinston, Marion	765.00
413-540			Levitas, Howard	1000.00
043-630			Lindenfeld, Lori	645.00
207-630	763-640		Linton, A. Lewis	2040.00
005-525	027-515		Lukas, Chester	2040.00
428-400	431-400		Luke, Reginald	2240.00
135-570			Macchia, Dominic	1785.00
093-540	093-560		Maggio, Patrick	1350.00
Math Clinic			Maher, Carolyn	1530.00
006-650	006-660		Maltzman, David	1800.00
305-620			Mandell, Charles	600.00
708-986			Mango, George	615.00
720-510			Marante, Edward	600.00
755-610			Marash, Stanley	1075.00
005-516	005-660		Marchese, James	1680.00
708-510	707-521		Markle, Howard	1260.00
865-555	871-545		Markley, Thelma J.	1600.00
835-511			Matelski, Evelyn M.	1000.00
051-510			Mayner, Doris	1275.00
374-625	590-640		McAvaddy, James	1020.00
708-997	707-988		McCarthy, Rosemarie	1290.00
107-510	108-520		McCurdy, John	1530.00
483-560			McLoughlin, Eugene	645.00
006-555			McQuade, Michael	860.00
707-520	708-530		Meisner, William	1320.00
765-514			Mercantino, Anthony	600.00
729-660	379-665		Miller, Freeman	1350.00
059-520			Miller, Fred	1230.00
347-550	348-540		Milling, William	1230.00
017-560	022-545		Molitor, Frank	1785.00
631-510			Montana, Frederick	1275.00
Math Clinic			Montgomery, Emily	765.00

Courses			Name	Salary
051-511			Morgan, Doris	637.50
259-640			Morgan, Roseann	765.00
719-620	708-988		Morris, Glenn	1530.00
234-540	234-550		Moskowitz, Jack	1530.00
401-660			Moss, Arnold	410.00
107-540	108-550		Mundy, Nicholas	1230.00
154-540	779-510		Murray, John	2040.00
905-993			Murray, Martin	630.00
645-550			Napchen, Joel	600.00
905-988	906-997		Newman, Ian	1530.00
707-551	707-560	708-690	Nilsen, Robert	2025.00
160-660	161-560		Nolan, Raymond	2295.00
380-660			Pasternack, Elliot	765.00
475-640	525-540		Pautz, John	2040.00
121-551			Pawlowski, Peter	1320.00
708-650	708-660		Pearlman, Martin	1530.00
175-520	176-510		Peterson, Arthur	1530.00
380-993			Pine, Alan	615.00
052-541			Pitcher, Lynn	537.50
905-550	906-540		Poll, Bernice	1290.00
713-610	717-640		Poppel, Norman	1530.00
433-660			Powers, Rita	765.00
233-540	233-560		Price, Irving	1320.00
157-510			Rapka, John	1530.00
006-515	006-525		Riggin, Miles	1800.00
099-650	099-660		Rohan, Gerald J.	1230.00
045-640			Roper, Rhoda	615.00
233-986	233-665		Roth, Robert	1230.00
744-620	476-560		Rubino, Frank	1785.00
428-515	433-530		Ruemmler, Ronald	1785.00
822-525			Russikoff, Leonard	1020.00
577-630			Sacchi, John	510.00
905-660	906-665		Sacks, Arthur	1530.00
449-550	453-501		Sacks, Jay	1540.00
734-501			Sagarese, Anita	600.00
061-620			Schiffman, Marjorie	615.00
307-530	175-521		Schiller, Eugene	1290.00
371-660	605-510		Schlegel, Joseph	1020.00
685-992			Schott, Frederick	765.00
033-530	772-503		Schultz, Frank	1230.00
441-650			Sender, Sidney	900.00
250-560	233-550		Shepard, Barton	1350.00
121-570			Sherman, Alan	1530.00
163-635			Sherman, Norman	510.00
906-560	905-551		Shulman, Jerry	1320.00

Courses		Name	Salary
067-550		Sleeper, James	$1530.00
965-640		Slonim, Donn	600.00
719-660	720-665	Smith, William	1290.00
816-640		Snopek, Albert	510.00
154-540		Spano, Francis	765.00
233-997	233-984	Stanislawczyk, Adam	1350.00
707-981		Stevens, Elisabeth	600.00
249-530	248-510	Stevens, Frances	1230.00
471-540		Stubblebine, William	600.00
051-511	051-570	Taher, Mahmound	1912.50
398-510		Tainow, Shirley	1530.00
234-551	234-560	Taub, Theodore	1350.00
441-515	436-530	Taylor, Clarence	1785.00
005-515	014-525	Tornatore, Charles	2040.00
005-650		Trechak, Perry	860.00
607-530		Trimarco, Richard	675.00
434-540	455-555	Urbanski, Robert	1785.00
234-660		Vivelo, Jacqueline	765.00
681-660		Votto, Frank	765.00
303-640		Vuculo, Alfred	800.00
196-555	212-510	Waintraub, Jack	2550.00
743-502	743-510	Walther, Hans	2050.00
398-540		Weiner, Murray	1530.00
401-630		Weiss, Howard	430.00
121-550		Weissberg, Oscar	1230.00
093-665	095-660	Wilson, Richard	1320.00
434-520		Winterbauer, Edward	765.00
095-540	095-560	Wittman, Robert	1260.00
105-550	708-560	Yokavonus, Robert	1350.00
499-620		Zennario, John	645.00
Academic Coordinator		Buckley, Jean	1020.00
Guidance Counselor		Dohrenwend, Kevin M.	2040.00
Special Assistant		Fishco, Robert	2040.00
Guidance Counselor		Herrling, John	1020.00
Guidance Counselor		Lindemann, William	1020.00
Guidance Counselor		Maugle, Kenneth	1020.00
Academic Coordinator		Myers, Reney	1020.00
Academic Coordinator		Oxman, Charles	1020.00
Coordinator-Sr. Citizens		Pearse, Irene	765.00
Academic Coordinator		Pepper, Michael	1020.00
Academic Coordinator		Zifchak, Robert	1020.00

