

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of August 16, 1977 Meeting

A regular meeting of the Board of Trustees of the Middlesex County College was held at 8 p. m., August 16, 1977, in the Board room of the Academic Services Building. Members present were Dr. Carney, Mrs. Czaya, and Messrs. Dalto, Klegman and Walsh. Messrs. Meszaros, Stolzer and Tanzman were absent. Also present were Acting President Callahan, Mr. Hoffman, Mrs. Lake, members of the staff, Freeholder Power, and other visitors.

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

- (a) On November 5, 1976, advance written notice of this meeting was posted in the lobby of the Academic Services Building.
- (b) On November 5, 1976, advance written notice of this meeting was mailed to The Home News, 123 How Lane, New Brunswick, New Jersey, and The News Tribune, 1 Hoover Way, Woodbridge, New Jersey.
- (c) On November 5, 1976, a copy of this advance notice of the meeting was filed with the Clerk of Middlesex County.
- (d) On November 5, 1976, a copy of this advance notice was filed with the President of Middlesex County College.
- (e) Any individual who has requested notice of this meeting has been forwarded a copy of the notice of such meeting.

Mr. Walsh moved, seconded by Mr. Dalto, that the Minutes of the regular meeting of July 26, 1977, be approved as presented. The motion was unanimously carried.

PERSONNEL COMMITTEE

Mrs. Czaya moved, seconded by Mr. Walsh, that the following list of personnel appointments and actions be approved, pursuant to recommendation by the President and to the provisions of Section 18A:64A-12:

Academic Appointments

- (a) Constance M. Carroll as Instructor in the Department of Dental Auxiliaries Education (budget code 2130) for the Fall 1977 semester, only, of the academic year 1977-78, at the salary of \$5,123.50.
- (b) Dr. Thomas E. Desmond as Adjunct Instructor for the Fall 1977 semester, in the Department of Medical Laboratory Technology (budget code 2160) to lecture MED 211, Medical Technology II, for a total of four clock hours, and receive a salary of \$70.64 for the semester.
- (c) James A. Jack as Adjunct Instructor for the Fall 1977 semester, in the Department of Medical Laboratory Technology (budget code 2160) to lecture MED 211, Medical Technology II, for a total of fourteen clock hours, and receive a salary of \$242.62 for the semester.
- (d) Dr. Martin Ladov as Adjunct Instructor for the Fall 1977 semester, in the Department of Dental Auxiliaries Education (budget code 2130) to lecture and clinic six hours of DHY 201, Dental Specialties I, and receive a total salary of \$120.00 for the semester.
- (e) Dr. Joel Leizer as Adjunct Instructor for the Fall 1977 semester, in the Department of Dental Auxiliaries Education (budget code 2130) to lecture and clinic six hours of DHY 201, Dental Specialties I, and receive a total salary of \$120.00 for the semester.
- (f) Ralph A. Mesce as Adjunct Instructor for the Fall 1977 semester, in the Department of Medical Laboratory Technology, (budget code 2160) to lecture MED 211, Medical Technology II, for a total of six clock hours, and receive a salary of \$103.98 for the semester.
- (g) Dr. Arthur Nagy as Adjunct Instructor for the Fall 1977 semester, in the Department of Dental Auxiliaries Education (budget code 2130) to lecture and utilize laboratory procedures for three contact hours of DHY 101, Dental and Oral Anatomy and Physiology; and lecture three contact clinical hours of DHY 221, Primary and Secondary Preventive Services II; and lecture and lab three contact hours of DHY 107, Dental Laboratory Procedures I, for a total of nine contact hours, and receive a total of \$2,385.00 for the semester; and in addition be compensated \$100.00 for the semester for coordinating the adjunct dental team teaching.

