

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of April 28, 1999 Meeting

A regular meeting of the Board of Trustees of Middlesex County College was held at 7:30 p.m., April 28, 1999, in the Boardroom of the Academic Services Building, on the Middlesex County College campus. Members present were: Dr. Guidette, Mmes. Kurtz and Power and Messrs. Bauer, Bellizio, Figg, Katcher, Otlowski and Villafane. Mme. Heller and Messrs. Ostrov and Wernik were 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. Bellizio moved, seconded by Mr. Bauer, that the Minutes of the regular meeting of March 24, 1999 be approved as presented. After discussion, the motion was unanimously carried.

FACILITIES COMMITTEE

Mr. Otlowski moved, seconded by Mr. Bauer, for adoption of all resolutions, 1-7:

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. Bovis Construction Corporation for Phase I professional construction management services for the Bookstore, Public Safety Building and Entrance Improvements in the amount of \$25,216.38. (This includes a \$54.38 charge for reimbursable expenses which is not part of the contract total.)

Contract Amount	\$52,000.00
Previous Payment	8,165.00
Payment #2	25,162.00
Reimbursable Expenses	54.38
Balance	<u>\$18,673.00</u>

- b. Bovis Construction Corporation for Phase I professional construction management services for the Bookstore, Public Safety Building and Entrance Improvements in the amount of \$2,400.00.

Contract Amount	\$52,000.00
Previous Payments	33,327.00
Payment #3	2,400.00
Balance	<u>\$16,273.00</u>

- c. York International Corporation for Chiller CFC Conversions in the amount of \$5,398.60.

Contract Amount	124,949.25
Previous Payments	94,235.00
Payment #4	5,398.60
Retainage	11,070.40
Balance	<u>\$ 25,315.65</u>

- d. A & J Consulting Engineering Services for providing Phase II consulting services for the Technical Services Center 105 HVAC Upgrade in the amount of \$2,420.42. (This includes a \$65.42 charge for reimbursable expenses which is not part of the contract total.)

Contract Amount	\$8,000.00
Previous Payment	4,114.00
Payment #2	2,355.00
Reimbursable Expenses	<u>65.42</u>
Balance	<u>\$1,531.00</u>

- e. Triad Consulting Engineers, Inc. for providing electrical engineering consulting services to perform a campus electrical system survey in preparation for the new Bookstore and Public Safety Buildings in the amount of \$8,200.00.

Contract Amount	\$8,200.00
Payment #1 (Final)	<u>8,200.00</u>
Balance	<u>\$ -0-</u>

- f. Dyna-Temp, Inc. for HRI kitchen renovation work in the amount of \$3,635.69.

Contract Amount	\$331,184.33
Previous Payments	267,880.21
Payment #6	3,635.69
Retainage	<u>30,168.43</u>
Balance	<u>\$ 59,668.43</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 \$3,498.41. (This includes a \$248.41 charge for reimbursable expenses which is not part of the contract total.)

Contract Amount	\$116,600.00
Previous Payments	111,350.00
Payment #6	3,250.00
Reimbursable Expenses	248.41
Balance	<u>\$ 2,000.00</u>

- h. Dyna-Temp, Inc. for HVAC damper and pump work in the amount of \$36,900.00.

Contract Amount	\$339,140.00
Previous Payments	263,583.00
Payment #7	36,900.00
Retainage	33,387.00
Balance	<u>\$ 38,657.00</u>

- i. Dyna-Temp, Inc. for the Physical Education Center HVAC Upgrade work in the amount of \$2,040.30.

Contract Amount	\$64,646.00
Payment #1	2,040.30
Retainage	226.70
Balance	<u>\$62,605.70</u>

- j. AMCO Enterprises, Inc. for MER ventilation upgrades in the amount of \$13,500.00.

Contract Amount	\$84,892.00
Previous Payments	62,272.80
Payment #5	13,500.00
Retainage	8,419.20
Balance	<u>\$ 9,119.20</u>

- k. U.S. Engineering Laboratories, Inc. for soil report consulting services for the Bookstore and Public Safety Buildings in the amount of \$4,700.00.

Contract Amount	\$4,700.00
Payment #1 (Final)	4,700.00
Balance	<u>\$ -0-</u>

1. Roof Spec, Inc. for providing Phase II consulting services for roofing improvements to Edison Hall, Main Hall and the Physical Education Center Buildings in the amount of \$2,628.50. (This includes a \$418.50 charge for reimbursable expenses which is not part of the contract total.)

