

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of April 12, 1973 Meeting

A regular meeting of the Board of Trustees of the Middlesex County College was held at 8 p. m. , April 12, 1973, in the Bunker Lounge of the College Center. Members present were Mrs. Carman; Messrs. Brady, Klegman, Stolzer, Venezia and Walsh. Mrs. Czaya and Messrs. Clancy and Marchitto were absent. Also present were President Chambers, Mr. Hoffman, Mrs. Lake and other visitors.

Mr. Walsh moved, seconded by Dr. Brady, that the Minutes of the regular meeting of March 20, 1973, be approved as presented. The motion was unanimously carried.

Mr. Venezia welcomed Mr. Bush, Assistant to the President for Personnel.

FACILITIES AND EQUIPMENT COMMITTEE

Mr. Walsh moved, seconded by Dr. Brady, that working plans and specifications for the Academic Services and Auditorium Buildings be approved, as approved by the Architect, the Assistant to the President for Plant Operations and Facility Planning, and the President, be submitted to the State Board of Higher Education for final approval, and that it be further resolved that subject to the approval of the State Board of Higher Education, the Vice President for Finance and Controller be authorized to advertise for bids for the construction of said project. After discussion, the motion was unanimously carried.

(Explanatory Note: The working plans and specifications for the Academic Services and Auditorium Buildings are completed and may be submitted to the Department of Higher Education for evaluation. The resolution authorizing submission to the Board of Higher Education at this time will enable the project to commence as soon as bids are received. The May meeting of the Board of Higher Education is only three days after that of the Board of Trustees which would not be enough time for evaluation by the Department. Therefore, it would be a possibility that an additional month would be lost.)

Mr. Walsh moved, seconded by Mr. Klegman, that a contract for carpeting for the Learning Resource Center be awarded to Rug and Design Fair, Inc. of Verona, New Jersey, at its bid price of \$23,690.00, said amount representing the lowest bid which fully met College specifications among thirteen (13) bids received on March 1, 1973. After discussion, the motion was unanimously carried.

Mr. Walsh moved, seconded by Dr. Brady, that a contract between the Devin Products Company and the Board of Trustees for refrigeration equipment,

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Contract No. 6A, in the College Center Building, be accepted as having satisfied the requirements of the specifications of said contract, pursuant to the recommendation of the Architect and the Assistant to the President for Plant Operations and Facility Planning; that the one-year guarantee shall commence from the date of substantial completion, or from a period of six months after the final payment, whichever is greater, and that final payment in the amount of \$2,100.00 be authorized. After discussion, the motion was unanimously carried.

Mr. Walsh moved, seconded by Mr. Stolzer, that a contract between the Devin Products Company and the Board of Trustees for cooking equipment, Contract No. 6B, in the College Center Building be accepted as having satisfied the requirements of the specifications of said contract, pursuant to the recommendation of the Architect and the Assistant to the President for Plant Operations and Facility Planning; that the one-year guarantee shall commence from the date of substantial completion, or from a period of six months after the final payment, whichever is greater, and that final payment in the amount of \$2,230.00 be authorized. After discussion, the motion was unanimously carried.

Mr. Walsh moved, seconded by Dr. Brady, that the following progress payments, having been approved by the Architect and the Assistant to the President for Plant Operations and Facility Planning, be approved for payment:

- (a) Lessner Electric Company
Electrical Work on the Learning Resource Center
Payment #11 \$8,011.80

(Total net contract amount, \$324,833.00; amount paid previously, \$113,490.90; approved above, \$8,011.80; balance to finish, \$203,330.30.)

- (b) Sarbo, Inc.
HVAC Work on the College Center Building
Payment #14 \$18,993.65

(Total net contract amount, \$499,627.00; amount paid previously, \$474,652.00; approved above, \$18,993.65; balance to finish, \$5,981.35.)

