

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of Special Meeting

April 6, 1978

Chairman, Joseph Klegman opened the meeting at 5:30 p. m. on April 6, 1978 in the Board Room, Academic Services Building. He stated that all requirements of the Open Public Meetings Act had been met. Members present were Mmes. Czaya, Valenti; Messrs. Dalto, Klegman, Meszaros, Stolzer, Tanzman and Walsh. Dr. Carney was absent. Also present was the College counsel John A. Hoffman. Mr. Hoffman was appointed to act as Secretary Pro-Tem for the meeting.

Mr. Walsh, Chairman of the Presidential Search Committee explained the selection process for a new president. The search committee consisted of three Trustees with the Chairman ex-officio being assisted in the applicant screening process by an advisory committee consisting of 12 members of the campus community. Acting in concert, the two committees originally screened the applicants down to 50. A second and third screening was held, at which time the applicants were screened down and ranked to 15. The top seven applicants were then interviewed, as were two others who were not applicants but who are widely recognized and highly successful community college presidents. It was the consensus of the Committee that there were three finalists. Mr. Walsh stated that Dr. Rose Channing is now the Search Committee's choice for President. There was further discussion by the Board members as to various options. It was decided that there should not be a final decision on this appointment until the next regular Board meeting and that a special meeting should be rescheduled for April 12, 1978 at 5:30 p. m. to meet with the prospective candidate.

The meeting was then adjourned.

JOHN A. HOFFMAN
Secretary Pro-Tem of the Special
Meeting of the Board of Trustees
of Middlesex County College

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of Special Meeting

April 12, 1978

A special meeting of the Board of Trustees of the Middlesex County College was held at 5:30 p. m., April 12, 1978, in the Board room, Academic Services Building, on the college campus.

Chairman Klegman advised that all of the requirements of the Open Public Meetings Act had been met.

Members present were Mmes. Czaya and Valenti; Messrs. Dalto, Klegman, Meszaros, Stolzer and Walsh. Dr. Carney and Mr. Tanzman were absent. College Counsel John Hoffman was also present.

Mr. Walsh, who chaired the Search Committee of the Board, advised that the purpose of the meeting, which he had requested, was to interview Dr. Rose M. Channing, who was one of the finalists in the presidential search. Dr. Channing was called into the meeting room and a series of questions were directed to Dr. Channing by the Board members concerning her academic viewpoints and questions on the total management of the College, its relationship to the State and County spheres of government, etc.

The meeting took approximately two hours and at the close of the interview with Dr. Channing, Dr. Channing was excused and the Board members then discussed opinions with regard to their readiness to make a final recommendation for the vacant office of President. The Search Committee of the Board reported on the Screening Committee's recommendations and advised that the Trustee Search Committee also believed Dr. Channing to be the best qualified applicant for the position. After discussion, all Trustees present unanimously agreed, and it was then decided to have the name of Dr. Channing proposed at the next following Board meeting of the full Board of Trustees.

The meeting was adjourned.

MARY D. CZAYA
Secretary

BOARD OF TRUSTEES OF THE MIDDLESEX COUNTY COLLEGE

Minutes of April 18, 1978 Meeting

A regular meeting of the Board of Trustees of the Middlesex County College was held at 8 p. m., April 18, 1978, in the Bunker Lounge of the College Center. Members present were Mmes. Czaya, Valenti; Messrs. Dalto, Klegman, Stolzer, Tanzman and Walsh. Dr. Carney and Mr. Meszaros were absent. Also present were Acting President Hilf, Mr. Hoffman, Mrs. Lake, members of the staff 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 8, 1977, advance written notice of this meeting was posted in the lobby of the Academic Services Building.
- (b) On November 8, 1977, 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 8, 1977, a copy of this advance notice of the meeting was filed with the Clerk of Middlesex County.
- (d) On November 8, 1977, 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.

Mrs. Valenti moved, seconded by Mr. Stolzer, that the Minutes of the regular meeting of March 21, 1978, be approved as presented. The motion was unanimously carried.

EDUCATION COMMITTEE

Mr. Dalto moved, seconded by Mrs. Czaya, that the Board of Trustees authorize the establishment of an option in Recreation within the A. A. degree program in Liberal Arts, pending the results of the Department of Higher Education's review procedure. After discussion, the motion was unanimously carried.

Mr. Dalto moved, seconded by Mrs. Czaya, that the Board of Trustees authorize the establishment of an option in Health Service

Management within the A. A. S. degree program in Management, pending the results of the Department of Higher Education's review procedure. After discussion, the motion was unanimously carried.

Mr. Dalto moved, seconded by Mrs. Czaya, that the Board of Trustees authorize the following nomenclature changes. In each case the new title better describes the academic content and intent of the program.

1. Physical Distribution/Distribution Center Option (old title) to Physical Distribution Option (new title.)
2. Credit and Collecting Option (old title) to Credit and Financial Management Option (new title.)

After discussion, the motion was unanimously carried.

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

WHEREAS, Middlesex County College runs certain educational programs which for educational purposes provide internship programs whereby college students visit and work at outside facilities for purposes of gain job-related experience; and

WHEREAS, in connection with such internship programs, the various entities which have permitted the college to send students to them have requested that the college "hold harmless" such entities from any claims for actions which may result as a result of such internship programs; and

WHEREAS, such "hold harmless" clauses are covered by the college's standard liability insurance policies.

NOW, THEREFORE BE IT RESOLVED That the President of Middlesex County College and/or his designee is authorized to execute such "hold harmless" agreements as are appropriate in connection with the internship programs run by the College at such outside facilities.

After discussion, the motion was unanimously carried.

Mr. Dalto highlighted the President's report to the Education Committee for the month of March 1978. (Copy attached to the Minutes.)

The President was directed, on behalf of the Board, to prepare an appropriate congratulatory note to Quo Vadis upon receiving a first place award in the Junior College Division of the 54th Annual Newspaper and Yearbook Contest sponsored by the Columbia Scholastic Press Association.

FACILITIES AND EQUIPMENT COMMITTEE

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

Mr. Walsh moved, seconded by Mr. Tanzman, 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) John Schwarz, Inc.
Electrical Work, Building 229
Payment #10 \$12,418.78

(Total net contract, \$119,359.78; amount paid previously, \$96,246.90; approved above, \$12,418.78; balance to finish, \$10,694.10.)

- (b) Del Turco Bros., Inc.
Dining Area Floor Replacement, College Center
Payment #2 \$ 6,677.32

(Total contract, \$29,677.00; amount paid previously, \$20,031.98; approved above, \$6,677.32; balance to finish, \$2,967.70.)

After discussion, the motion was unanimously carried.

Mr. Walsh moved, seconded by Mr. Stolzer, that contract for General Lumber be awarded to Diamond M. Lumber Co. of Mount Holly, New Jersey, at its bid price of \$6,080.66, said amount representing the lowest bid price which fully met College specifications among eight bids received on April 7, 1978. The unsuccessful bidders are:

- Perrine & Buckelew Lumber Co., Jamesburg, N.J.
- Tulnoy Lumber, Inc., Carteret, New Jersey
- Rosenthal Lumber Supply, New Brunswick, N. J.
- B & M Lumber Co., Edison, N. J.
- Mid Jersey Lumber, Woodbridge, N.J.
- Builders' General Supply Co., Cranford, N.J.
- Bay Ridge Lumber Co., Bayonne, N.J.

After discussion, the motion was unanimously carried.

Mr. Walsh moved, seconded by Mr. Tanzman, that contract for Maintenance of Passenger Elevators for 1978/79 be awarded to Advance Elevator Service, Inc. of North Brunswick, N.J. at its alternate bid price of \$3,300.00, said amount representing the lowest bid price which fully met College specifications among three bids received on April 5, 1978. The unsuccessful bidders are:

Haughton Elevator, Little Ferry, New Jersey
Herk Elevator Company, Inc., Bronx, New York

After discussion, the motion was unanimously carried.

