

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of April 20, 1976 Meeting

A regular meeting of the Board of Trustees of the Middlesex County College was held at 8:10 p. m., April 20, 1976, in the Board room of the Academic Services Building. Members present were Mmes. Carman, Czaya; Miss Carney; and Messrs. Dalto, Klegman, Meszaros, Tanzman and Walsh. Mr. Stolzer was absent. Also present were President Harris, Mr. Hoffman, Mrs. Lake, and several visitors.

In compliance with the "Open Public Meetings Act" of the State of New Jersey, adequate notice of this meeting was provided as follows:

- (a) On January 8, 1976, advance written notice of this meeting was posted in the lobby of the Academic Services Building.
- (b) On January 16, 1976, advance written notice of this meeting was mailed to The Home News, 123 How Lane, New Brunswick, New Jersey, and The News Tribune, 1 Hoover Way, Woodbridge, New Jersey.
- (c) On January 7, 1976, a copy of this advance notice of the meeting was filed with the Clerk of Middlesex County.
- (d) On January 7, 1976, a copy of this advance notice was filed with the President of Middlesex County College.
- (e) Any individual who has requested notice of this meeting has been forwarded a copy of the notice of such meeting by the Vice President for Finance and Controller.

Mr. Meszaros moved, seconded by Mrs. Czaya, that the Minutes of the regular meeting of March 16, 1976, be approved as presented. The motion was unanimously carried.

Mr. Klegman, on behalf of the Board, welcomed new Trustee, Mr. Angelo H. Dalto, and expressed delight on his appointment.

FACILITIES AND EQUIPMENT COMMITTEE

The reports of the College Engineer and Director of Police and Safety were noted.

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

WHEREAS, the underground hot water heating lines to Main Hall Building have suddenly developed a severe break, rendering the heating system to that building inoperable, and

WHEREAS, an emergency exists while said heating system is inoperable, and

WHEREAS, quotations have been received from four mechanical contractors\* to make said emergency repairs, and

WHEREAS, TAMI-GITHENS of Edison, New Jersey, rendered the lowest time and material quotation as attached hereto, and

WHEREAS, there are additional expenditures of college labor and materials to be expended to rectify the emergency repair;

NOW THEREFORE, BE IT RESOLVED as follows:

1. The Board of Trustees declares that an emergency condition occurred and still exists which justified immediate corrective action by the Administration.
2. The Board ratifies the action of the Administration in obtaining four quotations from outside contractors to perform piping replacement and award a contract to Tami-Githens, the lowest bidder, on a time and materials basis as indicated on the attached quotation, which contract sum shall not exceed \$12,000.00.
3. The Board authorizes the use of college labor and the purchase by the college of materials not to exceed \$4,000.00 to perform a portion of the emergency repairs.

\*Sarbo, Inc., Middletown, N.J.; Frank A. Pucci, Inc., Perth Amboy, N.J.; Binsky & Snyder, Inc., North Plainfield, N.J.; Tami-Githens, Inc., Edison, N.J.

After discussion, the motion was unanimously carried.

Mr. Meszaros moved, seconded by Mr. Tanzman, 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) M & R Mechanical Contractors, Inc.  
Plumbing Work, New Athletic Facilities  
Payment #10 \$900.00

(Total contract (net), \$49,075.00; amount paid previously, \$43,267.50; approved above, \$900.00; balance to finish, \$4,907.50.)

After discussion, the motion was unanimously carried.

Mr. Meszaros moved, seconded by Mr. Walsh, that the following change order on the New Athletic Facilities be approved:

- (a) Change Order #8 - New Athletic Facilities - Action Fence Co., Inc.

Remove bottom coil spring wire on existing tennis court; furnish and install 1-5/8" O.D. bottom rail (all aluminum material), rail to be primed and finish coated - (+) \$1,210.00

Original contract	\$56,178.00
Net change by previous orders	-
New contract sum	<u>56,178.00</u>
Add: Change #8	<u>1,210.00</u>
New contract sum	<u><u>\$57,388.00</u></u>

After discussion, the motion was unanimously carried.

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

WHEREAS, there exists a need to develop working drawings for an egress roadway from the College onto Woodbridge Avenue; and

WHEREAS, funds for said project are available from the available capital balances; and

WHEREAS, the Local Public Contracts Law (N. J. S. A. 40A:11-1 et. seq.) requires that the resolution authorizing the award of contracts for "professional services" without competitive bidding, must be publicly advertised;

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

1. The Chairman and Secretary of the Board of Trustees are hereby authorized and directed to execute an agreement with Bernard R. Berson and Associates at a contract price not to exceed \$3,500.00 for professional engineering services to be rendered in conjunction with the egress roadway to Woodbridge Avenue project.
2. The contract is awarded without competitive bidding as a "professional service" under the provision of the Local Public Contracts Law in order to provide said engineering services.
3. A copy of this resolution shall be published in The Home News, New Brunswick, New Jersey, and The News Tribune, Woodbridge, New Jersey, as required by law within ten days of its passage.

After discussion, the motion was unanimously carried.

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

WHEREAS, the Computer Science Department has provided educational services to students through the use of an interactive mode with the New Jersey Educational Computer Network; and

WHEREAS, the cost of said service and telephone line charges have increased significantly; and

WHEREAS, a review by the Computer Science Advisory Committee has resulted in a recommendation that similar interactive mode services can be provided by the use of a "Mini Computer" device without any negative effect on the educational program; and

WHEREAS, it is deemed financially advisable to consider such a device because of the savings that would result;

NOW, THEREFORE, BE IT RESOLVED that specifications for purchase of the Mini Computer, and auxiliary information terminals, be prepared, and that said specifications be offered for public bid, pursuant to the Local Public Contracts Law (P. L. 1971, c.198, C. 40A:11-1 et. seq.)

After discussion, the motion was unanimously carried.

