

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of January 27, 1999 Meeting

A regular meeting of the Board of Trustees of Middlesex County College was held at 7:35 p.m., January 27, 1999, in the Boardroom of the Academic Services Building, on the Middlesex County College campus. Members present were: Dr. Guidette, Mmes. Heller, Kurtz and Power and Messrs. Bauer, Bellizio, Figg, Ostrov, Otlowski, Villafane and Wernik. Mr. Katcher was absent. Also present were President Bakum, Mr. Hoffman, Mrs. Bevis and several members of the staff.

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 November 18, 1998, advance written notice of this meeting was posted in the lobby of the Academic Services Building.
- (b) On November 18, 1998, advance written notice of this meeting was mailed to the Home News Tribune, 35 Kennedy Boulevard, East Brunswick, New Jersey.
- (c) On November 18, 1998, a copy of this advance notice of the meeting was filed with the Clerk of the Middlesex County Board of Chosen Freeholders.
- (d) On November 18, 1998, 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.

Mr. Otlowski moved, seconded by Mr. Bellizio, that the Minutes of the regular meeting of December 16, 1998 be approved as presented. After discussion, the motion was unanimously carried.

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ACADEMIC, STUDENT AND ALUMNI AFFAIRS COMMITTEE

Dr. Guidette moved, seconded by Mr. Otlowski, for adoption of the following resolution:

1. WHEREAS, a proposal for the operation of a project entitled SPECIALTY SUMMER CAMPS has been submitted by the College administration to Work/Family Directions, Inc.; and

WHEREAS, the Board of Trustees of Middlesex County College (hereinafter referred to as the "Board") have entered into a contract with Work/Family Directions, Inc. with funding provided by IBM Corporation, Johnson & Johnson, Mobil Corporation and Prudential through the American Business Collaboration for Quality Dependent Care for the operation of a project entitled SPECIALTY SUMMER CAMPS for the period June 15, 1999 through August 20, 1999 in the amount of \$51,317.00; and

WHEREAS, the Board has determined that the operation of a project entitled SPECIALTY SUMMER CAMPS is consistent with the philosophy and purpose of the College,

NOW, THEREFORE, BE IT RESOLVED as follows:

- a. The Board approves the proposal for a project entitled SPECIALTY SUMMER CAMPS as submitted by the administration of Middlesex County College to Work/Family Directions, Inc. for the period June 15, 1999 through August 20, 1999 in the total amount of \$51,317.00.
- b. The Board authorizes the College President and/or his designee to execute the contract.

After discussion, the motion was unanimously carried.

FACILITIES COMMITTEE

Mr. Otlowski moved, seconded by Mr. Bellizio, for adoption of all resolutions, 1-8:

1. BE IT RESOLVED that based on the recommendation of the Executive Director, Facilities Management and the Vice President, Finance and Operations payment be authorized to the following firms:

- a. Jacobs Environmental, Inc. for providing Phase II consulting services for the fire sprinkler system in the amount of \$987.00. (This includes a \$2.00 charge for reimbursable expenses which is not part of the contract total.)

Contract Amount	\$8,718.00
Previous Payments	6,180.00
Payment #3	985.00
Reimbursable Expenses	2.00
Balance	<u>\$1,553.00</u>

- b. Jacobs Environmental, Inc. for providing Phase II consulting services for the fire sprinkler system in the amount of \$1,375.00.

Contract Amount	\$8,718.00
Previous Payments	7,165.00
Payment #4	1,375.00
Balance	<u>\$ 178.00</u>

- c. Jacobs Environmental, Inc. for providing Phase III consulting services for the fire hydrant and valve replacements in the amount of \$3,127.36.

Contract Amount	\$3,150.00
Payment #1 (Final)	3,127.36
Balance	<u>\$ 22.64</u>

- d. Roof Spec, Inc. for providing Phase I consulting services for roofing improvements to Edison Hall, Main Hall and the Physical Education Center Buildings in the amount of \$748.05. (This includes a \$248.05 charge for reimbursable expenses which is not part of the contract total.)

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Contract Amount	\$4,500.00
Payment #1	500.00
Reimbursable Expenses	<u>248.05</u>
Balance	<u>\$4,000.00</u>

- e. Contamination Control Engineering, Inc. for Phase III consulting services for asbestos abatement of North I and West Hall Annex in the amount of \$4,740.00.

Contract Amount	\$4,740.00
Payment #1	<u>4,740.00</u>
Balance	<u>\$ -0-</u>

- f. Rothe-Johnson-Fantacone for Phase II professional architectural/engineering services for the construction of the Public Safety Building, Bookstore and Entrance Improvements in the amount of \$40,677.57. (This includes a \$1,352.57 charge for reimbursable expenses which is not part of the contract total.)

Contract Amount	\$116,600.00
Previous Payment	11,200.00
Payment #2	39,325.00
Reimbursable Expenses	<u>1,352.57</u>
Balance	<u>\$ 66,075.00</u>

- g. Rothe-Johnson-Fantacone for Phase II professional architectural/engineering services for the construction of the Public Safety Building, Bookstore and Entrance Improvements in the amount of \$51,421.50. (This includes a \$2,096.50 charge for reimbursable expenses which is not part of the contract total.)

Contract Amount	\$116,600.00
Previous Payments	50,525.00
Payment #3	49,325.00
Reimbursable Expenses	<u>2,096.50</u>
Balance	<u>\$ 16,750.00</u>

- h. A & J Consulting Engineering Services for providing Phase II consulting services for the Physical Education Center Classroom HVAC Upgrade in the amount of \$2,464.68. (This includes a \$19.68 charge for reimbursable expenses which is not part of the contract total.)

Contract Amount	\$10,000.00
Previous Payment	7,555.00
Payment #2 (Final)	2,445.00
Reimbursable Expenses	<u>19.68</u>
Balance	\$ <u><u>-0-</u></u>

- i. A & J Consulting Engineering Services for providing Phase III consulting services for the Main Hall and Police Headquarters fire alarm upgrade in the amount of \$740.36. (This includes a \$1.36 charge for reimbursable expenses which is not part of the contract total.)

Contract Amount	\$3,000.00
Previous Payment	886.00
Payment #2	739.00
Reimbursable Expenses	<u>1.36</u>
Balance	\$ <u><u>1,375.00</u></u>

- j. Castlton Excavating, Inc. for underground storage tank closure in the amount of \$11,285.69.

Contract Amount	\$112,856.95
Previous Payments	101,571.26
Payment #5 (Final)	<u>11,285.69</u>
Balance	\$ <u><u>-0-</u></u>

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k. Dyna-Temp, Inc. for HRI kitchen renovation work in the amount of \$143,550.00.

Contract Amount	\$309,000.00
Previous Payments	45,981.00
Payment #4	143,550.00
Retainage	<u>21,059.00</u>
Balance	<u>\$119,469.00</u>

l. Dyna-Temp, Inc. for HVAC damper and pump work in the amount of \$6,300.00.

Contract Amount	\$339,140.00
Previous Payments	27,945.00
Payment #4	6,300.00
Retainage	<u>3,805.00</u>
Balance	<u>\$304,895.00</u>

m. Venezia Bishop and Partners for Phase II architectural consulting services for the proposed New Brunswick Center in the amount of \$6,000.00.

Contract Amount	\$44,450.00
Previous Payments	10,450.00
Payment #3	<u>6,000.00</u>
Balance	<u>\$28,000.00</u>

n. Venezia Bishop and Partners for Phase II architectural consulting services for the proposed New Brunswick Center in the amount of \$6,027.88. (This includes a \$27.88 charge for reimbursable expenses which is not part of the contract total.)