Mr. Walsh moved, seconded by Mr. Stolzer, that contract for Chair Rental for Graduation Ceremony 1978 be awarded to Thomas A. Deming Company, Inc. of Jersey City, New Jersey, in the amount of \$3,250.00, said amount representing the lowest bid price which fully met College specifications between two bids received on April 12, 1978. The unsuccessful bidder is Chair Hire Co., Oakland, New Jersey. After discussion, the motion was unanimously carried.

Mr. Walsh moved, seconded by Mr. Tanzman, that contract for Cassette Duplicator System be awarded to New Jersey Audio Video, Inc. of Boonton, New Jersey, at its bid price of \$16,634.00, said amount representing the lowest responsible bid to meet specifications between two bids received on April 4, 1978. The unsuccessful bidder is Modern Mass Media, Inc., Summit, New Jersey. After discussion, the motion was unanimously carried.

Mr. Walsh moved, seconded by Mr. Dalto, that contracts for Printed Envelopes and Paper be awarded to the following companies in the amounts listed, said amounts representing the lowest bid prices which fully met College specifications among five bids received on April 10, 1978, to be charged under the 1978-79 operating budget.

J. B. Papers, Inc. Union, New Jersey	\$27,870.70
Hudson City Paper Co., Inc. Wallington, New Jersey	6,394.25
Paper Mart, Inc. Livingston, New Jersey	2,324.45
Lindenmeyr Paper Corp. Carlstadt, New Jersey	<u>1,203.86</u>
Total	<u>\$37,793.26</u>

After discussion, the motion was unanimously carried.

Mr. Walsh moved, seconded by Mr. Stolzer, that the bidding procedure for the installation of a gasoline tank, as read before the Bid Committee on April 14, 1978, be nullified, and that all bids received on that date be rejected.

(Explanatory Note: An election was made to acquire a storage tank directly from the manufacturer in the amount of \$800.00 under state contract and to quote the installation thereof in the amount of \$2,490.00, for an estimated total of \$3,290.00. This amount would be in lieu of the low bid of \$4,511.00 or a saving of \$1,221.00.)

After discussion, the motion was unanimously carried.

PERSONNEL COMMITTEE

Mrs. Czaya moved, seconded by Mr. Stolzer, 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) Thomas Jennings as Adjunct Instructor for the Spring 1978 semester in the Department of Mathematics (budget code 2530) to teach MAT 112, Unified Calculus 1, section 365, for a total of three contact hours, at the rate of \$255.00 per contact hour, and receive a total salary of \$765.00 for the semester.
- (b) Peter Jessen as Instructor in the Social Science Department (budget code 2230) for the Spring 1978 semester, only, of the academic year 1977-78, at the salary of \$5,473.50.
- (c) David Kohut as Adjunct Instructor for the Spring 1978 semester, in the Social Science Department (budget code 2230) to teach one section of SOC 121, Sociology I, for a total of three contact hours, at the rate of \$225.00 per contact hour and receive a total salary of \$675.00 for the semester.
- (d) Barry Malpas as Adjunct Instructor for the Spring 1978 semester, in the Department of Physics (budget code 2540) to teach one section of PHY 131, Engineering Physics I (laboratory only), for a total of two contact hours, at the rate of \$225.00 per contact hour, and receive a total salary of \$450.00 for the semester.

Academic Change of Status

- (a) John O. Pautz, from Chairperson of the Department of Mechanical/Civil Construction Engineering Technology, to a full-time faculty position with the rank of Associate Professor in the Mechanical/Civil Construction Engineering Technology Department, effective June 30, 1978.

Academic Educational Unpaid Leave of Absence

- (a) Inez Ayres, Assistant Professor in the Department of Radiologic Technology, be granted an unpaid leave of absence for the 1978-79 academic year beginning September, 1978, to pursue study in additional graduate work.

(Explanatory Note: Ms. Ayres has been offered a graduate assistantship at Trenton State College.)

Academic Resignation

- (a) Andrew Ciofalo, part-time Adjunct Instructor, in the Department of English, effective April 3, 1978.

Non-academic Appointments

- (a) Patric Antoniello as Mechanic I--HVAC Control Technician in the Plant Operations and Facility Planning Department (budget code 7300) at the salary rate of \$14,700.00, effective April 3, 1978, for the year July 1, 1977 to June 30, 1978, pro-rated to \$3,675.00 for the period.
- (b) John K. Porsolt as Messenger in the Department of Office Services (budget code 1800) at the salary rate of \$6,665.00, effective April 3, 1978, for the year July 1, 1977 to June 30, 1978, pro-rated to \$1,619.00 for the period.
- (c) Sylvia R. Sanchez as Secretary II in the Department of Community Services (budget code 5200) at the salary rate of \$6,665.00, effective April 10, 1978, for the year July 1, 1977 to June 30, 1978, pro-rated to \$1,516.64 for the period.

Non-academic Temporary Personnel

- (a) Anthony Janco at the rate of \$3.30 per hour. (Not to exceed \$500.00 per annum)
- (b) Mark Gross at the rate of \$2.75 per hour. (Student)
- (c) Carlos Melendez at the rate of \$5.00 per hour. (Non-student tutor)

Non-academic Changes of Status

- (a) Robert Caperell, from Graphic Arts Specialist in the Graphic Services Department (budget code 6300) to Production Assistant in the same Department, at the adjusted salary from \$13,190.00 to \$13,850.00, effective April 1, 1978, and pro-rated to \$3,462.50 from April 1, 1978 to June 30, 1978.

- (b) Rosemary Signorelli, from Account Clerk II in the Purchasing Department (budget code 0320) to Correspondence Secretary in the same Department, at the adjusted salary from \$6,828.00 to \$7,702.00, effective March 29, 1978, and pro-rated to \$2,014.33 from March 29, 1978 to June 30, 1978.
- (c) Jeanne Smith, Secretary II in the Department of Office Services (budget code 1800) from \$4,916.00 for 25 hours per week, to \$6,880.00 for 35 hours per week, effective April 10, 1978, and pro-rated to \$1,433.33 from April 10, 1978 to June 30, 1978.
- (d) Nancy Wilinsky, Secretary II in the Department of Office Services (budget code 1800) to Secretary I in the Division of Science (budget code 2500) at the adjusted salary from \$6,828.00 to \$7,702.00, effective April 17, 1978, and pro-rated to \$1,604.58 from April 17, 1978 to June 30, 1978.

Non-academic Resignations

- (a) Julianita Cali, Administrative Aide I in the Registrar's Office, effective May 12, 1978.
- (b) Kathleen F. Murphy, Account Clerk in the Business Office, effective March 24, 1978.

After discussion, the motion was unanimously carried.

Mrs. Czaya moved, seconded by Mrs. Valenti, 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 Appointment

- (a) Patrick J. Diegnan as Instructor in the Accounting Department (budget code 2310) for the Spring 1978 semester of the academic year 1977-78, at the salary of \$7,111.00.

Non-academic Appointment

- (a) John Jaszak as Tennis Court Supervisor in the Department of Health, Physical Education and Recreation (budget code 2250) effective April 8, 1978 through September 1, 1978, at the rate of \$3.00 per hour.

Non-academic Resignation

- (a) Sharon A. Rosen, Administrative Aide in the Division of Continuing Education, effective April 28, 1978.
- (b) Charles M. Crenning, Custodian in the College Center, effective April 7, 1978.
- (c) Thomas M. Marcinczyk, Police Officer in the Police Department, effective April 17, 1978.

After discussion, the motion was unanimously carried.

Mrs. Czaya moved, seconded by Mrs. Valenti, that the attached list of salaries for April 1978 in the Department of Community Services, starting with the name Battaglia, Nicholas, and ending with the name Ventola, Ralph F., for a total amount of \$10,910.00, be approved. After discussion, the motion was unanimously carried.