Mr. Meszaros moved, seconded by Mr. Walsh, that the following purchase contracts be authorized (Detail filed with Papers Supporting the Minutes):

Printing 1976-77 School Newspaper (Quo Vadis)	One Company	\$15,500.00
Security Detection System (CLC Building)	One Company	\$ 7,890.00
Paper Supplies	Five Companies	\$24,726.78

After discussion, the motion was unanimously carried.

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

WHEREAS, extensive traffic delays have been encountered at the Avenue B exit from the Middlesex County College campus onto Mill Road; and

WHEREAS, the County Road Department has estimated a total cost for widening of Mill Road to be \$1,600; and

WHEREAS, the County Road Department has made facilities available for the road widening project; and

WHEREAS, funds are available from the available capital balances of the College in order to complete said project; and

WHEREAS, it is in the best interest of the College community to participate in this project as rapidly as possible because of the severe traffic congestion;

NOW, THEREFORE, BE IT RESOLVED that the Vice President for Finance and Controller be authorized to enter into a contract with the County of Middlesex for the widening of Mill Road at the Avenue B exit gate from the Middlesex County College campus, in an amount not to exceed \$1,600.00, subject to approval of counsel.

Note: The County will be asked to make application for relocation of the pole.

After discussion, the motion was unanimously carried.

PERSONNEL COMMITTEE

Mrs. Carman moved, seconded by Mrs. Czaya, that the following list of personnel appointments and other actions be approved, pursuant to recommendation by the President and to the provisions of section 18A:64A-13:

Academic Appointments

- (a) Amy Chang as Adjunct Instructor in the Department of Biology (budget code 2510) during the Spring 1976 semester, to teach sections 125 and 129 of BIO 211, Principles of Microbiology, for 56 clock hours, at the rate of \$225.00 per contact hour (\$15.00 per clock hour), for a total of \$840.00 from March 29, 1976 to the end of the Spring semester.
- (b) Christine Ciuba as Adjunct Instructor in the Department of Radiologic Technology (budget code 2140) for the Spring 1976 semester, to teach one contact hour of RAD 204, Isotopes and Therapy, for the second half of the semester from March 29 to May 19, 1976, at the rate of \$225.00 per contact hour, for a total of \$225.00 for the semester.
- (c) Gustave Dirner as Adjunct Instructor in the Department of Biology (budget code 2510) during the Spring 1976 semester, to teach section 122 of BIO 112, Human Anatomy and Physiology II, for 40 clock hours, at the rate of \$225.00 per contact hour (\$15.00 per clock hour) for a total of \$600.00 from March 22, 1976 to the end of the Spring semester.
- (d) James E. Garner as Adjunct Instructor in the Department of English (budget code 2210) for the Spring 1976 semester, to teach section 008 of ENG 121, English I, for three contact hours; and section 048 of ENG 122, English II, for three contact hours, for a total of six contact hours for the semester, at the rate of \$225.00 per contact hour, for a total of \$1,350.00 for the semester.
- (e) Helene Holtzman as Assistant Instructor in the Department of Nurse Education, First Year (budget code 2110) for the 1976 Spring semester, only, for a semester salary of \$5,111.50, pro-rated for four months to \$4,089.20, effective March 1, 1976.
- (f) Maureen S. Hreha as Adjunct Instructor in the Department of Social Science (budget code 2230) for the Spring 1976 semester, to teach sections 002 and 005 of PSY 122, Psychology II, for a total of six contact hours, at the rate of \$230.00 per contact hour, for a total of \$1,380.00 for the semester.

- (g) Robert M. LaTorre as Adjunct Instructor in the Department of Marketing Art and Design (budget code 2323) for the Spring 1976 semester, to teach section 257 of MAD 108, Photography II, for five contact hours, at the rate of \$235.00 per contact hour, for a total of \$1,175.00 for the semester.
- (h) Richard Romasz as Adjunct Instructor in the Department of Biology (budget code 2510) for the Spring 1976 semester, to teach section 122 of BIO 112, Human Anatomy & Physiology II, from January 28, 1976 through March 17, 1976 for 35 clock hours, at the rate of \$15.00 per clock hour for a total of \$525.00 for this period; and teach section 443 of BIO 112, Human Anatomy & Physiology II, for a total of twenty-one (21) clock hours, at the rate of \$15.00 per clock hour, for a total of \$315.00 for the period, commencing January 28, 1976 through February 27, 1976, for a total of \$840.00 for the semester.
- (i) Claire Sinai as Adjunct Instructor in the Department of Dental Hygiene (budget code 2130) for the Spring 1976 semester, to lecture two contact hours of DHY 208, Pharmacology, and lecture one contact hour of DEA 116, Pharmacology for the Dental Assistant, for a total of three contact hours, at the rate of \$255.00 per contact hour, for a total of \$765.00 for the semester.

#### Academic Resignations

- (a) Charles Oxman as Chairperson of the Biology Department, effective June 30, 1976.
- (b) Marcia Silien, Adjunct Instructor, Biology Department, effective March 26, 1976.
- (c) James Gallagher, Assistant Professor, English Department, effective June 30, 1976.
- (d) Arthur C. Sacks, Assistant Professor, Social Science Department, effective June 30, 1976.

#### Non-Academic Appointment

- (a) Verna E. Conni as Administrative Aide III in the Police Department (budget code 7500) at the annual salary rate of \$5,800.00 plus \$273.00 differential, effective April 1, 1976, for the year July 1, 1975 to June 30, 1976, pro-rated to \$1,518.25 for the period.  
(Replacement)

Non-Academic Substitute Personnel

- (a) Ann C. Van Sickle at the rate of \$3.10 per hour.
- (b) Gladys A. Ribinsky at the rate of \$3.10 per hour.