Contract Amount	\$44,450.00
Previous Payments	16,450.00
Payment #4	6,000.00
Reimbursable Expenses	<u>27.88</u>
Balance	<u>\$22,000.00</u>

o. AMCO Enterprises, Inc. for MER ventilation upgrades in the amount of \$24,660.00.

Contract Amount	\$83,500.00
Previous Payments	18,360.00
Payment #3	24,660.00
Retainage	4,780.00
Balance	<u>\$40,480.00</u>

p. York International Corporation for Chiller CFC Conversions in the amount of \$35,000.00.

Contract Amount	\$162,567.00
Payment #1	35,000.00
Retainage	3,888.00
Balance	<u>\$127,567.00</u>

q. Vanore Electric, Inc. for providing site electrical work for the Outdoor Athletic Facility in the amount of \$7,260.49.

Contract Amount	\$145,209.70
Previous Payments	137,949.21
Payment #7	7,260.49
Retainage	-0-
Balance	<u>\$ -0-</u>

r. Kinsey Associates for Phase IV project management services for electrical work on the Outdoor Athletic Facility beyond the project completion date in the amount of \$160.00.

Contract Amount	\$13,338.59
Previous Payments	9,610.59
Payment #10	160.00
Balance	<u>\$ 3,568.00</u>

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2. BE IT RESOLVED that based on the recommendation of the Executive Director, Facilities Management and the Vice President, Finance and Operations change orders be made to the following firms:

- a. Dyna-Temp, Inc. for HVAC damper and pump work for a contract extension of (28) days due to unforeseen field conditions and redesign at no change in cost.

Contract Amount	\$339,140.00
Change Order No. 1	-0-
New Contract Total	<u>\$339,140.00</u>

- b. Dyna-Temp, Inc. for HRI kitchen renovation work for roof curb modifications to accommodate larger ductwork in the amount of (+) \$1,054.21.

Contract Amount	\$309,000.00
Change Order No. 1	(+) <u>1,054.21</u>
New Contract Total	<u>\$310,054.21</u>

- c. Dyna-Temp, Inc. for HRI kitchen renovation work for the relocation of several concealed pipes and ductwork that conflicted with the new work in the amount of (+) \$18,225.47.

Contract Amount	\$310,054.21
Change Order No. 2	(+) <u>18,225.47</u>
New Contract Total	<u>\$328,279.68</u>

- d. AMCO Enterprises, Inc. for additional motor starters associated with the MER ventilation upgrades in the amount of (+) \$1,392.00.

Contract Amount	\$83,500.00
Change Order No. 1	(+) <u>1,392.00</u>
New Contract Total	<u>\$84,892.00</u>

- e. Adamsville Maintenance, Inc. for North I and West Hall Annex Demolition for a contract extension of (60) days due to permit delays at no change in cost.

Contract Amount	\$47,885.00
Change Order No. 1	-0-
New Contract Total	<u>\$47,885.00</u>

- f. York International Corporation for Chiller CFC Conversions to delete the conversion of Main Hall's chiller, add ventguard systems to Main Hall and College Center chillers, and eliminate the (3) additional SCBA units in the net amount of (-) \$37,617.75.

Contract Amount	\$162,567.00
Change Order No. 1	(-) 37,617.75
New Contract Total	<u>\$124,949.25</u>

- g. Vanore Electric, Inc. for the replacement of the low voltage scoreboard wiring at the baseball and softball fields in the amount of (+) \$3,432.00.

Contract Amount	\$145,209.70
Change Order No. 2	3,432.00
New Contract Total	<u>\$148,641.70</u>

3. BE IT RESOLVED that based on the recommendation of the Director, Purchasing and Inventory and the Vice President, Finance and Operations a bid cancellation be made for the following:

- a. Bid #022 Safety Railings: The results of said bid would require an expenditure exceeding budgeted amounts set aside for said purpose.

4. BE IT RESOLVED that based on the recommendation of the Executive Director, Facilities Management and the Vice President, Finance and Operations amended contracts be authorized to the following firms:

- a. Contamination Control Engineering, Inc., Trenton, NJ for the Asbestos Abatement of North I and the West Hall Annex due to additional material and a water main break for the not-to-exceed amount of \$329.00.

Contract Amount	\$4,740.00
Amendment #1	329.00
New Contract Total	<u>\$5,069.00</u>

- b. Jacobs Environmental, Inc., Piscataway, NJ for the additional professional services for a new water line for the new fire sprinkler system for the amount of \$4,260.00 for the total amount of \$12,978.00.

Contract Amount	\$8,718.00
Amendment #1	4,260.00
New Contract Total	<u>\$12,978.00</u>

5. BE IT RESOLVED that based on the recommendation of the Director of Purchasing and Inventory and the Vice President for Finance and Operations contract awards be made to the following firms:

- a. U.S. Engineering Laboratories, Inc., Rahway, NJ to perform testing and prepare engineering reports for Special Quote No. 6675 Construction Testing Services for the not-to-exceed amount of \$25,000.00.

- b. Engineering Associates, Inc., Atlanta, GA for Phase II, implementation of the recommendations made in Phase I, which includes preparation of operational procedures and methods, instruction and training, and cleanliness rating, for Campus Custodial Audit for the not-to-exceed amount of \$15,900.00.

- c. Bovis Construction Corp., Princeton, NJ for professional services to provide a cost estimate analysis report for the proposed New Brunswick Center for the amount of \$4,800.00.

6. WHEREAS, the State of New Jersey has cooperative purchasing services available under N.J.S.A. 18A:64A-25.9 of the County College Contracts Law applicable to the College,

NOW, THEREFORE, BE IT RESOLVED that the following contract over \$12,300 be authorized over the provisions of State Contracts currently in effect:

STATE CONTRACT NUMBER	COMPANY	DESCRIPTION	AWARD
A-75440	Dell Marketing	Computer Supplies	\$171,484.00

7. BE IT RESOLVED that based on the recommendation of the Director of Purchasing and Inventory and the Vice President for Finance and Operations bid awards be made to the following firms:

- a. O.P.G. Industries, Brooklyn, NY for Bid #028 Printer Cartridges and Computer Supplies for the amount of \$26,763.00.
- b. Newco Data, Inc., So. Plainfield, NJ for Bid #028 Printer Cartridges and Computer Supplies for the amount of \$15,807.00.
- c. Impex Micro, Inc., Newark, NJ for Bid #028 Printer Cartridges and Computer Supplies for the amount of \$5,225.80.
- d. Matrix Data, Cleveland, OH for Bid #028 Printer Cartridges and Computer Supplies for the amount of \$3,296.70.

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- e. Rahway Business Machines, Inc., Rahway, NJ for Bid #028 Printer Cartridges and Computer Supplies for the amount of \$2,487.50.
- f. Abel Technologies, Orange, CT for Bid #028 Printer Cartridges and Computer Supplies for the amount of \$260.00.
- g. Advanced I.P. Distribution Corp., Parlin, NJ for Bid #028 Printer Cartridges and Computer Supplies for the amount of \$116.87.
- h. CDP Computer Supplies, Stoughton, MA for Bid #028 Printer Cartridges and Computer Supplies for the amount of \$109.00.
- i. Aluminum Athletic Equipment Co., West Conshohocken, PA for Bid #029 Athletic Supplies for the amount of \$3,295.00.
- j. Levy's, West New York, NJ for Bid #029 Athletic Supplies for the amount of \$2,881.14.
- k. Leisure Sporting Goods, Iselin, NJ for Bid #029 Athletic Supplies for the amount of \$1,070.40.
- l. All Star Sport Center, Inc., Elizabeth, NJ for Bid #029 Athletic Supplies for the amount of \$396.90.
- m. Soccer Sport, New York, NY for Bid #029 Athletic Supplies for the amount of \$270.88.
- n. Passons Sports, Jenkintown, PA for Bid #029 Athletic Supplies for the amount of \$245.96.
- o. Efinger Sporting Goods Co., Bound Brook, NJ for Bid #029 Athletic Supplies for the amount of \$51.80.