- (c) James H. DeLaplaine, Inc.
Electrical Work on the College Center Building, Contract #5
Payment #19 \$21,794.99

(Total net contract amount, \$545,900.84; amount paid previously, \$520,105.85; approved above, \$21,794.99; balance to finish, \$4,000.00.)

After discussion, the motion was unanimously carried.

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Mr. Walsh moved, seconded by Dr. Brady, that an additional \$369.20 be authorized in payment of the contract to Hospital Rental Service Company, Inc., for uniforms for the Maintenance Department. After discussion, the motion was unanimously carried.

(Explanatory Note: Originally authorized on September 20, 1972 for four additional sets of uniforms for the Maintenance Department.)

Mr. Walsh moved, seconded by Mr. Stolzer, that an additional \$2,250.00 be authorized in payment of the contract to Palisade Printing Co., Inc., for the student literary magazine. After discussion, the motion was unanimously carried.

(Explanatory Note: Originally authorized on October 18, 1972 for additional printing work on the literary Magazine "Flux". The unit price per page is in order and is per bid specification. The corrected resolution is needed because of an underestimate in the quantity required which changed the total encumbrance from \$1,950.00 to \$4,200.00.)

Mr. Walsh moved, seconded by Mr. Stolzer, that partial payment to Tel-Plan, Inc., in the amount of \$590.00 for communications consulting services, be approved in accordance with contractual agreement which was approved by the Board of Trustees August 15, 1972. After discussion, the motion was unanimously carried.

(Explanatory Note: Completion of Phase 1 Contract)

Mr. Walsh moved, seconded by Mr. Stolzer, that payment to the firm of Eckert and Gatarz for architectural services rendered, having been approved by the Assistant to the President for Plant Operations and Facility Planning, and in accordance with the respective contracts, be authorized as follows:

(1) New Academic Services Building & Performing Arts Center \$50,400.00

(Total contract estimated at \$2,400,000.00; fee (at 6%), \$144,000.00; previously paid, \$21,600.00; current request, \$50,400.00; balance due, \$72,000.00.)

(2) Learning Resource Center - \$ 5,889.92

(Total contract, \$1,963,307.00; fee (at 6%), \$117,798.42; previously paid, \$100,128.66; current request, \$5,889.92; balance due, \$11,779.84.)

These payments are pursuant to the contracts for the two buildings. After discussion, the motion was unanimously carried.

Mr. Walsh moved, seconded by Mr. Stolzer, that the following progress payment, having been approved by the Architect and the Assistant to the President for Plant Operations and Facility Planning, be approved for payment:

- (a) Sarbo, Inc.
HVAC work on the Learning Resource Center
Payment #5 \$29,250.00

(Total contract amount, \$438,600.00; amount paid previously, \$78,660.00; approved above, \$29,250.00; balance to finish, \$330,690.00.)

After discussion, the motion was unanimously carried.

Mr. Walsh moved, seconded by Mr. Klegman, that a contract for grounds equipment - lawn sweeper - be awarded to JEP Sales, Inc. of Yardville, New Jersey, at its bid price of \$3,420.00, said amount representing the only bid which fully met College specifications received on April 9, 1973. After discussion, the motion was unanimously carried.

The question was asked and answered affirmatively by Vice President Hilf that all expenditures, both capital and operating, were within the funds allocated in the budget.

The reports of the College Engineer and Police Department for March 1973 were noted.

With respect to the concept letter for development of athletic facilities on Fairways 1, 2, and 3, previously approved by the Board of Trustees, and forwarded to the State Department of Higher Education by the President, Dr. Chambers read the following reply from Mr. Truitt:

"April 3, 1973

"Dear Dr. Chambers:

"We have reviewed your Concept Letter for additional athletic facilities and find that it basically meets our requirements. There is some additional data needed, but I believe the State funding support of this project must first be considered.