Mrs. Czaya moved, seconded by Mrs. Valenti, that pursuant to the labor agreement between the Board of Trustees and Local 1940, AFT (AFL-CIO) Article IX, E, the following adjusted student overload payments be approved for Fall 1977:

Accounting Department

<u>Name</u>	<u>Base Salary</u>	<u>Rate</u>	<u>Student Overload</u>	<u>Overload Payment</u>
John Clancy	\$16,444.50	\$54.82	6	\$328.92
John A. McCurdy	22,177.16	73.92	3	221.76
Charles Tornatore	17,756.12	59.19	8.67	513.18
H.K. Whiting	18,270.84	60.90	5.67	345.30

Social Science Department

Elliott Pasternack	18,323.96	61.08	4.33	264.48
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After discussion, the motion was unanimously carried.

Mrs. Czaya moved, seconded by Mrs. Valenti, that the following individuals be appointed pursuant to the CETA contract with the County of Middlesex for the total compensation of \$8,568.00 for services to be rendered during the cited periods of employment:

<u>Name</u>	<u>Position</u>	<u>Contract</u>	<u>Dates of Employment</u>	<u>Total Salary</u>
Ellis, Robert	Teacher Aide	Academic Support	3/13/78 thru 3/17/78	\$ 96.00
Harris, Jean	Teacher Assistant	Accts. Clrk/ Secretarial	4/7/78 thru 4/21/78	288.00
Jadach, Michael	Teacher Aide	Academic Support	3/20/78 thru 9/30/78	2,784.00
Mastropaolo, Mary	Bookkeeping Instructor	Accts. Clerk/ Secretarial	2/13/78 thru 4/21/78	972.00
Morrissey, Wilma	Teacher Assistant	Accts. Clerk/ Secretarial	4/7/78 thru 4/21/78	288.00
Rapka, John R.	Laboratory Assistant	Machine Operator	4/10/78 thru 7/14/78	2,100.00
Stevens, Charles	Teacher Aide	Distribution Clerk	3/6/78 thru 5/26/78	<u>2,040.00</u>
TOTAL				<u>\$8,568.00</u>

After discussion, the motion was unanimously carried.

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

WHEREAS, Richard Iorillo has faithfully served Middlesex County College from August 1, 1969 as a member of the Mechanical Technology Department; and

WHEREAS, he has performed his duties and responsibilities capably and loyally;

NOW, THEREFORE, BE IT RESOLVED That the Board accepts the voluntary retirement of Richard Iorillo as of May 1, 1978; and

BE IT FURTHER RESOLVED That the Board recognizes the significant contribution of Richard Iorillo for his years of service at Middlesex County College.

After discussion, the motion was unanimously carried.

Mr. Walsh noted with pride and gratitude that the great success enjoyed by the Mechanical Technology Department is due in large part to the efforts of Richard Iorillo.

Mrs. Czaya moved, seconded by Mrs. Valenti, that William Geraghty be paid an additional \$250.00 a month, effective March 16, 1978, for undertaking additional responsibilities in the Office of the Assistant to the President for Personnel, it being understood this is not a salary adjustment but an extra stipend for performing the additional duties. After discussion, the motion was unanimously carried.

Mrs. Czaya moved, seconded by Mrs. Valenti, that Patricia Palanker be appointed as Adjunct Instructor in the Department of Biology (budget code 2510) beginning March 15, 1978 through May 15, 1978, to teach 15 contact hours of BIO 116, General and Oral Histology, and BIO 112, Human Anatomy and Physiology II, at the rate of \$367.00 per week.

(Explanatory Note: Ms. Palanker has continued to teach classes previously assigned to Professor Hilda Schmidl, who has not returned from sick leave. To date the college has been unsuccessful in determining when Ms. Schmidl will resume her contracted responsibilities.)

After discussion, the motion was unanimously carried.

Mrs. Czaya moved, seconded by Mrs. Valenti, that Thomas Bruzdowski be employed as Laboratory Assistant under the CETA Machine Operator Program from December 12, 1977 through March 3, 1978 for a total salary of \$1,071.45.

(Explanatory Note: This resolution supersedes the resolution dated December 20, 1977, which states date of employment as 12/12/77 thru 7/15/78, at a total salary of \$3,000.)

After discussion, the motion was unanimously carried.

Mrs. Czaya moved, seconded by Mrs. Valenti, that Stephen J. Marshall be appointed as Adjunct Instructor for the Spring 1978 semester, in the Department of Accounting (budget code 2310) to teach BUS 201, Business Law I, sections 246 and 273, for a total of six contact hours, at the rate of \$225.00 per contact hour, and receive a total salary of \$1,350.00 for the semester. After discussion, the motion was unanimously carried.

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

WHEREAS, the Board of Trustees had requested bids for a consultant to review its existing wage and salary benefit program for non-bargaining unit administrative personnel at Middlesex County College, and

WHEREAS, bids have been submitted by consultants pursuant to such request, and

WHEREAS, the specifications in the request for bids required prospective bidders to have experience in evaluating and developing educational administrative salary plans in institutions of higher education, and

WHEREAS, the low bidder James P. Begin and Theodore C. Settle has withdrawn their bid, and

WHEREAS, the Board of Trustees has determined that the second low bidder, Creative Educational Services, has complied with the bidding requirements and is now the lowest responsible bidder,

NOW, THEREFORE, BE IT RESOLVED That the Board of Trustees hereby directs that the bid of Creative Educational Services, in amount of \$11,999.00 be accepted.

After discussion, the motion was unanimously carried.

The unsuccessful bidders are:

Worden & Risberg, Philadelphia, Pa.
Cresap, McCormick & Paget, New York, N.Y.
A.J. Walsh, Yardley, Penna.
Walter H. Powell, Philadelphia, Pa.
James P. Begin, New Brunswick, N.J.

Mrs. Czaya moved, seconded by Mrs. Valenti, that the following additions and changes in Division of Continuing Education staff be approved:

Resignations

- (a) Andrew Ciofalo, ENG 121-989, effective April 3, 1978, and to receive an adjusted salary of \$259 in lieu of \$675 previously authorized.
- (b) Ruth Goodsen, Independent Study Typing Assistant, effective March 9, 1978, and to receive adjusted salary of \$126 in lieu of \$476 previously authorized.

- (c) Diana Leis, SES 103-540, effective April 5, 1978, and to receive adjusted salary of \$1,788, in lieu of \$2,600 previously authorized.

Appointments

- (a) M. Catherine Coletta, SES 103-540, effective April 6, 1978, and to receive a salary of \$563.
- (b) Wilma Morrissey, Independent Typing Assistant, effective March 20, 1978, and to receive a salary of \$276.
- (c) Santi Buscemi, Program Development, effective April 11, 1978, and to receive an additional salary of \$650.
- (d) Jerome Olsen, Program Development, effective April 11, 1978, and to receive an additional salary of \$650.
- (e) John Ribar, ENG 121-989, effective April 11, 1978, and to receive a salary of \$430.
- (f) John Schmenkel, Program Development, effective April 17, 1978, and to receive a salary of \$450.
- (g) Judy Westman, HED 121-974, effective April 18, 1978, and to receive an additional salary of \$650.
- (h) Patricia Dankin, PS Y 221-974, effective April 20, 1978, and to receive a salary of \$675.
- (i) The following salary adjustments to be effected for Nursing Refresher course of Summer, 1978, to reflect the increase in the inside adjunct rate from \$310 to \$325 per contact hour per contract with AFT Local 1940:

Hortense Anderson	\$120.00
Phoebe Andes	90.00
Jean M. Buckley	90.00
Mary Ann Greene	120.00
Corliss Henry	105.00
Veronica McGreevey	90.00

- (j) The following constitutes appointments in Spring 2 and Weekender courses:

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Thomas Betkowski	I.S. Business Math	\$360.00
Peter Bower	PED 134/135-690	450.00
Carole Collazo	PSY 121-695	675.00
Donald David	BUS 201-695	675.00
Alan Goldsmith	PED 127-687	450.00
Nadeanne Herrell	PSY 223-669	675.00
Stephen Klausner	MGT 205-669	675.00
Ian Newman	I.S. Sociology	325.00
Jeannette O'Rourke	MAT 111-690	920.00
Robert Rebhun	BJS 101-690	690.00
John Sacchi	PED 127-681	650.00
Doris Schieppe	PED Assistant	150.00

After discussion, the motion was unanimously carried.