- (h) Dr. Herbert H. Portnoff as Adjunct Instructor for the Fall 1977 semester, in the Department of Dental Auxiliaries Education (budget code 2130) to lecture and clinic six hours of DHY 201, Dental Specialties I, and receive a total salary of \$120.00 for the semester.
- (i) Dr. Henry Schriever as Adjunct Instructor for the Fall 1977 semester, in the Department of Medical Laboratory Technology (budget code 2160) to lecture MED 211, Medical Technology II, for a total of six clock hours, and receive a salary of \$105.96 for the semester.
- (j) Marian G. Shafman as Adjunct Instructor for the Fall 1977 semester, in the Department of Dental Auxiliaries Education (budget code 2130) to teach DHY 101, Dental and Oral Anatomy and Physiology, for three contact hours, at the rate of \$240.00 per contact hour, for a total salary of \$720.00 for the semester.
- (k) Dr. Irving H. Sinai as Adjunct Instructor for the Fall 1977 semester, in the Department of Dental Auxiliaries Education (budget code 2130) to lecture and clinic six hours of DHY 201, Dental Specialties I, and receive a total salary of \$120.00 for the semester.
- (l) Dr. Joseph Tabourne as Adjunct Instructor for the Fall 1977 semester, in the Department of Dental Auxiliaries Education (budget code 2130) to lecture and clinic six hours of DHY 201, Dental Specialties I, and receive a total salary of \$120.00 for the semester.
- (m) Dr. Stephen H. Traum as Adjunct Instructor for the Fall 1977 semester, in the Department of Dental Auxiliaries Education (budget code 2130) to lecture two contact hours of DHY 205, Periodontology, at \$250.00 per contact hour, for a total salary of \$500.00 for the semester.
- (n) Sondra Bittens as Day Care Center Director for the fiscal year July 1, 1977 through June 30, 1978, effective August 8, 1977, at an annual salary of \$13,500.00, pro-rated to \$12,124.04 for the period.

Non-Academic Changes of Status

- (a) Joan Utrecht, from Secretary II in the Office Services Department (budget code 1800) to Correspondence Secretary in the Correspondence Center effective August 1, 1977, at the adjusted salary from \$5,268.00 to \$7,575.00, for the year July 1, 1977 to June 30, 1978, and pro-rated to \$6,943.75 for the period.
- (b) Pauline Suskind, from Secretary II in the Office Services Department (budget code 1800) to Administrative Aide I in the Admissions Office (budget code 1110) effective August 8, 1977, at the adjusted salary from \$4,234.00 to \$7,575.00, for the year July 1, 1977 to June 30, 1978, and pro-rated to \$6,802.72 for the period.

Non-Academic Resignation

- (a) William R. Kittell, Lab Coordinator in the Hotel, Restaurant, Institutional Management Department, effective July 27, 1977.

Non-Academic Temporary Personnel

- (a) Edward Young, at the rate of \$5.00 per hour. (Tutor)

After discussion, the motion was unanimously carried.

Mrs. Czaya moved, seconded by Mr. Dalto, that the following list of salaries for August 1977 in the Department of Community Services, starting with the name Carter, Charles, and ending with the name Walker, Daniel J., for a total amount of \$3,838.00, be approved:

TITLE

<u>Mini Courses</u>	<u>Name</u>	<u>Salary</u>
Fantasticks Pianist	Carter, Charles	\$ 250.00
Communications and Motivational Skills for Supervisors	Ciotta, Julian	320.00
<u>Sports Camps</u>		
Soccer Camp	Collazo, Art	30.00
Soccer Camp	Dickinson, Jim	30.00
Soccer Camp	Inversio, Charles	75.00
Soccer Camp	Kosa, Lou	60.00
Baseball-Section II	Randazzo, Joseph	75.00
Basketball Camp	Sherrod, Tyrone	100.00
Tennis	Wauters, Kathleen	150.00
Twirling Camp	Evanchik, Darlene	80.00
<u>Hispanic Cultural Awareness</u>		
Hispanic Awareness	Machuca, Rafael Gracia	798.00
Hispanic Awareness	Valentin, Rafael	100.00
<u>Cultural</u>		
Godspell Musician	Auger, Harvey	240.00
Godspell Musician	Clancy, Theodore	240.00
Godspell Musician	Schwab, Raymond J.	240.00
Godspell Musician	Scott, Ernest	660.00
Godspell Musician	Walker, Daniel J.	390.00
		<u>\$3,838.00</u>

Explanatory Note and Budget Source

Community Services	\$2,940.00
Hispanic Cultural Awareness	<u>898.00</u>
	\$3,838.00

After discussion, the motion was unanimously carried.