"We presently have no capital construction funds to apply against the State's share of the costs of your project. Further, I doubt if the State Treasurer would approve the use of Chapter 12, P. L. 1971 funding procedures for a State fund commitment of only \$100,000. This Act was promulgated to support major facility projects. The Treasury Department has not been favorable to using the legislation to support small projects because of the proportionately higher bonding costs.

"The College presently has Program approval for an Academic Services and Auditorium Building. Since this facility is still under design, it may be possible, by a slight reduction in scope, to include your additional athletic facilities within this project.

"At the present, the above proposal seems the only solution available for State support of your Concept. If this idea is not feasible, and at a later date additional funds do become available for work such as athletic facilities, consideration would then be given to presenting your proposal to the Board of Higher Education.

Sincerely,

(Sgd.) Tom

Thos. D. Truitt
Assistant Chancellor"

President Chambers will continue to investigate funding of these facilities through the Department of Higher Education.

FINANCE COMMITTEE

Mr. Stolzer moved, seconded by Mr. Walsh, that the invoice (filed with papers supporting the Minutes) for various professional services rendered by the firm of Wilentz, Goldman & Spitzer in the amount of \$14,000.00 from the Operating Account, and \$750.00 from the Capital Account, be approved. After discussion, the motion was unanimously carried.

(Explanatory Note: It is estimated that \$7,000.00 of the \$14,000.00 invoice is directly attributable to negotiations expense.)

Mr. Stolzer moved, seconded by Mr. Walsh, that the voucher (filed with Papers Supporting the Minutes) payable to Lloyd A. Cestare, C. P. A., in the amount of \$1,000.00 for the analysis and review of systems, procedures and internal control and report thereof be approved. After discussion, the motion was unanimously carried.

Mr. Stolzer moved, seconded by Mr. Walsh, that a partial payment for the year 1972-73 in the amount of \$35,000.00 be made to the construction account of the Educational Facilities Authority, pursuant to the terms of the lease agreement between the Board of Trustees and the Authority. After discussion, the motion was unanimously carried.

(Explanatory Note: This payment will be made from funds collected from the sale of parking decals and segregated in the Parking Lot Trust Operating Account.)

Mr. Hilf reviewed the Cash Summary Report for the Nine Months Ended March 31, 1973; Statement of Current Operating Income for the Nine-Month Period Ended March 31, 1973; and Summary of Financial Report for the Ninth Month Period Ended March 31, 1973.

PERSONNEL COMMITTEE

Mrs. Carman moved, seconded by Mr. Klegman; adoption of the following resolution:

"WHEREAS, Mr. Andrew Kistulentz has served as a full-time member of the College staff since September, 1966, and will have completed seven full years of service by September, 1973; and

"WHEREAS, Mr. Kistulentz has outlined a specific statement about the value of the educational program planned during his sabbatical leave and that this has been approved by the Dean, Vice President, and President; and

"WHEREAS, Mr. Kistulentz has signed a statement of obligation to remain at Middlesex County College for three years after the completion of his sabbatical leave, or that he will repay the College all additional expenses incurred by the College during the time of his sabbatical leave; and

"WHEREAS, Mr. Kistulentz's administrative obligations will be assumed by his Dean;

"THEREFORE, BE IT RESOLVED, that the Board of Trustees does grant Mr. Kistulentz a sabbatical leave for one semester at full pay, during the period of the fall semester of the 1973-74 academic year of Middlesex County College."

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Klegman, that Mr. Howard F. Langhoff be approved as audiovisual consultant for the Departments of Nursing in the amount of \$100.00 per day plus travel, food and lodging costs, not to exceed \$500. After discussion, the motion was unanimously carried.

(Explanatory Note: Source of funds - Robert Wood Johnson Foundation grant)

Mrs. Carman moved, seconded by Mr. Klegman, that Mrs. Marcia Boyer be approved for consulting services in the amount of \$195.00 to assist in the development of curriculum revisions and retraining of faculty in the Department of Dental Hygiene. After discussion, the motion was unanimously carried.