Non-Academic Changes of Status

- (a) Curtis Phells, Custodian II in the Department of Buildings & Grounds (budget code 7200) to Custodian I, in the same department, at the adjusted annual salary of \$8,615.00 from \$7,986.00, effective May 27, 1976, for the year July 1, 1975 to June 30, 1976, with a net increase of \$52.42 for the period.
- (b) Ramon Roman, Custodian II in the Department of Buildings & Grounds (budget code 7200) to Custodian I in the same department, at the adjusted annual salary of \$8,615.00 from \$7,986.00 effective May 16, 1976, for the year July 1, 1975 to June 30, 1976, with a net increase of \$52.42 for the period.

Non-Academic Resignation

- (a) Irene C. Barnes, Mail and Parcel Carrier in the Department of Office Services, effective April 20, 1976.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Walsh, that Thomas W. Fessey be paid \$325.50 to cover the time period from January 29, 1976 until March 31, 1976 for the shift differential of 15¢ per hour, according to Article VIII-E of the 1975-76 AFSCME contract, and that effective April 1, 1976, his salary be adjusted to \$8,138.00 for the year July 1, 1975 to June 30, 1976, with a net increase of \$68.00 for the period.

(Explanatory Note: Mr. Fessey, Lab Coordinator in the Department of Electrical Engineering Technology was not paid the shift differential when his status was changed by the Department Chairman.)

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mrs. Czaya, that Linda Bridge, Mechanic Helper in the Maintenance Department (budget code 7300) be granted a maternity leave according to the disability provision of the labor contract between the Board of Trustees and Local 11 of the Teamsters Union, commencing May 3, 1976 and ending June 25, 1976. After discussion, the motion was unanimously carried.



Mrs. Carman moved, seconded by Mr. Tanzman, that Stuart Schulman, Instructor in the Social Science Department (budget code 2230) be granted an unpaid leave of absence for the academic year 1976-77, according to the labor agreement between the Board of Trustees and the American Federation of Teachers, Local 1940, Article V-C-1. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mrs. Czaya, that the following list of salaries for April 1976 in the Department of Community Services, for a total amount of \$7,264.60, be approved:

Mini Courses

<u>Title</u>	<u>Name</u>	<u>Salary</u>
Figure Drawing	Andreadis, Constance Ayne	\$ 25.00
X-Ray Review	Ayres, Inez	216.00
Paraprofessional Workshop	Bugnand, Jane	25.00
Chamber Singers	Carano, Vincent	100.00
X-Ray Review	Chamberlain, Robert	108.00
Chamber Singers	Chamberlain, Susan	50.00
Paraprofessional Workshop	Cotugno, Dominick	25.00
Chamber Singers	Kosma, Karen Rosner	50.00
Chamber Singers	Levine, Philip	50.00
Family Life Institute	Loughney, Maureen	25.00
Figure Drawing	Patrick, Kathleen P.	25.00
Chamber Singers	Raditz, Edward	50.00
Hathayoga	Sansone, Irene	84.00
X-Ray Review	Snopek, Albert	162.00
Paraprofessional Workshop	Snow, Lawrence	25.00
Fencing	Toth, Nancy	80.00
Family Life Institute	Van Brie, Nora	18.60
Chamber Singers	Walker, Anne	50.00
Family Life	Yusko, Nancy	25.00

Teen Arts

Balog, Paul Alex	20.00
Fastow, Cecilia Joan	28.00
Hasenberg, Estelle	100.00
Homyak, Louis F.	28.00
Klingenstein, Kathryn	20.00
Marsh, Joan	28.00
Schwait, Toby Lynn	28.00
Romond, Edwin A.	28.00
Silva, Sue	20.00
Wions, Diane Helene	28.00

<u>Title</u>	<u>Name</u>	<u>Salary</u>
<u>Uplift</u>		
Typing	Hentz, Gail I.	\$ 483.00
Remedial Math	Johnson, Maryann	252.00
English as a Second Language	Pizor, Carolyn J.	360.00
English as a Second Language	Santos, Mariangela	120.00
Hispanic Small Business Management II	Sobrino, Olimpio	252.00
<u>Audiometric Workshops</u>		
	Peins, Maryann	200.00
	Terr, Arthur	150.00
	Van Atta, Barbara	50.00
<u>OSHA</u>		
Occupational Cancers Radiation: Standards and Monitoring	Baker, Joseph B.	112.00
Construction Safety & OSHA (Three Sections)	Budick, Burton	204.00
OSHA Compliance-National Electric Code	Gomes, Mario	420.00
A Guide to Voluntary Compl. OSHA in Health Care Institutions	Handler, Thomas	144.00
	Honey, Patrick, Jr.	306.00
OSHA in the Chemical Industry	Howard, Herman M.	126.00
Occupational Health Hazards, Industrial Noise	Kirk, G. David	224.00
A Guide to Voluntary Compl. Warehouse Safety & OSHA (Three Sections)	Kusenko, Valerian P.	336.00
	Land, Roland	462.00
A Guide to Voluntary Compl. Construction Safety & OSHA	Matwes, George	336.00
	Niles, Ernest	51.00
Excavating & Trenching Operations	Salzwedel, Richard	140.00
Mechanical Power Press Safety	Sessamen, Gene	168.00
	Walter, William	112.00
<u>EMT-A</u>		
	DeGiavanni, John	75.00
	Fazekas, Robert	75.00
	Herron, Joseph V.	135.00
	Lombardo, Salvatore	75.00
	Mermelstein, Michael	75.00
	Roberts, Frank	75.00
	Studnicki, Laurie	75.00
	Towle, Robert	75.00
	Williams, Mary	75.00

Explanatory Note: Budget Source

Community Services	\$1,521.60
Uplift Grant	1,467.00
Audiometric Workshops	400.00
OSHA	3,141.00
EMT-A Grant	735.00
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	\$7,264.60

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Dalto, that the following list of salaries for Spring 1976 semester in the Division of Continuing Education for Spring 2 Mini-Semester courses, be approved:

<u>Name</u>	<u>Course</u>	<u>Salary</u>
Buscemi, Santi	ENG 122-690	\$ 840.00
Cullen, Margaret	SOC 121-690	840.00
Elliott, Robert	HIS 121-680	765.00
Feller, Robert	REA 240-685	675.00
Fredman, Arthur	ENG 121-695	675.00
Glynn, Patrick	ACC 103-695	900.00
Gordon, Fannie	EOF Program-Guid. Counselor	1,680.00
Gray, Donna	HED 121-691	1,120.00
	PED 127-685	
Kahora, Jim	PED 127-686	560.00
Lokos, Stephen	BUS 107-695	675.00
Loughlin, Kathleen	PSY 223-685	690.00
Mikotajuk, Michael	CJU 121-680	675.00
Miles, Joseph	BUS 101-690	705.00
Pearlman, Martin	PSY 121-690	840.00
Safrani, Shehbaz	ART 125-680	675.00
Schlegel, Joseph	PED 127-687	560.00
Schwartzman, Howard	BUS 201-690	705.00
Ziegenbalg, Sherry	MAT 111-690	900.00
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	Total	<u>\$14,480.00</u>

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Dalto, that the following individuals covered by the labor agreement between the Board of Trustees and the American Federation of State, County and Municipal Employees, be upgraded, effective March 1, 1976, with appropriate title and salary adjustments, as outlined below to reflect current job responsibilities:

4/20/76

<u>Name</u>	<u>Dept. &amp; Budget Code</u>	<u>Present Title</u>	<u>Present Salary</u>	<u>New Title</u>	<u>New Salary *</u>
Adele Buck	Business Office (0310-130)	Acct. Clk. I	\$7,907	Admin. Aide I	\$8,302
Julie Cali	Registrar (1120-130)	Admin. Aide III	5,847	Admin. Aide II	6,890
Mary Corrigan	Community Serv. (5200)	Secretary II	6,140	Secretary I	7,375
Carol Dougherty	Continuing Ed. (5100-130)	Admin. Aide III	5,800	Admin. Aide II	6,890
Dora Lewis	Media Prod. & Trans.(6200-130)	Admin. Aide III	7,592	Admin. Aide II	7,972
Carol Sherry	Continuing Ed. (5100-130)	Admin. Aide III	6,121	Admin. Aide II	6,890
Sondra Siegel	Continuing Ed. (5100-130)	Secretary II	4,599	Admin. Aide I	5,265
Janice Thickstun	College Center (1810-130)	Admin. Aide III	5,894	Admin. Aide II	6,890
Ann Tulley	Registrar (1120-130)	Admin. Aide III	6,132	Admin. Aide II	6,890

\*Pro-rated Salary Adjustment - March 1, 1976 to June 30, 1976:

Adele Buck	\$132	Carol Sherry	\$256
Julie Cali	348	Sondra Siegel	222
Mary Corrigan	412	Janice Thickstun	332
Carol Dougherty	363	Ann Tolley	253
Dora Lewis	127		

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Dalto, that the following list of personnel appointments and other actions be approved, pursuant to recommendation by the President and to the provisions of section 18A:64A-13:

Academic Appointments

- (a) Magued S. Boulos as Adjunct Instructor in the Department of Electrical Engineering Technology (budget code 2430) for the Spring 1976 semester, to teach lab section 348 of ELT 103, Electronics I, for three contact hours; also lab section 342 of ELT 205, Electromagnetic Devices, for three contact hours, for a total of six contact hours for the semester, at the rate of \$230.00 per contact hour, for a total of \$1,380.00 for the semester.

- (b) Mary J. Cyrus as Adjunct Instructor in the Department of Secretarial Science (budget code 2330) for the Spring 1976 semester, to teach section 226 of SES 105, Developmental Typewriting, for 14 clock hours, at the rate of \$230.00 per contact hour (\$15.33 per clock hour) for a total of \$214.62 from April 19, 1976 to May 17, 1976.
- (c) Dr. Edwin Galkin as Adjunct Instructor in the Department of Dental Hygiene (budget code 2130) for the Spring 1976 semester, to lecture and clinic six hours of DHY 202, Dental Specialties II, and receive a total salary of \$110.00 for the semester.
- (d) Maureen Hreha as Adjunct Instructor in the Department of Social Science (budget code 2230) for the Spring 1976 semester, to teach sections 236 and 006 of SOC 122, Introduction to Sociology II, for 36 clock hours, at the rate of \$230.00 per contact hour (\$15.33 per clock hour) for a total of \$551.88 from April 1, 1976 to the end of the Spring semester.
- (e) Carol A. Pam as Adjunct Instructor in the Department of Secretarial Science (budget code 2330) to teach sections 215, 108 and 213 of SES 105, Developmental Typewriting, and section 292 of SES 201, Typewriting III, for a total of 64 clock hours, at the rate of \$235.00 per contact hour (\$15.66 per clock hour) for a total of \$1,002.24 from April 19, 1976 to the end of the Spring semester.

#### Academic Resignation

- (a) Mary-Etta L. Maier, Assistant Professor in the Department of Secretarial Science, effective April 9, 1976.

#### Non-Academic Substitute Personnel

- (a) Irene C. Barnes at the rate of \$3.10 per hour.

After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mr. Tanzman, that the resignation of Michael McQuade as Adjunct Instructor in the Division of Continuing Education for Spring 1976 semester, be accepted, and that payment at the rate of \$245.00 per contact hour for completed courses ACC 103-516 and ACC 203-530, pro-rated to \$857.50 for 3½ contact hours, be ratified and confirmed. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mrs. Czaya, that Theodore Clausen be appointed as Adjunct Instructor in the Division of Continuing Education for the Spring 1976 semester, to teach the remainder of courses ACC 103-516 and ACC 203-530, at the rate of \$225.00 per contact hour, for three and one-half contact hours, for a total amount of \$787.50. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Mrs. Czaya, that the resignation of Patrick Glynn as Adjunct instructor in the Division of Continuing Education for the Spring 2 1976 semester, be accepted, and that one-fifth of the previously approved salary of \$900.00 be paid in the amount of \$180.00 for partial completion of course ACC 103-695. After discussion, the motion was unanimously carried.