COMMUNITY RELATIONS COMMITTEE

The benefit performance of "Hotel Paradiso", sponsored by the Middlesex County College Foundation, will be held on May 12. Tickets are \$40 per couple. A champagne buffet will follow the performance in the Corral Restaurant.

The Paige D. L'Hommedieu Outstanding Citizenship Award Screening and Selection Committee will meet on May 9 to finalize selection of the award recipient.

EMPLOYEE RELATIONS COMMITTEE

No report.

LEGISLATION COMMITTEE

No report.

FINANCE COMMITTEE

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

RESOLVED That the Board of Trustees of Middlesex County College urges appropriate legislation amending the Unemployment Compensation Law so as to treat nonprofessional employees of institutions of higher education in the same manner as nonprofessional employees of local school districts. This Board of Trustees finds unreasonable the present statutory exception pertaining to institutions of higher education which requires contributions to the unemployment compensation fund for nonprofessional employees on vacation or during summer recess. Such legislation will generate excessive expenditures of public funds and unnecessary coverage for a select group of higher education employees.

FURTHER RESOLVED, That a copy of this resolution shall forthwith be sent to the Council of County Colleges in the hope that such body will lend its endorsement to this resolution and its efforts to correct this legislative inconsistency, and

BE IT FURTHER RESOLVED, That copies of this resolution shall be sent to all New Jersey Senators and Assemblymen representing Middlesex County and to the Board of Chosen Freeholders of Middlesex County.

After discussion, the motion was unanimously carried.

Mr. Walsh moved, seconded by Mr. Stolzer, that payment in the amount of \$1,000.00 to the firm of Clarence Lofberg, Inc. for consulting services for negotiating renewal of the college's casualty insurance coverage, be approved. After discussion, the motion was unanimously carried.

Mr. Walsh moved, seconded by Mr. Stolzer, that Howard Hauck be appointed to assist in the implementation of the Program Cost System as mandated by the Board of Higher Education, and that he be paid an amount not to exceed \$500.00. After discussion, the motion was unanimously carried.

Mr. Walsh moved, seconded by Mrs. Czaya, that a salary increase of $2\frac{1}{2}\%$ of 1976-77 salary levels be authorized for non-union 12 month administrative personnel in levels 11 through 16, both inclusive, retroactive to July 1, 1977; provided, that a schedule reflecting said change be prepared in detail and presented to the Board for ratification at its May meeting. After discussion, the motion was unanimously carried.

Mr. Walsh reviewed the standard financial reports--Cash Summary for the month of March, 1978; Statement of Current Operating Income for the Nine-Month Period Ended March 31, 1978; and Summary of Financial Report for the Nine-Month Period Ended March 31, 1978.

COUNSEL'S REPORT

No report.

PRESIDENT'S REPORT

No report.

SEARCH COMMITTEE'S REPORT

In March of 1977 a Search Committee was appointed to seek and find a new president for Middlesex County College. The Search Committee began its efforts in June 1977, aided and abetted very ably by an Advisory Screening Committee, consisting at that time of 13 people broadly representing all constituencies on campus. Literally, a nationwide search was conducted. Applications were received from 100 individuals. The basic screening process was conducted by the Advisory Screening Committee and was concluded about a week ago. Mr. Walsh commented on the diligence and conscientiousness of the Committee--attendance was nearly perfect. Mr. Walsh further opined that the Search has led to the one individual best equipped to lead Middlesex County College in the future.

Mr. Walsh moved, seconded by Mrs. Czaya, that Dr. Rose M. Channing be appointed President of Middlesex County College for an initial term of two years and eleven days beginning April 19, 1978, and ending April 30, 1980, at a salary of \$40,000 for the first year, and \$42,500 for the second year; as well as use of the residence at 105 Hof Road, on campus, and the use of an automobile.

Mr. Walsh also noted that Dr. Channing was the unanimous choice of both the Advisory Screening Committee and the Search Committee of the Board. A press conference has been arranged for April 19, at noon, in the Board room, at which time a formal announcement of Dr. Channing's appointment will be made.

Mr. Klegman commented on the tremendous job of the committee headed by Santi Buscemi, as well as the Board Committee. Worthy of note was the confidentiality of the deliberations. Mr. Klegman also commented that the Board has found, beyond doubt, the finest president, who he is certain will work to make her tenure a long and successful one.

Mr. Dalto felt extremely privileged to be a member of the Search Committee. He noted the high esteem in which Dr. Channing is held on campus, and asked that the campus community extend full support.

A vote of confidence and thanks was extended to Vice Presidents Callahan and Hilf, who served in the interim from the departure of the former president to the present day.

After discussion, the motion was unanimously carried.

Chairman Klegman discharged the Search Committee upon completion of its function.

Ms. Josephine Lamela, on behalf of Local 1940, AFT (AFL-CIO) expressed pleasure at the appointment of Dr. Channing to the presidency of Middlesex County College.

Ms. Lamela expressed concern over the use of the term "chairperson" and the content of the Board's resolution of March 21. She read the following petition which was signed by members of the student body, support staff, faculty and administration:

"In reaction to the resolution made March 21, 1978, concerning the labeling of chairs; we do not know whether or not to be assured that we have no more important problems to be considered by the Board or if we should be alarmed that crucial concerns are set aside in order to enact such trivia."

Mr. Klegman noted the policy of the Board not to comment at the meeting but to allow opportunity for review. However, it was explained that the resolution was discussed by the Board prior to its adoption and the Board prefers use of the term "chairman" rather than "chairperson" within its structure.

Ms. Lamela thanked the Board for its clarification.

. . .

The next meeting of the Board of Trustees will be held on May 16, 1978, at 8 p. m. in the Board room, Academic Services Building. There being no further business, the meeting was adjourned at 8:50 p. m.

MARY D. CZAYA

Secretary

MIDDLESEX COUNTY COLLEGE
Edison, New Jersey 08817
DIVISION OF COMMUNITY SERVICES

PAYROLL - April, 1978

<u>TITLE</u>	<u>NAME</u>	<u>SALARY</u>
<u>Mini Courses</u>		
Bio Feedback	Battaglia, Nicholas	\$ 24.00
Increasing Your Self Confidence	Bryan, Tommie M.	168.00
Expository Writing	Buscemi, Santi	500.00
Business Organization and Management	Cullinane, Daniel	480.00
Sewing Workshop	Dorl, Ola	224.00
Construction Methods and Materials	Edelson, Jay	400.00
Shorthand Refresher	Falsetano, Arlene	280.00
Soups, Sauces and Stocks	Feinberg, Marsha	200.00
Union Illustrating and Illustrating Children's Books	Florczak, Robert	360.00
Basics of Budgeting	Godt, Stan	45.00
Transactional Analysis for Managers, Supervisors and Sales Personnel	Gordon, Jerome	84.00
Tennis Under the Lights	Huie, Allen	224.00
Bicycle Tours - Series III	Lefkowitz, Arthur	80.00
Typing Refresher	Levitan, Florence	224.00
Statistics	Lunn, Jill	330.00
Medical Office Procedures	Moceikis, Jean	192.00
Basics of Budgeting	Molitor, Frank	60.00
Light and Photographic Lighting Techniques	Peluso, Frank	336.00
Backgammon	Pharon, Joseph	126.00
Preparation for Childbirth	Raike, Joan	200.00
Organic Chemistry	Ralston, Dr. Robert	340.00