Contract Amount	\$18,800.00
Previous Payment	8,796.00
Payment #2	2,210.00
Reimbursable Expenses	<u>418.50</u>
Balance	<u>\$ 7,794.00</u>

- m. AMCO Enterprises, Inc. for MER ventilation upgrades in the amount of \$4,589.60.

Contract Amount	\$84,892.00
Previous Payments	75,772.80
Payment #6	4,589.60
Retainage	<u>4,229.60</u>
Balance	<u>\$ 4,529.60</u>

- n. Datasys Technology, Inc., Monmouth Junction, NJ for providing wire and cable services for the Campus Building Recable project in the amount of \$42,475.50.

Contract Amount	\$172,195.00
Payment #1	42,475.50
Retainage	<u>4,719.50</u>
Balance	<u>\$129,719.50</u>

2. BE IT RESOLVED that based on the recommendation of the Director, Purchasing and Inventory and the Vice President, 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. for fiscal year July 1, 1999 through June 30, 2000 be made to the following firms:

- a. Dialog Online Services, Mountain View, CA for a software license for information retrieval for students for the not-to-exceed amount of \$10,000.00.
- b. EBSCO Subscription Services, Shrewsbury, NJ for certain publications and periodicals which are available from a subscription agency for the not-to-exceed amount of \$62,000.00.
- c. Libraries of Middlesex Automation Consortium, Avenel, NJ for an automated system (UTLAS/CARL), including a limited subscription for the amount of \$15,400.00.
- d. PALINET, Philadelphia, PA for a software license for the continued conversion of certain catalog files, including a limited subscription service through a network designed for said purpose for the not-to-exceed amount of \$18,000.00.
- e. TouchNet, Lenexa, KS for Bid #894 Multimedia Informational Kiosk Maintenance Service for the amount of \$16,253.00.

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

- a. AMCO Enterprises, Inc., Union, NJ for Bid #037 East Hall HVAC Upgrade for the amount of \$135,600.00 for Base Bid and Alternate #1.
- b. Albert Garlatti Construction Co., Inc., Highland Park, NJ for Bid #033 Bookstore and Public Safety Buildings for the amount of \$3,072,000.00 for Base Bid, Alternate 4, and Alternate 8.
- c. Levy's, West New York, NJ for Bid #040 Athletic Supplies for the amount of \$1,275.22.
- d. Metuchen Center, New Brunswick, NJ for Bid #040 Athletic Supplies for the amount of \$1,063.98.

- e. Efinger Sporting Goods Co., Bound Brook, NJ for Bid #040 Athletic Supplies for the amount of \$431.44.
- f. Recreonics, Inc., Louisville, KY for Bid #040 Athletic Supplies for the amount of \$332.46.
- g. Passons Sports, Jenkintown, PA for Bid #040 Athletic Supplies for the amount of \$32.52.

4. BE IT RESOLVED that whereas the College has previously solicited bids for first-year contracts with second and third year options for renewals up to a three-year period as allowed by N.J.S.A. 18A:64A-25 et seq the following renewal contracts are awarded:

- a. Allied Oil, Hillsborough, NJ for Bid #945 Unleaded Grade 89 Octane Gasoline representing an option for a third-year renewal for the period effective July 1, 1999 through June 30, 2000 for the not-to-exceed amount of \$26,250.00.
- b. Joseph Jingoli & Sons, Inc., Lawrenceville, NJ for Bid #980 Utility Services Contract representing an option for a second-year renewal for the period effective July 1, 1999 through June 30, 2000 for the not-to-exceed amount of \$20,000.00.
- c. Waste Management of NJ Co., Elizabeth, NJ for Bid #943 Trash Disposal and Recycling Services representing an option for a third-year renewal for the period effective July 1, 1999 through June 30, 2000 for the amount of \$41,700.00.
- d. Global Elevator Technologies, Inc., West Paterson, NJ for Bid #979 Elevator Maintenance representing an option for a second-year renewal for the period effective July 1, 1999 through June 30, 2000 for the not-to-exceed amount of \$14,980.00.