8. BE IT RESOLVED that based on the recommendation of the Director of Purchasing and Inventory and the Vice President for Finance and Operations a contract for purchases and services classified as exempt under the provisions of N.J.S.A. 18A:64A-25 et seq. be made to the following firm:

- a. Datatel, Inc., Fairfax, VA for project management for monitoring the implementation of a specialized software package, namely Colleague Release 16, for the amount of \$18,900.00.

After discussion, the motion was unanimously carried.

FINANCE COMMITTEE

Mr. Ostrov moved, seconded by Mr. Bellizio, for adoption of the following resolution:

1. WHEREAS, there exists a need at Middlesex County College for accounting services for the year beginning July 1, 1998 to June 30, 1999; and

WHEREAS, the Board of Trustees has retained the firm of Deloitte & Touche LLP, Parsippany, NJ for the purpose of rendering accounting and auditing services to the Board of Trustees of Middlesex County College; and

WHEREAS, funds are available for this purpose; and

WHEREAS, the County College Contracts Law (NJSA 18A:64A-25.1 et seq) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised,

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

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- a. The Board of Trustees hereby appoints the firm of Deloitte & Touche LLP, and David Jones, Engagement Partner of the firm of Deloitte & Touche LLP, for the period extending from July 1, 1998 to June 30, 1999 for an amount of \$42,500 in accordance with the attached response letter of understanding between the Board of Trustees and the firm of Deloitte & Touche LLP.
- b. This contract is awarded without competitive bidding as a "Professional Service" under the provisions of the County College Contracts Law because David Jones of the firm of Deloitte & Touche LLP is an accountant of the State of New Jersey, and the practice of the profession of accounting is regulated by the laws of the State of New Jersey.
- c. The Vice President, Finance and Operations be, and she is hereby directed to publish a copy of this Resolution once in the official newspaper of the Board of Trustees of Middlesex County College, such publication to occur within ten (10) days from date of adoption.

After discussion, the motion was unanimously carried.

HUMAN RESOURCES COMMITTEE

1. BE IT RESOLVED that the following actions be approved pursuant to recommendation by the President and to the provisions of N.J.S.A. Section 18:64A-12:

Mr. Figg moved, seconded by Mr. Bauer, for approval of all resolutions, Sections 1-8:

SECTION 1 - MANAGEMENT

MANAGEMENT APPOINTMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>BUDGET CODE</u>	<u>ANNUAL SALARY</u>	<u>HIRE DATE</u>
Yi Chen	Information Technology	Senior Programmer Analyst	1-0920-126	48,000	2/24/99

<u>NAME</u>	<u>DEPARTMENT</u>	<u>POSITION</u>	<u>BUDGET CODE</u>	<u>ANNUAL SALARY</u>	<u>HIRE DATE</u>
Tia Washington	Financial Aid	Associate Director Financial Aid	1-1170-121	45,000	1/25/99

MANAGEMENT LEAVE OF ABSENCE

<u>NAME</u>	<u>DEPARTMENT</u>	<u>LEAVE DATES</u>	<u>TYPE OF LEAVE</u>
Priscilla Walsh	Corporate and Community Education	1/1/99 to 1/31/99	Disability

MANAGEMENT RETIREMENTS

(a) WHEREAS, **Kathleen Andich** has been a dedicated employee of the College since August 31, 1981 and a member of the administration of Middlesex County College since August 9, 1993; and

WHEREAS, **Kathleen Andich** during her employment with the College has performed her duties and responsibilities capably and loyally; and

WHEREAS, **Kathleen Andich** will be voluntarily retiring from Middlesex County College, effective January 29, 1999,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees accepts the voluntary retirement of **Kathleen Andich** as of January 29, 1999; and

BE IT FURTHER RESOLVED that the Board recognizes the significant contribution of **Kathleen Andich** for her years of service at Middlesex County College.

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<u>NAME</u>	<u>DEPARTMENT</u>	<u>RETIREMENT DATE</u>	<u>RETIREMENT PAYMENT</u>
Payton Allen	V.P. Finance	12/31/98	68,807*

*This is in accordance with the terms of the agreement.

(b) WHEREAS, Payton Allen has been a dedicated member of the administration of Middlesex County College since October 15, 1983; and

WHEREAS, Payton Allen during his employment with the College has made significant contributions to the growth and development of the Finance Department; and

WHEREAS, Payton Allen retired from Middlesex County College under the Management Early Retirement Incentive Program, effective December 31, 1998; and

WHEREAS, the Early Retirement Incentive Program provides for a lump sum retirement premium in an amount of \$68,807, to be paid to Payton Allen on or after July 1, 1999,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends its appreciation for the years of dedicated service to the College and extends its best wishes to Payton Allen during his retirement.

SECTION 2 - FACULTY

FACULTY FULL-TIME 1999 SPRING SEMESTER ONLY APPOINTMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>RANK</u>	<u>BUDGET CODE</u>	<u>SALARY</u>	<u>HIRE DATE</u>
Joseph Bonner	English	Instructor	1-2210-114	19,364	1/19/99

<u>NAME</u>	<u>DEPARTMENT</u>	<u>RANK</u>	<u>BUDGET CODE</u>	<u>SALARY</u>	<u>HIRE DATE</u>
Jerald Cilente	Psychology and Learning Development	Instructor	1-2270-114	19,364	1/19/99
Christopher Crow	English	Instructor	1-2210-114	19,364	1/19/99
Denise Egidio	Modern Language	Instructor	1-2240-114	19,364	1/19/99
Jami Fair-Davis	English	Instructor	1-2210-114	19,364	1/19/99
Barry Glazer	English	Instructor	1-2210-114	19,364	1/19/99
Hillary Hyman	ESL	Instructor	1-2280-114	19,364	1/19/99
Roberta Karstadt	English	Instructor	1-2210-114	19,364	1/19/99
Lorraine Koncz	English	Instructor	1-2210-114	19,364	1/19/99
Pamela Nazareth	Mathematics	Instructor	1-2190-114	19,530	1/19/99
Maryann Santelli	ESL	Instructor	1-2280-114	19,364	1/19/99

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<u>NAME</u>	<u>DEPARTMENT</u>	<u>RANK</u>	<u>BUDGET CODE</u>	<u>SALARY</u>	<u>HIRE DATE</u>
Arundhati Sanyal	English	Instructor	1-2210-114	19,530	1/19/99
Ellen Shur	English	Instructor	1-2210-114	19,364	1/19/99
Georgina Vastola	Mathematics	Instructor	1-2190-114	19,364	1/19/99
Kathrin Wagner	English	Instructor	1-2210-114	20,030	1/19/99
Anna Williams	Mathematics	Instructor	1-2190-114	19,364	1/19/99

FACULTY COMPENSATION

<u>NAME</u>	<u>TOTAL PAYMENT</u>	<u>REASON</u>	<u>DEPARTMENT</u>	<u>BUDGET CODE</u>
Maria DeLucia	380.00	IX-9 Inservice of area school districts	Office of School Relations	1-2851-116
E. Di Pasquale	2,551.65	Student Overload Fall 1998	English	1-2210-111
Ann Dobshinsky	228.00	IX-9 Inservice of area school districts	Office of School Relations	1-2851-116
Christina Femino	1,218.00	Class coverage due to absence of faculty member	ESL	1-2280-111