Mrs. Carman moved, seconded by Miss Carney, that Thomas Regan, Dean, Division of Business, be appointed to the Spring 2 1976 semester, in the Division of Continuing Education, to teach the remainder of course ACC 103-695, as a replacement for Patrick Glynn, at the rate of \$1,120.00, pro-rated to \$896.00 for the semester. After discussion, the motion was unanimously carried.

### EDUCATION COMMITTEE

Miss Carney moved, seconded by Mr. Meszaros, that the Board of Trustees approve the following list of requirements for graduation as recommended by the President, effective the 1976-77 school year:

### GRADUATION REQUIREMENTS

#### A. General College Requirements

1. Satisfactory completion of all courses in an approved program with a minimum of 60 credits and a maximum of 66 credits unless more are required by licensure or accreditation standards.
2. Minimum grades of "C" in English composition courses.
3. Minimum cumulative GPA of 2.0.
4. Residency Requirements: Students must have completed a minimum of 15 of the last 30 credits at Middlesex County College.

#### B. Requirements for the Associate in Arts Degree

1. General Education Requirements:
  - a. A minimum of 6 credits in English Composition.
  - b. A minimum of 12 credits in Humanities including 6 in a foreign language.\*
  - c. A minimum of 12 credits in the Social Sciences, including 6 in History of Western Civilization.

**B. Requirements for the Associate in Arts Degree (Cont'd)**

**1. General Education Requirements (Cont'd)**

- d. A minimum of 8 credits in the natural sciences.\*\*
- e. A minimum of 6 credits in a two-semester mathematics sequence.\*\*\*
- f. A minimum of 1 credit in physical education or health education.

\*Level of language placement is based on proficiency tests. MAT 121-124 may be substituted for a foreign language with the approval of the Dean of Humanities and Social Sciences.

\*\*Life sciences are generally recommended. These must be laboratory science courses.

\*\*\*Mathematical competency equivalent to MAT 101-102 is required. Demonstration of this level of competency permits this requirement to be waived.

**2. Curriculum Requirements as Detailed in the Curriculum Outline to Contain:**

- a. A minimum of 12 credits in the student's chosen specialty.
- b. Additional electives to total a minimum of 60 credits of an approved program and a maximum of 66.

**C. Requirements for the Associate in Science Degree**

**1. General Education Requirements:**

- a. A minimum of 6 credits in English Composition.
- b. A minimum of 6 credits in the Humanities.
- c. A minimum of 6 credits in the Social Sciences.
- d. A minimum of 6 credits in a two-semester mathematics sequence or 8 credits in a two-semester laboratory science sequence.
- e. One course in computer science.

C. Requirements for the Associate in Science Degree (Cont'd)

1. General Education Requirements: (Cont'd)

- f. A minimum of 1 credit in physical education or health education.
  - g. Additional credits in the area of general education\* to total with the above to a minimum of 30 credits.
2. Curriculum requirements as detailed in the approved program to contain additional credits in the sciences and/or applied sciences to total with the above general education requirements to a minimum of 60 credits and a maximum of 66.

\*Drawn from areas other than the student's curriculum major: the humanities, social sciences, mathematics, science, physical education and health education.

D. Requirements for the Associate in Applied Science Degree

1. General Education Requirements:

- a. A minimum of 6 credits in English Composition.
  - b. A minimum of 6 credits in the Humanities and/or the Social Sciences.
  - c. A minimum of 3 credits in mathematics or science.
  - d. A minimum of 1 credit in physical education or health education.
  - e. Additional credits in the area of general education\* to total with the above to a minimum of 20 credits.
2. Curriculum requirements as detailed in the approved program to contain additional credits in the technology areas to total with the above general education to a minimum of 60 credits and a maximum of 66.

\*Drawn from areas other than the student's curriculum major: the humanities, social sciences, mathematics, sciences, physical education and health education or from other areas.

Professor Elan, member of the Social Science Department, raised a number of questions regarding curriculum revision. He urged that a one-month hold be placed on the resolution so that the materials may be further discussed.



Dr. Harris commented on the very thorough discussion that has taken place. Upon receipt of the College Assembly Task Force report, the Deans were requested to provide degree requirements. Receipt of these requirements was the basis of many hours of discussion, and a complete review was made of each and every program throughout the college.

Professor Arnold Cohen indicated that the action of the College Assembly, in response to the President's memorandum to try to cut credits back to approximately 64, was intended as a minimum and did not mean that anything beyond would mean higher tuition.

Mr. Klegman ended the discussion by saying that the number of credits a student can take is not being addressed at this meeting. Furthermore, the requirements do not affect those students currently enrolled, and apply to the 1976-77 school year.

After discussion, the motion was unanimously carried.

Miss Carney moved, seconded by Mr. Walsh, that the Board of Trustees authorize the awarding of an Associate in Science Degree pursuant to the rules and regulations of the Board of Higher Education, as included in the following criteria:

Requirements for the Associate in Science Degree

1. General Education Requirements:

- a. A minimum of 6 credits in English Composition.
- b. A minimum of 6 credits in the Humanities.
- c. A minimum of 6 credits in the Social Sciences.
- d. A minimum of 6 credits in a two-semester mathematics sequence or 8 credits in a two-semester laboratory science sequence.
- e. One course in computer science.
- f. A minimum of 1 credit in physical education or health education.
- g. Additional credits in the area of general education\* to total with the above to a minimum of 30 credits.

Requirements for the Associate in Science Degree (Cont'd)

2. Curriculum requirements as detailed in the approved program to contain additional credits in the sciences and/or applied sciences to total with the above general education requirements to a minimum of 60 credits and a maximum of 66.

\*Drawn from areas other than the student's curriculum major: the humanities, social sciences, mathematics, science, physical education and health education.

After discussion, the motion was unanimously carried.

Professor Elan commended President Harris for increasing the cumulative GPA to 2.0; also, instituting the requirement of a minimum grade of "C" in English composition.