<u>TITLE</u>	<u>NAME</u>	<u>SALARY</u>
<u>Mini Courses</u>		
Tennis Under the Lights	Sacchi, John	320.00
Biorhythm Analysis	Schnepper, Jeffrey	80.00
Western Horsemanship Beginning (2 sections)	Smith Catherine	280.00
Understanding Arbitration	Tesauro, John	42.00
Principles of Purchasing	Touretsky, Simeon J.	140.00
Brass Rubbing (2 sections)	Wachs, Brigitte	80.00
Do It Yourself Auto Tune Up	Zullo, Stevan	266.00
<u>WITT</u>		
In Service:Project Possible Job Search Skills Sex Stereotyping-Interviewing Skills for Jobs	Adler, Lucille	55.00
Re-entry	Dimun, Bonnie	40.00
Hands-On Electrical Lab & Introduction to WITT	Handler, Thomas	120.00
Hands-On Electrical Lab	Kubeck, Joseph	60.00
Alternate Roles and Sex Stereotyping	Morris, Charlene	210.00
Interview Techniques	Olson, Evelyn	15.00
Sex Stereotyping	Portnoff, Thelma	15.00
Getting to Know Me (3 sections)	Spector, Arlene	360.00
<u>WITT - EXTENSION</u>		
Third Party Evaluator	Dukes, Eva	300.00
<u>SPAN</u>		
Family Dynamics and Intervention	Fein, Gloria	25.00
Welfare System, Budget and Food Stamp Plans	Loos, John	25.00

<u>TITLE</u>	<u>NAME</u>	<u>SALARY</u>
<u>LANDSCAPING</u>		\$
Ornamental Horticulture	Gabel, Thomas	2,480.00
<u>WATTE</u>		
	Adler, Lucille	50.00
	Dimun, Bonnie	50.00
	Fernandez, Frank	50.00
	Gossin, Mary L.	50.00
	Green, Frank E.	50.00
	Hannah, Mary	50.00
	Johnson, Herbert	50.00
	LaScala, Thomas G.	50.00
	Montana, Frederick	200.00
	Patsner, Elizabeth	50.00
	Portnoff, Thelma	20.00
	Rauschenberger, William	50.00
	Russoniello, Joseph	50.00
	Schneider, Edward	50.00
	Shapiro, David L.	50.00
	Smith, Robert	50.00
	Sternberg, Murray	50.00
	Trainor, Diane	50.00
	Triozi, Rosalie	50.00
	Ventola, Ralph F.	50.00

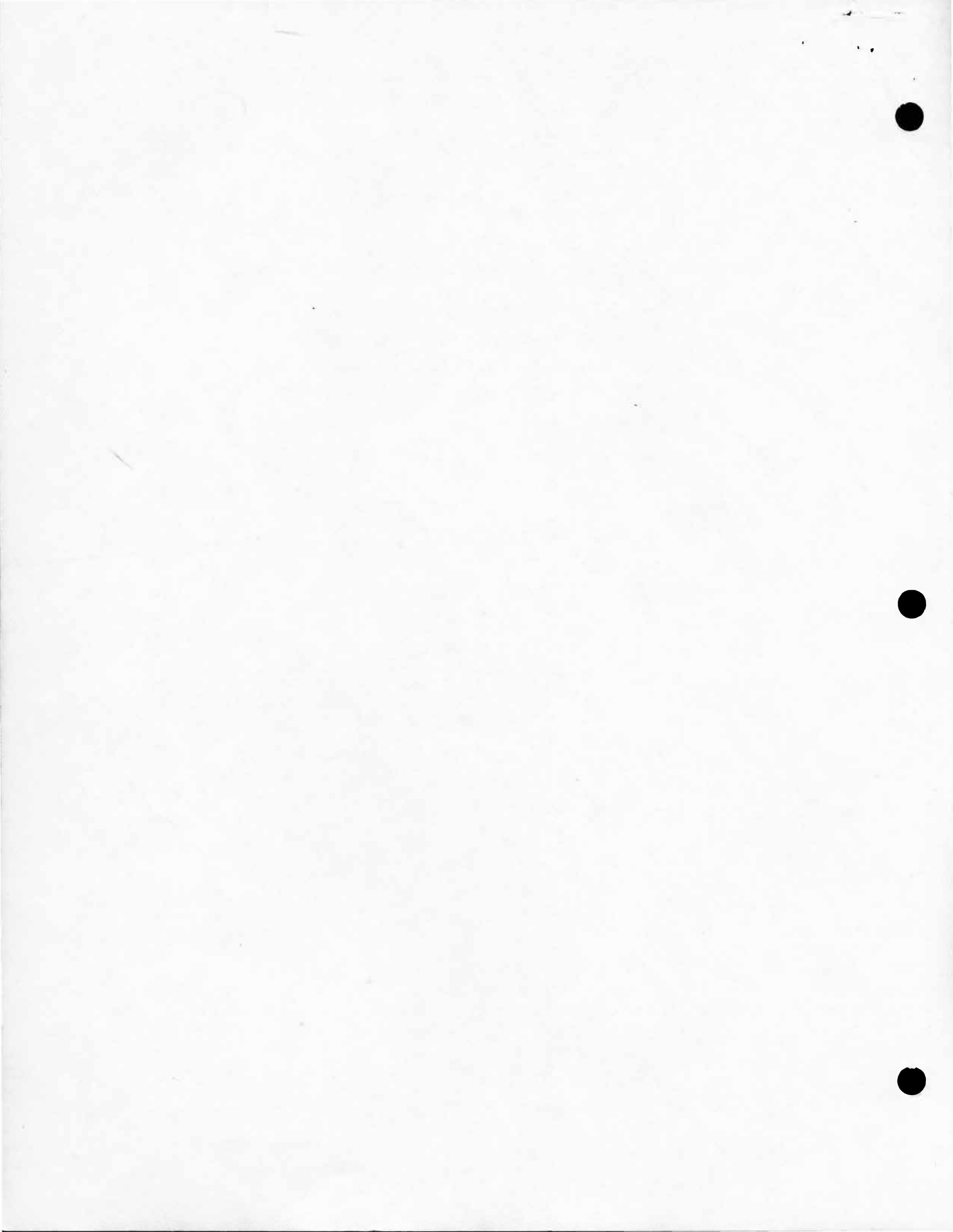
Explanatory notes and budget sources:

Community Services	\$ 6,085.00
WITT (Women in the Technologies)	875.00
WITT-Extension (Women in the Technologies)	300.00
SPAN (Senior Parent Aide Network)	50.00
CETA Landscaping (Comprehensive Employment and Training Administration)	2,480.00
WATTE (Workshop Approach to Teacher's Training in Energy)	1,120.00
	<u>\$10,910.00</u>

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<u>LANDSCAPING</u>		\$
Ornamental Horticulture	Gabel, Thomas	2,480.00
<u>WATTE</u>		
	Adler, Lucille	50.00
	Dimun, Bonnie	50.00
	Fernandez, Frank	50.00
	Gossin, Mary L.	50.00
	Green, Frank E.	50.00
	Hannah, Mary	50.00
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	LaScala, Thomas G.	50.00
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MIDDLESEX COUNTY COLLEGE

MEMORANDUM

DATE: April 14, 1978

TO: EDUCATION COMMITTEE
Mr. Angelo H. Dalto, Chairman
Dr. Rita Carney
Mrs. Mary D. Czaya
Dr. Frederick P. Montana
Mr. Harold J. Douglas

FROM: Paul Hilf, Acting President

Paul Hilf

SUBJECT: Education Committee Report - March, 1978

1. SUMMER SEMINARS - Santi Buscemi, Chairman of the English Department, and Edith Rehbein, faculty member of the English Department, have been accepted to the National Endowment for the Humanities Summer Seminar on "Stability and Change: The Enlightenment in Western Europe," each with a stipend of \$2,500.00. This seminar will be conducted at Columbia University between June 12 and August 4, 1978.
2. MEETINGS SPONSORED - On March 9, 1978, Dr. Lloyd Kalugin, Chairman, Cooperative Education Department, and Diana Leis, Cooperative Education Specialist, hosted and participated in a cooperative education workshop dealing with articulation between co-op and job placement.

On March 10, 1978, the Department of Cooperative Education sponsored an employers' seminar entitled "The Employer as Off-Campus Teacher."

3. PRESENTATIONS - Hortense Anderson, Nurse Education Department, spoke about Nursing at Perth Amboy General Hospital to students in the Licensed Practical Nurse Program on Thursday, March 16, 1978.