<u>NAME</u>	<u>TOTAL PAYMENT</u>	<u>REASON</u>	<u>DEPARTMENT</u>	<u>BUDGET CODE</u>
Angela Lugo	1,392.80	Student Overload Fall 1998	English	1-2210-111
Fred Montana	152.00	IX-9 Inservice of area school districts	Office of School Relations	1-2851-116
Al Nicolai	109.31	Student Overload Fall 1998	English	1-2210-111
Jane Ostacher	1,104.00	Class coverage due to absence of faculty member	ESL	1-2280-111
Irene Pearse	1,320.03	Student Overload Fall 1998	History & Social Behavior	1-2230-111
Janet Peleg	1,116.00	Class coverage due to absence of faculty member	ESL	1-2280-111
Nicholas Picioccio	380.00	IX-9 Inservice of area school districts	Office of School Relations	1-2851-116
Richard Plant	250.00	Backpack Assistant	Health, Phys. Ed., Recreation & Dance	1-2250-115
Edith Rehbein	1,696.89	Student Overload Fall 1998	English	1-2210-111
Stephanie Serrano- Vera	2,418.00	Class coverage due to absence of faculty member	ESL	1-2280-111

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FACULTY RETIREMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>RETIREMENT DATE</u>	<u>RETIREMENT PAYMENT</u>
Donna Gray	Health/P.E./Rec.	6/30/99	75,963
Marilyn Jones	Health/P.E./Rec.	6/30/99	27,203
Naomi Karetnick	Counseling & Placement	6/30/99	66,525
John Sacchi	Health/P.E./Rec.	6/30/99	71,474
Carol Taha	Counseling & Placement	6/30/99	85,786

FACULTY RETIREMENT

(a) WHEREAS, Professor Donna Gray has been a dedicated member of the faculty of Middlesex County College since September 1, 1967; and

WHEREAS, Professor Donna Gray, during her tenure with the College, has made significant contributions to the growth and development of College programs; and

WHEREAS, Professor Donna Gray will be retiring from Middlesex County College under the A.F.T. Early Retirement Incentive Program, effective June 30, 1999; and

WHEREAS, the Early Retirement Incentive Program provides for a lump sum retirement premium in the amount of \$75,963, to be paid to Donna Gray on or after July 1, 1999,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends its appreciation for the years of dedicated service to the College and extends its best wishes to Donna Gray during her retirement.

(b) WHEREAS, Professor Marilyn Jones has been a dedicated member of the faculty of Middlesex County College since September 1, 1967; and

WHEREAS, Professor Marilyn Jones, during her tenure with the College, has made significant contributions to the growth and development of College programs; and

WHEREAS, Professor Marilyn Jones will be retiring from Middlesex County College under the A.F.T. Early Retirement Incentive Program, effective June 30, 1999; and

WHEREAS, the Early Retirement Incentive Program provides for a lump sum retirement premium in the amount of \$27,203, to be paid to Marilyn Jones on or after July 1, 1999,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends its appreciation for the years of dedicated service to the College and extends its best wishes to Marilyn Jones during her retirement.

(c) WHEREAS, Professor Naomi Karetnick has been a dedicated member of the faculty of Middlesex County College since August 25, 1980; and

WHEREAS, Professor Naomi Karetnick, during her tenure with the College, has made significant contributions to the growth and development of College programs; and

WHEREAS, Professor Naomi Karetnick will be retiring from Middlesex County College under the A.F.T. Early Retirement Incentive Program, effective June 30, 1999; and

WHEREAS, the Early Retirement Incentive Program provides for a lump sum retirement premium in the amount of \$66,525, to be paid to Naomi Karetnick on or after July 1, 1999,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends its appreciation for the years of dedicated service to the College and extends its best wishes to Naomi Karetnick during her retirement.

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- (d) WHEREAS, Professor John Sacchi has been a dedicated member of the faculty of Middlesex County College since September 1, 1967; and

WHEREAS, Professor John Sacchi, during his tenure with the College, has made significant contributions to the growth and development of College programs; and

WHEREAS, Professor John Sacchi will be retiring from Middlesex County College under the A.F.T. Early Retirement Incentive Program, effective June 30, 1999; and

WHEREAS, the Early Retirement Incentive Program provides for a lump sum retirement premium in the amount of \$71,474, to be paid to John Sacchi on or after July 1, 1999,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends its appreciation for the years of dedicated service to the College and extends its best wishes to John Sacchi during his retirement.

- (e) WHEREAS, Professor Carol Taha has been a dedicated member of the faculty of Middlesex County College since January 12, 1970; and

WHEREAS, Professor Carol Taha, during her tenure with the College, has made significant contributions to the growth and development of College programs; and

WHEREAS, Professor Carol Taha will be retiring from Middlesex County College under the A.F.T. Early Retirement Incentive Program, effective June 30, 1999; and

WHEREAS, the Early Retirement Incentive Program provides for a lump sum retirement premium in the amount of \$85,786, to be paid to Carol Taha on or after July 1, 1999,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees extends its appreciation for the years of dedicated service to the College and extends its best wishes to Carol Taha during her retirement.

SECTION 4 - NON-ACADEMIC (unit affiliated)

NON-ACADEMIC SUPPORT APPOINTMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>BUDGET CODE</u>	<u>ANNUAL SALARY</u>	<u>HIRE DATE</u>
Jaswani Kaur Duggal	Library	Library Assistant: Processing	1-6100-130	19,828	2/1/99
Kathleen Nagy	Information Technology	Office Operations Technician	1-0920-130	23,835	1/28/99
Lucrieta Reyes	Financial Aid	Financial Aid Ass't.	1-1170-130	25,114	2/8/99
William Stankan	Police	Probationary Police Officer	1-0700-165	22,675	4/12/99
Donald Trout	Police	Probationary Police Officer	1-0700-165	22,675	1/11/99

NON-ACADEMIC CHANGE OF STATUS

Lisa Rodriguez

<u>JOB TITLE</u>	<u>GRADE</u>	<u>DEPARTMENT</u>	<u>BUDGET CODE</u>	<u>SALARY</u>	<u>DATES</u>
FROM: Department Secretary	4	Student Activities	1-1810-130	21,809	7/1/98 to 1/31/99
TO: EOF Assistant	6	EOF	1-1940-130	23,835	2/1/99 to 6/30/99

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Blanca Serrano

<u>JOB TITLE</u>	<u>GRADE</u>	<u>DEPARTMENT</u>	<u>BUDGET CODE</u>	<u>SALARY</u>	<u>DATES</u>
FROM: Department Assistant	6	Engineering Tech.	1-2390-130	26,285	7/1/98 to 1/31/99
TO: Administrative Assistant	8	Social Sciences & Humanities	1-2200-130	27,962	2/1/99 to 6/30/99

NON-ACADEMIC LEAVE OF ABSENCE

<u>NAME</u>	<u>DEPARTMENT</u>	<u>LEAVE DATES</u>	<u>TYPE OF LEAVE</u>
Suzanne Schwartzman	Custodial	1/11/99 to 1/17/99	Disability

NON-ACADEMIC RESIGNATIONS

<u>NAME</u>	<u>JOB TITLE</u>	<u>DEPARTMENT</u>	<u>BUDGET CODE</u>	<u>RESIGNATION DATE</u>
Pat Crowley	Computer Operator	Information Technology	1-0920-132	1/31/99*
*Employee is in the process of applying for disability retirement.				
Barry Glazer	Reading/Writing Center Assistant	English	1-2210-130	1/18/99
Kevin Kucaba	Senior Account Clerk	Business Office	1-0310-130	1/8/99
Joseph Oleskiewicz	Police Officer	Police	1-0700-165	12/21/98
Donald Trout	Probationary Police Officer	Police	1-0700-165	1/19/99