(Explanatory Note: Source of funds - Applied Health Grant)

Mrs. Carman moved, seconded by Mr. Klegman, that a maternity leave be approved for Mrs. Beverly Smith of the Computer Science Department for the 1973-74 academic year. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Klegman, that the following list of personnel appointments and other actions be approved:

Academic Appointments

- (a) Miss Margaret Turley as an adjunct instructor, for the spring semester 1973, in the Department of Fine Arts, as lighting designer and consultant for the production of The Skin of Our Teeth, at a salary of \$185.00;
- (b) Mrs. Ura Ann Lazaroff as an adjunct instructor, for the spring semester 1973, as a clinical instructor in the Department of Nurse Education, Second Year, for two days, March 20 and 22, 1973, for a total of twelve clock hours, which when equated to contact hour cost of \$205.00 represents a total of \$164.00;
- (c) Mr. Alex Kucsma to teach two sections of English I (233-511 and 233-530) commencing March 28, 1973, at the rate of \$210.00 per contact hour and equated to a total of \$630.00.

(Explanatory Note: Mr. Kucsma is filling a vacancy of Mr. Orlando DiFrancesco who was unable to continue his assignment due to an auto accident)

Non-Academic Promotion

- (a) Mr. Bruce Rothberg to Police Officer from Police Dispatcher, at a salary of \$557.00 per month, effective April 1, 1973. (Replacement)

Non-Academic Resignations

- (a) Mrs. Elaine Lemberg, Accounting Clerk II in the Department of Purchasing and Inventory, effective April 30, 1973;
- (b) Mr. James G. English, Audiovisual Aide in the Department of Media Production and Transmission, effective March 19, 1973;
- (c) Mr. Anthony A. Landolfi, Police Officer in the Police Department, effective April 7, 1973;
- (d) Mr. Glenn H. Hansen, Police Officer in the Police Department, effective April 6, 1973.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Klegman, that the following list of personnel appointments and other actions be approved:

Academic Appointments

- (a) Mrs. Joan Daria as a clinical instructor, on an adjunct basis, in the Department of Nurse Education, First Year, at the rate of \$210.00 per semester hour for a total of \$1,260.00 for the spring semester 1973;
- (b) Miss Grace V. LeRoy as Graphic Arts Service Manager, in the office of the Vice President for Academic and Student Affairs, for the period April 23, 1973 to June 30, 1973, at a salary of \$1,416.66 per month;
- (c) Mr. Arthur L. Fredman as an adjunct instructor to teach English II (234-985) in the Department of Continuing Education, at a pro-rated base of \$205.00 per contact hour, for a total of \$246. for the remainder of the spring semester, beginning April 10, 1973.

(Explanatory Note: Mr. Fredman replaces Mr. Michael Serrill who resigned.)

Academic Resignations

- (a) Miss Kate Otani in the Department of Nursing, Second Year, effective June 30, 1973.

Non-Academic Appointment

- (a) Mr. James Michael Sumka as Dispatcher in the Police Department, effective April 16, 1973, at a salary of \$483.00 per month. (Replacement)

Non-Academic Reclassification

- (a) Mr. Leonard Diamond from Police Dispatcher to Police Officer, at a salary of \$557.00 per month, effective April 1, 1973. (Replacement)

Non-Academic Resignations

- (a) Mr. Lawrence R. Barnikow, Police Officer in the Police Department, effective April 18, 1973;
- (b) Mr. Craig W. Stephens, Laboratory Coordinator II in the Department of Marketing Art & Design, effective Friday, April 20, 1973.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Dr. Brady, that payment for the following community service programs be approved:

Stanley Ackley	"Labor Economics"	\$400.00
Barbara Irwin	"Afternoon in the Arts"	200.00
Hugh Harris	"Development of the Labor Movement"	400.00
Stanley Wiley	"Career Choices & Human Potential"	538.00

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Klegman, that an adjustment in the salary for Miss Rosemary Lucanegro be approved in the amount of \$132.00 as a retroactive correction for the year 1971-72. After discussion, the motion was unanimously carried.