Sylvia C. Edge, Chairperson of the Nurse Education Department, spoke about Nursing at the Piscataway Vocational High School on Thursday, March 2, 1978.

Dorothy Good, Chairperson of Medical Laboratory Technology Department, gave a presentation on medical laboratory careers to two groups of interested students at Perth Amboy High School's Career Day on April 5, 1978.

Mary E. Reilly, Chairperson of Secretarial Science Department, visited Piscataway High School and spoke to faculty and senior Business students on March 10, 1978.

On March 13, 1978, Michael Rubin, Assistant Instructor in the Hotel, Restaurant, and Institution Management Department, spoke to six groups of students at Edison High School. He spoke on careers in Hotel, Restaurant Management.

Virginia Tso and David Jones, both of the Accounting Department, spoke to students at Sayreville High School on March 21, 1978. Their topic was "Careers in Accounting" and "The Accounting Program offered at Middlesex County College."

Chester Lukas, Associate Professor of Accounting, visited Woodbridge High School on March 23, 1978 and spoke to several accounting classes on accounting careers.

Thomas J. Regan, Dean of the Division of Business Technologies, presented the opening remarks at the Raritan Valley Chamber of Commerce breakfast meeting, held in the Corral dining room on April 10, 1978.

Peter Rosenblum, Instructor in the Marketing Art and Design Department, spoke at Holmdel High School to approximately 300 students on "Careers in Commercial Art and Commercial Photography."

Vincent Iauuale, Social Sciences Department, lectured on "Commercialized Sex and Crime in Times Square" at a symposium on contemporary social problems at Jersey City State College.

MEETINGS ATTENDED - John Frary, Administrative Assistant to the Dean of the Division of Social Sciences and Humanities, attended the Annual Conference of the Northeast Region National Collegiate Honors Council in Philadelphia on April 7, 8, and 9.

Dr. Roslyn Mass, Chairperson of the Department of Social Sciences, attended a conference on "Management, Humanism, and the Educational Process," sponsored by the Educational Improvement Centers, The Executive Academy of the New Jersey State Department of Education, the New Jersey Association of School Administrators, and the Institute for the Advancement of Educational Management, on March 22 and 23 in East Brunswick.

Robert Zifchak, Chairman of the Health, Physical Education and Recreation Department, attended the National Junior College Athletic Association's Annual Legislative Meeting in Hutchinson, Kansas in March.

Professors Ettinger, Cohen, Rehbein, Given, Moskowitz, and Manogue, all of the English Department, attended the meeting of the New Jersey Chapter of the College English Association held at Princeton University in March.

Jean Buckley, Nurse Education Department, attended the New Jersey Student Nurse Association Annual Convention in Piscataway on February 24 and 25. Mrs. Buckley also attended the cancer seminar at Middlesex County College on March 29 and a symposium on hemophilia at the Rutgers Medical School on March 8.

Marianne Ardito, Administrative Assistant to the Dean of the Division of Health Technologies, attended the Annual Meeting of the Eastern Region Association for Humanistic Psychology in Atlantic City from March 31 to April 2, 1978.

Doris Holmes, Assistant Professor and Field Placement Coordinator in Social and Rehabilitation Services Department, attended a symposium about differential use of children's residential facilities at Fairleigh Dickinson University on March 20, 1978.

Thomas Regan, Dean of the Division of Business Technologies, attended the Regional Conference of the American Association of University Administrators in Trenton, New Jersey on February 23 and 24, 1978.

Mary E. Reilly, Chairperson of the Secretarial Science Department, attended the Shorthand Conference which was cosponsored by McGraw-Hill and Rider College on March 16, 17, and 18, 1978.

Nancy Wolff, Secretarial Science Department, attended the National Business Education Association Convention in Denver on March 21-25, 1978.

On March 30, 1978, George D'Esposito, Administrative Assistant to the Dean of the Division of Business Technologies, attended a luncheon sponsored by the University of Bridgeport at the Sheraton Inn in East Brunswick. The purpose of the luncheon was to discuss articulation between Middlesex County College and the University of Bridgeport.

5. The Division of Community Services has listed the following community service and related projects:
 - A. SEMINAR: SAFE DRINKING WATER FOR NEW JERSEY - Content: National regulations are now in effect for public drinking water supplies under the Federal Safe Drinking Water Act of 1974. The New Jersey Safe Drinking Water Act of 1977 enables the New Jersey Department of Environmental Protection to take over enforcement of the federal regulations. Under the regulations, water suppliers are responsible for providing safe drinking water. This seminar attempted to make participants aware of the legal situation involved.
 - B. ALTERNATE ROLES FOR WOMEN - Content: Designed for women who are in the process of making a career decision and who are struggling with the roles they play in their professional and personal lives. The focus was on personal identity, growth, and stereotyping.
 - C. EMERGENCY MEDICAL TECHNICIANS-AMBULANCE - Content: Basic training program primarily designed to develop and upgrade the skills of those individuals who perform vital services in medical emergencies. The course provides theoretical and practical experience in emergency medical care combined with in-hospital observation and experience.

- D. W.I.T.T. STEREOTYPING WORKSHOP - Content: Highlighting a speaker on Sex Desegregation, this workshop also included a panel presentation by women in non-traditional fields.
- E. EMINENT DOMAIN AND CONDEMNATION COURSE - Content: This AIREA Course IV concentrated on the appraiser's role in condemnation. Areas covered included the history and evaluation of eminent domain legislature, cost approach and damages, easements and leasehold interests. Also featured was a demonstration trial in a case of condemnation.
- F. FIRST AID COUNCIL SEMINAR - Content: One-day session to update the members of the New Jersey State First Aid Council on both theoretical and practical aspects of training procedures.
- G. OCCUPATIONAL TITLES DICTIONARY COURSE - Content: In-service training program for New Jersey Department of Labor and Industry staff on the use of the 4th edition of the "Occupational Titles Dictionary."
- H. THE ARTISTS' SURVIVAL KIT - Content: A working seminar in marketing and public relations for artists and the arts. Provided participants with useful information in researching the job market, learning how to "sell yourself," techniques in preparing a resume and portfolio, developing brochures, how to advertise, understanding public relations, and how to deal with galleries, agents, and publishers.
- I. HUMAN RELATIONS COMMUNICATIONS COURSE FOR BUSINESS AND INDUSTRY-
Content: Human Relations Communications Course for Business and Industry designed for supervisors and managers to aid in effective communication patterns. Special attention is paid to listening skills and delivery.
- J. HISTORICAL SITES SEMINAR - Content: Discussion of the new county program for installation of roadside signs at historic sites throughout the county.
- K. CONSUMER AFFAIRS SEMINAR - Content: In-service series of three workshops for training of personnel within the Division of Consumer Affairs. Seminars included prominent guest lecturers and small group workshops for dealing with problems within the consumer affairs area.
- L. ARTS AND HUMANITIES SEMINAR - Content: Discussion of the development of future arts and humanities programs throughout the state and of the brochure to be published soon for statewide distribution.
- M. AUDIOMETRIC REFRESHER FOR OCCUPATIONAL HEALTH NURSES - Content: This one-day workshop is a refresher course in audiometry for those who received their original Audiometric Technician Certificate five or more years ago. It included a complete audiometric technician review, discussion and update on the anatomy of the ear, care and calibration of audiometers, audiograms, protective devices, causes of hearing loss, records and recordkeeping, and the legal aspects of industrial audiometry.