EMPLOYEE RELATIONS COMMITTEE

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

WHEREAS, the Board of Trustees Negotiating Committee and the Fraternal Order of Police, Local 85, have reached agreement on a new three-year contract; and

WHEREAS, the membership of the Fraternal Order of Police, Local 85, have accepted the proposed contract; and

WHEREAS, the Board of Trustees legal counsel has reviewed and approved the proposed contract;

NOW, THEREFORE, BE IT RESOLVED That the Board of Trustees does ratify the attached agreement retroactive to July 1, 1977 to June 30, 1980; and

BE IT FURTHER RESOLVED That the Chairman and the Assistant Secretary be authorized to sign the agreement.

After discussion, the motion was unanimously carried.

PERSONNEL COMMITTEE

Mrs. Czaya moved, seconded by Dr. Carney, that the following salaries be paid for 1977-78 fiscal year to the police officers listed below in accordance with Article XIX of the labor agreement between Middlesex County College Board of Trustees and Local 85 of the Fraternal Order of Police:

	<u>1976-77 Salary</u>	<u>1977-78 Salary</u>
Sgt. Costello, Thomas	\$12,617.00	\$13,492.00
Sgt. Placca, Joseph	11,963.00	12,838.00
Sgt. Salfelder, Edward	11,080.00	11,955.00
Sgt. Siegel, David	12,423.00	13,298.00
Officer Danza, Matthew	11,237.00	12,112.00
Officer Davies, Steven	10,446.00	11,321.00
Officer Diamond, Leonard	11,191.00	12,066.00

	<u>1976-77 Salary</u>	<u>1977-78 Salary</u>
Officer Fleming, John	\$11,312.00	\$12,187.00
Officer McAndrew, John	10,310.00	11,185.00
Officer, O'Donnell, David	10,250.00	11,125.00
Officer Smilek, Robert	11,161.00	12,036.00
Probationary Officer Oberc, Joseph	9,750.00	10,000.00
Probationary Officer Stenger, Cora	9,750.00	10,000.00

After discussion, the motion was unanimously carried.

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

WHEREAS, Article XXI of the Labor Contract between the Board of Trustees and the Fraternal Order of Police provides that a member of the bargaining unit may receive an additional \$10.00 per credit hour in annual salary for each approved college credit completed in the Criminal Justice field, and \$5.00 per credit hour in annual salary for courses required in achieving a degree in the Criminal Justice field, but not directly related to Criminal Justice; and

WHEREAS, the contract further provides that the Director of Police and Safety and the Board of Trustees shall approve the completed course college credit before payment; and

WHEREAS, the Director of Police has approved course work for the police officers whose names appear below to the extent listed;

NOW, THEREFORE, BE IT RESOLVED That the following police officers' annual salaries be increased, based upon completed credit work in Criminal Justice and related field, by stated amounts retroactive to July 1, 1977:

<u>Name</u>	<u>Credits Criminal Justice</u>	<u>Credits Related</u>	<u>Amount</u>	<u>1977-78 Salary</u>	<u>Adjusted 1977-78 Salary</u>
Steven Davies	3		\$30.00	\$11,321	\$11,351
Matthew Danza	3		30.00	12,112	12,142
Leonard Diamond	9		90.00	12,066	12,156

After discussion, the motion was unanimously carried.

Mrs. Czaya moved, seconded by Mr. Dalto, that the following list of personnel appointments and actions be approved, pursuant to recommendation by the President and to the provisions of Section 18A:64A-12:

Academic Appointments

- (a) Jean M. Byrnes as Adjunct Instructor in the Department of Dental Auxiliaries Education (budget code 2130) for the Fall 1977 semester, to teach DHY 221, Primary and Secondary Preventive Services II, for nine (9) contact hours, at the rate of \$225.00 per contact hour, for a total salary of \$2,025.00 for the semester.
- (b) Phyllis E. Garr as Instructor in the Department of Nurse Education (budget code 2110) for the academic year September 1, 1977 through June 30, 1978, only, at the salary of \$13,000.
- (c) Andra M. Hanlon as Assistant Instructor in the Department of Nurse Education (budget code 2110) for the academic year September 1, 1977 through June 30, 1978, only, at the salary of \$10,000.
- (d) Dr. Robert J. Mallin as Adjunct Instructor in the Department of Dental Auxiliaries Education (budget code 2130) for the Fall 1977 semester, to lecture and clinic six hours of DHY 201, Dental Specialties I, and receive a total salary of \$125.00 for the semester.
- (e) Dr. Anthony Pugliese as Adjunct Instructor in the Department of Social and Rehabilitative Services (budget code 2120) for the Fall Semester, to teach REH 101, Principles of Rehabilitation I, for three contact hours, at the rate of \$225.00 per contact hour, for a total salary of \$675.00 for the semester.
- (f) Barbara E. Vagrín as Assistant Instructor in the Department of Nurse Education (budget code 2110) for the 1977 Fall semester, only, of the academic year 1977-78, at the salary of \$5,350.00.
- (g) Christine Wilverding as Adjunct Instructor in the Department of Radiologic Technology (budget code 2140) for the Fall 1977 semester, to teach RAD 213, Radiation Therapy, for one contact hour, at the rate of \$235.00 per contact hour, for a total salary of \$235.00 for the semester.
- (h) Marjorie Zall as Adjunct Instructor in the Department of Dental Auxiliaries Education (budget code 2130) for the Fall 1977 semester, to teach DHY 103, Primary Preventive Services, for six contact hours, at the rate of \$230.00 per contact hour, for a total of \$1,380.00 for the semester.

- (i) Caroline Breen, Assistant Instructor in the Department of Dental Auxiliaries Education (budget code 2130) as Coordinator of the Dental Assisting Program for the 1977 Fall semester, at a stipend of \$150.00.
- (j) Claire Pean, Assistant Professor in the Department of Dental Auxiliaries Education (budget code 2130) as Coordinator of the Dental Hygiene program for the 1977 Fall semester, at a stipend of \$150.00.
- (k) Mary Anne Rizzolo, Associate Professor in the Department of Nurse Education (budget code 2110) as Coordinator of second year for the 1977 Fall semester, at a stipend of \$150.00.
- (l) Marion Zimmerman, Instructor in the Department of Nurse Education (budget code 2110) as Coordinator of first year for the 1977 Fall semester, at a stipend of \$150.00.

Academic Resignation

- (a) Dixie Goswami, Associate Professor in the English Department, effective August 8, 1977.

After discussion, the motion was unanimously carried.

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

WHEREAS, the full-time enrollment projections for Fall 1977 and Spring 1978 semesters were estimated on August 11, 1976, more than one year ago; and

WHEREAS, said FTE enrollment projections became the basis for budgeting the employment of faculty for the fiscal year 1977-78; and

WHEREAS, the projected levels of full-time student enrollment have had to be amended downward as a result of the analysis of actual data by the Director of Institutional Research and the Registrar; and

WHEREAS, as in prior years, it therefore becomes mandatory to provide advance notice to certain faculty members that the possibility exists that a retrenchment program may have to be implemented in the event enrollment levels do not materially change between this date and the beginning of the Fall 1977 semester;

NOW, THEREFORE, BE IT RESOLVED That the following faculty members be notified by the President that as a direct result of a decrease in anticipated full-time student enrollment levels for 1977-78 they are retrenched effective August 16, 1977, pursuant to 18A:60-3 and Article IV-F of the labor agreement between Local 1940, A. F. T. (AFL-CIO) and Middlesex County College Board of Trustees:

Susan Leaf, Instructor in the Social Science Department
 Herbert Brecher, Instructor in the Social Science Department
 James Morgan, Assistant Professor in the Fine Arts Department
 Margaret Pryzgod, Assistant Professor in the Biology Department.

After discussion, the motion was unanimously carried.

Mrs. Czaya moved, seconded by Dr. Carney, that the following salaries in the Community Services Department be added to the August 1977 list:

Project Pudes

Bill McCartan	\$888.00
Oscar Marchant	845.00
Zorida Calvo	910.00

After discussion, the motion was unanimously carried.

EMPLOYEE RELATIONS COMMITTEE

Mr. Dalto moved, seconded by Mrs. Czaya, that the sum of \$300.00 be paid to Jonas Aarons, arbitrator, for services rendered in the arbitration between Middlesex County College and Local 1940, AFT, regarding Joseph Schlegel, Case No. AR-77-136, on June 23, 1977. After discussion, the motion was unanimously carried.