(Explanatory Note: Miss Lucanegro's title was changed to Secretary II for the year 1971-72. Her base salary was \$5,640.00 which was \$132.00 below the minimum approved for the position, per the salary guide adopted by the Board of Trustees.)

Mrs. Carman moved, seconded by Mr. Walsh, that the position of Assistant Controller be approved. After discussion, the motion was unanimously carried.

(Explanatory Note: This position has been recommended by Mr. Cestare as part of his review of the College's Internal control and accounting procedures report. It was further reinforced in Mr. Hilf's comments on that report to the Finance Committee. For the year 1973-74 an additional accountant was budgeted but will be superseded by the recommended new position.)

Mrs. Carman moved, seconded by Mr. Stolzer, that an additional position of Captain of Police be established in the Police Department, and that Mr. John Kulesa be appointed to the post, effective April 15, 1973, at an annual salary rate of \$9,200.00, pro-rated. After discussion, the motion was unanimously carried.

(Explanatory Note: A review of the supervisory structure of the Police Department was made in depth by the Assistant to the President for Labor Relations and the former Vice President for Administration and Finance. The recommendation for an additional Captain of Police was put forward in order to rectify the violation of the management principle, resulting in the negotiating unit being composed of patrolmen and supervisory sergeants.)

Mrs. Carman moved, seconded by Dr. Brady, that the salaries of the following Police Officers be changed as of July 1, 1972, from \$7,344.00 to \$7,711.00, and that payment of this differential as accrued to April 12, 1973 be made:

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<u>Name</u>	<u>From</u>	<u>To</u>
Lawrence R. Barnikow	\$7,344.00	\$7,711.00
Robert Smilek	7,344.00	7,711.00
William McGee	7,344.00	7,711.00

After discussion, the motion was unanimously carried.

(Explanatory Note: These patrolmen were employed shortly before July 1, 1972. The salaries were not adjusted pursuant to the tentative agreement between the Board of Trustees and the International Brotherhood of Police Officers.)

EMPLOYEE RELATIONS COMMITTEE

Mr. Stolzer reported receiving a communication from Mrs. Thompson with respect to the Ten-Year Tenure Plan adopted by the Board at the March meeting. The Committee and Mr. Hoffman are in the process of preparing a reply.

Negotiations with the Faculty Organization, Local 1940, are proceeding. A meeting was held this date and additional meetings have been scheduled for next week.

COMMUNITY AFFAIRS COMMITTEE

Mr. Klegman reviewed activities, other than routine, handled by the Office of Public Information and Publications. (Copy filed with Papers Supporting the Minutes.)

A contribution of \$2,000 has been received by the Middlesex County College Foundation, Inc., since the March Board meeting. The annual Foundation mailing to area businesses and organizations is underway. The Investment Committee and the Community Affairs Committee of the Foundation met in the College Center on March 21 and April 11 respectively.

Commencement exercises will be held at 3 p. m., Sunday, June 10, 1973. Plans are being formulated to hold the program outdoors. Mr. John Ciardi has accepted the invitation of the Graduation Committee to give the address.

EDUCATION COMMITTEE

Dr. Brady reviewed the April report of the Education Committee. (Copy attached)

Dr. Brady also reviewed the Admissions Report, Applications for September 1973, as of April 4, 1973. (Copy filed with Papers Supporting the Minutes.)

COUNSEL'S REPORT

On February 20, 1973, the Board of Trustees passed a resolution waiving tuition for qualified senior citizens, subject to approval of the State Board of Higher Education. President Chambers requested approval of the Department of Higher Education and Chancellor Dungan responded as follows:

"March 30, 1973

"Dear Frank:

"After considering all aspects of the issue raised by your letter of February 27 concerning the action of the Board of Trustees of Middlesex County College waiving tuition for qualified senior citizens, I have concluded that this is not a matter for action by the Board of Higher Education. The Board does not set tuition and fees for the community colleges, and I therefore consider waiver of either a matter for your Board, within the overall prohibition of tuition above the level of the State Colleges.