5. BE IT RESOLVED that based on the recommendation of the Executive Director, Facilities Management, the Director, Purchasing and Inventory, and the Vice President, Finance and Operations contract awards be made to the following firms:
- a. Environmental Connection, Inc., Trenton, NJ for professional consulting services for West Hall Asbestos Floor Tile Removal for the amount of \$1,450.00.
 - b. Roof Spec, Inc., Elmira, NY for Phase III, construction monitoring of roofing work at Edison Hall, Main Hall, and Physical Education Center Buildings, for the not-to-exceed-amount of \$24,500.00.
 - c. The Township of South Brunswick for the lease of two Mobile Data Terminal System (MDT) units for a 36 month period, effective January 1, 1999 through December 31, 2002 for a unit cost of \$2,500.00 per unit and the total amount of \$15,000.00.
 - d. Bovis Construction Corporation, Princeton, NJ for Phase II, construction monitoring for the Bookstore, Public Safety Building, and Entrance Improvements project, for the not-to-exceed amount of \$196,000.00.
 - e. Rothe-Johnson-Fantacone, Edison, NJ for Phase III, construction administration for the Bookstore, Public Safety Building, and Entrance Improvements projects, for the not-to-exceed amount of \$33,000.00.
 - f. Syska & Hennessy, Inc., Princeton, NJ for Phase III, construction monitoring for the East Hall HVAC Upgrade, for the not-to-exceed-amount of \$3,000.00.
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 under the provisions of State Contracts currently in effect:

<u>STATE CONTRACT NUMBER</u>	<u>COMPANY</u>	<u>DESCRIPTION</u>	<u>AWARD</u>
A-75440	Dell Marketing	Computer Hardware	\$145,041.00

7. BE IT RESOLVED that based on the recommendation of the Executive Director, Facilities Management and the Vice President, Finance and Operations a change order be made to the following firm:

- a. AMCO Enterprises, Inc. for the ventilation control wiring to be integrated into the emergency electrical circuits at the Technical Services Center for the MER ventilation upgrade project in the amount of (+) \$3,648.00.

Original Contract	\$83,500.00
Previous Change Order	(+) 1,392.00
Change Order #2	(+) <u>3,648.00</u>
New Contract Amount	<u>\$88,540.00</u>

After discussion, the motion was unanimously carried.

FINANCE COMMITTEE

Mr. Bauer moved, seconded by Mr. Katcher, for adoption of the following resolution:

- 1. BE IT RESOLVED that a progress payment be ratified to the firm of Lynch * Martin for professional services rendered in connection with the real estate purchase agreement between the College and the New Brunswick Parking Authority in the amount of \$478.50.

After discussion, the motion was unanimously carried.

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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 adoption of all resolutions, Sections 1-9:

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>
Judy Chen	HRI	Program Director with rank of Instructor	1-2340-126	to be determined	8/16/99
Fred Hertrich	Finance	Special Admin. Assignment	1-0300-120	to be determined	7/1/99-6/30/00

MANAGEMENT CHANGE OF STATUS

Dr. Reginald Luke

<u>JOB TITLE</u>	<u>GRADE</u>	<u>DEPARTMENT</u>	<u>BUDGET CODE</u>	<u>SALARY</u>	<u>DATES</u>
FROM: Chairperson	IV	Mathematics	1-2190-125	73,927	8/16/98 to 6/15/99
TO: Dean, Science, Mathematics and Health Technologies	10	Science, Mathematics and Health Technologies Division	1-2100-125	to be determined	to be determined

MANAGEMENT COMPENSATION

<u>NAME</u>	<u>TOTAL PAYMENT</u>	<u>REASON</u>	<u>DEPARTMENT</u>	<u>BUDGET CODE</u>
Reginald Luke	156	MCC Inservice Workshop	School Relations	1-2851-116

MANAGEMENT LEAVE OF ABSENCE

<u>NAME</u>	<u>DEPARTMENT</u>	<u>LEAVE DATES</u>	<u>TYPE OF LEAVE</u>
Priscilla Walsh	Corporate & Community Education	4/1/99 - 4/30/99	Disability

MANAGEMENT RESIGNATIONS

<u>NAME</u>	<u>JOB TITLE</u>	<u>DEPARTMENT</u>	<u>BUDGET CODE</u>	<u>RESIGNATION DATE</u>
Marilyn Kirby-Cooper	Director, Community Programs	Corporate & Community Education	1-5200-126	3/31/99
Corey Wu-Jung	Program Director, Dietetic Technology	H.R.I.	1-2340-126	6/15/99

MANAGEMENT RETIREMENT

<u>NAME</u>	<u>DEPARTMENT</u>	<u>RETIREMENT DATE</u>	<u>RETIREMENT PAYMENT</u>
Abigail Studdiford	Library	6/30/99	72,258

(a) WHEREAS, Abigail Studdiford has been a dedicated member of the administration of Middlesex County College since February 15, 1988; and

WHEREAS, Abigail Studdiford during her employment with the College has made significant contributions to the growth and development of the Learning Resources Center; and

WHEREAS, Abigail Studdiford will be retiring from Middlesex County College under the Management Early Retirement Incentive Program, effective June 30, 1999; and

WHEREAS, the Early Retirement Incentive Program provides for a lump sum retirement premium in an amount of \$72,258 to be paid to Abigail Studdiford 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 Abigail Studdiford during her retirement.