A copy of the report of the Education Committee is attached to the Minutes.

COMMUNITY RELATIONS COMMITTEE

Mrs. Czaya asked Mr. Ciotta to review activities, other than routine, handled by the Office of Public Information and Publications. (Copy filed with Papers Supporting the Minutes.)

Mr. Ciotta made special mention of the dedication of West Hall to take place on Sunday, April 25, at 2 p. m.

The College's grant office has been notified by the Department of Health, Education and Welfare of an award in the amount of \$40,000 for cooperative education in the Division of Business Technology.

FINANCE COMMITTEE

Mr. Walsh moved, seconded by Mrs. Czaya, that the following withdrawal policy be adopted for Independent Study course refunds, within the Division of Continuing Education, as recommended by the President:

INDEPENDENT STUDY COURSE REFUND POLICY

If the student applies for withdrawal within sixty (60) days of the date of registration the following policy will apply:

	<u>Percentage of Tuition to be Refunded</u>
Withdrawal prior to commencement of the first course unit/module	100 percent
Withdrawal within 7 days after the commencement of the first course unit/module	75 percent
Withdrawal within 14 days after the commencement of the first course unit/module	50 percent
Withdrawal beyond the 15th day or later from the commencement of the first course unit/module	None
No refund will be granted after more than sixty (60) days have elapsed since the date of registration.	

(Explanatory Note: Currently, there is no refund policy for the Independent Study area which has been growing substantially. This policy is recommended by the President as an equitable policy consistent with the standard refund policy previously adopted for other academic operations.)

After discussion, the motion was unanimously carried.

Mr. Walsh reviewed the standard financial reports--Cash Summary for the month of March 1976; Statement of Current Operating Income for the Nine Month Period Ended March 31, 1976; and Summary of Financial Report for the Nine Month Period Ended March 31, 1976.

Mr. Walsh noted a communication from Mr. Lloyd A. Cestare, College Auditor, regarding the annual observation of the distribution of payroll checks to teachers and salaried employees--a standard auditing technique to determine if there are people on the payroll who do not exist. It was determined that everybody paid by the college does exist and does work at the college. Mr. Cestare indicated that his staff, who observed the payroll distribution, have informed him that this seemed to be the best run and most orderly payroll observation in recent years, with less waiting involved by all concerned. Mr. Walsh commended Vice President Hilf and his staff for a job well done.

#### LEGISLATION COMMITTEE

Mr. Tanzman commented that it is unknown what action the Senate will take on the income tax. At this point, they do not have enough votes for passage. Action will have to be taken before the budget is adopted.

EMPLOYEE RELATIONS COMMITTEE

Mr. Bush reported that fact-finding will take place with faculty this Thursday, and with the Teamsters Union next month.

COUNSEL'S REPORT

No report.

PRESIDENT'S REPORT

Dr. Harris also mentioned the West Hall Dedication to take place on Sunday, April 25. Prior to that ceremony, there will be a graduation of the Emergency Medical Technician program.

The Annual Trustee Conference will be held on Saturday, April 24, from 9:30 a.m. to 2 p.m., at Bergen County Community College.

On April 28, the Chemistry Department will sponsor a program involving area high school chemistry students. The response has been so great, the location has to be moved to the Community Learning Center.

. . .

Trustee Dalto expressed his thanks to the Board of Freeholders on his appointment to the Board of Trustees. He indicated that he is overwhelmed and considers the Board of Trustees to be a most capable and qualified Board.

. . .

The next regular meeting of the Board of Trustees will be held on May 18, 1976, at 8 p.m. in the Board room, Academic Services Building.

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

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MARY D. CZAYA  
Secretary

MIDDLESEX COUNTY COLLEGE

MEMORANDUM

DATE: April 15, 1976

TO: EDUCATION COMMITTEE  
Miss Rita Carney, Chairperson  
Mr. Norman Tanzman  
Mr. David Beyer

FROM: Robert G. Harris, President *Rg Harris*

SUBJECT: April Report to Education Committee

1. ENVIRONMENTAL PROTECTION COMMISSION ADVISORY COMMITTEE - Dr. Frank Spano and Professor Robert Smith represented the college at the New Jersey Department of Environmental Protection Commissioner's Advisory Committee Meeting on Water and Wastewater Training on March 1, 1976 at Cook College.
2. OPPORTUNITIES IN NUCLEAR MEDICINE TECHNOLOGY - At the March 11 Science Division Hour, Mr. Joseph Glickstein of the Nuclear Medicine Department of John F. Kennedy Hospital, addressed 43 science students and staff on the opportunities in Nuclear Medicine Technology.
3. COLLEGE-WIDE LECTURES - On March 18 and 25, Professors George Popel and Simon Aloff of the Mathematics Department presented open lectures of general interest - "How Large is Large?" and "Modular Arithmetic." At these programs approximately 25 students and faculty participated.
4. APPOINTMENT TO STATE ASSOCIATION COMMITTEES - Professor Sylvia Edge, Chairperson, Department of Nurse Education, Second Year, has been appointed to the Planning and Budget Committee of the New Jersey State Nurses' Association Board of Directors and elected Chairperson of the Search Committee to recommend to the Board of Directors of NJSNA an executive director.
5. APPOINTED TO MUNICIPAL SCHOLARSHIP GUILD - Professor Hortense Anderson, Department of Nurse Education, Second Year, was appointed to the Scholarship Awards Committee, Linden Scholarship Guild, Linden, New Jersey. Professor Anderson formerly served as a Health Career Consultant on The Guilds World of Work Workshop.