"I am appreciative of your cooperation in referring this matter to me.

Sincerely,

(Sgd)

Ralph

Ralph A. Dungan
Chancellor"

Mr. Hoffman reported that after review of the Chancellor's letter, the policy can now be implemented.

PRESIDENT'S REPORT

Dr. Chambers reported that staff of the College have met with representatives of the New Brunswick School System about para-professionals in education. They have developed a series of job descriptions of various types of aides that require one year and two years of collegiate study. Other school systems in the County are showing a great deal of interest in this development that might serve as a model for teacher aides in other public schools. For example, a School Aide with one year of preparation would relieve teachers of activities which do not require teaching or professional skills and assist in school lunch and playground programs; a Teacher Aide with two years of preparation might be used to give individualized instruction.

President Chambers has appeared before the Joint Appropriations Committee of the Legislature to seek an increase in State aid for supporting costs in county colleges. The Joint Appropriations Committee has recommended to the Legislature that next year (1973-74) State aid be increased by \$50 per student. The President has worked very closely with Mrs. Doris Dealaman, President of the New Jersey Association of Freeholders, on this matter.

In response to an inquiry at the last Board meeting about athletics (track) at the College, the President reported that the introduction of track as an intercollegiate sport originated about January 1972, first as a club then as a recognized intercollegiate sport. It was recognized that many desirable facilities could not be available but limited support (\$1,000) was used to purchase essential equipment. An additional sum of \$3,929.75 has been allocated for track in the 1973-74 budget. It should, however, be noted that currently the Department of Higher Education has refused to recommend financing additional athletic fields that would include site work for a track.

With respect to the continuing appointment of Mr. Saul Kelton, Vice President Callahan reported that originally Mr. Kelton was not recommended for reappointment by his Department Chairman on the basis of his community commitment. Vice President Callahan made a rather extensive investigation of the appeal and found there was considerably more community commitment in evidence than was originally presented by Mr. Kelton to his evaluator. Student and peer evaluation of tenured faculty within the Division were to Mr. Kelton's credit. The Chairman of Department again visited Mr. Kelton's class in the current Spring semester and the total result of the investigation was positive. Mr. Kelton was informed that he was negligent in not providing the evidence of community commitment originally. Upon review of the evidence Mr. Kelton will be appointed for this next academic year.

Mr. Fleming, President of the International Brotherhood of Police Officers, indicated the IBPO would request fact finding. A meeting between the negotiators is scheduled for next week in an effort to conclude the contract between the Trustees and IBPO.

Mr. Fleming inquired as to whether there are two captains in the Police Department. The President read the responsibilities of the Captain of Patrol, appointed at this meeting, and said that there is also an Administrative Captain. Mr. Fleming commented that the appointee's job is the same job the appointee has as Staff Sergeant. Chairman Venezia told Mr. Fleming that the Board is satisfied there is a need for a Captain at this time. Mr. Venezia suggested if Mr. Fleming has a grievance it should be handled through the established procedure.

The next regular meeting of the Board of Trustees will be held on May 15, 1973, at 8 p. m. , in Room 319 of the College Center.

There being no further business, the meeting was adjourned at 9:40 p. m.