(b) WHEREAS, Priscilla Walsh has been a dedicated employee of the College since April 4, 1988 and a member of the administration of Middlesex County College since July 1, 1991; and

WHEREAS, Priscilla Walsh during her employment with the College has performed her duties and responsibilities capably and loyally; and

WHEREAS, Priscilla Walsh will be voluntarily retiring from Middlesex County College, effective April 30, 1999,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees accepts the voluntary retirement of Priscilla Walsh as of April 30, 1999; and

BE IT FURTHER RESOLVED that the Board of Trustees recognizes the significant contribution of Priscilla Walsh for her years of service at Middlesex County College.

SECTION 2 - FACULTY

FACULTY FULL-TIME TENURE TRACK APPOINTMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>RANK</u>	<u>BUDGET CODE</u>	<u>ANNUAL SALARY</u>	<u>HIRE DATE</u>
Jean Flakker	Mechanical & Civil Construction Engineering Technology	Instructor	1-2390-110	40,327	8/30/99
Alane Poirier	Marketing Art and Design	Instructor	1-2370-110	40,327	8/30/99

FACULTY COMPENSATION

<u>NAME</u>	<u>TOTAL PAYMENT</u>	<u>REASON</u>	<u>DEPARTMENT</u>	<u>BUDGET CODE</u>
Kathy Costanzo	65.12	Class Coverage on 12/15/98 2 clock hours	Dental Auxiliaries	1-2130-115
Maria DeLucia	1,248.00	MCC Inservice Workshop- IX-M	School Relations	1-2851-116
Ann Dobshinsky	156.00	MCC Inservice Workshop- IX-M	School Relations	1-2851-116
Michelle Menditto	175.00	Coverage due to absence of Director 11/9/98-12/29/98	Financial Aid	1-1170-112
Nicholas Picioccio	390.00	MCC Inservice Workshop- IX-M	School Relations	1-2851-116
Nicholas Picioccio	75.00	Advising (April 1999)	Registrar	1-1120-155

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FACULTY LEAVES OF ABSENCE

<u>NAME</u>	<u>DEPARTMENT</u>	<u>LEAVE DATE</u>	<u>TYPE OF LEAVE</u>
Michelle Menditto	Financial Aid	4/5/99 - 4/18/99	Disability

FACULTY TERMINATION

<u>NAME</u>	<u>RANK</u>	<u>DEPARTMENT</u>	<u>BUDGET CODE</u>	<u>TERMINATION DATE</u>
Rita Burton	Counselor	Counseling & Placement Services	1-1130-112	3/30/99

NOTE: End of 6-month-only appointment.

FACULTY MISCELLANEOUS

(a) WHEREAS, Professor Fred Grossman began full-time employment with Middlesex County College on April 19, 1966 as an Associate Professor in the Business Administration Department; and

WHEREAS, Professor Fred Grossman was promoted to Professor in the Accounting Department on July 1, 1974; and

WHEREAS, Professor Fred Grossman was appointed Chairperson in the Accounting Department from September 1, 1977 to June 30, 1978; and

WHEREAS, Professor Fred Grossman in a scholarly, insightful, dramatic and inspiring fashion, enhanced the educational experience of significant numbers of students during his tenure at Middlesex County College; and

WHEREAS, Professor Fred Grossman retired from Middlesex County College on June 30, 1986; and

WHEREAS, Professor Fred Grossman was awarded Professor Emeritus status on March 12, 1986; and

WHEREAS, as a result of his untimely death on April 9, 1999, Professor Fred Grossman will be sorely missed as a former member of the faculty and administration of Middlesex County College,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Middlesex County College offers its profound and sincere regrets to the family of Professor Fred Grossman for the unfortunate loss of a friend and associate; and

BE IT FURTHER RESOLVED that a certified copy of this resolution be sent to the family of Professor Fred Grossman.