SECTION 5 - NON ACADEMIC (non-unit affiliated)

NON-ACADEMIC PART-TIME APPOINTMENTS

<u>NAME</u>	<u>HOURLY RATE</u>	<u>DEPARTMENT</u>
Mesfin Addi	6.50	Office Administration
Omolayo Ajamaku	6.00	Counseling & Placement
Kathleen Andich	22.00	Finance Division
Joan Annette	12.25	School Relations
Margaret Barnett	10.00	ESL
Neil Betty	6.75	Office Administration
Carolina Brinez	6.50	Office Administration
Katherine Bueno	6.50	Mathematics
Markeeta Burton	7.50	Police
Wai Han Chan	6.50	Office Administration
Silas Chen	6.50	P.E. Center
Michelle Chevalier	8.25	P.E. Center
Ken Csipo	8.00	P.E. Center
Bozena DePalma	7.25	Office Administration
David Djaba	10.50	ESL
Earlene Edler	10.00	Institute
Mary P. Flannery	10.00	Research & Planning
William Gordon	8.50	P.E. Center
Nathania Grajeda	10.50	ESL
Christina Guzzo	5.50	Student Activites
Laura Haines	19.00	Library
Kahliff Harris	7.00	Financial Aid
Nobuhiko Bruce Hirano	6.50	P.E. Center
Nicholine James	6.25	Counseling & Placement
Roger Hurtt	6.50	P.E. Center
Robert Janeski	7.75	Police
Guangshan Jin	6.75	Office Administration
Yoon Kang	7.00	Chemistry
Houssam Khouri	8.25	P.E. Center
Calvin King	6.75	P.E. Center

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Shen L'Jimenez	10.25
Shanna McKinnon	8.00
Claudio Mir	8.25
Vadim Mordukhayev	6.50
Mina Naguib	6.50
Heba Nagib	6.75
Bina Patel	6.50
Meghna Patel	7.00
Addison Pfeiffer	7.50
Emilio Pumaren	7.00
Hany Ragheb	6.75
Mary Riffle	13.00
Elizabeth Rifino	11.25
Gary Risha	8.50
Zena Saymeh	6.50
Amarjit Singh	6.75
Amy Smith	6.75
Edward Stec	10.00
Adel Tawfik	6.75
Ihab Tawfik	7.00
Dana Vallely	7.25
Gina Vilchez	7.75
Edward Wargo	8.75
Rivital Yadin	8.50
Valerie Zuluaga	8.50
Marc Zweig	30.00

ESL
P.E. Center
Continuing Studies
Office Administration
Office Administration
Office Administration
Mathematics
Office Administration
Police
ESL
Office Administration
Math and Engineering Tech.
ESL
P.E. Center
Office Administration
P.E. Center
P.E. Center
P.E. Center
Office Administration
Office Administration
P.E. Center
ESL
Continuing Studies
P.E. Center
P.E. Center
Dental Auxiliaries

SECTION 6 - SPONSORED AND SPECIAL PROJECTS PERSONNEL

RESCIND SPONSORED AND SPECIAL PROJECTS PERSONNEL APPOINTMENT

<u>NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>BUDGET CODE</u>	<u>HOURLY SALARY</u>	<u>HPW</u>	<u>DURATION</u>
Richard Kallens	Plant Engineering	Manager, Facilities Projects	1-7150-120	24.73	35	1/4/99 to 6/30/99

SPONSORED AND SPECIAL PROJECTS PERSONNEL PROFESSIONAL APPOINTMENT

<u>NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>BUDGET CODE</u>	<u>HOURLY SALARY</u>	<u>HPW</u>	<u>DURATION</u>
Thomas McCann	Facilities Engineering	Management, Facilities Projects	1-7150-120	24.73	35	2/1/99 to 6/30/99

SPONSORED AND SPECIAL PROJECTS PERSONNEL SUPPORT APPOINTMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>BUDGET CODE</u>	<u>HOURLY SALARY</u>	<u>HPW</u>	<u>DURATION</u>
Toni Rapicka	Child Care	Substitute	5-5440-150	7.63	25	12/21/98 to 6/30/99
Brenda Rodriguez	Child Care	Substitute	5-5440-150	7.63	20	12/14/98 to 6/30/99

SPONSORED AND SPECIAL PROJECTS PERSONNEL CHANGE OF STATUS

<u>JANICE HAMDAN</u> <u>JOB TITLE</u>	<u>BUDGET CODE</u>	<u>HOURLY SALARY</u>	<u>DEPARTMENT</u>	<u>HPW</u>	<u>DATES</u>
FROM: Learning Disabilities Specialist	5-1130-126	17.87	Counseling & Placement	35	9/1/98 - 1/31/99
TO: Learning Disabilities Specialist	5-1130-116	17.87	Counseling & Placement	35	2/1/99 - 5/31/99

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<u>Rhonda Hunter</u>		<u>HOURLY</u>			
<u>JOB TITLE</u>	<u>BUDGET CODE</u>	<u>SALARY</u>	<u>DEPARTMENT</u>	<u>HPW</u>	<u>DATES</u>
<u>FROM:</u>					
Work Experience Aide	5-2820-130	12.21	New Brunswick Center	25	7/1/98 - 1/3/99
<u>TO:</u>					
Work Experience Aide	5-2820-130	12.21	New Brunswick Center	31	1/4/99 - 1/31/99

<u>Beth Lowe</u>		<u>HOURLY</u>			
<u>JOB TITLE</u>	<u>BUDGET CODE</u>	<u>SALARY</u>	<u>DEPARTMENT</u>	<u>HPW</u>	<u>DATES</u>
<u>FROM:</u>					
Learning Disabilities Specialist	5-1130-116	17.88	Counseling & Placement	35	9/8/98-1/24/99
<u>TO:</u>					
Learning Disabilities Specialist	5-1130-116	17.88	Counseling & Placement	28	1/25/99-5/31/99

SPONSORED AND SPECIAL PROJECTS PERSONNEL PAYMENTS

<u>NAME</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>DURATION</u>	<u>BUDGET CODE</u>
Dr. Reginald Luke	Eisenhower	\$1,600	12/3/98-1/31/99	5-520005-9125-1-53
Ellen Roberts	Eisenhower	400	2/98-12/98	5-520005-9255-1-55

SPONSORED AND SPECIAL PROJECTS PERSONNEL TERMINATION

<u>NAME</u>	<u>JOB TITLE</u>	<u>DEPARTMENT</u>	<u>BUDGET CODE</u>	<u>TERMINATION DATE</u>
Joan Annette	Clerical Support	Corporate and Community Education	5-5200-150	1/31/99

SECTION 7 - PAYROLLS

ACADEMIC AFFAIRS

1. BE IT RESOLVED that the following personnel actions in the Academic Affairs Department for WINTERSESSION 1999 be approved:

Appointments:

<u>Name</u>	<u>Assignment</u>	<u>Compensation</u>
Peterson, Lawrence	BUS 107-85 (partial)	227.00

Adjustments:

<u>Name</u>	<u>Assignment</u>	<u>Previously Authorized Compensation</u>	<u>Adjusted Compensation</u>
Sulley, Robert	BUS 107-85	1,281.00	1,098.00
O'Rourke, Jeanette	MAT 080-85	2,145.00	715.00