- N. STRETCH GROW . . . HERE WE GO - Content: Pushcart Players, one of the best legitimate children's theatres on the contemporary scene, performed this musical composite of stories to illustrate various aspects of emotional growth, development and change. The play was preceded by a workshop conducted by the Players that involved the young audiences in an investigation of television vs. the live theatre.
- O. NORTHERN NEW JERSEY GROTTTO - Content: As a chapter of the National Speleological Society, the Grotto discussed, at this seminar, the preservation of cave environments in their natural state and the promotion of scientific investigation in all areas pertaining to caves, whether it be microbiology, paleontology or hydrology.
- P. SEMINAR FOR SENIORS - Content: Speakers at this seminar included the following representatives of the New Jersey Federation of Senior Citizens: Mr. Eugene Zoppo, State President; Mr. William Burns, Assistant Director; Mrs. Genevieve McCarthy, President, Middlesex County Unit Federation of Senior Citizens. Discussion centered on the state organization's annual meeting and current legislation regarding senior citizens. Audience participation included detailed questions on the generic drug bill.
- Q. IN-SERVICE TRAINING WORKSHOP - Content: An in-service training workshop for personnel from Local Unemployment Offices regarding UCX-UCFE claims for unemployment benefits.
- R. COOPERATING EARLY CHILDHOOD TEACHER SEMINAR - Content: In-service training workshop to acquaint cooperating early childhood teachers with their responsibilities as cooperating teachers for Middlesex County College students.
- S. DEFENSIVE DRIVING - Content: The National Safety Council's Defensive Driving Course is designed to help a licensed driver become a better and safer driver. It was the purpose of this course to show why and how various types of motor vehicle accidents occur and what it would take to prevent them.
- T. POWER VOLLEYBALL CLINIC - Content: To increase awareness about power volleyball--to help institute power volleyball in areas not currently involved--to improve the skills and knowledge of current coaches and players--to upgrade existing play in the state in order to help qualify more students for the many college scholarships that are becoming available.
- U. DENTAL SEMINAR - Content: The conference featured guest lecturers on progressive and preventive dentistry. It provided participants with an introduction to innovative equipment and techniques being researched and explored by members of the Academy of General Dentistry.
- V. REAL ESTATE REFRESHER - Content: An all-day comprehensive course for persons preparing to take the New Jersey Real Estate Salesman's or Broker's Examination.

- W. OFFICE MANAGER TRAINING - Content: In-service training workshop for office managers in State Department Offices of Labor and Industry located in Central New Jersey. Emphasis on proper management techniques and more efficient office procedure.
- X. BILINGUAL BICULTURAL EDUCATION CONFERENCE - Content: A two-day work session designed to address the problems concerning Human Services delivery in day care centers and service programs.
- Y. HUMANISTIC APPROACH TO CANCER NURSING - Content: Program developed for nursing students, licensed practical nurses and registered nurses who wish to have a greater understanding of how they react to the cancer patient/family and how the cancer patient/family reacts to them. Participants learned about the resources available through the American Cancer Society and about new treatment and rehabilitation modelities.
- Z. SPAN SEMINAR - Content: Seminar included problem solving for clients, reevaluation of assigned cases, program changes, registration for responsive parenting course, and distribution of new United Way Directories.
- AA. ENGLISH TEACHERS WORKSHOP - Content: An in-service training session for the Council of Teachers of English to discuss the outcome of this first series of Thorough and Efficient Education practices to be used within the public school system.
- BB. INTERNATIONAL BANKING SEMINAR - Content: This one-day seminar contained a discussion on the new international business environment and the Foreign Credit Insurance Association, foreign exchange risks and "hedging," acceptance of financing and critical financial consideration in world trade.
- CC. MIDSUMMERS NIGHT'S DREAM - Content: A theatrical experience shared by high school students and senior citizens. Our idea was to have a "Intergenerational Day" where the young and old could share a common experience. The day was a huge success. Shakespeare was never more appreciated. The response was so overwhelming that we could have filled the theater several times.
6. The following are the non-credit, self-interest, mini-courses offered in the Spring 1978 semester:
- A. STENOSCRIP ABC SHORTHAND - Content: The easy-to-learn shorthand system written with the ABC's--no symbols to learn. Students learn to write and read shorthand in the very first class and can reach a speed of 60 to 80 words per minute. This shorthand system is used by many companies to train stenographers.
- B. MINI-SPEED READING - Content: Designed to help the student develop a flexible reading rate. This individually prescribed course was especially designed for those who seek to double or triple their current reading rate. Students learned the visual process and the fundamentals of reading comprehension while improving their reading rate with the use of mechanical pacers and other means.

- C. COMPUTERS MADE SIMPLE - Content: Students developed an understanding of basic data processing concepts and applications. Hands-on demonstrations included games, pictures, and dialogues. The basic computer language was presented and explored by operating the computer terminals and setting up elementary methods of giving a problem to a modern computer.
- D. WINE AND CHEESE APPRECIATION WORKSHOP - Content: The course is designed for the novice who wants to develop the taste and knowledge of wines and cheese. Lectures on production, history, service, and label reading for determining the best values are offered. Tasting of both wine and cheese is an integral part of the course.
- E. INTRODUCTION TO THE TRAVEL AND TOURISM BUSINESS - Content: Designed for people who wish to familiarize themselves with the travel business or who are considering a career in this dynamic field: executive secretaries, sales-incentive managers, personnel managers, convention agents, educators, retirees, and others who deal frequently in travel. Introduces the students to the functions of airlines, railroad companies, steamship companies, tour operators, hotel representatives, wholesalers, subwholesalers, supplemental carriers, travel clubs, auto-rental companies, and travel agents. Basic operations of a travel agency are analyzed and discussed.
- F. BRAILLE--LEARN TO READ IT - Content: Course is designed to teach the skill of reading with your fingers. Students learn the basic alphabetic symbols and then progress to the more complex letters and word contractions that make up the fascinating "language" of Braille. A simple method of writing Braille is also demonstrated.
- G. SOUPS, SAUCES, AND STOCKS - Content: This hands-on course explores the techniques of selection and preparation of ingredients for a variety of tasty and popular soups, sauces and stocks.
- H. CONVERSATIONAL ITALIAN - Content: Designed to give participants adequate skills in speaking through elementary conversational exercises. Basic vocabulary and simple expressions provide the groundwork necessary for a business trip or an enjoyable vacation in a country with an Italian-speaking population.
- I. CONSTRUCTION LAYOUT AND SURVEYING - Content: Subjects discussed include interior and exterior building layout, practical applications of the level and transit in construction, leveling, alignments, offsets, batterboards, layout of partitions, stairs, and mechanical equipment.
- J. FUNDAMENTALS OF SUPERVISION - Content: This course concentrated on developing techniques of objective supervision and/or administration. Common supervisory tasks such as evaluating, praising, and motivating employees are considered along with problems such as performance, absenteeism, personality conflicts, and alcoholism.

- K. OCCUPATIONAL CANCERS - Content: This course investigated the causes of occupational cancers with particular emphasis on the following carcinogens: Asbestos, Coke Oven Emissions, Vinyl Chloride, Benzene, Aromatic Amines, Arsenic, Wood Dusts and Nickel.
- L. LIGHT AND PHOTOGRAPHIC LIGHTING TECHNIQUES - Content: Covers the use of natural and artificial light for photographic purposes, interaction of light sources and photographic materials, tonal control by means of filters. Illumination vs. lighting contrast and lighting ratios, indoor and outdoor lighting techniques, and available light. Participants should have an understanding of camera operation and film exposure.
- M. ADVANCED TRAVEL AND TOURISM - Content: A continuation of Introduction to the Travel and Tourism Business, this course focused on complex domestic and International itineraries and fares, International Tariff/Ticketing Documentation, consolidated air tour manual, tour processing, motel guides, group and itinerary tour, busing fares, refunds and reissues. This advanced course was designed for those who have some experience in the travel industry or who have completed Introduction to the Travel and Tourism Business.
- N. ASSERTIVENESS TRAINING - Content: In today's world you can learn to stop saying "Yes" when you mean "No." Learn to state a need: to refuse an unreasonable request. Every person has the right to free expression without feeling guilty, as long as he/she is sensitive to others in the process. To obtain maximum self-awareness, the sensitivity group approach, including exercises and role playing, is used.
- O. BALLET - Content: For those with little or no experience and as a refresher for the more advanced student, the instructor will work at various levels with this class. The course will stress exercise to add grace and poise as well as technique and movement.
- P. TAROT READING AND INTERPRETATION - Content: This course, for beginners, is designed for those interested in the ancient tarot and its interpretation. Students learn the significance and meaning of the 78 cards separately and in combination. Readings are given in class to help students practice.
- Q. PRIVATE PILOT GROUND SCHOOL - Content: Course designed for persons who have a desire to learn more about flying, and for student pilots planning to take the FAA written test for private pilot rating. Subjects covered include principles of flight, aircraft and instrument familiarization, performance of an aircraft, basic navigation, interpretation of aviation weather, radio communications, flight planning, and federal air regulations required to earn a private pilot rating.