6. PANEL SPEAKER - Dr. Rose Channing, Dean of Health Technologies, was a panel speaker for a New Jersey State Careers in Health Seminar for Counselors sponsored by the Hospital Research and Education Trust of New Jersey in Princeton, New Jersey on February 26, 1976.
7. MEMBER OF MIDDLE STATES EVALUATION TEAM - Professor Irving Elan, Department of Social Sciences, served as a member of the Middle States Team evaluating Kingsborough Community College, Brooklyn, New York.
8. ANNUAL CONFERENCE ON THE USE OF COMPUTERS IN HIGHER EDUCATION - Professor Anne Hershey, Department of Mathematics, attended the "Third Annual Conference on the Use of Computers in Higher Education" in New Brunswick on March 22, 1976 sponsored by the Rutgers Department of Computer Science and the New Jersey Educational Computer Network, Inc.
9. NURSE SUPERVISOR WORKSHOP - Professor Sandra Fiello, Department of Nurse Education, Second Year, led a workshop in Primary Care for Nurse Supervisors at John F. Kennedy Hospital on January 23, 1976.
10. CITED IN PUBLICATION ACKNOWLEDGMENTS - Professor Alexander Langfelder, Department of Accounting, was recently acknowledged for his constructive suggestions and detailed critique of the publication by the author in Jerry B. Poe's An Introduction to the American Business Enterprise.
11. EDISON MUNICIPAL COUNCIL OBSERVED - Professor H. Wayne Brady, Department of Social Sciences, as the college's faculty representative to the Edison Chamber of Commerce, Governmental Affairs Committee, observed the activities of the local Municipal Council, and prepared his regular summary report for the Chamber's publication "Highlights."
12. SEMINARS, WORKSHOPS, HIGH SCHOOL VISITS - Professors Dorothea Doyle and Robert Smith presented "Careers in Chemical Technology" and "Careers in Environmental Health Science Technology" at Conackamack School, Piscataway, on March 24, 1976.

Professors Jeff Hochbaum, William Kleinelp and William Sieben assisted the Admissions Office at their recruitment booth at Woodbridge Center on March 25, 1976.

Dr. Frank Spano presented "Careers in Science" at the Sayreville High School on March 21, 1976.

Dr. August J. Colo spoke to approximately 500 eighth grade students at the Shull and McGinnis Schools in Perth Amboy concerning Health Careers. The presentation stimulated many questions about the allied health field and did much to make the students aware of the opportunities available to them as they approach high school.





Dr. August J. Colo directed a tour of L'Hommedieu Hall - the Health Technologies Center, on February 19, 1976, for 30 students from the Herbert Hoover Junior High School. A presentation of Allied Health careers and opportunities in health technologies at Middlesex County College was also included in the program.

Professors Roger Furbee, Eunice Liberson, Harold Gladstone, Dorothea Doyle and Barbara Lalancette participated in the Placement Office's On-Campus Recruitment Luncheons from February 26 - March 4, 1976.

Professor Maryann Rizzolo participated in a program at St. Vincent's High School in Newark, on January 20, discussing "Choosing a Nursing Program" and "Preparation for Childbirth."

Professors Trainor and Smith attended an Audiometric Workshop held on March 20 and 21, 1976, at Middlesex County College.

13. The Division of Continuing Education has listed the following community service and related projects:
- A. PHARMACEUTICAL SEMINAR - Content: Pharmaceutical Seminar gave a full explanation of the new law in the State of New Jersey covering senior citizens participation and explanations of methods of handling necessary papers.
  - B. DIAGNOSIS AND MANAGEMENT OF RETINAL DISEASE SEMINAR - Content: A one-day seminar approved by the New Jersey State Board of Optometrists devoted to "Diagnosis and Management of Hypertensive Retinopathy, Hemorrhages, Toxoplasmosis, Arteriosclerosis, Macular Disease, and Retinal Detachment."
  - C. MIDDLESEX COUNTY MENTAL HEALTH SEMINAR - Content: A session devoted to a discussion of the mental health needs of seniors. Workshops were organized in order of necessity to seniors as defined by workshop leaders.
  - D. COMPUTERIZED MASTER SCHEDULE SEMINAR - Content: This one-day seminar on master scheduling centered on a review of manual versus automated methods in the preparation and maintenance of a master schedule. Use of computer terminals and closed circuit TV enhanced this seminar.
  - E. AUDIOMETRIC WORKSHOP FOR INDUSTRIAL NURSES - Content: This workshop was designed to prepare industrial nurses to conduct valid audiograms. Successful completion of the course enabled industrial nurses to perform pure-tone air conduction audiograms, implement an adequate hearing protection program, and assist management in planning and carrying out a hearing conservation program in industry under medical supervision.



- F. METRIC WORKSHOP - Content: A regional educational workshop on metrication and its effect on the Consumer Homemaking curriculums and the Home Economics Occupational Education curriculum. Sessions focused on the metric concept, metric practicum and metric implementation.
- G. INTRODUCTION TO MICROCOMPUTER SYSTEMS - Content: Fundamentals of microprocessor-based computer systems, their operation, design, troubleshooting and programming were examined in this course. Topics included microprocessor systems, memory systems, TVT's, cassette and I/O interfacing. Software topics included machine level programming, algorithms, and routines for the solution of practical problems, editing, assembling, and debugging techniques.
- H. CONTRACTS AND SPECIFICATIONS - Content: An introductory presentation of construction contract documents, applications of specifications, definitions, formations, performance, breach and termination of construction contracts, workmanship and performance specifications, proposals and surety bonds.
- I. MATRIMONIAL LAW - Content: Ms. Ann Elwell, a practicing attorney from Newark, New Jersey, lectured on matrimonial law. Topics covered included separation and interim agreements, support and discussion on grounds and proof.
- J. DATA COMMUNICATIONS SEMINAR - Content: This seminar covered the subject of data communications, including its concepts and applications. Areas discussed in detail were data collection, remote job entry, time sharing, and distributed data-base data processing.
- K. NJAES ANNUAL SPRING INSTITUTE - Content: "Professionalism Through Participation." General session was a "legislative updating" pertaining to education, national, state and local levels. Presenters were two State Assemblymen and a State Senator; reactors included representatives of the New Jersey School Board Association, New Jersey Education Association, and the New Jersey Association of School Administrators. Afternoon sessions consisted of open-ended roundtable discussions such as PERS, Rights and Responsibilities (student, parent, teacher, administrator and secretary), job descriptions/office procedure manuals, PSP, Certification Program, Human Relations/Communications, Publications, and others of interest to this group.
- L. SPRING ARTS WORKSHOP - Content: Designed for young people, grades 7 through 12; the two-session series offered workshops in the visual and performing arts, led by professional artists. Selections included drawing, painting, ceramics, drama, creative writing, vocal music and creative jazz dance.