FACILITIES AND EQUIPMENT COMMITTEE

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

- (a) D. J. R. Builders, Inc.
 General Construction, Building 229
 Payment #3 \$79,447.50

(Total net contract, \$234,650.00; amount paid previously, \$43,258.50; approved above, \$79,447.50; balance to finish, \$111,944.00.)

- (b) M & R Mechanical Contractors, Inc.

HVAC--Building 229

Payment #3

\$11,700.00

(Total contract, \$146,520.00; amount paid previously, \$28,318.50; approved above, \$11,700.00; balance to finish, \$106,501.50.)

- (c) John Schwarz, Inc.

Electrical Work--Building 229

Payment #1

\$ 8,730.00

(Total contract, \$106,941.00; amount paid previously, 0; approved above, \$8,730.00; balance to finish, \$98,211.00.)

- (d) John Schwarz, Inc.

Electrical Work--Building 229

Payment #2

\$10,620.00

(Total contract, \$106,941.00; amount paid previously, \$8,730.00; approved above, \$10,620.00; balance to finish, \$87,591.00.)

After discussion, the motion was unanimously carried.

COMMUNITY RELATIONS COMMITTEE

The report of the Office of Public Information was noted. (Copy filed with Papers Supporting the Minutes.)

The 11th Annual Scholarship Ball, sponsored by the Middlesex County College Foundation, has been set for Saturday, December 3, 1977.

EDUCATION COMMITTEE

The Education Committee Report for the month of July was noted. (Copy attached to the Minutes.)

FINANCE COMMITTEE

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

WHEREAS, the Board of Trustees authorized a graduation fee in the amount of \$10.00 on March 15, 1966; and

WHEREAS, said fee was implemented in order to relieve the College of any direct burden of expenses incurred on behalf of the individual graduate; and

WHEREAS, the total of said expenses has been estimated at approximately \$16,000.00 per annum; and

WHEREAS, the gross reimbursement from the graduation fee generates approximately \$11,000.00 to offset expenses; and

WHEREAS, a recommendation from the President has been made to increase the individual graduation fee from \$10.00 to \$15.00 per graduate; and

WHEREAS, said fee is not considered within the scope of mandatory fees which will be limited to 15% of tuition revenue by recommendation to the State Board of Higher Education;

NOW, THEREFORE, BE IT RESOLVED that the refundable graduation fee be increased from its current rate of \$10.00 per graduate to \$15.00 per graduate for payment of graduation expenses for the year ended June 30, 1978, and until further action by this Board.

After discussion, the motion was unanimously carried.

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

WHEREAS, the Board of Trustees authorized a \$2.00 service fee in May 1970 to be charged patients who utilize the Dental Hygiene clinic; and

WHEREAS, rising costs have been incurred in the servicing of said patients since the inception of the clinic service; and

WHEREAS, the President has recommended an increase in the clinic fee from \$2.00 to \$3.00 per semester, effective September 1977;

NOW, THEREFORE, BE IT RESOLVED That the clinic fee be increased to \$3.00 per semester to cover the increased cost of operating the Dental Hygiene clinic.

After discussion, the motion was unanimously carried.

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

WHEREAS, the College has implemented the concept of Cooperative Education courses for part-time students; and

WHEREAS, the contact hour charges for part-time students would severely affect the program outlined; and

WHEREAS, the actual costs for operation of said Cooperative Education program have been thoroughly outlined between the Chairman of the Department of Cooperative Education and the Vice President for Finance and Controller; and

WHEREAS, a base charge for participation in the Cooperative Education course for part-time students has been recommended in the amount of \$70.00 per student in order to cover the direct expenses of said program;

NOW, THEREFORE, BE IT RESOLVED That the charge for Cooperative Education courses on a part-time basis be established at \$70.00 per student in lieu of the standard contact hour rate charged to other part-time students.

After discussion, the motion was unanimously carried.