DIVISION OF CORPORATE & COMMUNITY EDUCATION

- (a) BE IT RESOLVED that the following list of individuals who have successfully completed assignments for the Division of Corporate and Community Education and are entitled to payment from the Division of Corporate and Community Education accounts for January 1999 be approved for the indicated amounts listed, beginning with the name Allen, Diane and ending with the name Togneri, Elaine for the total amount of \$25,583.00 from (budget code 1-520000-9116-1-00):

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<u>NAME</u>	<u>CONTRACT NO.</u>	<u>AMOUNT</u>
Allen, Diane	98-99:410	\$ 210.00
Anderson, Charlotte	98-99:411	210.00
Arcieri, Diane	98-99:408	270.00
Arcieri, Diane	98-99:408	270.00
Brown, Fred	98-99:394	675.00
Carlson, Deborah	98-99:423	810.00
Carone, Joseph	98-99:338	400.00
DeCesare, Lawrence	98-99:311	405.00
Frank, Barry	98-99:400	600.00
Frank, Barry	98-99:400	600.00
Frank, Barry	98-99:401	300.00
Frank, Barry	98-99:401	300.00
Frank, Barry	98-99:401	750.00
Frank, Barry	98-99:402	350.00
Frank, Barry	98-99:403	350.00
Frank, Barry	98-99:403	350.00
Frank, Barry	98-99:403	350.00
Goumas, George	98-99:453	1,120.00
Goumas, George	98-99:463	120.00
Hanko, Peggy	98-99:41	721.50
Johnson, Tom	98-99:427	333.00
Johnson, Tom	98-99:427	333.00
Johnson, Tom	98-99:433	1,110.00
Karger, Rachelle	98-99:374	464.00
Kilinski, William	98-99:316	420.00
Kirbos, Steve	98-99:454	2,160.00
Kirbos, Steve	98-99:469	1,080.00
Kivler, Carol	98-99:412	288.00
Kivler, Carol	98-99:412	288.00
Kivler, Carol	98-99:412	288.00
Laday, Jerome	98-99:414	222.00
LaHara, Richard	98-99:413	258.00
LaHara, Richard	98-99:413	258.00
LaHara, Richard	98-99:413	258.00

Licari, Alex	98-99:57	450.00
McEntire-Orbach, Teresa	98-99:404	516.00
McEntire-Orbach, Teresa	98-99:405	258.00
McEntire-Orbach, Teresa	98-99:405	258.00
McEntire-Orbach, Teresa	98-99:405	645.00
McEntire-Orbach, Teresa	98-99:405	645.00
Mikolai, Marie	98-99:379	288.00
Monte, Claudia	98-99:409	276.00
Nigro, Michael	97-98:549	435.00
Okwemba, Arthur	98-99:300	1,662.50
Peters, Arnie	98-99:13	720.00
Perkins, Kaseem	98-99:301	400.00
Ryan, Judith	98-99:370	168.00
Sarnouski, Darlene	98-99:372	480.00
Schachter, Louise	98-99:40	60.00
Scott Bey, Ron	98-99:313	420.00
Tobias, Eva	98-99:318	480.00
Togneri, Elaine	98-99:325	500.00
		<u>500.00</u>
		\$24,503.00

- (b) BE IT RESOLVED that the following individual who has successfully completed an assignment for the Division of Corporate and Community Education and is entitled to payment from the Division of Corporate and Community Education accounts for February 1998 be approved for the indicated amount listed, beginning with the name Carty, Doreen and ending with the name Carty, Doreen for the total amount of \$2,520.00 (budget code 1-520000-9225-1-00):

<u>NAME</u>	<u>CONTRACT NO.</u>	<u>AMOUNT</u>
Carty, Doreen	98-99:467	<u>\$ 2,520.00</u>
		\$ 2,520.00

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HUMAN RESOURCES PAYROLL

(a) BE IT RESOLVED that the following personnel actions in the Department of Human Resources for the Wintersession 1999 Adjunct payroll be approved:

<u>NAME</u>	<u>COURSE(S)</u>	<u>TOTAL</u>
Butula, Andrew	ACC 101-85	2,860.00
Cohn, Ricki	RDG 011-85	2,145.00
Coleman, Gertrude	ENG 121-86	2,145.00
DeUriarte, Brian	ECO 201-85	2,145.00
Dhanda, Naresh	CSC 105-86 CSC 107-85	3,575.00
DiDomenico, Charles	ENG 122-85	2,145.00
DiPasquale, Emanuel	ENG 122-86	2,145.00
Fleming, Phyllis	CSC 202-ID	1,430.00
Gladstone, Harold	MAT 014-85	2,860.00
Gray, Brenda	HIS 122-85	2,145.00
Greenhouse, Michael	SOC 131-85	2,145.00
Helman, Sanford	BUS 101-85	2,145.00
Honey, Patrick	PED 140-85 PED 140-86	2,860.00
Kahora, James	HED 200-85	2,145.00
Kantor, Irwin	PSY 123-85	2,145.00
Klein, Richard	MAT 131-85	2,860.00
Landers, Michael	BUS 201-85	2,145.00
Lasky, Jane	ENG 121-IS	715.00
Marshall, Benjamin	ENG 258-85	2,145.00
Moskowitz, Jack	ENG 010-85	2,145.00
Nagy, Karoly	SOC 121-85	2,145.00
Nicolai, Albert	ENG 122-IS	2,145.00
O'Rourke, Jeanette	MAT 080-85	2,145.00
Osborne, Jean	MAT 124-85	2,145.00
Picioccio, Nicholas	CSC 105-85	2,145.00
Ramer, Elliot	SPA 121-85	2,145.00
Reid, Ethel	OAD 116-85	1,430.00
Spector, Jeffrey	CSC 249-ID	2,145.00
Strugala, Richard	ENG 243/244-IS	715.00
Thompson, Selina	MAT 013-85	2,860.00
Zifchak, Robert	PED 143-85	1,430.00
Zimmerman, Daniel	ENG 121-85	2,145.00

(b) BE IT RESOLVED that the following personnel actions in the Department of Human Resources for the Wintersession 1999 Adjunct payroll be approved:

<u>NAME</u>	<u>COURSE(S)</u>	<u>TOTAL</u>
Chill, Leonard	HIS 121-85	1,716.00
Cilente, Jerald	PSY 235-85	1,299.00
DiBenedetto, Gary	MUS 107-85	1,281.00
Dwyer, Adrienne	ART 109-85	1,281.00
Fee, Geraldine	PSY 223-85	1,392.00
Freiwald, Andrea	ART 201-85	1,392.00
Gundanna, Venkatachala	CSC 108-85	854.00
Harrison, Michael	MAT 123-85	2,145.00
Harvey, Tana	ART 124-85	1,329.00
Hirschfeld, Roy	PSY 123-86	1,359.00
James, Victoria	SPE 121-85 SPE 121-86	2,658.00
Paterno, James	MAT 129-85	2,860.00
Rosen, Roberta	HED 150-85	1,281.00
Sulley, Robert	BUS 107-85	1,281.00

DIVISION OF STUDENT SERVICES

(a) BE IT RESOLVED that the following Academic Advising payroll for December 1998, in the Division of Student Services be approved beginning with the name Nancy Bailey and ending with the name Jerry Olson, for a total amount of \$495.00 (budget code 1-112000-9155-1-00):

<u>NAME</u>	<u>AMOUNT</u>
Nancy Bailey	\$ 97.50
Loretta Daniel	75.00
Jeffrey Hochbaum	82.50
Will Kleinelp	75.00
Jerry Olson	<u>165.00</u>
TOTAL	\$ 495.00

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- (b) BE IT RESOLVED that the following Minority Student Affairs payroll for November/December 1998, in the Division of Student Services be approved beginning with the name Ed Griffith and ending with the name Ed Griffith, for a total amount of \$2,160 (budget code 1-116000-9155-1-00):

<u>NAME</u>	<u>AMOUNT</u>
Ed Griffith	\$2,160

SECTION 8 - POLICIES - No actions

After discussion, the motion was unanimously carried.