JOSEPH KLEGMAN
Secretary

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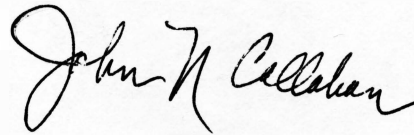
MIDDLESEX COUNTY COLLEGE

MEMORANDUM

TO: EDUCATION COMMITTEE
Dr. Edward A. Brady, Chairman
Mr. Joseph Klegman
Mrs. Mary Czaya
Mr. James J. Clancy
Mr. Fred Grossman
Mr. H. Ian Smith

DATE: April 6, 1973

FROM: Vice President John N. Callahan



SUBJECT: April Report to Education Committee

1. The Office of Counseling Services reports the following activities:
 - A. The Transfer Office has coordinated articulation procedures with four-year colleges for Fine Arts, Biology, and Commercial Art and Photography courses. The objective of these procedures is the establishment of effective means of determining quickly the acceptance of particular Middlesex County College courses and curricula as operative prerequisites for programs in the major at four-year colleges.
 - B. A Nursing Career Day was held on March 9th in the Bunker Lounge of the College Center. Approximately 125 senior nursing students attended and discussed employment opportunities with the representatives of 18 hospital and health care facilities.
2. For the past year, four veterans, students at Middlesex County College, have been employed by the county to counsel area veterans who may be considering pursuing a college education. In addition, they also fulfill a liaison function for area veterans needing assistance during the transition to civilian life.

Indicative of the success the Veterans Counseling program has achieved to date has been the positive reaction the College has received from veterans who have recognized the personal, educational, or administrative benefits they have obtained as a result of their contact with the counselors. In addition, the program, one of the first of its kind in New Jersey, has been copied by several other institutions, and the Veteran Counselors have also been asked to share their experiences with schools wishing to provide similar services. The apex of favorable comments concerning the Veterans Counseling Program was reached early in March of 1973 when the four counselors received personal commendations from the President of the United States.

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

3. Continued--

- A. The initiation of a six-session seminar (March 7-April 11) entitled "Plan Now-Retire Later." This program, a continuation in the promotion of the study of Gerontology, focused on such topics of interest as: Social Security and Medicare, Economics in Retirement, Legal Aspects of Retirement, Leisure Time, and Housing and Real Estate for Retirement.
- B. Two six-session "mini-courses" entitled "Union Communications" (March 13-April 17) and "Steward's Training and Grievance Handling" (March 12-April 16) were developed to inaugurate a Labor Studies Program.

"Union Communications" is a course designed for both local union officers and the "rank and file." Instruction is provided in parliamentary procedure, the presentation of reports, note taking, and the techniques of public speaking. "Steward's Training and Grievance Handling" is specifically geared to union officers and shop stewards. This course examines methods for the improvement of skills relative to the processing of grievances.

- C. On Saturday, April 7, the Division of Continuing Education, in cooperation with the New Jersey Optometric Association, conducted a "Vision Workshop for School Nurses." Approximately 200 school nurses participated in this program which incorporated the expertise of three optometrists and an ophthalmologist and featured a welcoming address by the President of the New Jersey Optometric Association.
- D. The "seminar" format has proven to be a most acceptable vehicle in the Division's efforts to service the sundry publics within the Middlesex County community.

Two recently conducted seminars—"The Energy Dilemma" (Saturday, March 31) and "The Purchasing Agent--Insurance" (Tuesday, March 27)—are illustrative of the diversity of subject content and constituency appeal. The "Energy Dilemma" attracted 19 elementary and secondary school teachers, while the "Purchasing Agent--Insurance" provided interest and relevancy for 58 municipal and school purchasing agents.

- E. Plans were finalized for the "Southern Middlesex County Arts Festival" to be held on campus on April 18. This program is part of the state-wide competition in the fine arts for high school students.
- F. In response to a request from the Vice President of the Perth Amboy Savings Institution, the Division of Continuing Education has developed a six-week mini-course for tellers and other bank employees. This program, scheduled to begin on April 10, 1973, will be held on-site. Bank executives approached the College because they were faced with the problems of maintaining a sense of employee identity and dedication to customer service within the framework of a rapidly expanding organization.

Education Committee

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3. F. Continued--

The course developed by the Director of Special Projects will focus on the areas of "Effective Communications," "Customer Relations," "Motivation," and "Self-Improvement."

This special educational series for bank employees is a prime example of how the expertise of the county college can be utilized by local firms to help solve managerial problems.

JNC/vg