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

WHEREAS, the Board of Trustees authorized contracts with the Department of Human Services of the State of New Jersey for the operation of a Child Care Center, and the support thereof, for the twelve-month period commencing September 1, 1977 to August 31, 1978; and

WHEREAS, said resolution (item 4) included reference to Appendix "B" in the purchase of service contract which authorized the payment of an annual rental in the amount of \$12,000.00 for the use of Building S-100 by the Child Care Center; and

WHEREAS, pursuant to Title XX of the Social Security Act as amended, said rent payments have been denied; and

WHEREAS, the Vice President for Finance has renegotiated the reimbursement of \$12,000.00 to other direct and indirect expenses incurred in the operation of the Child Care Center;

NOW, THEREFORE, BE IT RESOLVED That item 4 in the resolution authorizing the purchase of service contract between the Board of Trustees and the Department of Human Services of the State of New Jersey, for the operation of a Child Care Center, as approved by the Board of Trustees on July 26, 1977, be amended and reference to Appendix "B" be deleted and substituted with a revised Appendix "B" which includes the reallocation of \$12,000.00 to direct and indirect expenses for the operation of the Child Care Center.

After discussion, the motion was unanimously carried.

Mr. Walsh reviewed the standard financial reports--Cash Summary for the month of July, 1977; Statement of Current Operating Income for the One Month Period Ended July 31, 1977.

REPORT OF THE PRESIDENT

Four years ago the Department of Higher Education conducted a study comparing community college transfer students with State College four-year students and found that the community college students did just as well, and in many cases, even better than the State College students. A similar study was recently made by the DHE which confirmed, even more, the results of the previous study. Middlesex County College was part of every category.

REPORT OF COUNSEL

The SCOPE matter is pending before PERC. A decision is anticipated by the end of the month. A decision is also expected by the end of the month on the D'Agostino case.

Pursuant to the Arbitrator's decision, Sig Shor is performing the work although there have been a few difficulties.

An appeal has been filed at the Appellate Division with respect to a decision of the X-Ray Technology Board.

SEARCH COMMITTEE

Mr. Walsh reported that exactly 100 applications for the presidency of Middlesex County College have been received. The deadline for applications was August 1. Approximately one-half have been screened by the Advisory Screening Committee. The Committee hopes to complete its screening by the end of the month. Final recommendation to the Board of Trustees could conceivably be made at the October meeting.

The next regular meeting of the Board of Trustees will be held on September 20, 1977, at 8 p. m. in the Board room, Academic Services Building.

There being no further business, the meeting was adjourned at 8:39 p. m.

MARY D. CZAYA
Secretary

MIDDLESEX COUNTY COLLEGE

MEMORANDUM

DATE: August 12, 1977

TO: EDUCATION COMMITTEE
Mr. Angelo H. Dalto, Chairman
Miss Rita Carney
Mrs. Mary D. Czaya
Mr. David Beyer
Dr. Frederick P. Montana

FROM: John N. Callahan, Acting President

SUBJECT: Education Committee Report - July, 1977

1. PSYCHOLOGY OF DIETING - Content: Habits, not diets, lead to proper weight control. Behavior modification can lead to weight loss and permanent weight control. Discussions included helpful tips on cue elimination, behavior change, problem solving, basic nutritional needs, and awareness and revision of activity levels.
2. FIRST AID COUNCIL SEMINARS - Content: Two sessions held to update the members of the N.J. State First Aid Council on training procedures (both theoretical and practical aspects).
3. BUSINESS AND PROFESSIONAL WOMENS SEMINAR - Content: This seminar focused on (1) the elevation of standards for women in business and in the professions; (2) the promotion of the interests of business and professional women; (3) the bringing about of a spirit of cooperation among business and professional women of the United States; and (4) the extension of opportunities to business and professional women through education along the lines of industrial, scientific, and vocational activities.
4. WOMEN'S RIGHTS SEMINAR - Content: A full-day seminar on various women's issues including provisions for child care, investigations into the impact of ERA and involving more women in politics.
5. TENNIS - INTERMEDIATE - Content: Designed for students who are able to hit a forehand and backhand drive with consistency and hit a top-spin serve and a forehand volley, this course helped overcome a weak backhand and develop a strong, consistent serve and volley. Correct body movements, strategy, and physical conditioning are stressed.