SECTION 9 - MISCELLANEOUS

Mr. Figg moved, seconded by Mr. Bellizio, for adoption of the following resolution:

- (a) BE IT RESOLVED that the invoice for services rendered by the firm of Jackson, Lewis, Schnitzler and Krupman be approved in the amount of \$7,131.92 for the period October 1, 1998 through October 31, 1998 for services rendered relating to labor relations, EEO and other personnel matters.

After discussion, the motion was unanimously carried.

REPORT OF COUNSEL

No report.

REPORT OF THE PRESIDENT

Dr. Bakum presented an overview of his report for the month of January 1999 (copy attached to Minutes).

AUDIENCE

No comments.

There being no further business, the meeting was adjourned at 7:45 p.m. Chairman Wernik announced that the next regularly scheduled meeting of the Board of Trustees will take place on Wednesday evening, February 24, 1999.

HOWARD BELLIZIO
Secretary

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Deloitte & Touche



Deloitte & Touche LLP

Two Hilton Court

P.O. Box 319

Parsippany, New Jersey 07054-0319

Telephone: (973) 683-7000

Facsimile: (973) 683-7459

March 20, 1998

Ms. Mary E. Trickel
Vice President for Finance
Middlesex County College
2600 Woodbridge Avenue
Edison, New Jersey 08818

Dear Ms. Trickel:

Pursuant to Middlesex County College's request for proposal of auditing services (Bid #6445), I am pleased to once again have the opportunity to serve you. I have reviewed the proposal document and the requested services. Deloitte & Touche will perform the services as outlined in the proposal, and the following table sets forth our fee quotes:

Fiscal Year Ending	College*	Retail Services Corporation*	Foundation*	Total
June 1998	\$ 40,500	\$ 4,600	\$ 4,000	\$ 49,100
June 1999	\$ 42,500	\$ 4,800	\$ 4,200	\$ 51,500
June 2000	\$ 44,600	\$ 5,000	\$ 4,400	\$ 54,000

*NOTE: *Exclusive of out-of-pocket expenses, which will not exceed 15%*

Should fees become an impediment to retaining the Firm, we request the opportunity to discuss with the College the basis and assumptions used to derive our fee proposal.

We look forward to continuing to serve Middlesex County College. Should you have any questions, please feel free to contact me at (973) 683-7125.

Very truly yours,

David B. Jones
Partner

Deloitte Touche
Tohmatsu

Middlesex County College
Edison, New Jersey 08818

Date: January 27, 1999

To: The Board of Trustees

From: John Bakum



Subject: President's Report – January, 1999

In lieu of a monthly report, I am attaching a copy of the *State of the College Address* I presented to the campus community on January 19, 1999. The address rather concisely summarizes the College's accomplishments over the past semester and it also outlines our plans for the near future.

As eloquent as my address is, however, I think it is fair to say that the audience was most impressed by the presentations made by faculty who are working on new and exciting projects. For the past couple of years, we have featured faculty and their projects at the January *State of the College Address*, and so well has this been received, we will seek ways to expand the opportunities for faculty to discuss and demonstrate innovative approaches they have developed in an effort to improve the educational experiences of our students.

State of the College Address – January 19, 1999

Prepared by: John Bakum, President

Introductory Remarks

Good morning and welcome to the Spring, 1999 semester. This morning, in addition to my State of the College Address, we have a number of presentations scheduled. We don't have all that many opportunities to share interesting and important information with the entire campus community, so once again we decided to take advantage of the opportunity presented by this morning's gathering. As a bit of a preview:

As you are aware, we are in the midst of preparing for the Spring, 2000 visit by an evaluation team representing the Middle States Association of Colleges and Schools. Ron Goldfarb who chairs the Self-Study Steering Committee will provide us with a progress report on the self-study and an overview of the next steps in this very important process.

Also this morning we have two presentations from faculty who are implementing innovative approaches in their developmental English courses in new and more effective ways and you'll hear about them from Lucille Alfieri, Yvonne Sisko and Mathew Spano. They will be followed by Maria DeLucia and Jacqueline Abromitis who will report on their efforts in developing Internet based courses. We will then hear from Darlene Yoseloff, our Director of School Relations, regarding our efforts to strengthen the links between Middlesex County College and our the K through 12 community. Jay Siegfried will conclude this morning's presentations by telling us about a connection between the College and the New Jersey Performing Arts Center which promises to greatly enhance the cultural and artistic opportunities available to our students.

Prior to all of that, however, I have the pleasure and privilege of introducing our Board Chair Mr. Donald Wernik. Don joined the Board of Trustees in April of 1994. But becoming a member of the College's Board was just one more link in the long chain of Don's community service leadership activities. In addition to membership on the Boards of organizations such as the Middlesex County Cultural and Heritage Commission and the American Cancer Society, Don has held elected office as a councilman and later mayor of Metuchen and a Middlesex County freeholder. A businessman in Metuchen for many years – Wernik's Pharmacy – Don sold the business in 1989, but continued his long involvement with the College of Pharmacy at Rutgers as coordinator of their continuing education program until two years ago. Don remains very active in the statewide pharmacist's association. At its November, 1998 reorganization meeting the Board of Trustees of Middlesex County College re-elected Donald Wernik to the position of Chair. More recently, as you might have seen in the Home News Tribune, as a consequence of his involvement in the planning of Metuchen's centennial celebration, I am pleased to introduce "Mr. Metuchen", Don Wernik.

State of the College Address

Let me begin with an enrollment update.

This is another of those difficult to gauge semesters, because our schedule differs from last year when we started nearly a week earlier. But, as of this moment, we appear to be running slightly ahead of last spring. If that increase holds, it is a very good sign and it would suggest that we may be at the beginning of a positive enrollment trend after several years of decline. Also, although Wintersession is not a large portion of our total enrollment, this year's Wintersession enrollment was more than 11% above last year's, and coupled with last year's 6% increase after five years of decline, the trend is certainly encouraging. All in all some rather positive news and I feel that some cautious optimism is certainly warranted.

Cautious optimism notwithstanding, I would like to re-emphasize a theme from last year's State of the College Addresses: Retention is an area where all of us can make a significant contribution in increasing our enrollment levels. As all of our research indicates, it is the cumulative effect of all of a student's experiences with the College that enhances his or her ability to succeed and influences the decision whether or not to continue at MCC and whether or not they will recommend MCC to their friends. Let's all work toward continuing to make sure that our students interactions with the College are as positive as they can be.

Moving on to the budget.

As we do every January, we are in the process of developing next year's operating and capital budgets. And, as is also the case every January, the revenue projections are, for the most part, uncertain. I say for the most part because we have received assurances that the Governor's promise made last year that operating aid to the community college sector will be increased by \$12 million a year for four years will be honored. Accordingly, in planning next year's operating budget, we are assuming an increase in State aid for next year approximately equal to this year's increase. For the coming year, however, some portion of our State aid, somewhere between one and two percent, will be tied to the College's performance on criteria developed by the New Jersey Commission on Higher Education in consultation with the New Jersey Council of County Colleges and the New Jersey Department of the Treasury and representatives of the Governor's office. These criteria include such measures as graduation rate, success rate, the performance of our students after transfer to senior institutions, and so forth.