SECTION 3 - CONFIDENTIAL - No actions

SECTION 4 - NON-ACADEMIC (unit affiliated)

NON-ACADEMIC APPOINTMENTS

<u>NAME</u>	<u>DEPARTMENT</u>	<u>JOB TITLE</u>	<u>BUDGET CODE</u>	<u>ANNUAL SALARY</u>	<u>HIRE DATE</u>
Edward Gollover	Custodial	Custodian	1-7200-160	17,518 (15,952 + 1,566)	5/3/99
Jerry Hines	Custodial	Custodian	1-7200-160	17,518 (15,952 + 1,566)	5/3/99
Thomas Albert Mayoros	Custodial	Custodian	1-7200-160	17,518 (15,952 + 1,566)	5/3/99

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Lewis	Custodial	Custodian	1-7200-160	17,518	5/3/99
Robinson				(15,952 + 1,566)	

NON-ACADEMIC CHANGE OF STATUS

Karen Gormish

<u>JOB TITLE</u>	<u>GRADE</u>	<u>DEPARTMENT</u>	<u>BUDGET CODE</u>	<u>SALARY</u>	<u>DATES</u>
<u>FROM:</u> Department Secretary	4	Psychology & Education	1-2270-130	21,983	7/1/98 - 4/18/99
<u>TO:</u> Administrative Assistant	8	Social Sciences & Humanities	1-2200-130	26,791	4/19/99 - 6/30/99

JoJo John

<u>JOB TITLE</u>	<u>GRADE</u>	<u>DEPARTMENT</u>	<u>BUDGET CODE</u>	<u>SALARY</u>	<u>DATES</u>
<u>FROM:</u> Student Records Assistant	5	New Brunswick Center	1-2830-130	24,115 (23,296+819)	7/1/98 to 4/28/99
<u>TO:</u> Financial Aid Assistant	7	Financial Aid	1-1170-130	25,115	4/29/99 to 6/30/99

Blanca Serrano

<u>JOB TITLE</u>	<u>GRADE</u>	<u>DEPARTMENT</u>	<u>BUDGET CODE</u>	<u>SALARY</u>	<u>DATES</u>
<u>FROM:</u> Administrative Assistant	8	Social Sciences and Humanities Division	1-2220-130	27,962	2/1/99 to 4/18/99
<u>TO:</u> Department Assistant	6	Engineering Technology	1-2390-130	26,285	4/19/99 to 6/30/99

NON-ACADEMIC LEAVES OF ABSENCE

<u>NAME</u>	<u>DEPARTMENT</u>	<u>LEAVE DATES</u>	<u>TYPE OF LEAVE</u>
Dorothy Calabro	Custodial	4/7/99 - 4/21/99	Disability
Earlene Jones	Custodial	4/5/99 - 4/11/99	Unpaid Disability
John Salley	Printing, Publications and Mail Services	3/19/99 - 3/18/00	Unpaid

NON-ACADEMIC RESIGNATIONS

<u>NAME</u>	<u>JOB TITLE</u>	<u>DEPARTMENT</u>	<u>BUDGET CODE</u>	<u>RESIGNATION DATE</u>
Andre Blaine	Custodian	Custodial	1-7200-160	4/12/99
Chris Dawson-Taylor	Systems Coordinator	New Brunswick	1-2830-130	4/30/99
Jerome Hampton	Custodian	Custodial	1-7200-160	3/23/99

NON-ACADEMIC TERMINATION

<u>NAME</u>	<u>JOB TITLE</u>	<u>DEPARTMENT</u>	<u>BUDGET CODE</u>	<u>TERMINATION DATE</u>
Suzanne Schwartzmann	Custodian	Custodial	1-7200-160	3/23/99

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NON-ACADEMIC MISCELLANEOUS

(a) WHEREAS, Lorraine Barolia has faithfully served Middlesex County College from May 28, 1985 to May 31, 1999, as a member of the Biology Department; and

WHEREAS, she has performed her duties and responsibilities capably and loyally,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees accepts the voluntary retirement of Lorraine Barolia; and

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

SECTION 5 - NON-ACADEMIC (non-unit affiliated)

NON-ACADEMIC FLAT-RATE APPOINTMENTS

<u>NAME</u>	<u>FLAT RATE</u>	<u>DEPARTMENT</u>	<u>BUDGET CODE</u>
Sondra Siegel	2,000	Human Resources	1-0210-144
Sondra Siegel	1,500	Registrar's Office	1-1120-144