6. WRESTLING CAMP - Content: This clinic covers the specific areas of takedown and reversals, breakdowns and pinning combinations, leg usage, and leg defense. Discussions and demonstrations in the general areas of conditioning and psychological motivation were also held.
7. SPAN TRAINING SESSION - Content: Conducted by the program staff, experts and professionals from DYFS, MCWB, and instructional staff from the college faculty. Topics covered included Orientation and Definition of the Parent Aides Role, Review of Effective Parenting Skills, Current Approaches to Child Rearing, Home Management Skills, Dynamics of Child Neglect and Abuse, Sensitization to Target Group, Community Resources, Child Nutrition, Consumer Education, Supportive Task Training, Human Relations and Communications, Child Development and Field Experiences.
8. MULTIMEDIA FIRST AID - STANDARD - Content: This Standard Course trained participants in the basic first aid skills necessary to respond to accidents or injuries on an emergency basis. In addition, this Standard Course assisted employers to comply with OSHA standards for training of employees in First Aid usage.
9. MULTIMEDIA FIRST AID - INSTRUCTORS - Content: The Instructor Course, which must be taken in conjunction with the Standard Course, trained and certified participants to conduct standard First Aid instruction.
10. CLINICAL ENGINEERS SEMINAR - Content: Seminar for the sharing of practical and technical experiences of clinical engineers and technicians from hospitals throughout New Jersey. A technical session was included for continued education credit in this discipline.
11. COMPUTER SEMINAR - Content: This seminar provided for the dissemination of new information in the field and the exchange of ideas, literature, and technical and practical experiences.
12. BASEBALL CAMP - Content: The camp highlighted drills and instruction by an excellent staff of local high school and college coaches, supplemented by lectures by former professional players.
13. HISPANIC CULTURAL AWARENESS - Content: Offered by the Division of Community Services through a Title XX grant from the State of New Jersey Division of Youth and Family Services. This program was designed to meet the needs of staff personnel of the State of New Jersey, Division of Youth and Family Services. The primary program objectives are:
 1. The application of the knowledge of the economic, political, and educational background of Hispanic migrants to the relationship between the Hispanic community and the various social service programs currently operated by the Department of Human Services.

2. Identification of the factors of migration which have implications for staff/client relationships.
 3. The heightening of participant recognition of the uniqueness of Hispanic culture in terms of lifestyle, family structure, community relations, values, mores, traditions, and self-perception.
 4. The strengthening of participant understanding of the changing patterns of the Hispanic family on the Mainland.
 5. Development of an understanding of Puerto Rican and related Caribbean Hispanic cultures in order to evaluate service options, stereotypes and cross-cultural barriers.
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14. MANAGEMENT CONFERENCE - Content: This one-day conference was designed to acquaint newly-elected and appointed local association officers and committee chairpersons with their responsibilities and to suggest and demonstrate the best methods of program implementation.
 15. REALTORS REVIEW COURSE - Content: An all-day comprehensive course for persons preparing to take the N.J. Real Estate Salesman's or Broker's Exam (E.T.S.). Also an excellent course to update persons already working as real estate salespersons.
 16. TENNIS CAMP - Content: Covered the basic skills and techniques for beginners, advanced beginners, and intermediate tennis players between the ages of 8 and 18 years. Individual skill development drills and the use of videotape replay and ball machines were provided during instruction. Skills covered included forehand drive, backhand drive, serve, volley, and overhead smash.
 17. SOCCER CAMP - Content: This challenging and innovative program is designed to give all participants the opportunity to develop and improve individual skills, to learn proper techniques of competitive soccer, to understand the importance of good conditioning and warm-up, and to better their overall performance on the field.
 18. The following courses were offered under the Musical Theater Academy:
 - A. VOICE I - Content: Basic vocal technique for the development of a free and flexible voice for students with no previous experience or training.
 - B. VOICE II - Content: By audition only, this course is limited to students with developed or exceptional voice ability. Advanced work in production, interpretation, style, performance, and musicianship. Emphasis was on individual performance and coaching.

- C. JAZZ 2 - Content: By audition only, for students with developed technique or exceptional natural talent. Students work on exercises and technique of increasing difficulty and begin to execute combinations of greater length and complexity.