The County which for this year provides approximately 30 % of our operating budget revenue is just beginning its own budget development process. The Board of Chosen Freeholders reorganized on January 7, 1998 with David Crabiel reassuming the position of Freeholder Director and Freeholder John Pulomena remaining our liaison. For a variety of reasons the County's budget development process has been delayed, and so I am not in a position to even conjecture at this time. I should note, however, that in his State of the County Address, Freeholder Director Crabiel announced a pledge to reduce the County tax levy for the sixth year in a row which offers a rather clear message about the budget process.

In terms of tuition, you may recall that last year we froze tuition and fees in response to the Governor's increase in operating funds. It is still too early in our budget process to predict what we will propose regarding tuition and fees, but I can say that the Board of Trustees would very much like to repeat last year's action, or at worst limit increases to students to the cost of living increase.

In the facilities area the big news this past semester was the Instructional Resource Center. As you are aware, we successfully moved into the new facility this fall, with classes using our new

computer/multimedia classrooms. We have been using the interactive television classroom this semester, in part, as a means of delivering instruction in a graduate course taught by Ramapo College of New Jersey, as part of a master's degree program offered here. All the students I've spoken to are very pleased with the new building, citing most often the enhanced study space, the additional carrels, and, most especially, the open computer laboratory. In light of the usage of the unscheduled lab, our current challenge is to find a way to provide even more of this valuable learning resource for our students.

As I have mentioned in prior State of the College Addresses, thanks to the State's substantial increase in Chapter 12 funding and the willingness of the Middlesex County Board of Chosen Freeholders to support our facilities plans by committing to 50% of the cost of the Chapter 12 projects, over the next two years the face of the campus, and by campus I am including New Brunswick and Perth Amboy, will undergo remarkable change.

Last August I told you about our new public safety and welcome center, a new building that will become the focal point of a revamped main entrance off Woodbridge Avenue. At that time, I said we were struggling to come up with a suitable name for the new facility and I asked for suggestions, a contest with only thanks as the first prize.

And you responded. Thirty-five entries were submitted – ranging from the functional to the literary. And the winner is – The Gateway. That submission was made by Ron Ruemmler who has just retired from the Mathematics Department. Thanks Ron, and congratulations. Actually four other submissions also used the word gateway in one way or another. They were offered by: Pat Cardinale, Millicent Nicholas, C. Merry LeBlond and Merry's husband Wayne. Thanks to all of them and to every one else who submitted a suggested name. Again the name is The Gateway, and we have resolved that the sign will include functional information as well. Thus the first line will read The Gateway and the second line will indicate Information, Police, and Safety.

As to the building, itself, the design phase is nearing completion. Late this spring we will break ground, and a year later, spring/early summer 2000, we will take occupancy. The new bookstore is on the same timeline and we also expect to move the current bookstore from the College Center to the new facility in the spring or early summer of 2000.

The architectural and engineering design is just about to begin on two other Edison campus projects. First, as I have reported previously, a science and technology high school to be operated by the Middlesex County Vocational and Technical School System will be constructed adjacent to the Technical Services Center. The tentative target date for completion of that project is September 2000. I think our colleagues at the vocational school are a bit optimistic, but they assure me they will make every effort to meet that date.

The other major project soon to begin on this campus is a combination roadway realignment and parking expansion on the eastern edge of the campus, behind Raritan and L'Hommedieu Halls. The dual focus of that project is pedestrian safety and convenient student parking. I have long been concerned, and I know many of you have as well, about traffic flow between the parking lots and those buildings.

In New Brunswick we are making good progress with the construction of our new Center. If all goes as planned, we will begin the Spring 2000 semester in beautiful new quarters at the corner

of Joyce Kilmer Avenue and New Street. And last, but certainly not least, we are anticipating – our best guess -- relocating our Perth Amboy Center to a wing of the new vocational school sometime in the summer of 2001.

As I said earlier, over the next few years the face of the campus will change dramatically and for the better. However, in terms of the teaching/learning processes on campus, over the next few years changes in technology will likely have a more profound and certainly more direct influence on the education we provide to our students.

When last we met, in August, my technology update focused on the new building and the 300 PC's installed in the six weeks prior to the fall semester. At that time I said that another 300 to 400 PC's would be installed between then and September of 1999. Let me review where we are with that and other technology considerations.

- A PC will be placed in every faculty office, with appropriate furniture and, in most instances, a printer. The first of those installations should happen by March 1, but the bulk of them will arrive later in the semester or during the summer.
- This spring a 30-station PC-based language laboratory will be established in the Instructional Resource Center, greatly enhancing modern language study at Middlesex County College.
- Also this spring, we will install 40 new PC's in the Testing Center, a necessary step in keeping our placement testing program moving forward.
- By the summer, at least three additional labs serving the academic areas and three smaller training labs of the Division of Corporate and Community Education will have new, up-to-date, PC's installed. This effort represents about 140 computers.
- And by September at least 100 additional PC's will be purchased and deployed in staff settings around campus.
- Starting in April, we will be installing campus network cabling to every room in every building and connecting it to the fiber optic backbone we installed campuswide last year. That project is not likely to be completed by September, but should wrap up prior to the spring term, a year from now. As your building gets wired, you will gain access to COLLEAGUE, the College's administrative and student records system, to E-mail; to the Internet; and, eventually, to a campus intranet.
- The new, and significantly improved version of the COLLEAGUE system is another major technology focus for this year, and we are committed to having it up and running in October. Because of the major changes in the new version of COLLEAGUE, this is a huge undertaking, requiring extensive planning by a number of our administrative offices and, of course, our information technology staff.
- We have just finished the installation of a PC laboratory in the basement of Raritan Hall. This lab will be dedicated to faculty and staff training. Thus, as we provide hardware, software, and network access to many more faculty and staff, we will also be scheduling a wide range of training opportunities in that new lab to help ensure that we all gain the maximum benefit from the technology.

In summary this year and next will be marked by significant changes to the face of Middlesex County College -- new and significantly improved facilities for our urban centers, new construction on campus and greatly enhanced opportunities to take advantage of the technological changes around us to improve all the things we do. As always, students and the teaching/ learning process will be our central focus. The Middle States Self-Study could not have come at a more opportune time. The observations and recommendations that will come out of the study that so many of you are participating in will be essential ingredients in planning the best possible future for the College and our students. Thus at this time it is my pleasure to introduce the Chair of the Self-Study Steering Committee, Ron Goldfarb.

Closing Remarks

I can think of no more fitting closing remarks than to recognize five individuals who have completed many years of service at Middlesex County College and with the close of the fall semester entered the ranks of the retired. Sondra Siegel and Claire Brown joined the staff of the College in 1973 and 1974 respectively. Both have served the College well in numerous capacities, playing key roles in their respective divisions, and both will be missed.

Virve Ettinger and Ron Ruemmler both began teaching at the College in 1966. Over the intervening 32+ years their efforts touched literally thousands of students and as charter members of the Class of '66 their contributions in the early years of the College helped set the foundation for what we are today. And I know many of you in the audience had the privilege of sitting in on Ron Ruemmler's seminar entitled "A Mathematical Analysis of Romantic Love" as Ron attempted to quantify the unquantifiable.

Dean Marilyn Keener joined the College in 1985 which was a very turbulent time in the history of the College's Division of Health Technologies. Marilyn's ever present calm demeanor and her dedication to dealing with issues and problems in a measured and always fair manner, were key ingredients in the ultimate success of the College's jointly offered allied health programs. Indeed, it is particularly fitting that late last week I received a communication from the Dean of the UMDNJ School of Nursing indicating that the Review Board of the National League for Nursing has recommended a full eight years of reaccreditation for the UMDNJ/MCC Nursing Program.

I am sure all of you join me in wishing Sondra, Claire, Virve, Ron and Marilyn many years of healthy and happy retirement.