NON-ACADEMIC PART-TIME APPOINTMENTS

<u>NAME</u>	<u>HOURLY RATE</u>	<u>DEPARTMENT</u>
Banner, Chanda	7.25	Financial Aid
Bryant, Sharon	7.50	Corporate & Community Ed.
Carmien, Edward	30.00	Marketing & Public Information
Delbridge, Mark	11.00	Marketing & Public Information
Ghasemzadeh, Behnam	6.50	Office Administration
Harris, Joan	7.25	Financial Aid
Hynes, Connie	15.00	Corporate & Community Ed.
Jalil, Shahid	8.00	PE Center

LaFleur, Charles	8.00	Printing/Mail Services
Maebert, Stacey	21.00	Financial Aid
Younes, Daniel	6.25	PE Center
Zubrick, Stacy	6.50	Testing & Tutoring

SECTION 6 - SPONSORED AND SPECIAL PROJECTS PERSONNEL

SPONSORED AND SPECIAL PROJECTS PERSONNEL 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>
Evan Danziger	Perth Amboy Center	Job Coach	5-2820-126	16.31	35	4/12/99 to 6/30/99
Cynthia Denise Williams	Perth Amboy Center	Job Coach	5-2820-126	16.31	35	3/22/99 to 6/30/99
Horace Jackson	New Brunswick Center	Work Experience Aide	5-2830-150	9.48	25	4/5/99 to 6/30/99
Edward Bonnin	Perth Amboy Center	Teacher Aide	5-2820-150	12.21	29	3/29/99 to 6/30/99
Nicholine James	Child Care	Substitute	5-5440-141	7.63	20	3/23/99 to 6/30/99

SPONSORED AND SPECIAL PROJECTS 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>
Mindy Mannucci	Child Care	Substitute	5-5440-150	7.63	20	10/13/98 to 12/31/98

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Jennifer Tirado	New Brunswick Center	Peer Mentor	5-2830-150	9.48	25	4/26/99 to 8/27/99
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SPONSORED AND SPECIAL PROJECTS RESIGNATIONS

<u>NAME</u>	<u>JOB TITLE</u>	<u>DEPARTMENT</u>	<u>BUDGET CODE</u>	<u>RESIGNATION DATE</u>
Kamelia Basir	Center Technical Secretary	NJCATE	7-2560-130	5/7/99
Judy Bullard	Substitute	Child Care	5-5440-150	3/19/99
Liza Cordeiro	Substitute	Child Care	5-5440-150	7/15/98
Monique Gethers	Substitute	Child Care	5-5440-150	4/1/99
Georgia Krovov	Substitute	Child Care	5-5440-150	9/22/98
Mindy Mannuci	Substitute	Child Care	5-5440-150	12/7/98
Juanita McElrath	Substitute	Child Care	5-5440-150	7/15/98
Pooju Punigbi	Substitute	Child Care	5-5440-150	2/12/99
Brenda Rodriguez	Substitute	Child Care	5-5440-150	4/1/99

SECTION 7 - PAYROLLS

ACADEMIC AFFAIRS

(a) BE IT RESOLVED that the following personnel actions in the Academic Affairs Departments for Spring 1999 be approved:

Appointments:

<u>Name</u>	<u>Assignment</u>	<u>Compensation</u>
Paul Bachmann	MAT 129-WO	1,090.55
Robert Berner	BUS 107-EB	427.00
Marianne Dougherty	BUS 107-SB	427.00

Adjustments:

<u>Name</u>	<u>Assignment</u>	<u>Previously Authorized Compensation</u>	<u>Adjusted Compensation</u>
Lucy Achenbach	DHY 212-01	4,077.00	4,260.00
John Cullinen	MAD 107-76	2,290.00	2,453.57
Wellington Davis	MGT 220-73	1,452.00	1,244.58
John Herrling	PSY 244-74	2,145.00	2,452.42
Janet Jaccarino	DHY 212-01	2,135.00	2,266.50
Frayda Kleiman	DHY 212-01	1,374.00	1,079.61
Rosalie Triozzi	MAT 129-WO	1,856.00	825.00

DEPARTMENT OF CONTINUING STUDIES

(a) BE IT RESOLVED that the following personnel actions in the Department of Continuing Studies for Spring 1999 be approved:

Adjustments:

<u>Name</u>	<u>Assignment</u>	<u>Previously Authorized Compensation</u>	<u>Adjusted Compensation</u>
John Kruszewski	Test Workshop	612.00	\$ 408.00
Mary Lynch	Test Workshop	102.00	204.00

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 April 1999 be approved for the indicated amounts listed below beginning with the name Acevedo, George and ending with the name White, Robert for the total amount of \$40,261.90 from (budget code 1-520000-9116-1-00):