- M. FAMILY LIFE INSTITUTE, SPRING '76 CONFERENCE - Content: Titled "Stress/Growth" - A living experience, this one-day conference opened with a panel of experts discussing ways of coping with the everyday stresses of life at different age plateaus with emphasis on the problems of alcoholism, child abuse, aging and nutrition/weight control; the morning session was followed by in-depth workshops on each problem area.
- N. "ABNORMALITIES AND DISEASES OF THE EYES IN CHILDREN" - Content: This one-day seminar, approved by the New Jersey State Board of Optometrists, dealt with examination and treatment of children's eye diseases including, strabismus, amblyopia, neuro-pathology, cataracts, glaucoma, tumors and trauma.
14. The following are the credit-free, self-interest mini-courses, designed to meet the needs of the community. These were included in the second cluster for Spring, 1976:
- A. EXPLORING CAREER CHANGES - Content: Designed for adults who feel a career change may be desirable, but want guidance in making positive and effective decisions; this course includes a thorough process of self-assessment, aptitude and interest testing, professional counseling, occupational exploration, and decision making. Help in evaluating current interests, values, skills, and potential alternative occupational goals is also provided.
- B. ASSERTIVENESS TRAINING FOR WOMEN - Content: This course was designed to provide a supportive atmosphere for the sharing of thoughts, feelings, and attitudes as they relate to the options and priorities inherent in women's multifaceted roles. The sensitivity group approach, including group interaction and exercises, to explore priorities and achieve heightened self-awareness is used.
- C. OIL PAINTING FOR BEGINNERS - Content: Introduction to oil painting. Emphasis on handling of materials, canvas stretching, various painting techniques, composition, and still-life painting.
- D. FRENCH FOR TOURISTS - Content: A beginning course for those wishing to learn this colorful, romantic language for travel, work, or personal enrichment. Emphasis on conversation using practical vocabulary and grammar.
- E. SMALL APPLIANCE REPAIR - Content: This course introduced students to the basics of electronic troubleshooting. It is geared specifically to home appliances, radios, televisions, security systems and other home entertainment components.



- F. SMALL BUSINESS MANAGEMENT - Content: An exploration of basic problems that confront men and women already in or contemplating going into business. Starting pitfalls, legal needs, financing, record keeping, advertising, and motivational basics were presented and discussed by successful retired members of SCORE (Service Corps of Retired Executives), experts actively engaged in their fields, and members of ACE (Active Corps of Executives).
- G. INTRODUCTION TO ASTROLOGY - Content: Designed for those interested in discovering what influences the planets may have on their lives - past, present, and future. Students learn to read and interpret charts, chart structures, transits, progressions, and interpretations included and discussed.
- H. BLACK AND WHITE PRINTING - Content: Practice in the major photographic printing controls, contrast manipulation, methods to improve negative quality, improvement of prints through methods such as reduction and toning, and preparing prints for exhibition through proper print finishing techniques.
- I. WINE AND CHEESE APPRECIATION WORKSHOP - Content: A course for the novice who wants to develop a taste for the knowledge of wines and cheeses. Lectures on production, history, service, and label reading for determining the best value are offered. Tasting of wines and cheeses are an integral part of the course.
- J. SOCIAL DANCE II - Content: A continuation of Social Dance I, this course explores more complex rhythms and patterns in basic dances. Students relax in a friendly atmosphere while learning American, Latin-American, and today's novelty dances.
- K. FIGURE DRAWING - Content: An introduction to drawing from the live model. Emphasis on visual perception and proportion with the opportunity to develop skill in drawing the clothed figure.
- L. CALLIGRAPHY - Content: A hand-lettering course developing techniques used in writing alphabets beginning with the first written alphabet, uncial, and including Roman, block letter, and Old English. Participants learn to use letters creatively to design compositions.
- M. ALL ABOUT COLOR SLIDES - Content: A course on the production of 35mm color transparencies. Topics covered included types and characteristics of color reversal films, exposure and lighting requirements, processing and mounting techniques, making title slides, copying slides, special effects, projection techniques, sound and slides, and multiple projector shows.





15. The following courses were offered under the OSHA project:
- A. OSHA IN FEDERAL AGENCIES - Content: Designed for federal government personnel, this course focused on the safety and health standards, regulations, executive orders, recordkeeping requirements and other pertinent rules that are applicable to federal agency operations.
  - B. GUIDE TO VOLUNTARY COMPLIANCE WITH OSHA - Content: Stressing OSHA regulations in general industry, this course covered inspections, violations, citations, recordkeeping, safety and health standards and safety programming.
  - C. EXCAVATING AND TRENCHING - Content: This course examined excavation planning, soil properties, shoring, materials handling, equipment and machinery, backfilling and compaction, and personal protective equipment.
  - D. INDUSTRIAL NOISE - Content: An intensive examination of industrial noise, this seminar analyzed the sources, effects, standards, measurements and control of industrial noise through practical demonstrations and discussion of appropriate equipment.
16. The following courses were offered under Projection Uplift:
- A. REMEDIAL MATH FOR NURSES - Content: This course is designed to cover the basic arithmetic skills, fractions, decimals, proportions, conversions, necessary to safely prepare and administer medications.
  - B. BOOKKEEPING FOR HISPANIC SMALL BUSINESSES - Content: A follow-up of Hispanic Small Business Management with emphasis on the area of bookkeeping. Included are procedures for preparing ledgers, profit and loss statements, balance sheets, and payroll and inventory records.

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