MEMORANDUM

TO: EDUCATION COMMITTEE Date: February 10, 1972

Dr. Edward A. Brady, Chairman
Mr. Maurice W. Rowland
Mr. Joseph Klegman
Mr. James J. Clancy
Mr. Fred Grossman
Mr. H. Ian Smith

FROM: Dean John Callahan John N Callahan

SUBJECT: February Report to Education Committee

1. Addressing itself to a realm of endeavor many have cited as a national priority, Middlesex County College has developed a comprehensive program to assist veterans desirous of continuing their education. Through a $10,000 grant, obtained by the Office of the Dean of Faculty, under the provisions of the Emergency Employment Act, currently enrolled student-veterans will be employed as Veteran/Student Recruiter-Counselors. Their responsibilities will be to (1) reach out, through the various veteran organizations, to veterans in the community; (2) serve as a primary contact for Middlesex County College and provide an introductory association; (3) work with counseling services and admissions in (a) referring veterans to the ongoing "Returning Veteran Seminar"; (b) participation in the Seminar; (c) helping advise and orient the student-veteran to college life; (d) assist the student-veteran with academic and other difficulties; (e) making referrals to admissions for those individuals whose career objectives may be met through a Middlesex County College offering.

2. The Division of Continuing Education, in cooperation with the Social Science and Business Departments, has arranged for two graduate level courses (three credits) to be conducted on campus by Newark State College and Jersey City State College. Opportunity for professional growth will be available to faculty interested in "Fundamentals of Cobal Programming" and "Community Structure and Function." The courses, beginning on February 2, have 18 and 12 registrants respectively.

3. On Monday, January 31, the Media Production and Transmission Department conducted a program illustrating the dramatic benefits of the utilization of a TV camera and video recorder with a microscope. The employment of these instructional devices in tandem will make it possible for entire classes to view on TV monitors what only one person could ordinarily see through a microscope. The educational merits of this innovative technique are augmented by the fact that what is being observed on the TV monitor can be recorded and played back at any time. This program was the fourth in a series of monthly Learning Resources equipment demonstrations for the faculty.

4. The Physics Department will host a conference of the American Association of Physics Teachers, New Jersey Section, on the Middlesex County College campus, Thursday, February 10, 1972. Participants will include secondary, junior college, college, and university level physics teachers. The focus of this conference will be on the state of the art of physics teaching.

5. The Division of Continuing Education has listed the following community service and related projects:

   A. A very successful workshop for teachers, principals, and superintendents of local school districts was held on February 2 in the College library. Ninety participants took part in a program that explored the utilization of paraprofessional aides in education.

   B. Approximately 35 high school seniors have taken advantage of the newly initiated joint enrollment program. Interested students have come from the following secondary schools: New Brunswick High School, Edison High School, John P. Stevens High School, Middlesex County Vocational, Perth Amboy High School, and Piscataway Township High School.

   C. The monthly seminar for the Raritan Bay Industrial Management Club. The focal point of the February seminar is on the principles of labor relations.

   D. Negotiations with Eastern Airlines to offer courses at that facility have been successfully completed. Courses in Business Organization and Management and Business and Industrial Psychology will comprise the educational format at Eastern for the Spring semester, 1972.

JNC/eb

JOB DESCRIPTION

VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

The Vice President for Administration and Finance is responsible to the President for fiscal planning and control, planning, organization, and administration of all fiscal, business, and service functions and upon faculty delegated to other administrators and collective bargaining at all levels.

The Vice President for Administration and Finance is responsible to the President for the following:

1. Formulation and recommendation to the President of long and short range fiscal or financing plans designed to ensure the orderly growth of the College.

2. Preparation and recommendation to the President of proposals for change in State Statutes or regulations affecting money, college fiscal policies, and analysis of all such changes proposed by others with recommendations to the President as to the position the College should take on them.

3. Preparation and recommendation to the President of plans and organizational structures for all business or service functions at the College, and administering of such plans once adopted. Specifically, this will include the following:

   a. The supervising, control, and disbursement of all funds of the College or any organization controlled by its officers, pursuant to law, State regulations, and established accounting practices and preparation of periodic reports on such activities.

   b. Liaison with outside agencies, other than academic institutions, pertinent to fiscal and business affairs of the College.

   c. Recommendation to the President for appointment of all professional personnel in the business area, and non-academic personnel in all areas, recommendation of policies governing the employment of these people, and the conduct of appropriate in-service training for them.

   d. The conduct of all payroll operations and the administration of all employee benefit programs.

   e. Preparation and recommendation to the President of all outside contracts, including construction; and administration of all contracts once executed.