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<u>NAME</u>	<u>CONTRACT NO.</u>	<u>AMOUNT</u>
Acevedo, George	98-99:553	160.00
Alexander, Jeanette	98-99:508	2,700.00
Carlson, Deborah	98-99:423	675.00
Carlson, Deborah	98-99:423	675.00
Celauro, Frank	98-99:481	5,272.50
DeFoe, Dorothy	98-99:344	1,429.80
Dunsavage, Jeffrey	98-99:328	350.00
Frier, Audrey	98-99:345	1,429.80
Goumas, George	98-99:453	815.00
Goumas, George	98-99:493	1,200.00
Goumas, George	98-99:498	1,200.00
Goumas, George	98-99:554	200.00
Irene, Angela	98-99:462	1,140.00
Irene, Angela	98-99:466	1,600.00
Jocus, Janet	98-99:472	340.00
Kirbos, Steve	98-99:521	1,080.00
Lawless, Robert	98-99:546	315.00
Lourenco, Louis	98-99:465	160.00
Lupo, Vincent	98-99:468	1,575.00
Mercado, Lucy	98-99:475	540.00
Mercado, Lucy	98-99:499	1,200.00
Musto, Ken	98-99:545	210.00
Nigro, Michael	97-98:549	540.00
O'Connor, Brian	98-99:509	800.00
Okwemba, Arthur	98-99:548	2,080.00
Patel, Anjana	98-99:552	60.00
Payne, Robert	98-99:483	2,000.00
Pean, Claire	98-99:346	138.00
Perkins, Kaseem	98-99:547	211.00
Peters, Arnie	98-99:407	1,440.00
Reilly, Catherine	98-99:457	1,429.80
Sarnouski, Darlene	98-99:373	480.00
Sawczak, Anna	98-99:425	1,036.00
Schachter, Louise	98-99:422	540.00

Smith, Robin	98-99:471	500.00
Snedeker, Nancy	98-99:505	1,500.00
Spector, Jeff	98-99:495	540.00
Steen, Janet	98-99:494	270.00
Steen, Janet	98-99:520	675.00
Steen, Janet	98-99:522	210.00
Tepper, Harold	98-99:555	210.00
Ventura, Julia	98-99:506	255.00
White, Robert	98-99:497	1,080.00
		<u>1,080.00</u>
		\$ 40,261.90

- (b) 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 April 1999 be approved for the indicated amounts listed below beginning with the name Carty, Doreen and ending with the name Klejst, Stephen for the total amount of \$95,434.00 from (budget code 1-520000-9225-1-00):

<u>NAME</u>	<u>CONTRACT NO.</u>	<u>AMOUNT</u>
Carty, Doreen	98-99:550	\$ 6,200.00
DataTrain Institute	98-99:549	81,087.00
Education To Go	98-99:442	116.00
Education To Go	98-99:442	493.00
Education To Go	98-99:443	87.00
Education To Go	98-99:443	174.00
Education To Go	98-99:444	203.00
Education To Go	98-99:444	145.00
Education To Go	98-99:445	116.00
Education To Go	98-99:445	174.00
Education To Go	98-99:446	29.00
Klejst, Stephen	98-99:415	210.00
Martin, Eric	98-99:303	6,400.00
		<u>6,400.00</u>
		\$ 95,434.00

NEW BEGINNINGS PROGRAM

- (a) BE IT RESOLVED that the following proposed payroll for the New Beginnings Program (budget code 5-282010-9116-3-42) for April 1999 beginning with the name Boston, John and ending with the name Toth, Nancy, for a grand total of \$1,545:

<u>NAME</u>	<u>WORKSHOP</u>	<u>DATE/TIME</u>	<u>SALARY</u>
Boston, John	Nursing	4/7/99 - 5 hours	255
Jarvi, Diane	Computers	4/8/99 - 5 hours	255
Pensak, Scott	Cartooning	4/9/99 - 5 hours	255
Ramos, Denise	Teacher's Aide	4/5 to 4/9/99 - 35 hours	525
Toth, Nancy	Carpentry	4/5/99 - 5 hours	255

SECTION 8 - POLICIES - No actions

SECTION 9 - MISCELLANEOUS

- (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 \$1,666.82 for the period February 1, 1999 through February 28, 1999, for services rendered relating to labor relations, EEO and other personnel matters.
- (b) BE IT RESOLVED that the attached Academic Calendar for the 1999-2000 year be approved.