- R. BASIC CHINESE CUISINE - Content: Students learn the basic skills used in preparing simple, authentic meals in the spice and colorful Shanghai and Zche-Tsuan styles of Chinese cuisine. Students observe demonstrations by the native instructor and practice under his/her guidance. A wide variety of vegetable, chicken, beef, pork, sea food dishes and soups are prepared using ingredients available in neighborhood markets.
- S. BARTENDING - Content: Students learn the basics of bartending: bar set-up, garnishes, the most popular drinks and how to prepare them properly, party preparations, and good service.
- T. LEGAL OFFICE PROCEDURES - Content: An introductory course for the development of skills needed to work effectively in a legal office. Included are: setting up and maintaining files; developing telephone techniques; editing routine letters; arranging course dates and appointments; and handling mail. Maintaining efficiency in the office through cooperation, good communication and proper work habits and understanding the importance of business ethics are also covered. Participants also become familiar with basic legal documents commonly used in law offices. Testbook required.
- U. FEDERAL AND STATE TAXES FOR SMALL BUSINESS - Content: A course intended for people who own or plan to own their own business. This course familiarizes individuals with federal and State of New Jersey tax laws and how they apply to small businesses. Topics covered include business organizational structures, filing, profit reporting, record-keeping requirements, and tax benefits. Course instructors are from the Internal Revenue Service and the New Jersey Division of Taxation. Developed in cooperation with the United States Small Business Administration.
- V. PASTE-UP--ADVANCED - Content: An advanced "how-to" course for preparing brochures, flyers, and other pieces needed for organizations and social activities. Emphasis is on the development of advanced skills for preparing artwork for printing.
- W. RESPONSIVE PARENTING - Content: Participants explore parent-child relationships and conflicts; learn how parents' behavior affects children's behavior and how changes in parent-child interaction can improve children's behavior. Discussion provides background information and guidance to parents of children in various stages of development through early teens. Emphasis is on training parents in the use of sound behavioral principles so that they can effectively bring about positive changes in their children's behavior.
- X. COOKING FOR SINGLES - Content: Intended for the single person who needs assistance in the kitchen. This course stresses cooking for one as well as entertaining with elegance and flair.

- Y. INVESTING IN STOCKS AND BONDS - Content: An introductory course covering basic common stock investment theories, evaluation of corporate and municipal bonds and ratings, options and their usage and arbitrage. Course also stresses reading of the Wall Street Journal and the Standard and Poor's reports.
- Z. TAP DANCE - Content: Designed for the person with little or no tap dance training and for those with previous experience. This course covers the basic tap steps, combinations, and styles while developing body discipline.
- AA. HYPNOSIS FOR SELF-IMPROVEMENT - Content: The student learns how to improve memory and powers of concentration, relieve worry and anxiety, and increase self-confidence and poise for overall self-improvement and physical well-being.
- BB. CONSTRUCTION METHODS AND MATERIALS - Content: This course examines techniques and principles of site selection and site planning, preparation of plans and specifications, bidding process, excavation and foundations, the structure, concrete construction and formwork, and mechanics of materials.
- CC. HATHA-YOGA--BEGINNING - Content: An introduction to a form of complete and deep relaxation for the mind and body. Participants gain flexibility and body tone while enjoying a renewed sense of vitality. Deep breathing techniques are emphasized.
- DD. COMIC ART - Content: Emphasizes the area of contemporary cartooning (political and satirical) and comic strip art work, featuring character drawing through various mediums and special interest drawing. Individual attention and group critique sessions are included.
- EE. OCCUPATIONAL HEALTH HAZARDS - Content: Course covers the source, effect, measurement and control of various occupational health hazards. Solid, liquid and gaseous agents are examined, as well as radiation, vibration and noise problems.
- FF. BOOKKEEPING FUNDAMENTALS - Content: Course includes the basics of analyzing, journalizing, and posting of original bookkeeping data, and a trial balance; the preparation and understanding of financial statements; closing the ledger, explanation of payroll accounting, and some explanation of banking procedures.
- GG. EXPORTING TECHNIQUES AND DOCUMENTATION - Content: Designed for individuals whose firms are interested in expanding their sales to overseas markets or who are currently doing so. This course examines the various techniques of exporting and the policies that must be established for a successful exporting enterprise. Areas covered are: choice of documents, inland and overseas shipping, traffic control and security, packaging, international banking, product guarantees, agents, certificate of origin and consular invoices, documents of authorization, export regulations, available government assistance, airway bills, letters of credit requirements, insurance, freight rates, and other technical problems.

- III. KNOW YOUR CAR - Content: A course for those who drive and whose knowledge of auto functions is limited. What goes on under the hood, proper operation and maintenance, and checking fluids and electrical systems are discussed. Fuel and exhaust systems and the operation of the engine are also covered.
- II. DO THE HUSTLE - Content: Provides the opportunity for students to relax, enjoy, and learn the latest disco dances, including the Hustle, Bus Stop, and L. A. Walk.
- JJ. DRAWING - Content: Exploration of drawing techniques for expression and interpretation. Realistic, expressionistic and abstract techniques covered in order to explore the visual and expressive potential of two dimensions.
- KK. SIGN LANGUAGE - Content: For those who wish to communicate with the deaf, this course provides instruction in the manual alphabet (finger spelling) and the language of signs--with special focus on practical application and introductory interpretation.
- LL. DOGS--A HOBBY OR A PROFESSION (Level 1) - Content: Dog owners and dog lovers, whether of purebred or mixed breed dogs, find this course of interest. It is taught by special arrangement with the developer of the program, Canine Consultants of Canada. The entire canine series consists of four "levels" or semesters. This first level consists of the natural history of dogs, social behavior of the dog, buying, raising, and training of a puppy, breeding and raising a litter, genetics, and parasitology. Audiovisual aids are used extensively, with live demonstrations during the final weeks of the course.
- MM. INDUSTRIAL NOISE - Content: An intensive examination of industrial noise, this course deals with the sources, effects, standards, measurements and control of industrial noise through practical demonstrations and discussions of appropriate equipment.
- NN. COPING WITH STRESS - Content: A one-day workshop which helps participants understand stress, where it comes from, how to deal effectively with it, and how to avoid its complications. It also covers the dangers of stress, how to relax by developing a relaxed lifestyle, and how to control our society's stress overload in your daily life.
- OO. A GUIDE TO VOLUNTARY COMPLIANCE WITH OSHA - Content: An effective introduction to OSHA in general industry, this course examines inspections, violations, citations, recordkeeping, safety and health standards, and safety programming.
- PP. WATTE #1 and WATTE #2 - Content: Sponsored by a grant from the New Jersey Department of Vocational Education, the workshops helped the elementary and secondary school teacher integrate "Energy Concepts" into traditional biology, chemistry, mathematics, and vocational education courses.

7. The following courses are part of the Musical Theatre Academy.
- A. TAP - Content: Two groups--one for beginners, another for advanced students--were formed within the class. Work in the basic tap steps, combinations, and styles were geared to the level of experience of those enrolled.
 - B. JAZZ I - Content: For students with little or no previous experience or training. Each section limited to 15 students. Classes begin with basic warm-up exercises to develop balance, strength, and stretch the body. A thorough introduction to the basic jazz techniques and isolation exercises is provided.
 - C. VOICE I - Content: This course offers the beginner singer an opportunity to develop proper voice control, breathing, diction and tone quality. Individualized instruction.
 - D. VOICE II - Content: This course is designed for the more advanced singer who has alrerady developed performance ability. It deals with dynamics, dramatic sensitivity and style.

PH/JB:vg (2556A)