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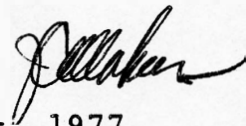
/ MIDDLESEX COUNTY COLLEGE

MEMORANDUM

DATE: September 16, 1977

TO: EDUCATION COMMITTEE
Mr. Angelo H. Dalto, Chairman
Miss Rita Carney
Mrs. Mary D. Czaya
Mr. David Beyer
Dr. Frederick P. Montana

FROM: John N. Callahan, Acting President



SUBJECT: Education Committee Report - August, 1977

1. Dr. Rose M. Channing, Dean of Health Technology Division, was a group leader in the training session for first-time evaluators at the Middle States Association of Colleges and Schools, in Philadelphia, on September 14, 1977.
2. Professor H. W. Brady of the Social Science Department will have his biography included in the 16th edition (1977-78) of Who's Who in the East.
3. Professor Allen Gillman of the Social Science Department was accepted into the evening Law School programs at Seton Hall University and at Rutgers University.
4. Professor Saul Kelton of the Social Science Department attended the convention of the American Psychological Association in San Francisco, California, in August.
5. Professor E. DiPasquale of the English Department is listed in the new Directory of American Poets.
6. The Division of Community Services has listed the following community service and related projects:
 - A. FANTASTICKS - Content: This season's Summer Theatre Workshop production of "The Fantasticks" was directed by Lynn Winik. It was a delightful original piece about a boy, a girl, two fathers, a pirate and love. "The Fantasticks" is the longest running show in the history of the New York professional theatre.

- B. MUSICAL THEATRE ACADEMY SHOWCASE - Content: Ernest Scott, voice instructor for the popular Musical Theatre Academy, produced this show of his students' talent. Clearly evident was the inspiration of Mr. Scott as each student sang in his/her own unique style. Parents and public alike acclaimed the merit of this showcase.
- C. CAROUSEL - Content: This Plays-in-the-Park production of the Rodgers and Hammerstein classic "Carousel" is one of the most popular and enduring musicals of all time--a heartwarming story of man's innate goodness and his need to love and be loved.
- D. CIP SEMINAR - Content: An in-service training program for New Jersey Department of Labor and Industry staff to acquaint representatives with the Courtesy Improvement Program for Income Security. Commissioner Joseph J. Horn, New Jersey Department of Labor and Industry, was the guest speaker.
- E. IN-SERVICE TRAINING - Content: Training sessions for claim representatives of the New Jersey Employment Service to acquaint them with new service programs to be implemented at district offices.
- F. HIGHER EDUCATION EMPLOYEES SEMINAR - Content: In-service workshop for employees of the New Jersey Deptment of Higher Education on implementation of recent legislation and new procedures and controls that concern higher education in New Jersey.
- G. CLINICAL ENGINEERS SEMINAR - Content: Seminar for the sharing of practical and technical experiences of clinical engineers and technicians from hospitals throughout New Jersey.
- H. BASKETBALL CAMP - Content: The sixth annual Central Jersey Basketball Camp was highlighted by the teaching of an excellent staff of local high school coaches. Along with this staff, several outstanding guest coaches from high schools and colleges spoke on specific areas of the game. The philosophy of the camp was to improve the basketball player in all fundamental areas of the fame through individual instruction.
- I. BEHAVIOR MODIFICATION - Content: Theory, literature and practice of Behavior Modification Technique in homes and institutions for the mentally retarded - as a means of changing unacceptable behavior and encouraging acceptable behavior.
- J. IN-SERVICE TRAINING SEMINAR - Content: An in-service training program for State personnel to develop their abilities and skills in understanding and implementing government rules, regulations and procedures.

- K. OPTOMETRIC SEMINAR - Content: A continuing education program for optometrists in New Jersey; this lecture accompanied by a film and slide presentation dealt with disorders of the eyes affecting young children and adolescents.
- L. BASEBALL CAMP - Content: The camp highlighted drills and instruction by an excellent staff of local high school and college coaches, supplemented by lectures by former professional players.
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- M. FIELD HOCKEY CAMP - Content: The Middlesex County College Field Hockey Camp was staffed by an excellent group of high school and college coaches. A complement of outstanding United States Field Hockey Team members were guest clinicians who shared their knowledge and skill. Individual attention, conditioning, and skill development received major emphasis at camp. Video taping of individual performances was an integral part of skill development at the camp.
- N. TWIRLING CAMP - Content: The emphasis of this Twirling Camp was on teaching the correct and intricate manipulation of the baton(s) through expert individual instruction and supervised practice.
- O. REAL ESTATE REVIEW - Content: An all-day comprehensive course for persons preparing to take the New Jersey Real Estate Salesmen's or Broker's Exam. Also an excellent course to update persons already working as real estate salespersons.