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 April 1999 (copy attached to Minutes).

AUDIENCE

No comments.

There being no further business, the meeting was adjourned at 7:35 p.m. Acting Chairwoman Carole Kurtz announced that the next regularly scheduled meeting of the Board of Trustees will take place on Wednesday evening, May 26, 1999.

HOWARD BELLIZIO
Secretary

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1999-2000 ACADEMIC CALENDAR

FALL 1999

August	30	Faculty Orientation & Meetings; First Day of Faculty Obligation
	31	Faculty Development; Mandatory Day for Faculty
September	1 & 2	Late Registration/Change of Program; New Student Orientation & Advisement by Faculty
	6	Labor Day - Holiday
	7	Classes Begin - Fall Semester
October	11	Columbus Day - Holiday Observed
November	11	Veterans' Day - Holiday Observed
	25 & 26	Thanksgiving - Holiday Observed
December	17	Last Day of Classes
	18, 20 & 21	Specially Scheduled Final Exams
	22	Winter Recess Begins

SPRING 2000

January	17	Martin Luther King Day - Holiday Observed
	18	Faculty Orientation & Meetings; First Day of Faculty Obligation, Spring Semester
	19 & 20	Change of Program; New Student Orientation and Advisement by Faculty
	24	Classes Begin - Spring Semester
February	21	Presidents' Day - Holiday Observed
March	18	Spring Recess Begins - No Classes
	25	Weekend Classes resume and will meet on March 25 & 26
	27	Regular Classes Resume
April	21, 22 & 23	Holiday - No Classes
May	9	Last Day of Classes
	10 & 11	Reading Days
	12, 15 & 16	Specially Scheduled Final Exams
	17	Last Day of Faculty Obligation
	24	Graduation

Middlesex County College

Edison, New Jersey 08818

Date: April 28, 1999

To: Board of Trustees

From: John Bakum



Subject: President's Report – April, 1999

On Friday, April 23, our campus chapter of Phi Theta Kappa, the community college honor society, held its spring induction ceremony. The event was noteworthy for two reasons: this was the largest group of inductees ever, and our own Don Wernik was granted honorary membership in the society. As you may recall, among other accolades our chapter achieved five-star status this year, and Don read the congratulatory resolution that was adopted by the Board of Trustees at its March meeting. All in all it was an impressive ceremony and a celebration of student achievement. And adding to this year's accomplishments, we have just received notification that two of our students: Elizabeth Connell and Kaur Gurpreet have been awarded full-tuition Phi Theta Kappa scholarships by Rutgers University.

On April 15, Howard Bellizio and I had the pleasure of conducting Assemblywoman Barbara Wright on a brief campus tour. Although the bulk of her district is in Mercer County, a portion of the district covers Middlesex County and she lives in Plainsboro. The assemblywoman was very impressed with our Learning Resources Complex and she was also very interested in the activities of the Division of Community and Corporate Education as they relate to economic growth and development. At the conclusion of her conversation with Mary Ann Conners, she asked for additional Institute promotional packets for individuals she categorized as potential training clients.

This year's Board of School Estimate meeting was held in New Brunswick on April 12 and once again, as they have in the past, the Middlesex County Board of Chosen Freeholders demonstrated their commitment to the College. Our operating and minor capital requests were approved and the Freeholder Director, David Crabiell, congratulated the College on maintaining tuition and fees for next year at this year's levels.

Preparations for the rededication of the Academic Services Building on May 12 are well underway. We anticipate a rather large audience as we honor the founding president of the College, by renaming ASB, Frank M. Chambers Hall. In addition to the campus community and the usual friends of the College, we have also invited a large number of

the individuals who were involved in the establishment and operation of the College between 1964 and 1975. We have received a number of acceptances, with some people traveling great distances to attend, which is quite a tribute to Dr. Chambers. As usual, Don Wernik will present greetings from the Board that morning and I will deliver an abbreviated *State of the College* address. "Abbreviated" because we have asked Dr. Chambers to address the group and, as a special treat, Rose Channing-Danzis and William R. Walsh will share their recollections of those early days of the College with us. After the ceremony in the Performing Arts Center, we will conduct a brief program at the Academic Services Building, unveiling a plaque and the lettering on Chambers Hall. If your schedule permits, please join us on that special day.

Finally, please note that graduation this year will be held on Wednesday, May 26. Departing from our practice of recent years, this year we will have a commencement speaker: the Honorable Christine Todd Whitman, Governor of the State of New Jersey.